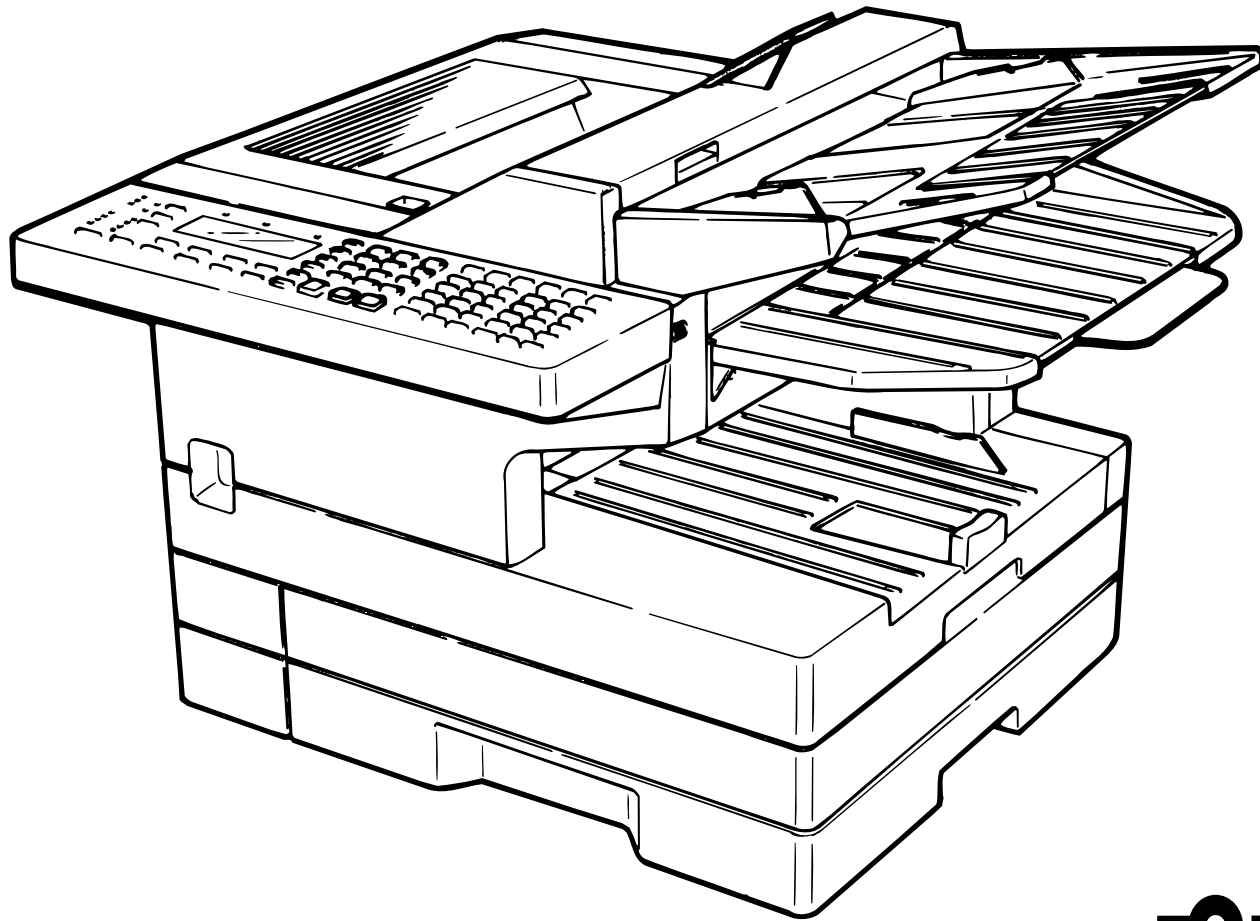# Operating Instructions

For Muratec's F-150, F-120 and F-100 plain-paper fax machines

muratec™

MBS order number: OMF120/100
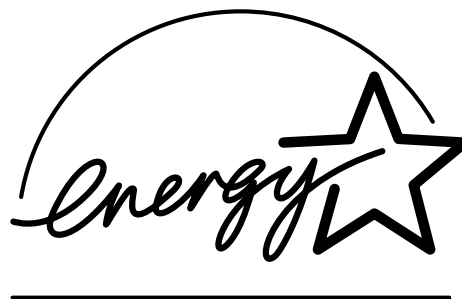
muratec™

Muratec America, Inc.
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Suite 1500
Plano, Texas 75093
http://www.muratec.com

MML item number: D65-90140-60
059815

Welcome …

muratec™

As an ENERGY STAR® partner, Muratec America, Inc.,
has determined that this product meets
the ENERGY STAR guidelines for energy efficiency.

Welcome to your Muratec fax machine!

We know you want to use your machine *now,* without first having to climb over a mountain of jargon.

So we've divided these instructions into three sections.

- **"Getting started"** (see page 1.1) covers only what you absolutely *have* to know to use your machine immediately.

- **"Beyond the basics"** (see page 2.1) provides more details. When you have time, look through it to learn more about your machine's many features, as well as fax in general.

- Finally, **"Just in case … "** (see page 3.1) will help you decide what to do if you ever have a problem with your machine. It also tells you how to give it the kind of easy, sensible care that should help keep troubles to a minimum.

The next two pages show the entire contents of these instructions. Skim through them now if you'd like (they'll prove more helpful as time passes), or just go on past them to "Getting started" and, well, get started!

And thanks for choosing Muratec.

Find your serial number and write it down

Before you go any further, please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. It's probably a good idea for you to copy this down *before* you set up your machine. Use the blank at the bottom of this column.

Bar code label

IC and ID labels

Note: The IC *label* and ID label, required by government regulations, *do not* contain serial number information.
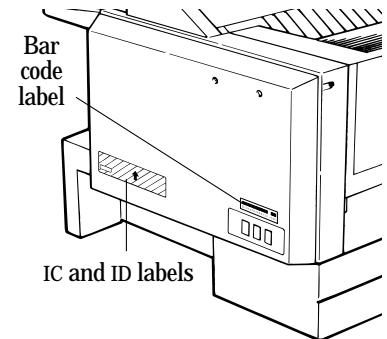
Close up, the bar code label looks something like this:

D 1 2 3 4 5 6 7 8 9 0 1 2 3 *6IC

Important: Of course, this is *not* the number which should appear on your machine's label. Rather, this is only to give you an *idea* of how your label will look.

Now, please copy down your machine's serial number, below, for future reference, as well as noting the machine's model number:

My machine's serial number: _____

My machine's model number: ☐ F-150   ☐ F-120   ☐ F-100

What's in these operating instructions

Note: Each section also contains its *own* (more abbreviated) table of contents, as well.

Getting started

➡️

*A quick and friendly trip
through the basics
of your Muratec fax machine*

What's inside this section

A quick introduction to fax in general

What's a fax document?

Simply put, a *fax document* is anything a fax user wants to fax to someone else. It can be just one page or as many pages as you need. That's up to you. It can be text, a photograph or even your child's latest drawing!

What's a fax number?

Because your fax operates on standard phone lines, a *fax number* is just a regular phone number. And, because your fax is also a high-quality, full-featured telephone, your fax number can be your regular phone number; just add an optional handset to your fax. Or you can (but this isn't necessary!) dedicate a phone number to your fax, letting you use one number just for ordinary voice calls and one just for fax.

What are resolution and grayscale?

Just as cars are measured by engine size, and stereo systems are measured by watts per channel, so fax machines are measured by *resolution* and *grayscale.* So let's talk about these for a moment. *Resolution* refers to the sharpness of a fax transmission. It's expressed in *lines per inch (lpi).* An international agency has defined three specific levels of resolution:

- *Normal* (203 horizontal × 98 vertical lpi)
- *Fine* (203 × 196 lpi)
- *Superfine* (203 × 392 lpi).

Similarly, one can judge a fax transmission by its number of *grayscale levels*, or shades of gray — really, halftones such as you might see in a newspaper photo. It's likely most of your fax documents will be dark text on white paper. However, when you want to send photographs and other shaded items, you can set your fax machine to transmit in 64-scale grayscale.

So why not *always* set your fax machine for superfine, or for grayscale?

Because these settings make your machine send more information, making transmissions last longer and (on long-distance calls) driving up your phone bills. That's why, as you'll see, we've made it easy for you to set your fax machine for the most efficient, and truest, transmission of the types of documents *you* send!

1.1

Make sure it's all out of the packaging

The drawing, below, shows what *should* be included in the packaging:
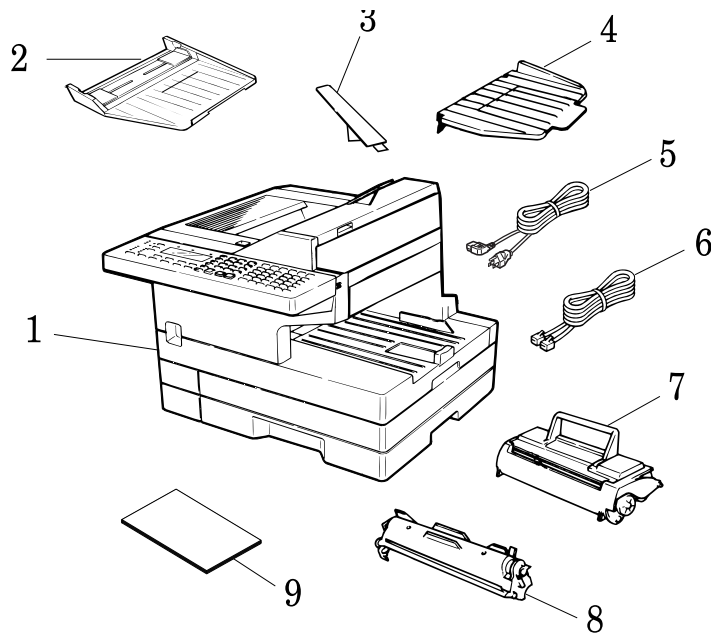
1 Fax machine

2 Document hopper

3 Paper hopper

4 Document tray

5 AC power cord

6 Telephone line cord

7 Toner cartridge

8 Drum cartridge

9 (This manual)

Be sure to save the box (or boxes) and packing materials for reshipment.

What are all the parts?

Note: Don't worry if some of the terms used here are unclear to you right now! We'll explain everything fully. Once you're more familiar with these terms, this page will be an even handier reference to your fax machine.
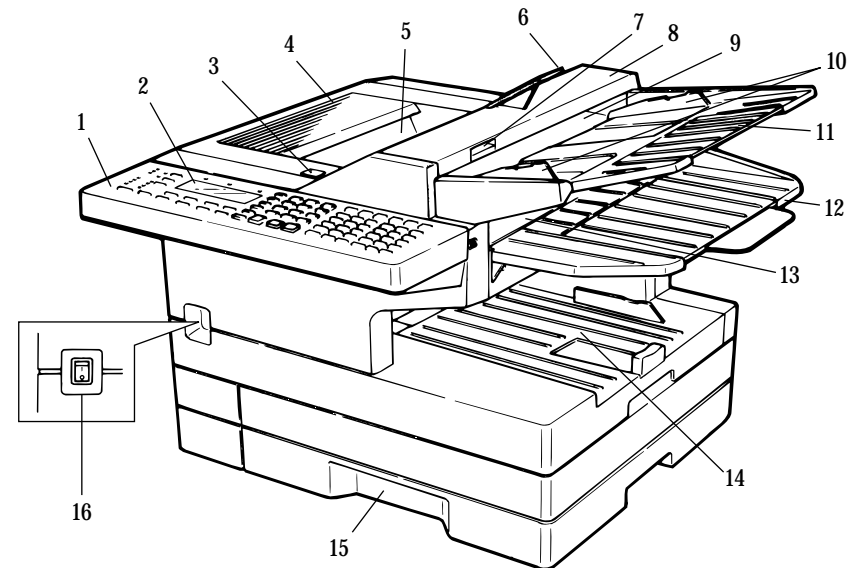
1 **Control panel** — The keys you use to operate your machine. (See page 1.4 for more details.)

2 **Liquid crystal display (LCD)** — The display (2-line × 20-character) which shows the machine's status and lets you see what you're entering during various operations. (If the LCD is blank, the machine is off.)

3 **Printer cover release** — Push this to open the *printer cover*.

4 **Printer cover** — Opens to provide access for changing the toner and drum cartridges (or, occasionally, fixing printout jams).

5 **Printed document exit** — Where the *printout* (fax or copy) emerges.

6 **Paper hopper** — Holds up the printout (fax or copy) after it emerges.

7   **Scanner cover release** — Pull up on this to open the *scanner cover*.

8   **Scanner cover** — Open this (by using the scanner cover release) to provide access to the *original document* (what you put into the machine for faxing or copying) during occasional jams.

9   **Document feeder** — The slot into which you place your original document for faxing or copying. It holds up to 50 sheets.

10   **Document guides** — You can adjust these to adjust for the width of the original document so it will feed properly into the machine.

11   **Document hopper** — Supports the original document for straighter feeding into the machine. (You can flip it shut if there's no original document loaded.)

12   **Document tray** — Supports documents discharged from the original document exit.

13   **Original document exit** — Where the original document comes out.

14   **Multipurpose tray** — One of two locations where you put the recording paper (the *paper cassette* is the other). Holds up to 150 sheets, either letter- or legal-sized.

15   **Paper cassette** — One of two locations where you put the recording paper (the multipurpose tray is the other). Holds up to 500 letter-sized sheets.

16   AC **power switch** — Turns your fax machine on and off.
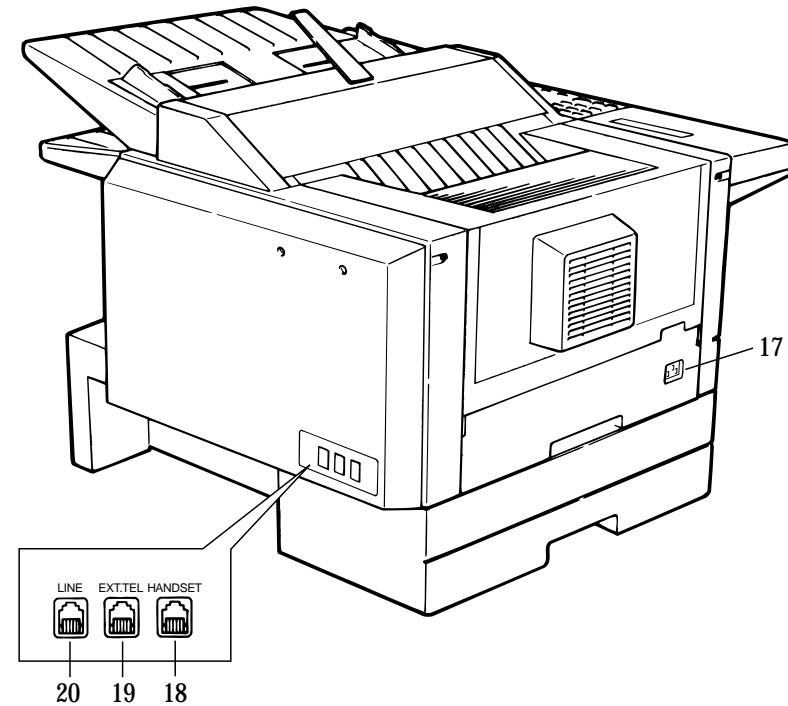
17   AC **power jack** — Where you plug in the AC power cord.

18   HANDSET **jack** — Where you plug in the optional handset.

19   EXT. TEL **jack** — If you connect a second telephone to your machine, this is where you plug in the cord.

20   LINE **jack** — Where you plug in the *telephone line cord.* (The other end of the cord plugs into a wall telephone jack.)

1.3

What do the keys do?

fliptab a   *fliptab b*
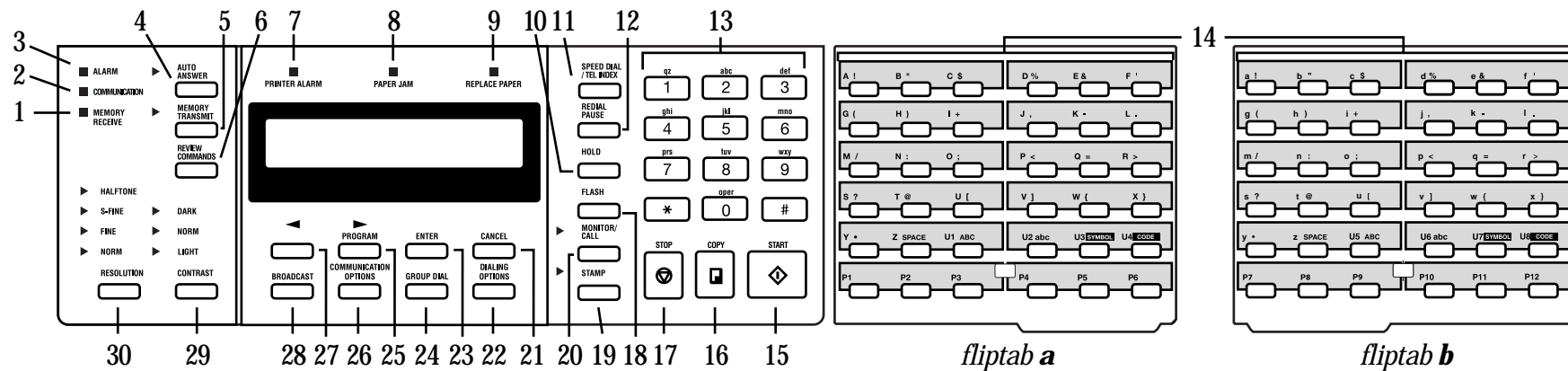
Here's a brief description of the *keys* on your fax machine and what they do, as well as a look at your machine's indicator lights and their meanings.

Important: Some of the functions we'll mention, here, are covered in the "Beyond the basics" section.

1 MEMORY RECEIVE **light** — If glowing, indicates your fax machine is receiving an incoming fax document into the machine's electronic *memory.*

2 COMMUNICATION **light** — If glowing, advises you the fax machine is performing communication.

3 ALARM **light** — If glowing, indicates a problem has occurred during fax communication. (It's also accompanied by several beeps immediately after the problem occurs.) The light stays lit until the machine prints a *Check Message.*

4 AUTO ANSWER — Selects which *mode* your fax machine uses to handle incoming calls: answering automatically as a fax machine (*auto-answer* mode) or waiting for the user to pick up an optional, connected handset (*manual-answer* mode). The AUTO ANSWER **light** next to this key will glow when auto-answer mode is the current choice.

5 MEMORY TRANSMIT — Selects which transmission mode your fax machine uses, whether from memory or from the document feeder. If the MEMORY TRANSMIT light next to this key is glowing, your machine will *scan* documents into memory before trying to send them. Otherwise, your fax machine will send straight from the feeder, which is slower and also prevents others in your office from using the fax until your communication is absolutely complete.

