

# Muratec F116P Installation and Training Guide

Place a check beside each step taken.

## Installation:

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- \_\_\_\_\_ 1. Remove all tape and packing materials. (**Basic setup\_22 in manual**).
- \_\_\_\_\_ 2. Connect handset to unit. Plug phone line into machine. Press On-hook dial to verify presence of dial tone. (**Basic setup\_22**)
- \_\_\_\_\_ 3. Install printing supplies and paper. (**Basic Setup\_25, Media and tray\_28-30**)
- \_\_\_\_\_ 4. Make a copy to test unit (**Copying\_31**). Send a fax and receive a fax (**Faxing\_33**).
- \_\_\_\_\_ 5. Print the configuration page by pressing **Menu** until the display registers [**Reports**]. Press the right arrow key until [**Configuration**] is displayed. Press [**OK**].

## Training:

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- \_\_\_\_\_ 1. Show customer how to program the date and time (**Basic setup\_23**).
- \_\_\_\_\_ 2. Show customer how to program TTI and number (**Basic setup\_23**).
- \_\_\_\_\_ 3. Show customer how to set paper type and size (**Media and tray\_28-30**).
- \_\_\_\_\_ 4. Show customer how to set sound settings (ringer, speaker, etc.) (**Pg. 1.37-1.38**).
- \_\_\_\_\_ 5. Give customer 800 # (**1-800-347-3296**) for assistance.
- \_\_\_\_\_ 6. Instruct customer how to clear paper jams (**Troubleshooting\_53-58**)

**Site Name:** \_\_\_\_\_

**Customer signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Technician signauture:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Model No:** \_\_\_\_\_ **Serial No:** \_\_\_\_\_

By signing this installation checklist, I am acknowledging that the installation and product training provided was concise and the Muratec machine and all applicable functions are operating to my satisfaction.

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