6 REVIEW COMMANDS — Push this to *review* pending fax commands, view a brief description of delayed commands or check other fax settings or reports.

7 PRINTER ALARM **light** — Glows when your fax machine encounters a problem printing a fax or copy. Check the display or an error report for more information.

8 PAPER JAM **light** — Glows when a printout (received fax message or copy) becomes jammed in your fax machine.

9 REPLACE PAPER **light** — Glows when either the multipurpose paper tray or paper cassette is empty. See page 1.7 for more details on replacing paper.

10 HOLD — Either places a call *on* hold or takes it *off* hold. In certain operations, it also produces a special character during dialing.

11 SPEED DIAL/TEL INDEX — Starts a *speed-dialing* operation, which you finish by pushing three of the keys on the *numeric keypad.* Also displays *one-touch* and speed-dial entries sorted alphanumerically, as in a telephone directory.

12 REDIAL/PAUSE — *Redials* the last number you dialed. In certain operations, it also produces a special *pause* character which can be useful during the dialing of long-distance numbers.

13 **Numeric keypad** — Just like the numeric keys on a regular tone-dialing phone. In addition to dialing phone and fax numbers, they also enter numbers when you're making certain settings.

14 **One-touch keys** — The keys labeled A–Z and U1–U4 (or U5–U8, if you're using fliptab **b**) offer one-touch dialing convenience. You also can use the keys labeled P1–P6 (or P7–P12, if you're using fliptab **b**) for *programmable functions:* this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys. Finally, you can use these keys to type in letters and symbols for your user settings.

15 START — Begins a manual fax transmission or reception.

16 COPY — Press this key to make one copy, or multiple copies of a document.

17 STOP — An all-purpose "Whoa!" key. Stops the current operation, ejects a document from the document feeder and cancels *alarms.*

18 FLASH — Lets you quickly disconnect a call and go right to the next one without having to hang up the handset.

19 STAMP — Press this key to set the machine to *stamp* each original document or page automatically when the machine transmits it successfully. The **STAMP light** next to this key glows when this operation is set to occur.

20 MONITOR/CALL — During *on-hook dialing,* it turns the *monitor speaker* off or on. When you're sending a fax, this key activates the *call request* feature.

21 CANCEL — Press this key to delete characters on the LCD and cancel commands you have entered into the machine.

22 DIALING OPTIONS — Press this to insert special symbols into telephone numbers (see page 2.8).

23 ENTER — Much as STOP is a "Whoa!" key, ENTER is a "Go!" key. It confirms user settings, begins operations and moves through command levels.

24 GROUP DIAL — Helps you set up a fax transmission to a *call group,* a set of fax numbers which will receive the same document in one fax operation.

25 ▶/PROGRAM — *Scrolls* (moves) through features and command options as displayed on the LCD.

26 COMMUNICATION OPTIONS — Chooses from among five fax options: *delayed* transmission*, SecureMail* transmission*, relay broadcast, polling* or *batch* transmission.

27 ◀ — Scrolls through features and command options as displayed on the LCD.

28 BROADCAST — Helps you set up the process of a fax *broadcast* (sending the same document to more than one location).

29 CONTRAST — When a document is in the document feeder, press this key to toggle among normal, dark or light *contrast* settings.

30 RESOLUTION — When a document is in the document feeder, press this key to toggle among the three resolution modes and the *halftone (grayscale)* mode.

You're in control!

We've worked hard to make sure your fax machine is easy for you to use. *You* control *it* — not vice versa. So we've also tried to make these operating instructions just as easy. In that spirit, let's make sure there's no confusion about how to give your machine its marching orders.

To press: **0** (zero), **1, 2, 3, 4, 5, 6, 7, 8, 9,** # or *
Use: The numeric keypad.
Tip: *At no (other) time within this manual will we refer to the letters printed below the numeric keys, such as* abc *by the **2** key. They are there only for your greater convenience in using your fax machine as a telephone.*

To press: **A, B, C, D** or any other letter key
Use: The one-touch key by that name.
Tip: *Please don't confuse the zero (**0**) with a letter **O**.*

Here's an example. If we say "press ▶/PROGRAM, 7, ENTER, 0, 8, ENTER" …

… you'd press	▶/PROGRAM
… then	**7**
… then	ENTER
… then	**0** (the numeric key *zero)*
… then	**8**
… and then (finally)	ENTER

Important: Please note that you would **not** be entering any comma or period characters. Those typographical characters appear in our instructions merely to serve their usual separative functions and are *not* intended for actual entry from your machine's control panel.

(In our Internet-savvy age, when even car commercials use phrases such as "*h t t p colon slash w w w dot muracars dash x dash series dot com slash* [etc.]," we can understand how you might otherwise become confused. But always keep in mind that your fax machine, advanced though it may be, is *not* a personal computer and doesn't accept the same kind of instructions.)

While there is a function (broadcasting) which requires the entry of commas, we provide special ways to do that, as we'll explain when the time comes.

1.5

Setting up

Pick an installation spot *before* going ahead

Where should you install your fax machine? The location should be:

- **Clean** — Dust buildup can damage your machine. (However, do *not* use a cover! See next item.)
- **In the open** — Allow at least 12″ of clearance around your machine. Be sure that you *never cover* the machine: its vents must be able to "breathe."
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard ("modular") telephone jack, also known as an *RJ-11.*
- **Near an AC power outlet** — The AC power cord is about 5′ long when stretched to its limit (and that's *not* the way to handle a power cord).

Speaking of which …

Please heed these power-ful tips
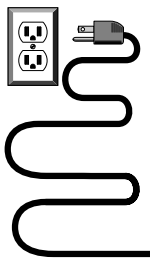
- **Use a standard *three-pronged* 120 VAC outlet.**
- **Make sure the outlet *isn't* controlled by a wall switch**. If it is, you'll risk inadvertent shutoffs of your machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance,** such a refrigerator or air conditioner. Such high-consumption appliances can cause "draw-downs" (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- If at all possible, **use an *electrical surge suppressor,*** preferably one which guards *both* telephone *and* electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

Voltage requirements: 120 VAC ± 10%, 50–60% Hz.

Power consumption:	Standby	Transmission	Reception	Copying	Maximum*
F-150	15w	41w	379w	374w	396w
F-120/F-100	14w	37w	373w	372w	396w

* F-150 and F-120; simultaneous copying, communicating and scanning.

Install the printing supplies

Your fax machine prints incoming faxes and copies with a *laser print engine.* The engine requires two types of *printing supplies* (sometimes also called *consumables*):

- The *drum cartridge* — It yields 20,000 normal letter-sized printouts (see "Specifications," page AI.1). By "normal," we're referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The *toner cartridge* — It yields 5,500 such printouts (see "Specifications," page AI.1).
  Note: The toner cartridge included with your machine is a *starter* cartridge which yields 3,600 printouts (see "Specifications," page AI.1). Please purchase regular, full-yield toner cartridges from your authorized Muratec dealer.

Here's how to install these supplies.

1 Swing open the printer cover by pressing the *printer cover release.*
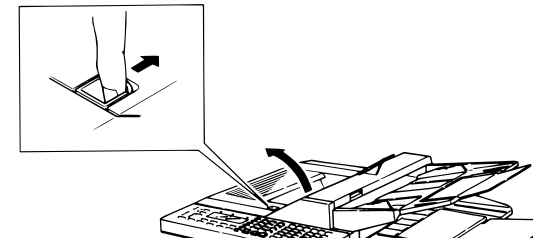
2 Unpack the drum cartridge from its box.

   Important: **Shield the drum cartridge from light, especially strong light.** Later, if you have to remove the cartridge from the fax, immediately wrap it in a thick cloth to protect it from light.

3 Put the drum cartridge into the *printer* by aligning the cartridge's *protrusions* with the *slits* inside the *printer frame.*

   Important: You must also reset the drum counter. See "When you install a new drum cartridge …" (page 1.7).
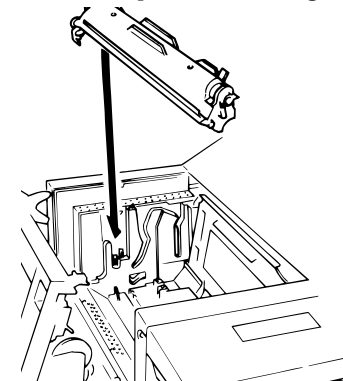
4 Unpack the toner cartridge from its carton. Then, holding the toner cartridge with both hands, shake it well as shown (note the arrows).
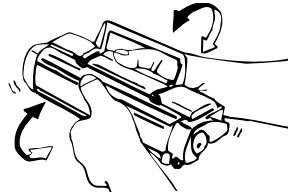
5 Install the toner cartridge in the printer, making sure that the cartridge's four *pins* (two each at the front and rear sides) fit in the *slits* inside the printer frame.
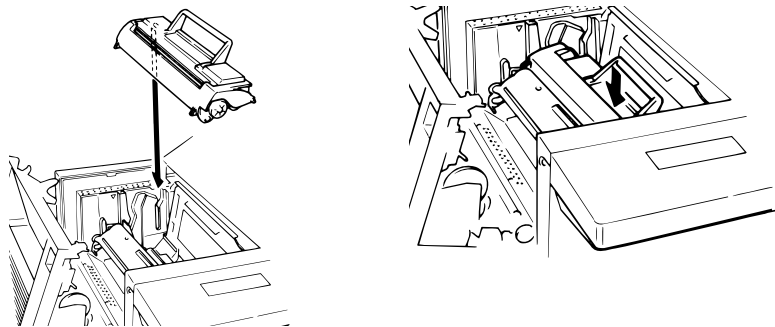
6 Swing the printer cover back down. Push down on a portion of the cover to lock the cover into its normal position.

> **Note:** The fax machine will not work if the cover isn't closed properly.
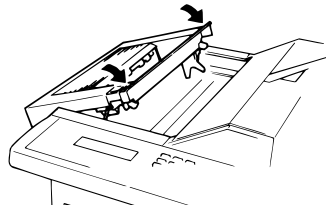
When you install a new drum cartridge

Important: Use this setting *only* when you are installing a new drum cartridge.

Your fax machine keeps track of how many pages go through the drum cartridge to let you know when the drum needs to be replaced. Thus, whenever you install a new drum cartridge, you must "notify" the machine by *resetting the drum counter.* (Obviously, before doing so the *very* first time, you'll have to finish installing the machine and then turn it on [see page 1.8].) Here's how to reset this counter:

1 Press ►/PROGRAM, J, **2, 1,** ENTER. The LCD will show:

```
Reset Drum Life
Check Program/Enter
```

2 Press ENTER to reset the drum counter.

Loading paper

Of course, one of your fax machine's most outstanding features is how it prints faxes and makes copies on plain paper! Now, everything that comes out of your fax machine is ready for distribution or archiving, right from the start.

The following instructions tell you how to load the *recording paper* — the paper on which the fax machine makes its printouts (copies and received faxes). Your machine can hold up to 650 sheets at a time: 500 sheets in the *paper cassette* and 150 sheets in the *multipurpose tray.*

Loading the paper cassette

1 Pull forward on the *paper cassette* to slide it out.

2 Insert up to 500 *letter-sized* sheets into the cassette, placing the edges of the top sheet under the metal *tabs* on the left side of the cassette (viewed from the cassette's front, as shown).

> **Important:** Be sure to load the cassette with *only* letter-sized paper.

3 Push the paper cassette back into its original (closed) position. You'll feel a click when it's properly in place.
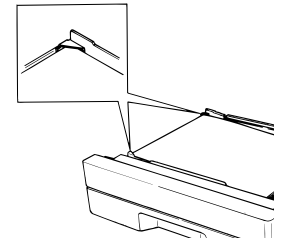
Loading the multipurpose tray

You may use *either* letter- or legal-sized paper in the multipurpose tray, but not *both* at the same time; don't mix the sizes.

1 Adjust the *multipurpose tray* for the length of paper you plan to load. Pull slightly upward on the *paper-length guide* in the cassette, then slide the guide to the slot (either *LTR* or *LGL*) for the paper size you'll be loading.

Paper-width guide
Paper-length guide

> **Important:** You must set your machine to recognize the size of paper you've loaded (see page 1.8 for details).

2 Slightly "fan" the paper you will be loading, to help ensure smooth feeding.

3 Insert up to 150 sheets of paper into the tray. Make sure the paper-length guide and the *paper-width guide* now fit against the paper's edges.

> **Important:** To avoid paper jams, do not refill this tray without first removing *all* of any paper which may remain in it. In other words, don't just add sheets to an already-loaded stack.

1.7
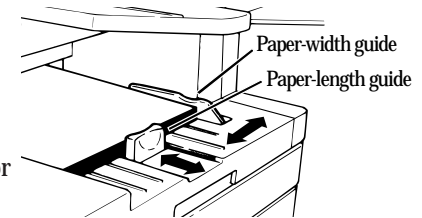
Attach the paper-handling parts

1 Attach the *document tray* by inserting it into the appropriate holes, as shown.
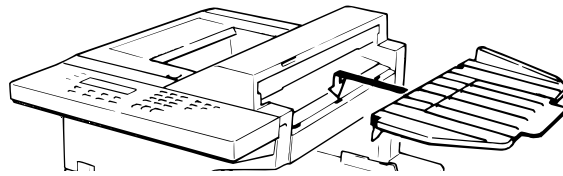
2 Attach the *paper hopper* into the appropriate hole, as shown. Press *gently* until the hopper won't go in any farther.

Paper hopper — Document hopper
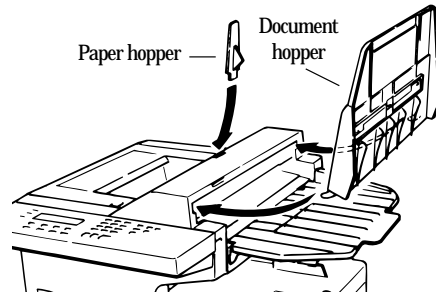
3 Attach the *document hopper* by inserting its two *pegs* at a slightly upward angle into the appropriate holes, as shown.

Plug in and power up

1 Plug one end of the telephone line cord into the **LINE** jack on the machine's rear side. Plug the other end of the cord into a standard telephone wall jack, just as you would plug in a phone.

LINE EXT.TEL HANDSET
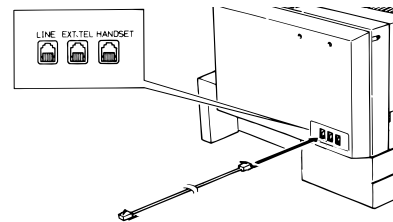
Note: If you have purchased an optional handset, do not confuse its *curled* handset cord with the *uncurled* telephone line cord.

Note: We'll get to the **HANDSET** and **EXT.TEL jacks** shortly (see page 1.9).

2 Plug the *non-pronged* end of the *AC power cord* into the *AC power cord jack* on the left side of the machine (as viewed from the machine's front).
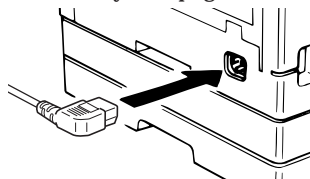
3 Plug the *pronged* end of the AC power cord into a 120 VAC electrical outlet (preferably on a surge suppressor, as mentioned on page 1.6).

4 Use the *AC power switch* to turn on your machine. The markings are international standards: *I* means *on, O* means *off.*
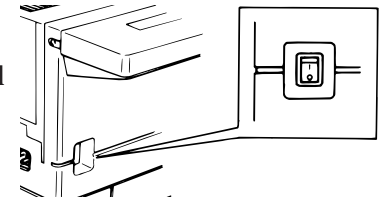
Setting the paper size for the multipurpose tray

The multipurpose tray can hold either letter- or legal-sized paper for your machine. All you have to do is tell the machine which size the tray is using.

Important: The *paper cassette* (as opposed to the tray) uses only letter-sized paper.

Important: If you use a different size from the size you set here, the machine won't print; so perform this setting whenever you load a different size.

1 Press ►/**PROGRAM, J, 0, 4, ENTER.** The LCD shows the tray's current setting:

```
Paper Size:  Letter
       Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen paper size appears. In this example, we've chosen legal-sized paper.

```
Paper Size:  Legal
       Program/Enter
```

3 Press **ENTER** to save the setting.

Adjust the monitor speaker's volume

You can set the volume of the monitor speaker, assuring that on-hook dialing will be as loud (or as soft) as you require.

1 Press **MONITOR/CALL** on the control panel. You now should hear a dial tone, and the display will show:

```
**   Tel Mode   **
_
```

Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

1.8

2 If the volume you hear is satisfactory, skip to step 4. Otherwise, go on to step 3.

3 Adjust the volume as you wish:
To turn the volume up, press ►/**PROGRAM.** To turn the volume down, press ◄.
The display, or *LCD,* indicates the volume. Here are the possible settings:

```
**   Tel Mode   **
Volume:▫▫■■■■
```
= Loudest setting.

```
**   Tel Mode   **
Volume:▫▫■■
```
= Medium setting.

```
**   Tel Mode   **
Volume:▫▫
```
= Low setting.

```
**   Tel Mode   **
Volume:
```
= Volume off.

4 Press **MONITOR/CALL** again to hang up.

Attaching a second phone

Want to attach a second phone (even a cordless model!) to your fax machine, so they can share the same phone jack? No problem.

Before we go further, let's explain the idea. You're plugging the second phone's phone line into your fax machine's **EXT. TEL** jack, *not* the wall phone jack. In such a setup, only your fax machine connects to the wall. The second phone receives phone signals *through* your fax machine.

Now, let's proceed …

1 If your second phone is already plugged into a wall phone jack, disconnect it from that jack, *at* the jack. *Hold onto the phone plug; you'll need it in step 2.*

Note: Of course, if your second phone is a model which also requires AC power, as is true for the base of a cordless phone, *don't* unplug it from its AC power jack!

2 Using the plug mentioned in step 1, plug the phone cable from your second phone into the **EXT. TEL** jack on the rear of your fax machine.
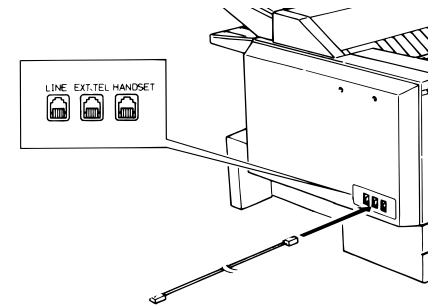
For information on how to use a connected second phone with your fax machine, see "Receiving faxes," beginning on page 1.18.

Attaching an optional handset

If you purchase an optional *handset* for your fax machine, it comes with installation instructions. However, here is a summary of how to attach the handset.

Important: Do *not* connect the handset directly to a telephone wall jack. Connect the handset only to your fax machine as the instructions describe.

1 Using a small Phillips-head screwdriver, attach the *handset cradle* to the side of your fax machine using the screws included with the cradle.

2 Plug one end of the *handset cord* (it's curled) into the **HANDSET** jack on the rear of your fax machine.

3 Plug the other end of the handset cord into the jack on the handset. If connected to a phone line, your fax machine is now "off-hook."

Note: The handset has a small "flash" button which you can press while holding the handset, putting the fax machine back "on-hook" until you can hang up the handset properly in step 4.

4 Place the telephone handset onto the handset cradle. The cradle will press the handset's "flash" button, hanging up the handset.

Installation complete!
Now, see how our EasyStart feature will have you up and running — within just minutes.

1.9

EasyStart

Your Muratec fax machine comes with *EasyStart.* It guides you in entering the bare-bones settings required for normal operation — so it's *easy* for you to *start* using your machine quickly. (Of course, you can make other settings later or change these settings. We'll explain in "Beyond the basics," beginning on page 2.1.)

Important: At the end of EasyStart, your machine will print a list of its settings. So, first, please be sure you've correctly installed your machine and loaded recording paper into it (see "Setting up," beginning on page 1.6).

Clearing settings before beginning

Before using EasyStart, clear your machine's built-in *user data memory,* which stores settings. This insures the memory will hold only *your* settings.

Important: After you use EasyStart, please *do not* clear the memory again *unless* an authorized technician asks you to do so.

To clear the machine's memory:

1 Press ▶/**PROGRAM, *, 2.** The LCD now asks whether you're sure about clearing the memory:

```
Clear User Settings
Check Program/Enter
```

> **Note:** If you *don't* want to proceed, just press ▶/**PROGRAM.**

2 If you *are* sure, press **ENTER** to complete the process by cancelling the existing user data memory settings.

What do you want to do?

EasyStart will want you to enter a little information; so, first, please determine the following before you proceed:

1 **The type of dialing** your telephone system requires — You may select either *tone* or *pulse* (rotary) dialing.

2 **The name and fax number you wish to appear on your faxes** — Every fax page you send will arrive at the receiving machine with a single line of text at the very top of the page. Among other things, this text will list a *name* and a *fax number.* The name must not be longer than 25 *characters.*

> **Note:** Incidentally, the fax industry term for this text is *Transmit Terminal Identifier (TTI).* (Another term, *Subscriber ID,* refers to just the fax number in the TTI.)

Using EasyStart to enter initial settings

Important: Be sure your fax machine has paper before you begin EasyStart, since this feature can print a handy settings list at the conclusion.

Important: If you press **STOP** during EasyStart, your fax machine will return to *standby mode* (its normal condition) but will retain what settings you saved by pressing **ENTER** as described in these instructions.

1 Press ▶/**PROGRAM, I, ENTER.**
The LCD will display the current setting of the fax's built-in calendar/clock, with a *cursor* appearing under the first digit.

```
Enter Time
```

2 Use the numeric keypad to enter the *correct date and time,* using a *YYMMDD* format for the *date* and *24-hour* ("military") format for the *time.* For instance, to set 8:30 PM on September 11, 1998, press **9 8 0 9 1 1 2 0 3 0,** which results in:

```
Enter Time
```

> **Note:** Your fax machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

> *To change only one digit,* press ◄ to move the cursor leftward, or ▶/**PROGRAM** to move it rightward, to that digit. Then, enter the correct digit.

3 Press **ENTER** to save the clock setting and continue EasyStart.

4 The LCD now asks whether you want to set the calendar/clock for automatic recognition of daylight saving time (DST).

```
Daylight Saving:Off
        Program/Enter
```

When the setting is *On,* your machine automatically will set itself to DST or to standard time, depending upon the calendar setting, at 2 AM on the appropriate "switchover" Sundays each year.
When the setting is *Off,* no such automatic change will occur.
(We have provided this choice because some areas do not observe DST.)

If the setting you see is acceptable, skip to step 6.
Otherwise, proceed to step 5.

5 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to *On*):

```
Daylight Saving:On
        Program/Enter
```

6 Press **ENTER** to save the setting and continue.

7 The LCD now asks you to enter your fax number as you want it to appear on other fax machines' displays or printouts. The fax industry term for this number is *Subscriber ID.*

```
Your Fax Number
—
```

8 Use the numeric keypad to enter the desired number. To put in a dash for easier reading, as shown here, press **DIALING OPTIONS** once. The number may contain up to 20 characters (numbers and dashes).

```
Your Fax Number
972-555-5525
```

Note: If you make a mistake, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM,** to move it rightward, to that character. Then re-enter until the fax number is just as you want it.

9 Press **ENTER** to save the number.

10 The LCD now asks you to enter the name you want it to appear at the top of faxes you send. The name may be up to 22 characters in length.

Important: You enter letters and other non-numeric characters through the one-touch keys.

```
Your Name  :Upper
—
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R,** the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
Your Name  :Lower
—
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC.**

To enter spaces, punctuation and symbols, press **U3/SYMBOL.** This lets you enter the blue characters shown on the one-touch keypad.

In "Beyond the Basics," we'll show you how to use the **CODE** function at **U4/CODE** to enter a wide variety of characters (see page 2.3). For now, however, become familiar with the **ABC, abc** and **SYMBOL** keys.

Note: If you make a mistake, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/**PROGRAM,** to move it rightward, to that character. Then re-enter until the name is just as you want it.

11 Press **ENTER** to save the setting and continue.

12 The LCD now indicates the type of dialing, *tone* or *pulse,* for which your fax machine is set:

```
Phone Type:   Tone
        Program/Enter
```

If the setting you see is acceptable, skip to step 14.
Otherwise, proceed to step 13.

1.11

13 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your choice appears (here, we've changed the setting to *Pulse* mode):

```
Phone Type:    Pulse
       Program/Enter
```

14 Press **ENTER** to save the setting and continue.

15 One more thing to do! The LCD now asks whether you want to print a list of all of its settings (including some we'll cover in "Beyond the Basics," which begins on page 2.1).

```
Print Setting List
          Enter/Stop
```

- If you want to print a list, press **ENTER.** Your fax machine will print a list of all of its settings (including some we'll cover in "Beyond the Basics").

- If you don't want to print a list, press **STOP.** Your machine will return to standby mode.

Either way, you're all done!

Sending faxes

Some guidelines

How big — and small — your pages can be

While you'll probably be sending normal-sized documents the vast majority of the time, you *can* fax a piece of paper as small as a notepad sheet or nearly 3′ long!

To be precise, the acceptable dimensions (width × length) are:

SINGLE-SHEET TRANSMISSION		MULTIPLE-SHEET TRANSMISSION	
Maximum:	11.0″ × 35.4″	*Maximum:*	10.1″ × 14.4″
Minimum:	5.8″ × 4.1″	*Minimum:*	5.8″ × 4.1″

Things *not* to put in your fax

To help avoid troubles ranging from paper jams to out-and-out damage to your machine, please ***don't*** insert:

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or similar small, thick items

Some thoughts on resolution, grayscale and contrast

Reviewing resolution and grayscale

- *Normal resolution* ("NORM" on the control panel) is suitable for most typed documents and simple drawings.
- *Fine resolution* ("FINE" on the control panel) is ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- *Superfine resolution* ("S-FINE" on the control panel; "S Fine" on the LCD) reproduces the detail of extremely complicated drawings or line art.
- *Grayscale mode* ("HALFTONE" on the control panel; "Gray" on the LCD) captures shades in photos and drawings.

Note: If you send a fax in superfine, certain fax models (especially older, non-Muratec models) will receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

Contrast

The *rightmost* item appearing on the LCD (when there's a document in the feeder) is the *contrast* setting. You have three choices:

- *Normal* ("NORM" on the control panel) — Suited to most documents.
- *Light* — Lightens up overly dark, "muddy" original documents.
- *Dark* — Darkens weak, "washed-out" images.

Note: Until you become accustomed to using the Light and Dark settings, you might tend to confuse them. Just remember what we say above — "Light lightens" and "Dark darkens" — to keep it straight!

Entering a pause character when dialing

Your fax machine provides *special dialing characters* which you may find useful. We'll discuss most of them later (see page 2.8), but you may need to know *now* about the *pause* character. Some long-distance systems require dialing pauses, and pauses can be useful also when you're dialing through special telephone exchanges.

To insert a *pause* character, just press **REDIAL/PAUSE** (*after* you've dialed at least one other character). **-/** (the pause character) will appear on the display.

Each pause you enter lasts for a factory-set five seconds (see "Changing the pause length," next page, for how to change this setting).
For example, assuming the pause is at the factory setting, pressing **9, REDIAL/PAUSE, 19725552009** dials *9 [5-second pause] 1 9 7 2 5 5 5 2 0 0 9.*

Important: Each pause uses *two* of the characters you're allowed in a number.

Changing the pause length

The pause is set by the factory to last five seconds, but you can set it to last as long as ten seconds if necessary. *If* you find the five-second pause is satisfactory when you use it with your phone system, do not make this change. But, if you must:

1 Press ►/**PROGRAM, J, 0, 5, ENTER**.

> **Set Dialing Pause**

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 Use the numeric keypad to enter the desired length of the dialing pause. Here, we've chosen nine seconds.

> **Set Dialing Pause**

> **Note:** The length setting requires two digits, so there always must be a leading zero for lengths other than 10 seconds.

3 Press **ENTER** to save the setting.

Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception. And, of course, any service — such as voice mail — which may intercept your calls can keep your fax machine from getting fax calls.

If you must use only one phone line, please consult your telephone company for information on how you can temporarily disable call-waiting or voice mail while using the fax machine.

Adjusting the machine for larger documents

If you're using larger documents, you can adjust the document hopper and the document tray. Just flip the top up or down, as appropriate for your documents' sizes.
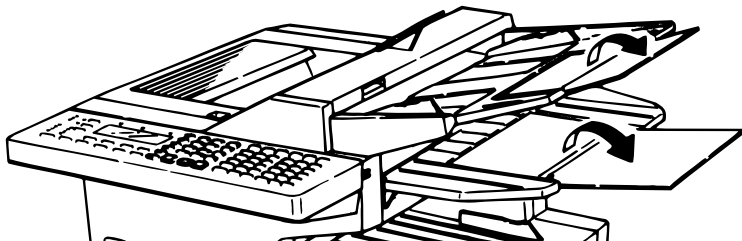
How to insert a document

1 Adjust the document guides — by sliding either of them to the left or right — to fit the page (s) you'll be faxing. Your fax machine's *automatic document feeder* will hold up to 50 pages.

> **Note:** If your machine's *scanning width* (see page 2.2) is set for "A4" (its only such setting if it's either an F-120 or F-100) and you insert a letter-sized document, your machine scans the center 8.2″ and sends it unreduced (see pages 2.3–2.4 for more on reduction). This means that there will be a 0.15″ margin on each side of the page which your fax machine will *not* scan.

2 If you're sending a multi-page document, "fan" the pages slightly. The *bottom* sheet should extend just slightly from the others.

3 Insert the document **face up.** The fax machine will "grab" the first page of the document and position it for faxing. (If need be, readjust the document guides for the best fit.)

The LCD will now show the current scanning width setting (see "A4, B4, A3" in the Glossary that begins on page 3.17) and the amount of memory available:

> **Document Ready**

Speaking of memory . . .

Using memory transmission

Your fax machine has a great memory! And, because it does, it can finish fax jobs more quickly than otherwise would be possible. By automatically scanning your document into, then transmitting from, its memory — rather than transmitting each part of the scan only as quickly as the receiving fax machine can receive it — your fax machine can hand you back your original document more rapidly.

Also, here's a real money-saver on long-distance fax calls: if you're transmitting to another memory-equipped Muratec fax machine, your machine will send the document directly into the other machine's memory and hang up! (The receiving machine then prints out your message from *its* memory.) This cuts your actual on-line time to a minimum.

Better still: set up a *delayed command* (see pages 2.21–2.23) to send your document to that other Muratec fax machine after hours, and you'll save two ways on the call: not only will the call itself be short, but also the line charges will be cheaper!
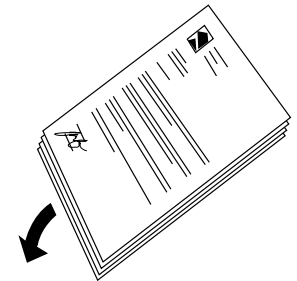
You can set your fax always to transmit from memory as a default.

Note: Whichever choice you make, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT.** After completing the communication, your fax will return to your desired transmission setting.

Note: Although it's *probably* best to decide to transmit from memory, be aware that certain types of documents can quickly exhaust even your machine's large memory supply. Obviously, documents with large numbers of pages qualify; so do documents with lots of dark areas, since darker pages create more data for your fax machine to "remember" and send. *When the machine's memory supply is full, it can transmit only in normal* (i. e*., non-memory) mode.*

To make memory transmission the default:

1 Press ▶/**PROGRAM, J, 1, 4, ENTER**.

```
Memory Tx:       On
     Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◀ or ▶/**PROGRAM** once or twice until your chosen mode appears. In this example, we've chosen *Off.*

```
Memory Tx:      Off
     Program/Enter
```

3 Press **ENTER** to save the setting.

Sending

Here's how to fax a document:

1 *Insert the document.*

When a document is in the feeder, the LCD shows the current scanning width setting (see "A4, B4, A3" in the Glossary beginning on page 3.17) and the amount of memory available:

```
Document Ready
```

2 *Adjust resolution and contrast if necessary.* If these are OK, skip to step 3. Otherwise, press **RESOLUTION** to change the resolution and/or press **CONTRAST** to change the contrast.

3 *"Toggle"* (switch on or off) *memory transmission if necessary.*
If you want to use your default setting, skip to step 4.
Otherwise, press **MEMORY TRANSMIT** once to "toggle" memory transmission.

4 *Enter the fax number.*
(In fax terms, you're calling the *remote fax,* on its *remote fax number.*)

```
Press Start
919725552009_
```

As you can see, you also enter any access codes (such as a *9* for "dialing out" from an office telephone system, or *1* for long-distance) along with the number, just as you would for a regular phone call.

5 *Press* **START.**

6 Now, everything is up to the machines — yours and the one you're dialing.

- If you have set the fax to transmit from memory, your machine will first scan the document into memory, then dial the other fax. When it makes contact, your machine transmits the stored document from memory.

- If the fax is set for non-memory transmission, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more "stuff" (or *black coverage,* to use the fax term) your machine "sees" on a page, the more slowly the page will feed through as the fax scans it — especially when you transmit in non-memory mode. Even if the page itself is relatively clean, sending it in grayscale mode or certain resolution settings makes your machine "see" more "stuff." The same is true if you set the contrast to Dark.

Note: What if the call fails for some reason? See "If the call doesn't go through: redialing," next page.

Important: If you wish to *cancel* a transmission while it is in progress, you will need to use the *Review Commands* function. See "An introduction to Review Commands," page 1.17.

7 At the end of the operation, your fax machine beeps and displays:

```
972-555-2009
  ** Complete **
```

Important: Whenever you transmit, whether this way or in the numerous ways we'll describe throughout this manual, what actually appears on the top line of the display will depend upon how the remote fax machine is set. The line may even be blank.

1.15

Sending a fax with on-hook dialing or a handset

You also can fax a document by dialing using either the monitor speaker (This is called "on-hook" dialing) or the optional handset.

Notes: On an F-150, faxing this way disables "V.34" mode and sends the fax in normal ITU-T Group 3 fashion.

1 *Insert the document.*

2 *Adjust resolution and contrast if necessary.* If these are OK, skip to step 3. Otherwise, press RESOLUTION to change the resolution and/or press CONTRAST to change the contrast.

3 *Obtain a dial tone.* You can do this by *either:*
  • Activating the monitor speaker (by pressing MONITOR/CALL)
  … or …
  • Lifting an optional handset.

  In either case, the LCD shows:

```
  **   Tel Mode   **
_
```

4 *Enter the fax number* by using the numeric keypad.
  Note: For information on entering one-touch and speed-dial numbers, see pages 2.8–2.16.

```
  **   Tel Mode   **
919725552009_
```

  Enter access codes along with the number, just as for a regular phone call.

5 *When you hear fax tones from the remote unit, press* START.
  Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, *then* press START.

6 *If you're using the monitor speaker, skip to step 7.*
  If you're using an optional handset, hang up (after pressing START).
  Note: What if the call fails for some reason? See "If the call doesn't go through: redialing," next column.

7 At the end of the operation, your fax machine beeps and displays:

```
972-555-2009
  ** Complete **
```

If the call doesn't go through: redialing

If the call fails (and you were using neither the monitor speaker or an optional handset), your machine will *redial,* automatically, the fax call you just tried. While in this *Auto Redial mode,* the machine can receive faxes and make as many as 99 fax transmissions.

If you dialed *without* using either the monitor speaker or an optional handset, your fax *automatically redials* the number every few minutes (you set the interval; see "Making redial settings," next page) until one of these happens first:

• It reaches the remote fax machine.

• It has automatically redialed the number for the last try (again, see "Making redial settings," next page).

Notes: If you used either the speaker or a handset, redial manually (see below).

  If the last try fails, your machine may print (and/or display) error messages. For more information, see pages 3.6–3.9.

Redialing manually

You always can redial fax or voice calls manually; and, again, you *must* redial manually if you dialed by using either the monitor speaker or an optional handset.

To redial a fax call manually *without* using the monitor speaker or an optional handset:

1 Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.

2 Press REDIAL/PAUSE, START.

To redial a fax call manually by using the monitor speaker or an optional handset:

1 Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.

2 Obtain a dial tone: either press MONITOR/CALL or lift the optional handset.

3 Press REDIAL/PAUSE.

4 *When you hear fax tones from the remote unit, press* START.
  Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, *then* press START.

To redial a voice call (using the optional handset) manually:

1 Obtain a dial tone: either press **MONITOR/CALL** or lift the optional handset.

2 Press **REDIAL/PAUSE.** When the other person answers, speak to him/her on the optional handset.

Making redial settings

It's up to you how many times the fax redials a number and how long it waits during redials (that's called the *redial interval*). Here's how to make those settings:

1 Press ▶/**PROGRAM, J, 0, 7, ENTER**.

```
Set # Of Redials
```

If the number of redialings you see is acceptable, skip to step 3. Otherwise, proceed to step 2.

2 To change the setting, use the numeric keypad to enter the desired number of redialings, as few as two or as many as 15. In this example, we've entered *03,* for three.

```
Set # Of Redials
```

Important: Notice that you must enter a leading zero when setting a quantity lower than 10.

3 Press **ENTER** to save the setting.

4 The LCD now shows:

```
Set Redial Interval
```

If the redial interval (in minutes) you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5 To change the setting, use the numeric keypad to enter the desired length (in minutes). You may enter *3, 4* or *5.* In this example, we've chosen *4.*

```
Set Redial Interval
```

6 Press **ENTER** to save the setting.

An introduction to Review Commands

To cancel either an in-progress transmission or an automatic redial, you'll use the *Review Commands* function. First, a bit of explanation, however . . .

• Because your fax machine can store multiple transmission commands in memory, it keeps track of each command by assigning it a *command number* — *e. g.,* "C00."

• When your machine stores a document for either normal sending from the feeder (*i. e.,* as opposed to using on-hook dialing or a handset) or automatic redial, that makes that document one of those stored commands.

The Review Commands function gives you the power not only to *check on* (review) each command currently pending in your machine's memory but also to *delete* a command if you decide not to go ahead with the command and send the document.

1 Press **REVIEW COMMANDS.**
The LCD shows the *first* command, indicated by its command number and the phone number the command will dial. If a command is in progress, that will be the first command the LCD shows:

```
C00:5552009
```

2 If this *is* the command you want to cancel, skip to step 4.
If this is *not* the command you want to cancel, proceed to step 3.

3 Press ▶/**PROGRAM** to continue on to the next command in the *command queue*, then go back to step 2.

4 Press **CANCEL.** The LCD shows:

```
C00:5552009
```

5 If you *do* want to cancel this command, press **CANCEL** again.

6 The LCD now shows the next command.
If you want to cancel it, too, go back to step 4.
If you want to *avoid* cancelling this command but *do* want to review *other* commands in the queue, press ▶/**PROGRAM** and go back to step 2.
If you want to stop reviewing the stored commands, press **STOP** to return the machine to standby mode.

This function gives you enormous control over your machine's most powerful features. For more information on the Review Commands function, please see page 2.22.

Receiving faxes

So what's the big deal, anyway?!?

That may be what you're wondering, upon seeing the title above. After all, telling you how to *send* faxes is one thing, but — as long as the fax machine is running and has paper installed — why spend time on explaining how to *receive* faxes?

Well, you have a point. Still, there are just a few little niceties you may find helpful to know. So …

Different ways to get the job done

Reception modes

Your fax machine has two different reception modes — *Tel Ready* and *Fax Ready* — each of which we'll explain in a moment — along with giving you an idea of *which* one you should use, depending upon your setup.

Answering calls manually — for both reception modes

In either reception mode, you always can answer calls manually *if you have an optional handset installed.* Just pick it up, as you would if using a normal phone.
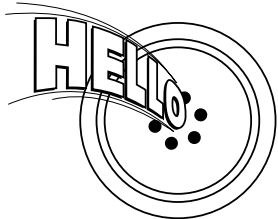
If you hear someone speaking to you, go ahead and have a normal phone call.

If you hear distinctive *fax tones* ("beep — beep — beep — beep"), press **START** and hang up the optional handset. Your fax machine will begin receiving a fax.

Note: On an F-150, receiving this way disables "V.34" mode so that the machine receives the fax in normal ITU-T Group 3 fashion.
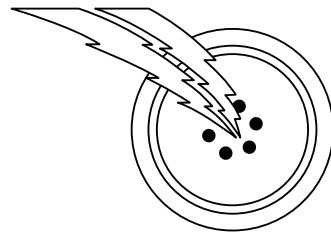
Note: Don't try to answer a call by pressing **MONITOR/CALL.** The monitor function is only for on-hook dialing. Your fax machine does *not* have a speakerphone.

1.18

Tel Ready mode: when Auto Answer is off

Use it if:
- You intend to use the same line for both fax and phone calls
  and
- You're using, on that line, at least one other phone which is *not* connected to your fax machine
  and
- You have installed an optional handset on your fax machine.

In this mode: Your fax machine never answers calls automatically; you must answer each call and handle it as described in "Answering calls manually — for both reception modes" (this page, left column).

To select Tel Ready:

1 *If there isn't a document in the feeder, skip to step 2.*
If there's a document in the feeder, press **STOP** so it will feed out.

2 Press **AUTO ANSWER** once or twice until the Auto Answer light is off and the LCD shows:

```
Tel Ready
   Sep 11 1998    20:30
```

A quick switcheroo that's easy to do

To toggle between Tel Ready and Fax Ready (see page 1.19), turn off Auto Answer. (To *maintain* Tel Ready as your default mode, just leave Auto Answer off.)

Fax Ready mode

Use it if: You have your fax machine installed on a "dedicated" line (one it doesn't share with a second phone).

In this mode: Your fax machine answers each incoming call after a certain number of rings (see page 2.5) and attempts fax reception.

To select Fax Ready:

1 *If there isn't a document in the feeder, skip to step 2.*
If there's a document in the feeder, press **STOP** so it will feed out.

2 Press **AUTO ANSWER** once or twice until the light is lit. and the display shows:

```
Fax Ready
  Jan 15 1998  13:30
```

When the paper runs out

Getting the word from your machine

When either the cassette or the multipurpose tray in your fax machine runs out of paper, the machine beeps, the **REPLACE PAPER** light glows and the LCD indicates which source — the cassette or the multipurpose tray — has run out of paper. In this example, the cassette is empty:

```
Fax Ready
Check Cassette Paper
```

Of course, your fax machine cannot *print* fax messages or copies without paper.

However …

Receiving when out of paper

If your machine runs out of paper while you're away, it will store in memory up to 50 separate fax *receptions* (see the note, below). This is called *out-of-paper reception.* Then, when you replenish the paper supply, the fax machine will print the stored messages automatically! This is a great ease to your peace of mind, especially for overnight and weekend sessions.

Note: How many *pages* (as opposed to *receptions*) your fax machine can store for out-of-paper reception will vary. It depends upon not only your machine's memory capacity but also the types of documents being sent, and the resolution settings at which the documents are sent, to your machine.

Beyond the basics

→
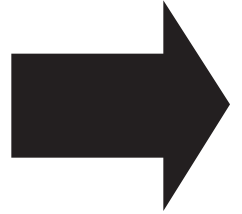
*We've covered
the "musts."
Now, let's explore
the goodies.*

What's inside this section

Getting everything just the way you want it

The EasyStart feature guided you through the "just-gotta" settings on your machine. In the next few pages, we'll cover other settings.

Setting up for scans

You can set parameters regarding how your fax machine scans documents for either faxing or copying:

- **Primary transmission mode** — Gives you four ways to send faxes, either one of the three resolution modes — normal, fine or superfine ("S Fine" on the LCD) — or in grayscale mode ("Gray").
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destinations.
- **Scanning width** (F-150 only) — Set how wide an area your fax machine scans per page.

1 Press ►/**PROGRAM, J, 0, 1, ENTER.** The LCD asks which *resolution* you select:

```
Primary:   Normal
      Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your chosen mode appears. In this example, we've chosen fine resolution.

```
Primary:   Fine
      Program/Enter
```

3 Press **ENTER** to save the setting. The LCD asks which *contrast setting* you select:

```
Contrast:    Normal
      Program/Enter
```

If the setting you see is acceptable, skip to step 5.
Otherwise, proceed to step 4.

4 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your chosen setting appears. In this example, we've chosen light contrast.

```
Contrast:    Light
      Program/Enter
```

If your machine is either an F-120 or F-100, skip to step 7.
If your machine is an F-150, proceed to step 5.

5 Press **ENTER** to save the setting. The LCD asks which *scanning width* you select:

```
Scan Width:      A4
      Program/Enter
```

For most uses, "A4" is the proper setting; it scans the central 8.2″ of each page. However, for documents of unusual width, you may wish to use the "B4" setting, which scans the central 9.9″ of each page. (See "A4, B4, A3" in the Glossary beginning on page 3.17.)

If the setting you see is acceptable, skip to step 7.
Otherwise, proceed to step 6.

6 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your chosen setting appears. In this example, we've chosen "B4".

```
Scan Width:      B4
      Program/Enter
```

7 Press **ENTER** to save the setting.

Of course, you *always* can change the resolution and contrast before sending. (You can change the scanning width only through the previously described procedure.)

To adjust the resolution and contrast:

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST** to change the contrast.

Using u4/CODE to enter characters

Certain settings give you a chance to enter some kind of identifying name. As explained earlier (page 1.11), you can do this with the one-touch keys. But you may also use the u4/CODE key in combination with other keys to produce a wide variety of characters, as well as regular letters and numbers. Here's how to do it:

1 When the machine prompts you to enter a name, press u4/CODE. The display will change to:

```
Your Name  :Code
_
```

2 Consult the chart below and find the character you wish to enter.

First keypress

	2	3	4	5	6	7	A	B	C	D	E	F
0		0	@	P	`	p	Ç	É		↑	α	p
1	!	1	A	Q	a	q	ü	æ	⌐	↓	ä	q
2	"	2	B	R	b	r	é	Æ	⌐	á	β	θ
3	#	3	C	S	c	s	â	ô	⌐	í	ε	•
4	$	4	D	T	d	t	ä	ö	`	ó	µ	Ω
5	%	5	E	U	e	u	à	ò	·	ú	σ	ü
6	&	6	F	V	f	v	å	û	⊣	ñ	ρ	Σ
7	'	7	G	W	g	w	ç	ù	⊢	Ñ	ϑ	π
8	(	8	H	X	h	x	ê	ÿ	\	a̱	÷	x̄
9	)	9	I	Y	i	y	ë	Ö	"	o̱	⌐	⌐
A	*	:	J	Z	j	z	è	Ü	Φ	¿	j	⌐
B	+	;	K	[	k	{	ï	¢	∅	⌐	x	⌐
C	,	<	L	¥	l			î	£	◁	¬	¢	⌐
D	-	=	M	]	m	}	ì	¥	▷	¡	t̄	÷
E	.	>	N	^	n	→	Ä	Pt	"	«	n̄	⌐
F	/	?	O	_	o	←	Å	f		»	▦	■

Second keypress

The legends just outside the box indicate which key you press, and in which order, to get a given character. For example, to get a backslash (\ ) character, you'd press **C, 8.** (The blank areas for **2, 0** and **C, 0** indicate where spaces occur.)

3 To enter each character, press the indicated keys.

Important: Remember that you also can enter numbers through the numeric keypad and letters and other non-numeric characters through the one-touch keys in combination with the u1/ABC, u2/abc and u3/SYMBOL keys.

Note: If you make a mistake, press CANCEL to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/PROGRAM to move it rightward, to that character. Then re-enter until the name is just as you want it.

4 Press ENTER to save the name.

Making settings for printing faxes

You can set three parameters for printing received fax messages:
- Print reduction rate
- Reduction margin
- Half-page reception

You set all three in the same operation (see next page), but each deserves its own brief explanation.

Print reduction rate

Print reduction lets you set the machine to reduce a large incoming document to a size which will fit on your paper. This setting doesn't affect *copies* you may make with your machine. Fortunately, however, it also has *copy reduction* (see page 2.4).

Here are the options for both print reduction and copy reduction settings:

Setting	What it does
Auto	Automatically reduces printouts at variable rates down to a minimum of 70%. Tries to reduce printout to fit on one sheet of your selected paper size; if can't, prints the image at 100% size on two or more pages.
100%	Performs no reduction. (Due to the sender's TTI, this may print *two* pages when receiving a one-page fax document. See *97%,* below.)
97%	Reduces an original so that the final printout of a one-page docu-ment *(if the original isn't larger than the paper in your machine)* will be only one page long, despite the TTI.
91%	Provides slightly more reduction.
81%	Provides even greater reduction. Helpful for certain international stationery sizes, as well as special applications.
75%	Turns *legal-sized* originals into *letter-sized* printed copies.

For best results …

While handy, the reduction feature can't solve *every* situation. (Also, the printout may omit a small bit of the image at the page break if the machine tries to reduce a legal-sized page onto letter-sized paper at any setting other than 75%.) So, whenever possible, **load the correct size of paper *before* receiving a fax (or making a copy) of that size.**

2.3

Reduction margin

Your fax machine's *reduction margin* is measured in millimeters (mm). We'll define it by explaining how it's used:

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to **(a)** the length of your selected paper **plus (b)** the reduction margin you set. If the length of the incoming message is shorter than the sum of **(a)** and **(b)**, your machine prints the message on just one sheet; otherwise, it prints the message on more than one sheet.

Note: An *Auto* reduction setting and a reduction margin setting of *24mm* will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Half-page reception

Half-page reception is especially handy for saving paper if some of the faxes you receive are half-page, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception combines separate half-page messages sent back-to-back during the same transmission. If you have half-page reception turned on, your fax won't hold a standalone half-page reception in memory until a second half-page message follows.

Making the printing settings

1 Press ►/**PROGRAM, J, 0, 2, ENTER.** The LCD shows the currently set print reduction rate:

```
Prnt Reduc
Rate:Auto
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your chosen reduction setting appears. In this example, we've chosen *91%.*

```
Prnt Reduc Rate:
91%
```

3 Press **ENTER** to save the setting. The LCD shows the current setting for the reduction margin:

```
Prnt Reduc Rate:
91%
```

If the setting you see is acceptable, skip to step 5.
Otherwise, proceed to step 4.

4 To change the setting, use the numeric keypad to enter the reduction margin you want. If necessary, press ◄ or ►/**PROGRAM** to move the cursor if you need. In this example, we've chosen *35mm.*

```
Prnt Reduc Rate:
91%
```

5 Press **ENTER** to save the setting. The LCD shows the current setting for half-page reception:

```
Half Page Recpt:
Off
```

If the setting you see is acceptable, skip to step 7.
Otherwise, proceed to step 6.

6 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your choice appears. In this example, we've chosen *On.*

```
Half Page Recpt: On
        Program/Enter
```

7 Press **ENTER** to save the setting.

Making settings for copying

You can set two parameters for copying:

- Copy reduction rate — Works the same way as the print reduction rate (see page 2.3 for more details).
- Reduction margin — Serves the same purpose as the reduction margin for printing (see earlier information on this page).

You set both in the same operation, as with the three printing settings.

Note: The same options, in terms of both reduction settings and reduction margins are available for copy reduction as for print reduction. (If necessary, review the preceding discussion, "Making settings for printing faxes," beginning on page 2.3.) The difference, here, is that you probably are better off with a setting of *00* on the reduction margin.

1 Press ►/**PROGRAM, J, 0, 3, ENTER.** The LCD shows the current copy reduction rate:

```
Copy Reduc
Rate:Auto
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your chosen reduction setting appears. In this example, we've chosen *75%.*

```
Copy Reduc Rate:
75%
```

3 Press **ENTER** to save the setting. The LCD shows the current setting for the reduction margin:

```
Copy Reduc Rate:
75%
```

If the setting you see is acceptable, skip to step 5.
Otherwise, proceed to step 4.

4 To change the setting, use the numeric keypad to enter the reduction margin you want. If necessary, press ◄ or ►/**PROGRAM** to move the cursor if you need. In this example, we've chosen *00mm.*

```
Copy Reduc Rate:
75%
```

5 Press **ENTER** to save the setting.

Setting the number of rings

You can set how many times your fax machine will ring before answering a call. You may choose one to nine rings.

1 Press ►/**PROGRAM, J, 0, 6, ENTER.** The LCD will show:

```
Set # Of Rings
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, use the numeric keypad to enter the desired number of rings, from one to nine. Here, we've chosen four rings.

```
Set # Of Rings
```

Note: If you enter *0* (zero), the machine will beep brie¾y to warn you that it can't accept that setting.

3 Press **ENTER** to save the setting.

Setting ECM

Ever hear static on the line during a phone call? It's a real nuisance — but, worse, it may ruin your attempts to communicate via fax. This is because *"line noise"* can easily disrupt the flow of data from one fax machine to another.

That's why your fax machine gives you the chance of operating in *Error Correction Mode (ECM).* When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data, "block" by "block," as it sends. If the receiving fax machine can't verify the transmission, the first machine will re-send as necessary. (Essentially, the sending machine asks, "Did you 'hear' that segment?" and the other machine answers either "Yeah; go on" or "No; try it again.")

Note: While using ECM gives you a better chance of getting a fax document through a troublesome phone line, it also could slow down the transmission time — and increasingly so in proportion to how bad the phone line is. That's why we let you turn ECM on or off as you require.

Note: Not all fax machines have ECM. If you've activated ECM and then transmit to a fax machine not currently using ECM, there will no change in the fax transmission from a usual, non-ECM transmission.

1 Press ►/**PROGRAM, J, 0, 8, ENTER.** The LCD shows the current ECM setting:

```
ECM Mode:       On
    Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *Off.*

```
ECM Mode:       Off
    Program/Enter
```

3 Press **ENTER** to save the setting.

2.5

Setting silent mode

If you and your fax machine share a quiet place, you'll really appreciate being able to put the machine into *silent mode.* This mutes both the ringer and the "I'm done!" beep your machine makes after sending or receiving a fax or making a copy.

Note: Let's say it again — silent mode mutes the *ringer* as well as the beep. So, if you're using your fax machine as both a fax and phone (with the optional handset), you may not wish to use this feature.

Note: Of course, turning on the silent mode on your fax machine won't turn off ringers on other telephones in your house or office. Similarly, other phones won't distinguish between fax and voice calls.

1 Press ►/**PROGRAM, J, 1, 5, ENTER.** The LCD shows your fax's current setting:

```
Silent Mode:     Off
     Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On.*

```
Silent Mode:     On
     Program/Enter
```

Note: Don't be confused. If silent mode is On, the machine will be quiet. If silent mode is Off, the machine will ring and beep as usual. (In other words, the Off/On refers to the silent mode setting, *not* to the sound itself!)

3 Press **ENTER** to save the setting.

Setting the transmission confirmation stamp

You can set your fax machine so that it will automatically place a small *stamp* mark on the front of each *original* document that it successfully scans.

Important: Be sure that this feature is turned off if you are sending original documents you don't want the fax to stamp.

1 Press ►/**PROGRAM, J, 2, 0, ENTER.** The LCD shows your fax's current setting:

```
Stamp:           Off
     Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On.*

```
Stamp:           On
     Program/Enter
```

3 Press **ENTER** to save the setting.

Setting the language

While English is the language in which your machine initially is set to display messages and print reports, you can set it to "speak" French or Spanish, too! As you give the order for the machine to change languages, it "rolls" from English to French to Spanish and then back to English.

To make the change from one language to the next, press ►/**PROGRAM, #.**

¿Qué es? — *or,* What is it?

If, after making a language change, you're not sure *which* language is showing, press ►/**PROGRAM** once and decide based on what results on the LCD:

```
A Num. Une-Touche
     Program./Val.
```
is French.

```
A Núm. Una-Tecla
     Program./Sel.
```
is Spanish.

If the language you see is the one you want, press **STOP** to return to standby mode.

If you want to change languages, press **STOP** to return to standby mode and then press ►/**PROGRAM, #** again to go to the next language in the cycle.

Printing your settings

After you have your machine set as you want, have it print a *settings list.* We recommend this particularly if you'll be sharing the machine with other users, who might change the settings for one reason or another.

With this list, you can quickly confirm that all settings are as you want, without having to go back and check them on the machine. Or, if you *do* need to undo someone else's unauthorized (or even authorized) changes, this list guides you in returning the machine to your preferred settings.

Note: Some settings on the list affect only certain operations we'll explain later. Please refer to the index at the end of these instructions to locate any setting you don't recognize or understand.

To print the settings list:

1 Press ►/**PROGRAM, I, ENTER.**

```
Enter Time
```

2 Press **ENTER** repeatedly until the LCD shows:

```
Print Setting List
          Enter/Stop
```

3 Press **ENTER** to print the settings list.

Printing a program list

You also can have your machine print a *program list.* This list gives a brief summary of the various instructions available on your fax machine, organized in a "program tree" so you can see which key combinations produce which instructions.

Note: Some settings on the list affect only certain operations we'll explain later. Please refer to the index at the end of these instructions to locate any setting you don't recognize or understand.

To print a program list, press ►/**PROGRAM, *, 8.** Your machine will print the list.

Note: If you have certain options installed on your machine, the list will be two pages in length.

2.7

Autodialer

Your fax machine's *autodialer* is one of its most versatile features. It stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. Now, it's easy to dial even the most complicated *international* calls!

Autodialer basics

How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you "call them up," so to speak:

- *One-touch* — Pressing one of the keys, marked A–Z, U1–U4, a–z and U5–U8, on the right side of the control panel.
- *Speed-dial* — Pressing SPEED DIAL/TEL INDEX followed by a three-digit identifier, from *001* to *140*.

How big is the vault?

How many numbers can your fax store? A total of 200 — up to 60 one-touch numbers and up to 140 speed-dial numbers.

Which number is which?

Your fax machine's autodialer will hold more than just fax numbers: you can store Mom's phone number along with your warehouse's fax number.

How? Because, when you command the autodialer to dial a number, the fax checks to see whether there's a document in the feeder. If there is, the machine dials as a fax machine (*i. e.,* dials while sending fax tones). If there isn't, it dials as a phone.

EasyDial directory: A preview
— *or,* What the heck's a Location ID?

Your machine also features a built-in *EasyDial directory* (see pages 2.15–2.16). This lets you enter your fax/phone numbers along with descriptive names. (Your machine calls this name a *Location ID.)* The autodialer sorts these listings alphabetically so, with EasyDial, you can look them up *by name* as if you were using a phone book!

As you store the numbers — we'll get to that shortly — you'll see how to enter the names so you can use this extremely handy feature.

Special dialing characters

Which number do you find easier to read: *919725552009* or *9-1-972-555-2009?*

Obviously, it's the second one. The hyphen (or dash) character ("-") separates the number into its various parts — in this example, a *9* for outside-line access, a *1* for long-distance access, the area code and the phone number.

Imagine how much more important this can be if you also have to use special long-distance access codes, country codes for international calling, etc.

Also, certain calls require special symbols *besides* just numerals to get through. If you make calls to other countries — or just have your fax machine on an unusual phone system — you'll want to be able to put the appropriate characters in the numbers you store. Otherwise, your autodialer won't be so "auto" after all!

That's why your fax machine allows you to enter *special dialing characters.* Here's a bers you store in the autodialer:

−	Makes long numbers easier to read. Doesn't change fax machine operation.	DIALING OPTIONS *(once)*
/	*(Has no effect in the United States.)*	DIALING OPTIONS *(twice)*
!	Tells your fax machine to pause until it "hears" a dial tone.	DIALING OPTIONS *(3 times)*
−/	Enters a pause. Each pause lasts five seconds (or whatever length you set; see pages 1.13–1.14). Each pause uses *two* of the characters you can store in one phone number.	REDIAL/PAUSE [*after* entry of at least one other character]
−!	If your fax machine is on a pulse (*not* tone-dialing) line, switches from pulse-dialing to tone ("DTMF")-dialing. Use after the actual phone number but before any	DIALING OPTIONS *(once), then* ►/PROGRAM *(once), then*

characters (such as a long-distance carrier's access code) which must be in DTMF tone. *Do not* use on a tone line.

DIALING OPTIONS (3 times), then ▸/PROGRAM (once)

Considering call groups

As we'll explain more fully later, your fax machine can *broadcast* — send the same fax to numerous remote machines (see "Broadcasting," page 2.18). As you "train" your autodialer, you may wish to set up *call groups.* These are sets of phone numbers, arranged as you see fit, which make broadcasting simpler. For example, you may wish to have one call group consisting of all your clients in a particular city, another group with all of your field sales team members, another with all your vendors and still another with the various financial institutions with which you do business. Also, one number can belong to as many as 32 groups.

Your fax machine can store as many as 200 numbers in up to *32* different call groups. In the following explanations of how to store autodialer numbers, you'll see that it's easy to assign those numbers to call groups, for *your* maximum convenience! Also, you can easily print a *directory* of your call groups (see page 2.15).

Using one-touch numbers

As indicated previously, your fax machine will store up to 60 one-touch numbers by using the keys marked A–Z and U1–U4 (fliptab **a**) and a–z and U5–U8 (fliptab **b**).

Entering or changing a one-touch number

Important: To *erase* a number, see "Erasing a one-touch number" (page 2.11).

1 Press ▸/PROGRAM, A, 1, ENTER. Depending on whether you already have a number entered for one-touch number *A,* the LCD shows:

```
Select One-Touch
A :No Number Stored
```
or
```
Select One-Touch
A :9-1-555-345-6789
```

If A is the key you want to set, skip to step 3. (However, our sample displays from here on will say *"B"* rather than *"A."*)

2 Press the one-touch key in which you want to store a number or change a previously stored number. Here, we've selected B and the LCD shows either:

```
Select One-Touch
B :No Number Stored
```
or
```
Select One-Touch
B :9-1-555-987-6543
```

3 If you change your mind and wish to select a different one-touch key, just press that key before going on step 4.

4 Press ENTER. Depending on whether you already have a number entered for this one-touch number, the LCD now shows either:

```
B :Fax Number
_
```
or
```
B :Fax Number
9-1-555-987-6543_
```

5 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialing characters," page 2.8.) The number can be up to 40 characters in length:

```
B :Fax Number
9-1-5559292039_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◂ to scroll leftward or ▸/PROGRAM to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press CANCEL to erase leftward. Or, if you want to change just one character in the number, press ◂ to move the cursor leftward, or ▸/PROGRAM to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 When the number is as you want it, press ENTER to store it.

7 The LCD now displays either:

```
B :Alt. No.
_
```
or
```
B :Alt. No.
9-1-555-987-6553_
```

You may now enter (or change) an *alternate* number, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or *polling* operation (see pages 2.31–2.33), your fax machine will try to reach this alternate number only after failing with all redials (see pages 1.16–1.17) to the regular number. If all tries to the alternate number also fail, the fax will sound a beeping alarm tone.

If you *do not* wish to enter or change an alternate number, skip to step 8. If you *do* wish to enter or change an alternate number, do so by using the numeric keypad the same way you did in step 5.

8 Press ENTER.

9 The LCD now displays:

```
B :Name    :Upper
_
```
or
```
B :Name    :Upper
```

2.9

The machine now is prompting you for a name — a Location ID, remember? — so you'll be able to find it easily in the EasyDial directory (see pages 2.15–2.16).

If you *do not* wish to enter or change this number's Location ID, skip to step 11. If you *do* wish to enter or change this number's Location ID, proceed to step 10.

10 A number's Location ID may be up to 16 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered Location ID, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
B :Name    :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R,** the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
B :Name    :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC.**

To enter spaces, punctuation and symbols, press **U3/SYMBOL.** This lets you enter the blue characters shown on the one-touch keypad.

To use the **CODE** function at **U4/CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ABC, abc** and **SYMBOL** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the name is just as you want it.

11 Press **ENTER** to save the setting and continue.

12 The LCD now displays:

```
B :Group No.
_
```
or
```
B :Group No.
2,6_
```

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.9.)

If you *do not* wish to change this number's call group status, skip to step 14. If you *do* wish to change this number's call group status, proceed to step 13.

13 Use the numeric keypad to enter the call groups to which this number will belong. There are 32 possible call groups, numbered *1–32.* (If you're changing a previous call group entry, see the note at the end of this step.)

This shows the entry of **3** to assign this one-touch number to *Call Group 3:*

```
B :Group No.
3_
```

Note: You **do not** have to insert a leading zero.

Note: To assign this number to all 32 call groups, enter *0* (zero).

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **GROUP DIAL.** For example, if you enter **3, GROUP DIAL, 1, 6, GROUP DIAL, 2, 7** to assign this one-touch number to *Call Groups 3, 16* and *27,* the LCD will show:

```
B :Group No.
3,16,27_
```

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, to change just one character in the setting, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter the setting.

14 Press **ENTER**.
The LCD will display the next one-touch number.
If you *do not* wish to enter any more one-touch numbers, press **STOP** to finish.
If you *do not* wish to enter the *currently displayed* one-touch number but *do* want to enter *another* one-touch number, go back to step 2.
If you *do* wish to enter this one-touch number, go back to step 4.

One-touch *fax* dialing

Now that you've stored a one-touch number or two, let's discuss the ease of using one-touch keys to make calls. You'll probably use one-touch numbers to dial fax, not voice, calls most of the time. We'll show you a bit later (page 2.11) how to dial a one-touch *voice* call; but, first, here's how to dial a *fax* call using a one-touch number:

1 Insert the document.

2 Adjust resolution and contrast if necessary.

3 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT.**

4 Press the one-touch key in which you've stored the number.

The machine will handle the call from here, although the exact sequence of events will vary depending upon whether you specified transmission from memory or transmission from the feeder:

If you specified transmission from memory:

• Your fax machine scans your document into memory first, then dials the other fax machine.

• The LCD shows the Location ID and the document's width and resolution settings:

```
Katz's Cat Care
A4        Normal
```

Note: If the number doesn't have a Location ID, the number appears.

• When the other machine answers, your fax will transmit the document directly from memory. (To review memory transmission, see pages 1.14–1.15.)

If you specified transmission from the feeder:

• Your fax machine dials the other fax machine.

• When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.

• The LCD shows the Location ID and the document's width and resolution settings:

```
Katz's Cat Care
A4        Normal
```

Note: If the number doesn't have a Location ID, the number appears.

One-touch *phone* dialing

To dial a *phone* call using a one-touch number, you *must* have an optional handset attached to your machine. (Contact your authorized Muratec dealer for more information on this optional item.)

Here's how to make the call:

1 Obtain a dial tone by doing one of the following:
• Lifting the handset
• Press **MONITOR/CALL** to use the monitor speaker.

2.11

2 Press the one-touch key in which you've stored the number. As the machine dials, it will show the number on the LCD:

```
    **  Tel Mode  **
9-555-2842_
```

Note: Remember that your fax machine's monitor speaker is *not* a speakerphone; so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones, press **START** to send the document in the feeder; if you'd lifted the handset, hang it up at this point.

Erasing a one-touch number

1 Press ►/**PROGRAM, A, 2, ENTER.** The LCD shows:

```
Select One-Touch
A :No Number Stored
```
or
```
Select One-Touch
A :9-1-555-345-6789
```

If **A** is the key you want to erase, skip to step 3. (However, our examples from here will say *"B"* rather than *"A."*)

2 Press the key for the one-touch number you want to erase. Here, we've selected **B**:

```
Select One-Touch
B :9-1-555-987-6543
```

3 If you change your mind and wish to erase the number stored in a different one-touch key, just press that key before going on step 4.

4 Press **ENTER.** The LCD shows:

```
Erase One-Touch
Check Program/Enter
```

> **Important:** If you want to quit without erasing the one-touch number you've selected, press ►/**PROGRAM.** The fax will return to step 2.

5 Press **ENTER** to erase the number.

```
Erase One-Touch
  **  Complete  **
```

To erase another one-touch number, repeat steps 2–5. Or press **STOP** to return to standby mode.

Printing a list of your one-touch numbers

Whoops! Forgot which number is "in" which one-touch key? Don't worry: just print a list of your one-touch numbers. The list includes each key's letter, the Location ID (if any), number and group number[s] (if any) you've stored in the key.

To print the list, press ►/**PROGRAM, A, 3, ENTER.**

Using speed-dial numbers

As we mentioned before, your fax machine will store up to 140 speed-dial numbers, designated by three-digit identifier codes from *001* (the first number) through *140.*

Important: When entering the identifier code for a speed-dial number, you must enter leading zeroes, if necessary, to make three digits (*e. g., 001* or *027*). Of course, speed-dial numbers *100–140* don't require leading zeroes.

Entering or changing a speed-dial number

Important: To *erase* a number, see "Erasing a speed-dial number" (pages 2.14–2.15).

1 Press ►/**PROGRAM, B, 1, ENTER.** Depending on whether you already have a number entered for speed-dial number *001,* the LCD shows:

```
Enter Speed-Dial
No.
```
or
```
Enter Speed-Dial
No.
```

If *001* is the speed-dial number you want to set, skip to step 3. (However, our examples from here will say *"005"* rather than *"001."*)

2 Use the numeric keypad to enter the desired speed-dial number's three-digit identifier code. Here, we've entered *005* and the LCD shows either:

```
Enter Speed-Dial
No.
```
or
```
Enter Speed-Dial
No.
```

3 If you change your mind and wish to select a different speed-dial number, just repeat step 2 until the desired number appears, then go on to step 4.

4 Press **ENTER.** Depending on whether you already have a number entered for this speed-dial number, the LCD now shows either:

```
005:Fax Number
_
```
or
```
005:Fax Number
9-555-397-0123_
```

5 Use the numeric keypad to enter the speed-dial number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialing characters," page 2.8.) The number can be up to 40 characters in length:

```
005:Fax Number
9-1-555-567-1234_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 When the number is as you want it, press **ENTER** to store it.

7 The LCD now displays either:

```
005:Alt. No.
_
```
or
```
005:Alt. No.
9-1-555-789-3556_
```

You may now enter (or change) an *alternate* number, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or *polling* operation (see pages 2.31–2.33), your fax machine will try to reach this alternate number only after failing with all redials (see pages 1.16–1.17) to the regular number. If all tries to the alternate number also fail, the fax will sound a beeping alarm tone.

If you *do not* wish to enter or change an alternate number, skip to step 8. If you *do* wish to enter or change an alternate number, do so by using the numeric keypad the same way you did in step 5.

8 Press **ENTER**.

9 The LCD now displays:

```
005:Name   :Upper
_
```
or
```
005:Name   :Upper
West Coast Sales_
```

The machine now is prompting you for a name — a Location ID, remember? — so you'll be able to find it easily in the EasyDial directory (see pages 2.15–2.16).

If you *do not* wish to enter or change this number's Location ID, skip to step 11. If you *do* wish to enter or change this number's Location ID, proceed to step 10.

10 A number's Location ID may be up to 16 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered Location ID, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through using the one-touch keys.

```
005:Name   :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R,** the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
005:Name   :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC**.

To enter spaces, punctuation and symbols, press **U3/SYMBOL.** This lets you enter the blue characters shown on the one-touch keypad.

To use the **CODE** function at **U4/CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ABC, abc** and **SYMBOL** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the name is just as you want it.

11 Press **ENTER** to save the setting and continue.

2.13

12 The LCD now displays:

```
005:Group No.
_
```
or
```
005:Group No.
1,4,12_
```

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.9.)

If you *do not* wish to change this number's call group status, skip to step 14. If you *do* wish to change this number's call group status, proceed to step 13.

13 Use the numeric keypad to enter the call groups to which this number will belong. There are 32 possible call groups, numbered *1–32.* (If you're changing a previous call group entry, see the note at the end of this step.)

This shows the entry of **6** to assign this speed-dial number to *Call Group 6:*

```
005:Group No.
6_
```
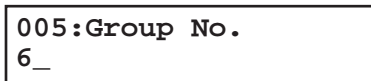
Note: You **do not** have to insert a leading zero for the call group number.

Note: To assign this number to all 32 call groups, enter *0* (zero).

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **GROUP DIAL.** This shows the entry of **6, GROUP DIAL, 1,7, GROUP DIAL, 3, 0** to assign this speed-dial number to *Call Groups 6, 17* and *30:*
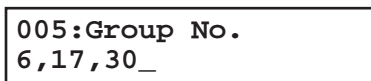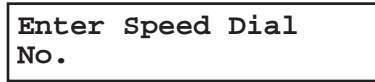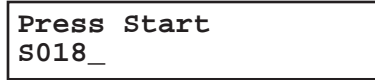
```
005:Group No.
6,17,30_
```

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the setting, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the setting is just as you want it.

14 Press **ENTER**.
The LCD will display the next speed-dial number.
If you *do not* wish to enter any more speed-dial numbers, press **STOP** to finish.
If you *do not* wish to enter the *currently displayed* speed-dial number but *do* want to enter *another* speed-dial number, go back to step 2.
If you *do* wish to enter this speed-dial number, go back to step 4.

Fax dialing via speed-dial

To dial a *fax* call using a speed-dial number:

1 Insert the document.

2 Adjust resolution and contrast if necessary.

3 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT.**

4 Press **SPEED DIAL/TEL INDEX.** The LCD will show:

```
Enter Speed Dial
No.
```

5 Use the numeric keypad to enter the three-digit identifier (such as *018,* in this example) for the speed-dial number you want to dial. The LCD will show:

```
Press Start
S018_
```

6 Press **START**.

The machine will handle the call from here. The sequence will vary depending upon whether you specified transmission from memory or transmission from the feeder:

If you specified transmission from memory:
• Your fax scans your document into memory first, then dials the other machine.
• The LCD shows the Location ID and the document's width and resolution settings:
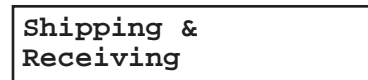
```
Shipping &
Receiving
```

Note: If the speed-dial number doesn't have a Location ID, the number appears.
• When the other machine answers, your fax will transmit the document directly from memory. (To review memory transmission, see pages 1.14–1.15.)

If you specified transmission from the feeder:
• Your fax machine dials the other fax machine.
• When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.
• The LCD shows the Location ID and the document's width and resolution settings:

```
Shipping &
Receiving
```
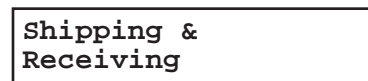
Note: If the speed-dial number doesn't have a Location ID, the number appears.

Phoning via speed-dial

To dial a *phone* call using a speed-dial number, you *must* have an optional handset attached to your machine. Here's how to make the call:

1 Obtain a dial tone by doing one of the following:
- Lifting the handset
- Press **MONITOR/CALL** to use the monitor speaker

2 Press **SPEED DIAL/TEL INDEX.** The LCD will show:

```
**  Tel Mode  **
S_
```

3 Use the numeric keypad to enter the three-digit identifier (such as *018,* in this example) for the speed-dial number you want to dial. The LCD will show:

```
Press Start
9-555-5783_
```

Note: Remember that your fax machine's monitor speaker is *not* a speaker *phone;* so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax machine's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones over either your handset or the monitor speaker, press **START** to send the document in the feeder; if you're using your handset, hang it up at this point.

Erasing a speed-dial number

1 Press ▶/**PROGRAM, B, 2, ENTER.** The LCD shows:

```
Enter Speed-Dial
No.
```
or
```
Enter Speed-Dial
No.
```

If *001* is the speed-dial number you want to erase, skip to step 3. (However, our examples from here will say *"005"* rather than *"001."*)

2 Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to erase. Here, we've selected *005:*

```
Enter Speed-Dial
No.
```

3 If you change your mind and wish to erase a different speed-dial number, just go back to step 2 and perform it before going on step 4.

4 Press **ENTER.** The LCD shows:

```
Erase Speed-Dial
Check Program/Enter
```

Important: If you want to quit without erasing the speed-dial number you've selected, press ▶/**PROGRAM.** The fax will return to step 2.

5 Press **ENTER** to erase the number.

```
Erase Speed-Dial
**    Complete    **
```

To erase another speed-dial number, repeat steps 2–5. Or press **STOP** to return to standby mode.

Printing a list of your speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group number[s] you've stored in the number.

To print the list, press ▶/**PROGRAM, B, 3, ENTER.**

Printing a call group directory

Another convenient feature your fax machine offers is the ability to print a *call group directory.* (If necessary, review "Considering call groups," page 2.9.) This lists all your stored autodialer numbers by Location ID and indicates to which of the 32 possible call groups each belongs.

The directory divides the call groups into four banks, *00–09, 10–19, 20–29* and *30–32.* (*00* means a number is in *all* call groups.) For example, the directory might show:

No.	Location	00	10		20	30
001	And Sew It G	2 4				
002	KC Enterpris	7	0		1	
003	Katz Cat Car				0	2
A	Carson Co.,I	4	0	4		
B	Tex. Ofc. of	1				
C	e.e.gummings	2				

In this list, speed-dial number *001* is in call groups 2 and 4; speed-dial number *002* is in groups 7, 10 and 21; speed-dial number *003* is in groups 20 and 32; one-touch number *A* is in groups 4, 10 and 14; one-touch number *B* is in group 1; and one-touch number *C* is in group 2.

To print a call group directory, press ▶/**PROGRAM, H, ENTER.**

2.15

EasyDial directory dialing

The *EasyDial directory dialing* feature makes your autodialer even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can easily find them and dial them. When the name you want appears, you just press **START** to begin a call (either phone or fax). Your machine's EasyDial directory alphabetizes in the following order: upper-case letters; lower-case letters; and, finally, symbols and numbers.

1 If you want to use EasyDial to make a regular phone call, *make sure there's no document in the feeder* and then skip to step 4.
If you want to use EasyDial to send a fax, insert the document.

2 Adjust resolution and contrast if necessary.

3 If you want to toggle between transmission from memory and transmission from the feeder, press **MEMORY TRANSMIT.**

4 Press **SPEED DIAL/TEL INDEX** *twice.* The LCD shows the *alphabetically first* listing in your fax machine's EasyDial directory:

```
Telephone Index
[A]
```

Note: Here, the `[A]` indicates this listing begins with a character in the upper-case letters set. If it began with a lower-case letter, this would instead be an `[a]`; if it began with a symbol, this would instead be `[!]`; or, if it began with a number, this would instead be a `[0]`.

(If this listing is the one you want to dial, skip to step 6.)

5 Scroll through the listings to find the one you want. You do this by pressing certain keys on the numeric keypad:

• **2** or **8** to select the character set — upper-case, lower-case, symbol or number — for the *first* character of the Location ID.

• **4** or **6** to check different listings within that character set.

Note: The scrolling is "open-ended." For example, when you run out of listings beginning with upper-case letters, pressing **4** or **6** automatically moves you into listings beginning with other characters.

6 When the LCD is showing the name you want to dial, press **START.**

• If there *is* a document in the feeder, your machine will dial a *fax call* to the selected autodialer number.

• If there *isn't* a document in the feeder, your machine will activate the monitor speaker and dial a regular phone call. (Remember that, to make a regular phone call from your machine, you must have attached an optional handset.) At this point, you may either:
  — Lift the handset now
  or
  — Listen to the monitor speaker until you hear the other person answer, and then lift the handset.

What if an EasyDial call doesn't go through?

If an EasyDial call fails (for example, because of a busy signal), what happens next depends upon the kind of call it was.

If it was a fax call …

… Your fax machine automatically redials the number after the redial interval (see page 1.17). It keeps trying until either of the following occurs first:

• It successfully reaches the other number (and, if it's a fax call, makes contact with the machine on the other end).

• It has automatically redialed the number the last try (see page 1.16).

If it was a regular phone call …

… You'll have to redial manually:

1 Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL.**

2 Press **REDIAL/PAUSE.**

It's a great phone, too

As you've probably guessed by now, your fax machine is a dandy phone, too! Let's see just *how* dandy by looking briefly at the machine's telephone features.

Important: All of the instructions on this page assume you have attached an optional handset to your fax machine.

Redial

Press **REDIAL/PAUSE** to — you guessed it! — redial the last number you dialed. (Be sure *that* attempt, too, was also a regular phone call. In a multi-user setting, someone else may have quickly sent a fax without your knowing it.)

Hold

You can put a call on hold during a conversation by pressing **HOLD.** The LCD will show:

```
**  On Hold **
```

At this point, you can either hang up the handset or leave it off the hook. To return to your conversation:

- If you hung up the handset, pick it up.
- If you didn't hang up the handset, press **HOLD** again.

On-hook dialing

Because your machine has a monitor speaker, you can dial without picking up the handset. For hands-free dialing:

1 Press **MONITOR/CALL.** You'll hear a dial tone (unless you have set your speaker volume to *Off;* see page 1.8–1.9), and the LCD will show:

```
**  Tel Mode **
_
```

2 Dial the number you want. You may use either the numeric keypad, a one-touch key or a speed-dial number.

Note: Remember, your fax machine's monitor speaker is *not* a speaker*phone;* so, be sure to pick up the handset if the other person answers!

Note: You also can dial a fax call this way if, for some reason, you want to hear the other machine's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones, press **START** to send the document.

You can EasyDial regular phone calls, too

Just in case you didn't notice, the EasyDial directory dialing feature is available for regular phone calls as well as fax calls. Review the EasyDial instructions on pages 2.15–2.16 for more information.

Broadcasting

The basics of broadcasting

The fastest way to fax *one* document to *multiple* recipients is *broadcasting* — and your fax machine has very powerful broadcasting capabilities. **You can use broadcasting from *any* function requiring the entry of a fax number!** That means you can perform *delayed* broadcasting (see pages 2.21–2.23), *SecureMail* broadcasting (see pages 2.46–2.49) and even broadcasting to "hub" units for *relay broadcast initiation* (see pages 2.19–2.20).

In an ordinary broadcast, you send as you normally would, except for one simple change: you just add more fax numbers! You can enter up to 220 numbers (20 normally dialed numbers, plus one call group with all 200 autodialer numbers).

We'll assume you've become familiar with regular fax transmission, and shorten the instructions a bit so you can more readily see the differences.

1 Insert the document and make any necessary adjustments as usual.

2 Press **BROADCAST.**

3 Enter the *first* fax number — a one-touch number, a speed-dial number, a call group or just a regular number dialed from the numeric keypad as usual.

4 To add each *successive* fax number, press **BROADCAST** between each one to insert a *comma* (**GROUP DIAL** inserts its own comma), then enter the number as in step 3. You can specify up to 220 locations by entering up to 20 numbers or call groups (see first paragraph, above) for a broadcast.

```
Press Start
C,9-5551204,S118,J
```

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

5 Press **START**. Your fax machine will scan the document into memory and then send it to each number or call group you've entered.

The main idea is: when it's time within an operation for entering the fax number to which you're to send your document, you enter multiple numbers until you've either reached 20 numbers or finished dialing all you want to dial for this document.

Delayed broadcasting

What if you want the broadcast to happen later? That's the purpose of setting up a *delayed broadcast.*

Note: Actually, we're jumping the gun a bit here; the *main* discussion of delayed commands comes up in "The time machine: delayed transmission" (pages 2.21–2.23). You may wish to read that material before proceeding.

1 [Same as steps 1–4 of "The basics of broadcasting" (left column).]

2 Press **COMMUNICATION OPTION, ENTER**.

3 Use the numeric keypad to enter the day of the month and time when you want the fax to perform the broadcast. Here, we've set it to occur at 10:15 PM on the 30th.

```
Delayed
```

When finished, press **ENTER** to save the setting.

4 Now, press **START.** Your machine will return to its normal standby mode, while showing this on the LCD:

```
** Reserved **
```

This means your fax machine is "reserved" for the delayed broadcast you just programmed.
If you have set the machine for transmission from memory (see pages 1.14–1.15), it will scan the document into memory, after which you can use the machine normally.
If you have set the machine for transmission from the feeder (*i. e.,* non-memory transmission), the machine can *receive* faxes but can't *transmit* until after the delayed broadcast occurs.
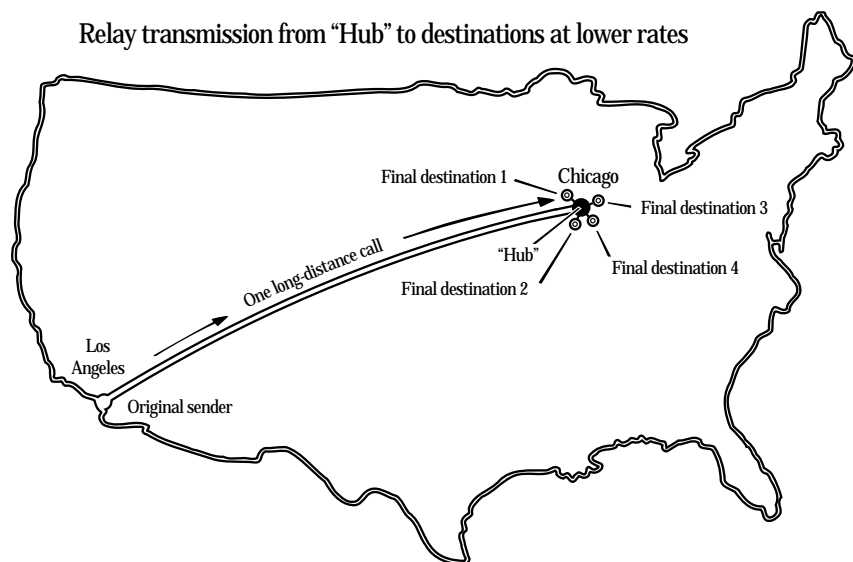
Relay broadcasting and relay broadcast initiation

Relay broadcasting is a powerful function that takes advantage of a remote Muratec *"hub" fax machine's* memory to reduce your total communication costs.

A "hub" fax machine is one to which you send a document, so the "hub" can *relay* it to other machines which you don't actually call. The "hub" performs a *relay broadcast,* and the machine which sends the original document to the "hub" has performed a *relay broadcast initiation.* Your fax machine can perform either operation; in other words, your machine can either *send to* a "hub" unit or *be* a "hub" unit.

How it works

Let's say you're in Los Angeles and need to fax the same document to four locations in the Chicago area. You could send four normal fax transmissions, but that would be four long-distance calls. However, with relay broadcast initiation, you send the document *once* to your Chicago office's "hub" fax, which then sends it on to each of the four locations.

Relay transmission from "Hub" to destinations at lower rates

Now, let's be a little more specific about what happens when you perform relay broadcast initiation:

- You use your fax machine to send a document to at least one call group in a remote "hub" machine's autodialer. This can occur either immediately or as a delayed command (see pages 2.21–2.23).
- The remote "hub" unit receives your document and stores it in memory.
- The remote machine retransmits — *relays* — the document to each fax number in each call group you specified. This is the *relay broadcast* you *initiated.*

Setting it up, *or* initiating the initiation

For you to perform relay broadcast initiation, three things must be true:

- The remote fax machine must be a Muratec fax machine with "hub" capability.

  Note: If you're not sure whether the unit to which you want to transmit is a true "hub" unit, please consult your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

- The call group(s) must exist on the remote fax machine.
- You must know each call group's two-digit identifier number.

To set up a relay broadcast initiation:

1 Insert the document and make any necessary adjustments as usual.

2 Press **COMMUNICATION OPTIONS** *three times* and then press **ENTER.** The LCD will show:

```
Relay Tx
Group No.       _
```

3 Use the numeric keypad to enter the two-digit identifier of each applicable call group in the remote "hub" fax machine you'll be calling. You may specify up to 10 groups for each relay broadcast initiation. ***Do not press START.***
To add each group after the first one, press **GROUP DIAL** to add a comma. Below, we've entered **2, GROUP DIAL, 4.**

```
Relay Tx
Group No.       2,4_
```

Important: Do **not** insert a comma after the *last* group number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

4 Press **ENTER.** The LCD will show:

```
Enter Fax Number
_
```

5 Enter the fax number for the remote "hub" unit. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad as usual. ***Do not press START.***

6 What you do now depends upon when you wish to begin initiating the relay broadcast.
- If you want it to begin *now,* skip to step 8.
- If you want to *delay* it, press **COMMUNICATION OPTIONS, ENTER.**

Note: For more information on delayed transmission, see pages 2.21–2.23.

2.19

7 Use the numeric keypad to enter the day of the month and time when you want to begin initiating the relay broadcast.

```
Delayed
```

When the entry is complete, press ENTER.

8 Press START.

If, in step 6, you chose an immediate relay broadcast initiation, your fax machine will begin dialing the remote "hub" machine. However, if you requested a delayed command, the machine will display "Reserved" on the LCD's top line; this means the command is in memory.

Broadcast news; *or,* making changes

If you need to make changes in a broadcast after setting it to proceed, you'll need to make use of REVIEW COMMANDS. See "Reviewing or cancelling parts of a broadcast," page 2.22.

The time machine: delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission.* Your fax machine can store up to 99 delayed transmission commands, each of which you can program up to 31 days in advance.

Important: If you program a full 99 delayed transmission commands, no further *memory* transmission is possible until the machine performs at least one of the delayed commands. (To review memory transmission, see pages 1.14–1.15.) However, you always can transmit from the feeder by using on-hook dialing or an optional handset (see page 1.16).

Setting up a delayed transmission

Important: Your machine remembers only the *day* of the month, not the month itself, when it's supposed to perform a delayed transmission. So if, say, you want your fax to do something at 5:0**5** PM on **June** 26, don't make that setting sooner than 5:0**6** PM on **May** 26.

To set up a delayed transmission:

1 Insert the document and make any necessary adjustments as usual.

2 Press **COMMUNICATION OPTIONS.** The LCD will show:

```
1.Delayed
```

3 Press **ENTER**. The LCD shows the current day of the month, followed by the current time (in 24-hour format, as you'll recall):

```
Delayed
```

4 Use the numeric keypad to enter the day of the month and the time when you want the fax to perform the delayed transmission.

    Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that digit.

    Here, we've set the transmission to occur on the 11th at 11:05 PM:

```
Delayed
```

5 When the date and time entry is as you wish, press **ENTER** to save the delayed transmission. The LCD shows:

```
Enter Fax Number
—
```

6 Enter the fax number to which the delayed transmission should go. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad normally.

    Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

7 Press **START.** Your machine will return to its normal standby mode, while showing this on the LCD:

```
** Reserved **
```

This means your fax machine is "reserved" for the delayed transmission command you just programmed.
If you had set the machine for transmission from memory, it will scan the document into memory, after which you can use the machine normally.
If you had set the machine for transmission from the feeder, the machine can *receive* faxes but can't *transmit.*

2.21

Reviewing or cancelling delayed commands

If you've stored a delayed command in your fax machine, it will hold it in memory until it either completes the command successfully or reaches its maximum number of redial attempts (see pages 1.16–1.17). Your machine can store up to 99 delayed commands. It identifies each by a two-digit *command number* ranging from *00* to *98.*

The same procedure lets you both display your machine's stored commands and have a chance to cancel them, if necessary:

1 Press **REVIEW COMMANDS.**

- **If your machine is currently holding *no* delayed commands** — It will beep briefly and display "No Command" on the LCD. To return to standby mode, press **STOP.** To toggle the confirmation report feature for *only* the next fax transmission, press **REVIEW COMMANDS.**

- But if there *are* commands in your machine's memory, the LCD will show:

```
C00:9-5552311
```

Here, you see *command 00,* followed by the phone number it's to dial. If the command is to perform a *broadcast,* "Broadcast" will appear instead of the phone number. (See "Broadcasting," pages 2.18–2.20.)

If the command is to perform a *batch transmission,* the LCD will show its *batch box number* (such as "B01") rather than the command number. (See "Basket cases: batch transmission," pages 2.24–2.27.)

If the command is to perform a *continuous polling operation,* the LCD will show its *continuous polling operation number* (such as "P00") rather than the command number. (See "Polling," on pages 2.31–2.33 within the "Special features" chapter.)

Note: If your machine is attempting to perform a command *now,* it will appear on the display.
To cancel this command, skip to step 3.
To review a different command, proceed to step 2.

2 If necessary, press ▶/**PROGRAM** repeatedly to scroll through currently stored commands.

Note: You may stop this operation any time you wish; just press **STOP.**

3 If you want to cancel the currently shown command, press **CANCEL.** The LCD will show:

```
C00:9-5552311
```

4 To *keep* this command (*i. e.,* to abort cancellation) but continue reviewing stored commands, press ▶/**PROGRAM.**
To keep this command *and* stop reviewing commands, press **STOP** to return your machine to standby mode.
To go ahead with cancelling the command, press **CANCEL** again and return to step 2 to view other commands.

Note: See also "Reviewing or cancelling parts of a broadcast," below.

You can toggle between cancelling the command and turning off/on the confirmation report feature by pressing **REVIEW COMMANDS.**

Reviewing or cancelling parts of a broadcast

You also can review or cancel certain numbers within a broadcast:

1 Press **REVIEW COMMANDS.**

Note: If your machine is attempting to perform a command *now,* it will appear on the display.
To cancel this command, skip to step 3.
To review a different command, proceed to step 2.

2 If necessary, press ▶/**PROGRAM** repeatedly to scroll through currently stored commands.

Note: You may stop this operation any time you wish; just press **STOP.**

3 If you want to cancel the currently shown command, press **CANCEL, CANCEL.** If you want to review *individual* numbers within this broadcast, go on to step 4 *without* pressing **CANCEL.**

4 To review *individual* numbers within this broadcast, press **BROADCAST** to see the first number. The LCD will show:

```
9-5550388
```

If this is the number you want to cancel, skip to step 6.
If it is not, proceed to step 5.

5 Press ▶/**PROGRAM** to move on to the next number, and keep doing so until you find a number you *do* wish to cancel; then proceed to step 6.

6 Press **CANCEL, CANCEL.** The next number will appear.
If you wish to cancel this number, as well, repeat this step.
If you wish to cancel a different number, go back to step 5.

Printing a delayed command list

Can't remember some details about a delayed transmission command you set up? Or, let's say, someone else in your office is the one who set it up, but now he or she has left for the night and you have no idea why the machine is "reserved" and how long it'll stay that way!

Fortunately, your machine can print a *command list* which tells you:

• The command's identification number

• The phone number, or "remote location"

• The start time (which appears in the same *DD,HH:MM* format you saw in the previous instructions for actually setting up a delayed transmission command)

• A "note" telling if the command is a *polling* or *relay broadcast initiation* operation (see pages 2.31–2.33 for more on the former and 2.19–2.20 for more on the latter)

• Any selected call groups, SecureMail boxes or database files

To print a delayed command list, press ►/**PROGRAM, F, 1, ENTER.**

Printing a stored document

Your fax machine can produce a printout of each document stored for delayed transmission. You'll need to know the document's command number, which you can confirm by either reviewing the commands (see page 2.22) or printing a delayed command list (see above).

1 Press ►/**PROGRAM, F, 2, ENTER.** The LCD shows:

```
Print Stored Doc.
Command No.:    _
```

2 Use the numeric keypad to enter the command's identification number, *00–98*. For example, we could enter the following for the very first command, *00:*

```
Print Stored Doc.
Command No.:    00_
```

3 Press **ENTER.** Your fax machine will print a copy of the stored document.

2.23

Basket cases: batch transmission

Broadcasting (see pages 2.18–2.20) gets the same document to multiple locations, but what about the reverse? Wouldn't it be nice if you could just stack *several* documents into an electronic "basket" and then fling the *entire* contents of that basket via fax to *one* location? Well, you can: it's called *batch transmission.*

If there are several documents you want to transmit to the same location, you can store up to 40 documents (*not* pages) into your machine's electronic *batch boxes.* The machine can use up to five of these batch boxes, in which you designate in advance when the transmission is to occur and to what remote number it should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine.

Creating or modifying a batch box

The first step to using the batch transmission feature is to create batch boxes in your fax machine. This procedure also lets you modify existing batch boxes.

Important: To *erase* a batch box, see page 2.25.

To create or modify a batch box:

1 Press ▶/**PROGRAM, N, 1, ENTER.** Depending on whether you already have a number entered for batch box *1,* the LCD shows:

```
Select Batch Box
1:No Number Stored
```
or
```
Select Batch Box
1:9-1-555-345-6789
```

If this is the batch box you want to set, skip to step 3. (However, our sample displays from here on will refer to batch box 3 rather than batch box 1.)

2 Use the numeric keypad to enter the number (*1–5*) of the batch box you wish to create or modify. Here, we've pressed **3** and see either:

```
Select Batch Box
3:No Number Stored
```
or
```
Select Batch Box
3:9-555-2110
```

3 If you change your mind and wish to select a different batch box, just use the numeric keypad to enter the correct batch box number before going on step 4.

4 Press **ENTER.** The LCD now shows either:

```
3:Fax Number
_
```
or
```
3:Fax Number
9-555-2110_
```

5 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialing characters," page 2.8.) The number can be up to 40 characters in length:

```
3:Fax Number
9-1-555-871-9052_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◀ to scroll leftward or ▶/**PROGRAM** to scroll rightward.

Note: To erase previously entered characters, press **CANCEL** to erase leftward. Or, to change just one character in the number, press ◀ to move the cursor leftward, or ▶/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 When the fax number is as you want it, press **ENTER.** The LCD now displays:

```
3:Transmit Time
```

7 Instruct your fax to send from this batch box in *one* of the following ways:

Option 1:   *Once* at a certain time on a certain day of the month (*e. g.,* "Do this at 5:05 PM on the 30th.") — Use the numeric keypad to enter the date and time when the fax should perform the command:

```
3:Transmit Time
```

Option 2:   At a certain time *each day you press the key* (*e. g.* "Do this at 5:05 PM today.") — Use the numeric keypad to enter **0, 0** (*i. e., 00),* and then the time when the fax should perform the command:

```
3:Transmit Time
```

Note: To change a digit in the date or the time, press ◀ to move the cursor leftward, or ▶/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

8 When the date and time are as you wish, press **ENTER**.

9 The LCD now displays:

```
3:Name        :Upper
_
```
or
```
3:Name        :Upper
Bookkeeping_
```

The machine now is prompting you for a name for this batch box.

If you *do not* wish to enter or change this batch box's name, skip to step 11. If you *do* wish to enter or change this batch box's name, proceed to step 10.

10 A batch box's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
3:Name        :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R,** the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
3:Name        :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC**.

To enter spaces, punctuation and symbols, press **U3/SYMBOL**. This lets you enter the blue characters shown on the one-touch keypad.

To use the **CODE** function at **U4/CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ABC, abc** and **SYMBOL** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the name is just as you want it.

11 Press **ENTER** to save the batch box information.

To create or modify another batch box, repeat steps 2–11. To finish, press **STOP.**

Erasing an empty batch box

You can erase an empty batch box (if a box has documents stored in it, you cannot erase it; see the first "Important" note after step 4, below).

To erase an empty batch box:

1 Press ►/**PROGRAM, N, 5, ENTER.** The LCD shows:

```
Select Batch Box
1:No Number Stored
```
or
```
Select Batch Box
1:9-5551023
```

If this is the batch box you want to erase, skip to step 3. (However, our examples from here will refer to batch box 2 rather than batch box 1.)

2 Use the numeric keypad to enter the number (*1–5*) of the batch box you wish to erase. Here, we've pressed **2** and see:

```
Select Batch Box
2:9-1-972-5559900
```

3 If you change your mind and wish to erase a different batch box, just go back to step 2 and perform it before going on step 4.

4 Press **ENTER.** If the batch box is empty, the LCD shows:

```
Erase Batch Box
Check Program/Enter
```

Important: If you select a batch box which is *not* empty, the machine beeps and, before returning to standby mode, briefly displays:

```
Select Batch Box
Document Stored
```

Erase any documents stored in the batch box (see page 2.27), then repeat *this* procedure from the beginning to erase the box.

Important: If you want to quit without erasing the batch box you've selected, press ►/**PROGRAM.** The fax will return to step 2.

Important: If you want to quit without erasing *any* batch box, press **STOP.** The machine will return to standby mode.

5 Press **ENTER** to erase the batch box.

```
Erase Batch Box
**    Complete    **
```

2.25

To erase another batch box, repeat steps 2–5. To finish, press **STOP.**

Printing a list of your batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID (if any), fax number and date/time of start.

To print the list, press ▶/**PROGRAM, N, 2, ENTER.**

Storing a document for batch transmission

Your fax machine can store up to 40 *documents* (as opposed to *pages*) in each batch box until the date and time you designate for a batch transmission.

Note: For this operation to work, two things must be true:
- The batch box must exist on your fax machine.
- You must know the batch box's one-digit number (*1–5*).

To store a document in a batch box for batch transmission:

1 Insert the document and make any necessary adjustments as usual.

2 Press **COMMUNICATION OPTIONS** *five* times and then press **ENTER.** The LCD will show:

```
Batch Tx
Enter Box No.     _
```

3 Use the numeric keypad to enter the one-digit number for the batch box you wish to use. Here, we've entered **5** to indicate batch box *5.*

```
Batch Tx
```

Note: *Tx* is a common abbreviation for *transmission.*

4 Press **ENTER.** The LCD will show:

```
Press Start
Box:   5  File:   00
```

Important: The *file number* (shown above as *00)* tells you how many documents are in this batch box. Your machine numbers files *00–39.* You need to know a file's number to erase or print it on your fax. See also "Printing a list of stored batch documents," next column.

5 Press **START.** If it wasn't already doing so due to a previous command, the machine will display "Reserved" on the top line of the LCD. This means the document is stored in memory.

Printing a list of stored batch documents

You can print a list of all the documents stored in your machine's batch boxes. This will provide you with the documents' file numbers so you can erase or print them if necessary. You need to know a file's number to erase or print it on your machine.

To print the list, press ▶/**PROGRAM, N, 3, ENTER.**

Printing a document stored in a batch box

You can print — *without* erasing from memory — a document stored in a batch box set up on your fax machine. Here's how:

1 Press ▶/**PROGRAM, N, 4, ENTER.** The LCD will show:

```
Print Batch Doc.
Enter Box No.     _
```

2 Use the numeric keypad to enter the number (*1–5*) of the batch box currently "holding" the document you wish to print.

3 Press **ENTER.** The LCD will show:

```
Print Batch Doc.
Enter File No.    _
```

4 Use the numeric keypad to enter the document's *two-digit* file number (*00–39).* If the file number is *00–09,* be sure to enter the leading zero.

5 Press **ENTER.**

Your fax machine will print the desired document, then return to standby mode.

Erasing a document stored in a batch box

It's easy to erase a document stored in a batch box set up on your fax machine:

1 Press ►/**PROGRAM, N, 6, ENTER.** The LCD will show:

```
Erase Batch Doc.
Enter Box No.    _
```

2 Use the numeric keypad to enter the number (*1–5)* of the batch box currently "holding" the document you wish to erase.

3 Press **ENTER.** The LCD will show:

```
Erase Batch Doc.
Enter File No.   _
```

4 Use the numeric keypad to enter the document's *two-digit* file number (*00–39).* If the file number is *00–09,* be sure to enter the leading zero.

5 Press **ENTER.** The fax machine now gives you one last chance to change your mind about the erasure.

```
Erase Batch Doc.
Check Program/Enter
```

Important: To quit the operation without erasing this particular document, press ►/**PROGRAM** and go back to step 4.

Important: To quit the operation without erasing this or any other document, press **STOP.** The machine will return to standby mode.

6 Press **ENTER.** The fax machine will erase the desired document, then return to standby mode.

2.27

Special features

Your fax machine has numerous special features to make your communications easier. We'll cover them here.

Cover page

For your greater convenience, your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

```
        Fax Message From:

           Jan 19 1998  14:00


     Name:        And Sew It Goes Co.
     Fax Number:  972-555-2009

     We appreciate your business. Thank you!
```

Note: If you send to another plain-paper fax machine, that machine will print this cover page as a full-sized page with the information box at the top, followed by the actual document you're faxing.
How large a bottom margin will result when a *thermal*-paper fax machine prints the cover page varies from one model to the next. The only way to tell for sure is to send a transmission — with, obviously, the cover page feature activated (see right column) — to the specific thermal-paper machine in question and see what happens.

Toggling the cover page

1 Press ►/**PROGRAM, K, 1, ENTER.** The LCD shows:

```
Cover Page:       Off
      Program/Enter
```

2 To tell the fax machine it *should* send a cover page before each document you transmit, press ►/**PROGRAM.**

```
Cover Page:        On
      Program/Enter
```

Note: If you want to abort the operation so the cover page feature *won't* work, press ►/**PROGRAM** again (so that "Off" appears) and press **STOP.**

3 Press **ENTER** to save the setting.

Now the cover page feature is working but your message line (shown in the example, *left,* as "We appreciate your business. Thank you!") is blank. To enter that message, see "Entering the cover page message," next page.

Entering the cover page message

1 Press ►/**PROGRAM, K, 2, ENTER.**

2 Now, use the one-touch keypad to enter a message for the cover page. The message can be up to 40 characters in length. You enter the message the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered message, see the note at the end of this step.)

> **Important:** As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
Cover Page :Upper
—
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R,** the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
Cover Page :Lower
—
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC.**

To enter spaces, punctuation and symbols, press **U3/SYMBOL.** This lets you enter the blue characters shown on the one-touch keypad.

To use the **CODE** function at **U4/CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ABC, abc** and **SYMBOL** keys to be sufficient.

> **Note:** If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the message, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the message is just as you want it.

3 When the message is as you want it, press **ENTER** to save it.

Printing the cover page

To confirm that the cover page is as you wish, it's easy to print a sample cover page from your fax machine. Press ►/**PROGRAM, K, 3, ENTER.**

Managing your fax with its journal and reports

Setting the activity journal

Just as a checkbook records your daily financial transactions, your fax machine keeps an *activity journal* which records the machine's 100 most recent fax transactions. The activity journal lists the following information for each fax transaction:

- *Assigned number,* starting anew each day at *001*
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration,* in minutes and seconds
- *Length,* in number of pages
- *Department code* (see pages 2.54–2.55)
- *Result* of the call — If preceded by an asterisk (*), this signifies an ECM communication (see page 2.5)
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"

If you wish, your fax machine will print the activity journal automatically after 100 transactions. To toggle this automatic printing on or off:

1 Press ►/**PROGRAM, G, 1, ENTER.** The LCD will show:

```
Auto Print:     Off
      Program/Enter
```

If this setting you see is acceptable, skip to step 3. Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your desired choice appears. Here, we've chosen *On.*

```
Auto Print:      On
      Program/Enter
```

3 Press **ENTER** to save the setting.

Printing an activity journal manually

To see an activity journal *immediately* without waiting, just print the journal manually at any time by pressing ►/**PROGRAM, G, 2, ENTER.**

2.29

Setting the reports: TCRs and RCRs

You can set your fax machine to print *reports.*

There are two different reports: a *transmit confirmation report (TCR)* and a *receive confirmation report* (RCR). You can receive a TCR after sending a fax to *any* Group 3 fax machine, but the RCR function works only when you send a fax to a compatible Muratec machine. (Consult your authorized Muratec dealer, or call Muratec Customer Support at [972] 364-3350, with any questions about such compatibility.) Choose the type of report you want, based on the fax machines to which you'll be transmitting.

Note: If receiving a fax from another Muratec machine (even the same model as yours), your fax machine cannot cause a sending Muratec fax machine to generate an RCR. Instead, the sending machine will print a TCR.

Information, please: what the reports tell you

TCR

The TCR gives you the following information for each communication:

- *Date and time* of the TCR's printout
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration,* in minutes and seconds
- *Length,* in number of pages
- *Result* of the call
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location called and the *error code* and *error message* (see pages 3.8–3.9).

RCR

The RCR gives you the following information for each communication:

- *Date and time*
- *Remote location* called
- *Assigned number,* starting anew each day at *001*
- *Resolution mode*
- *Duration,* in minutes and seconds
- *Length,* in number of pages
- *Result* of the call — Either "OK" or an *error code* (see pages 3.8–3.9)

To set the printing of either, or both, of these reports:

1 Press ►/**PROGRAM, G, 3, ENTER.** The LCD will show:

```
TCR Selected
        Program/Enter
```

If you see the report you wish to set, skip to step 3. Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your desired choice appears. Here, we've chosen *RCR.*

```
RCR Selected
        Program/Enter
```

3 Press **ENTER** to save the setting. The LCD will show:

```
Auto Print:     Off
        Program/Enter
```

Now your machine is asking whether it should print the selected report automatically after every fax you send.

If you see the printing setting you want, skip to step 5. Otherwise, proceed to step 4.

4 To toggle the printing setting, press ◄ or ►/**PROGRAM** once or twice until your desired choice appears. Here, we've chosen *On.*

```
Auto Print:      On
        Program/Enter
```

5 Press **ENTER** to save the setting.

To turn on (or off) the confirmation report feature for *only* the next fax transmission:

1 Press **REVIEW COMMANDS, REVIEW COMMANDS.**

2 To change the setting, press ◄ or ►/**PROGRAM.** The "On" setting activates automatic printing of a confirmation report, and the "Off" setting disables this printing, for only the next transmission.

3 When the setting is as you want it, press **ENTER.**

Following the next transmission, your machine will return to the setting you specified previously (step 4, above).

Polling

Polling allows someone to fax a document to you *without* the other person having to make (and pay for) the call. Your machine can perform:

- Regular polling — Retrieves a document from the remote fax machine.
- Database polling — (Possible only in communication with certain memory-equipped Muratec or Murata fax machines) Retrieves a document stored as a file in the remote fax's memory. Great for getting price list and other frequently updated documents.
- Continuous polling — Retrieves continuously a document from any remote fax machine for the designated time. For example, a hospital pharmacy can use this to check on orders waiting in other faxes in the hospital.

    Note: When you wish to end a continuous polling operation, you must delete it using the Review Commands feature (see page 2.22).

Regular polling

To perform regular polling of a document from any remote fax machine:

1 Make sure that the document is actually sitting in the remote fax machine.

2 Press **COMMUNICATION OPTIONS** *four* times and then press **ENTER** *twice.* The LCD will show:

```
Enter Fax Number
_
```

3 Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number normally through the numeric keypad.

4 To perform the regular polling *now,* skip to step 8.
To perform *delayed* regular polling, proceed to step 5.

5 Press **COMMUNICATION OPTIONS, ENTER.** The LCD will show:

```
Delayed
```

6 Use the numeric keypad to enter the date and time when your machine should perform the delayed regular polling.

7 Press **ENTER.**

8 Press **START.**

When it performs the polling command, your machine will dial the number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call.

Database polling

To poll a document from a remote fax machine's memory:

1 Make sure that:
- The remote fax machine is a memory-equipped Muratec or Murata fax machine which has a file stored in its memory, ready for polling.
- You know the one- or two-digit *database file number* of each file you wish to poll from the remote machine.

2 Press **COMMUNICATION OPTIONS** *four* times and **ENTER** *once.* The LCD will show:

```
Polling
File No.      _
```

3 Enter the *database file number* for the document you wish to poll. You can enter as many as 10 file numbers in one operation. To enter more than one (as in this example), press **COMMUNICATION OPTIONS** between each to insert a comma — but ***do not*** insert a comma after the *last* file number.

```
Polling
File No.    5,26,84
```

4 When you're done with the file number entry, press **ENTER**. The LCD will show:

```
Enter Fax Number
_
```

5 Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number normally through the numeric keypad.

6 To perform the database polling *now,* skip to step 10.
To perform *delayed* database polling, proceed to step 7.

7 Press **COMMUNICATION OPTIONS, ENTER.** The LCD will show:

```
Delayed
```

8 Use the numeric keypad to enter the date and time when your machine should perform the delayed database polling.

9 Press **ENTER.**

10 Press **START.**

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Your machine will dial the number and, upon making contact with the other machine, begin receiving the file(s) as if the other machine had placed the call.

Continuous polling

To perform continuous polling from one or more remote fax machines:

1 Make sure that the document is actually sitting in the feeder of the remote fax machine.

2 Press **COMMUNICATION OPTIONS** *six* times and then press **ENTER.** The LCD will show the current time:

```
Cont Polling
```

3 Use the numeric keypad to enter the time when your machine should *begin* the continuous polling. Here, we've set it for 7:00 AM.

```
Cont Polling
```

Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that digit.

4 When the start time is as you want, press **ENTER** to save it.The LCD will show:

```
Cont Polling
End Time:      07:00
```

5 Use the numeric keypad to enter the time when your machine should *finish* the continuous polling. Here, we've set it for 3:00 PM.

```
Cont Polling
End Time:      15:00
```

Note: If you set an end time *earlier* than the start time you entered in step 3, the continuous polling will end at the selected end time *tomorrow*.

Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that digit.

6 When the end time is as you want, press **ENTER** to save it.The LCD will show:

```
Enter Fax Number
_
```

7 Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialing the number normally through the numeric keypad.

If you are entering only one number for continuous polling, skip to step 9. To add any additional fax numbers for this operation, proceed to step 8.

8 To add each *successive* fax number, press **BROADCAST** between each one to insert a *comma* (**GROUP DIAL** inserts its own comma), then enter the number as in step 7. You can specify up to 10 numbers (and/or call groups) for continuous polling.

```
Press Start
C,9-5551204,S118,J
```

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

9 Press **START.**

When it performs the polling command, your machine will dial each number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call. It will continue the process throughout the time period you have selected in steps 3–5.

The other side of the coin: *being* polled

Not only can you poll, you also can *be* polled. To set up a document for regular or database polling by another Muratec or Murata machine:

1 If your fax machine is set for Tel Ready reception, press **AUTO ANSWER** to change it to Fax Ready reception, causing the Auto Answer light to glow.

Important: Your machine **can't** be polled if it's in Tel Ready mode.

2 Insert the document.

3 Adjust resolution and contrast if necessary. (Your fax machine will be transmitting to the machine doing the polling.)

4 Press ►/**PROGRAM, D, 1, ENTER.** The LCD will show:

```
Store Polling Doc
File No.        _
```

5 If you are storing this document for *regular* polling, skip to step 7.
If you are storing this document for database polling, proceed to step 6.

6 Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document.

7 Press **ENTER.** Your fax will scan the document into memory and return to standby mode.

Note: If you were using "Tel Ready" mode before step 1 and wish to return to it after the remote machine has polled your document, press **AUTO ANSWER** to turn off Auto Answer, causing the Auto Answer light to cease glowing. **But do this *only* after you are sure the remote machine has polled your document.**

Erasing a stored polling document

To erase from your machine's memory a document you've stored for regular or database polling by another machine:

1 Press ▶/**PROGRAM, D, 2, ENTER.** The LCD will show:

```
Erase Polling Doc
File No.        _
```

2 If you are erasing a document set up for *regular* polling, skip to step 4.
If you are erasing a document set up for database polling, proceed to step 3.

3 Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document.

4 Press **ENTER.** Your fax machine will erase the document from memory.

Printing a stored polling document

To print, *without erasing,* a document you've stored for regular or database polling:

1 Press ▶/**PROGRAM, D, 3, ENTER.** The LCD will show:

```
Print Polling Doc
File No.        _
```

2 If you are printing a document set up for *regular* polling, skip to step 4.
If you are printing a document set up for database polling, proceed to step 3.

3 Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document.

4 Press **ENTER.** Your fax machine will print the document.

Limiting polling access to your fax machine

Your machine's *closed network* setting (see page 2.52) works for polling, as well. If a calling fax doesn't "present" the proper passcode, it cannot poll from your fax.

Note: However, if you're using the Block Junk Fax feature (see pages 2.52–2.54), even incoming calls which meet the passcode test must come from appropriate phone numbers.

OneLine + distinctive ring detection

It used to be that, to have two phone numbers, you had to have two phone lines (and the more expensive phone equipment that usually involves). But many phone companies now offer their customers a special service which makes it possible for one phone line to do the work of two — a real boon in this day of the "SOHO" (small office/home office).

With this service, you physically still have one phone line; but, electronically, you have two phone *numbers.* Each number rings your phone in a different way than the other number does.

This makes it easy for you to have both (for example) a business number and a home number on one phone line, so you can answer one with "Jane Doe Consulting," and the other with "Hello." You get the idea: this works because you're smart enough to tell the difference between the distinctive *patterns* of the two rings.

But what if your fax machine, too, could be smart enough? Then it could ignore one of the two numbers, "knowing" that it's supposed to answer only the other one.

Well, as you've probably guessed by now, that's exactly what your fax machine can do. All you have to do is give it a little help at the beginning and begin to enjoy the benefits of its *OneLine + distinctive ring detection (DRD) feature.*

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In order that you may use OneLine + DRD, your phone company must set up your distinctive ring service. When it does, it will assign a *ring pattern,* expressed in time. For example, the standard telephone ring is 2 seconds "on" (ringing) and 4 seconds "off" (silent), after which it repeats itself (hence the term, *ring pattern*).

Some telephone companies provide only a very general description — for example, "short-short-long" — of their DRD ring patterns. Fortunately, however, your fax has eight possible distinctive ring patterns for use with OneLine + DRD; one of them should work with your phone company's DRD service. This chart lists the patterns:

Pattern	One complete ring pattern (seconds)
A	0.8 on, 0.4 off, 0.8 on, 4.0 off
B	0.4 on, 0.2 off, 0.4 on, 0.2 off, 0.8 on, 4.0 off
C	0.3 on, 0.2 off, 1.0 on, 0.2 off, 0.3 on, 4.0 off
D	1.0 on, 0.5 off, 1.0 on, 3.5 ms off
E	0.5 on, 0.5 off, 0.5 on, 0.5 off, 1.0 on, 3.0 off
F	0.5 on, 0.5 off, 1.0 on, 0.5 off, 0.5 on, 3.0 off
G	0.4 on, 0.6 off, 0.4 on, 4.6 off
H	1.5 on, 0.5 off, 0.5 on, 3.5 off

For example: pattern C is 0.3 seconds ringing, 0.2 seconds silent, 1 second ringing, 0.2 seconds silent, 0.3 seconds ringing and 4 seconds silent; then it goes back to the first 0.3-second ring and starts over.

To use DRD on your fax machine:

1 Contact your phone company and confirm that the phone company has set up DRD service for you. If possible, also find out which distinctive ring pattern the phone company has assigned you.

2 Press ►/PROGRAM, J, 1, 9, ENTER. The LCD will show:

```
DRD:              Off
     Program/Enter
```

If you see the setting you wish, skip to step 4.
Otherwise, proceed to step 3.

3 To change the setting, press ◄ or ►/PROGRAM once or twice until your desired choice appears. Here, we've chosen *On.*

```
DRD:               On
     Program/Enter
```

4 Press ENTER.

```
Ring Pattern:      A
     Program/Enter
```

5 If "A" is the pattern you want, skip to step 7.
If not, proceed to step 6.

6 Press ◄ or ►/PROGRAM repeatedly until your desired pattern appears (in our example here, "C"):

```
Ring Pattern:      C
     Program/Enter
```

7 Press ENTER to set your machine to the displayed ring pattern.

Important: If your telephone company gives you only very general ring pattern specifications, *or* if you otherwise encounter a problem while trying to use your machine's DRD feature, **please try ALL of the listed ring patterns.** (If you still have a problem after trying **all** of the patterns, please call the Muratec Customer Support Center (from the United States, call [972] 364-3350; for the number to call from Canada, check your in-box documentation).

Important: With your machine set for using DRD, it won't respond to any ring pattern other than the one you've selected, above. To reset the fax so it will respond once again to normal rings, repeat steps 2–4, above — *except,* in step 3, toggle it to "*Off.*" Your fax now will respond normally.

Call request

Wondering why your monitor speaker's activation key is called **MONITOR/*CALL?*** Now, we'll explain the *CALL* part of the name. It may be hard to believe, but you actually can send or receive a fax message *and* have a regular phone conversation *on the same call* (although, obviously, not at the same time). This is called a *call request.* It doesn't matter whether you're sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability. Also, of course, your machine must have an optional handset attached.

Note: On an F-150, communicating this way disables "V.34" mode, causing the F-150 to handle the call in normal ITU-T Group 3 fashion.

Faxing/receiving first, then talking

To send or receive a fax first and then talk:

1 While your fax machine is sending or receiving the fax, press **MONITOR/CALL.**

2 At the remote fax machine, the ringer will ring after that machine receives each page.

3 If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the optional handset. In a few seconds, the line will open and you can begin your conversation.

Talking first, then sending a fax

To talk first and then send a fax:

1 When your phone conversation is through, *don't hang up.*

2 Insert the document you wish to fax.

3 Adjust resolution and contrast if necessary.

4 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up **your** handset yet!*

5 When you hear fax tones, press **START** and — *now!* — hang up your fax machine's optional handset. Your fax machine will send the document.

Talking first, then receiving a fax

To talk first and then receive a fax:

1 When your phone conversation is through, *don't hang up.*

2 Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up yours yet!*

3 When you hear fax tones, press **START** and — *now!* — hang up your machine's optional handset. Your machine will receive and print out the document.

Responding to a call request

If someone requests a call *from* you during a fax communication, you'll hear a long ring after the receiving machine has received each page. To answer the call request:

1 Lift your machine's optional handset, and listen for a few seconds. You may hear a brief series of fax tones.

2 Shortly, the line will open and the person at the other end of the line will answer. You and the other person now can have a normal phone conversation.

Numbering pages

Just before sending a fax, you can set your fax machine to number each page in order. This will help the recipient (or recipients) keep track of all the pages.

To set up page numbering:

1 Count the number of pages in your document.

2 Insert the document.

3 Adjust resolution and contrast, if necessary.

4 If you want to toggle between transmission from the feeder or transmission from memory, press **MEMORY TRANSMIT.**

5 Press ►/**PROGRAM, L, ENTER.** The LCD will show:

```
Enter # Of Pages

```

6 Use the numeric keypad to enter a two-digit count of the number of pages in your document, based on what you counted in step 1. If there are fewer than 10 pages, enter a leading zero and then the number (*e. g., 04* for four pages).

7 Press **ENTER.**

```
Enter Fax Number
—
```

From here, proceed normally with the desired type of transmission. When the remote fax machine prints your document, a note on the right side of your TTI will indicate the number of the page — such as "P.02" for page two.

The power of TriAccess

The F-150's and F-120's *TriAccess* feature sharply reduces the time you might otherwise spend waiting for the machine to finish *its* work and let you get back to *your* own work. TriAccess is a more powerful version of what already is a pretty powerful feature, called *dual access*. While a fax with normal dual access performs one memory operation, you can do a second operation: set up a memory or delayed transmission,

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print a report, make settings (including on the autodialer) or even make copies.

But the F-150's and F-120's TriAccess allows a minimum of *three* operations at once. *For example*, even if the machine is (1) printing a copy and (2) receiving into memory, it is (3) still available for you to scan in documents for memory transmission.

Note: The F-100 does not have TriAccess; however, it *does* have *dual* access.

Programmable one-touch keys

Using the power of programmable one-touch keys

The *programmable one-touch keys* **P1–P12** simplify complex fax operations, letting you really tap into your machine's power.

Note: Toggle between the two sets of programmable keys, **P1–P6** and **P7–P12,** by turning the fliptab back and forth; whichever set is visible is ready for use.

You can "teach" these keys the following multi-step operations for one-keypress convenience (the pages shown contain instructions for the specific operations):

* Delayed transmission (pages 2.21–2.23)
* Broadcasting (pages 2.18–2.20)
* Relay broadcast initiation (pages 2.19–2.20)
* SecureMail transmission (pages 2.46–2.49)
* Polling, regular and database *(not* continuous) (pages 2.31–2.33)
* Batch transmission (pages 2.24–2.27)

There is a great deal of similarity among how you set the various operations; but, for your convenience, we'll give you full instructions for each one. Just FYI, however, we'll summarize by saying that, each time, you tell the machine four simple things:

* **How** — The key you're programming
* **Who** — The number(s) the machine should dial
* **What** — The operation it should perform
* **When** — The date(s) and time(s) when you want it to perform the operation.

Programming a delayed transmission

Note: To *erase* a programmable one-touch key, refer to page 2.43.

To program a delayed transmission into a programmable one-touch key:

1 Press ►/**PROGRAM, C, 1, ENTER.** The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

If **P01** is the key you want to program, skip to step 3. (However, our examples from here will say *"P08"* rather than *"P01."*)

2 Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **P08.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4 Press **ENTER.** The LCD now shows either

```
P08:Fax Number
_
```
or
```
P08:Fax Number
9-5558743_
```

5 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
P08:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Important: Do **not** press **ENTER.**

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 Now, *while you still can see the fax number on the LCD,* press **COMMUNICATION OPTIONS, ENTER.** The LCD shows:

```
Delayed
```

7 There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
```

Option 2: Perform the command at a certain time *each day you press the key.* (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** (*i. e., 00),* and then the time when the fax could perform the command:

```
Delayed
```

8 Press **ENTER, ENTER.**

9 The LCD now displays the next programmable one-touch key. If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode. If you *do* wish to enter or change this key's programming, go back to step 3. If you wish to enter or change *another* key's programming, go back to step 2.

Programming a broadcast

Note: To *erase* a programmable one-touch key, refer to page 2.43.

Programming a broadcast is very similar to programming a delayed transmission except that, rather than specifying just one phone number, you set up multiple numbers to which the transmission should go.

To program a broadcast into a programmable one-touch key:

1 Press ►/**PROGRAM, C, 1, ENTER.** The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

If **P01** is the key you want to program, skip to step 3. (However, our examples from here will say *"P06"* rather than *"P01."*)

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2 Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **P06.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4 Press **ENTER.** The LCD now shows either

```
P06:Fax Number
—
```
or
```
P06:Fax Number
9-5558743_
```

5 Use the numeric keypad to enter up to 20 fax numbers — any combination of call groups, other one-touch keys, speed-dial numbers and numbers you enter with only the numeric keypad.

Important: Do not press **ENTER.**

Between each number or call group, press **BROADCAST** to enter a comma

Important: Do not insert a comma after the **last** number.

To enter a speed-dial number, press **SPEED DIAL/TEL INDEX** and the number's three-digit identifier.
To enter a call group, press **GROUP DIAL** and the group's identifier number.

```
P06: Fax Number
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 If you want the broadcast to begin *immediately* every time you press the key, press **ENTER** and skip to step 9.
If you want to *delay* the broadcast (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS, ENTER.**

7 There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
```

Option 2: Perform the command at a certain time *each day you press the key.* (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** (*i. e., 00),* and then the time when the fax could perform the command:

```
Delayed
```

8 Press **ENTER, ENTER.**

9 The LCD now displays the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming a SecureMail transmission

Note: To *erase* a programmable one-touch key, refer to page 2.43.

Note: For this operation to work, three things must be true:
- The remote fax machine must be a Muratec fax machine (other than an F-76, F-85 or F-86) with SecureMail reception capability.
- The SecureMail mailbox into which you're faxing must exist on the remote machine.
- You must know the mailbox's one-digit mailbox number.

To program a SecureMail transmission into a programmable one-touch key:

1 Press ►/**PROGRAM, C, 1, ENTER.** The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

If **P01** is the key you want to program, skip to step 3. (However, our examples from here will say *"P11"* rather than *"P01."*)

2 Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **P11.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4 Press **ENTER.** The LCD now shows either

```
P11:Fax Number
_
```
or
```
P11:Fax Number
9-5552208_
```

5 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
P11: Fax Number
9-5558422_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Important: Do **not** press **ENTER.**

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 Now, *while you still can see the fax number on the LCD,* press **COMMUNICATION OPTIONS** *two times* and then press **ENTER.** The LCD shows:

```
S Mail Tx
S Mail No.        _
```

7 Use the numeric keypad to enter the appropriate one-digit SecureMail mailbox number. In this example, the number is 5.

```
S Mail Tx
```

When finished, press **ENTER.**

8 If you want the transmission to begin *immediately* every time you press the key, press **ENTER** and skip to step 11.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS, ENTER.**

9 There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
```

Option 2: Perform the command at a certain time *each day you press the key.* (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** (*i. e., 00),* and then the time when the fax could perform the command:

```
Delayed
```

10 Press **ENTER, ENTER**.

11 The LCD now displays the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

2.39

Programming a relay broadcast initiation

Note: To *erase* a programmable one-touch key, refer to page 2.43.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine (other than an F-86) with "hub" capability.
- The call group(s) to which you're faxing must exist on the remote machine.
- You must know the two-digit number for each call group to which you're faxing.

To program a relay broadcast initiation into a programmable one-touch key:

1 Press ►/**PROGRAM, C, 1, ENTER.** The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

If **P01** is the key you want to program, skip to step 3. (However, our examples from here will say *"P05"* rather than *"P01."*)

2 Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **P05.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4 Press **ENTER.** The LCD now shows either

```
P05:Fax Number
_
```
or
```
P05:Fax Number
9-5558743
```

5 Use the numeric keypad to enter the "hub" machine's number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
P05:Fax Number
9-5550629
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Important: Do **not** press **ENTER.**

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

6 Now, *while you still can see the fax number on the LCD,* press **COMMUNICATION OPTIONS** *three times* and then press **ENTER.** The LCD shows:

```
Relay Tx
Group No.        _
```

7 Use the numeric keypad to enter the two-digit identifier (*01–32*) for the first call group. You can specify up to 10 separate groups for each relay broadcast initiation; between the entry of each new group, press **GROUP DIAL** to insert a comma **but** *do not* insert a comma after the *last* group number.
For example, here, we've entered **0, 4, GROUP DIAL, 1, 1, GROUP DIAL, 2, 4**:

```
Relay Tx
```

Note: The LCD shows only four characters of the group numbers.

Important: Again, **do not** insert a comma after the last group number.

When finished, press **ENTER.**

8 If you want the transmission to begin *immediately* every time you press the key, press **ENTER** and skip to step 11.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS, ENTER.**

9 There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
```

Option 2: Perform the command at a certain time *each day you press the key.* (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** (*i. e., 00),* and then the time when the fax could perform the command:

```
Delayed
```

10 Press **ENTER, ENTER.**

11 The LCD now displays the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming regular and database polling

Note: To *erase* a programmable one-touch key, refer to page 2.43.

Note: For database polling to work, three things must be true:
- The remote fax machine must be a memory-equipped Muratec fax machine (other than an F-76, F-85 or F-86) with a file stored in its database memory and ready for polling.
- The database file which you're polling must exist on the remote machine.
- You must know the one- or two-digit file number for each database file you wish to poll.

Note: You cannot program *continuous* polling into a programmable one-touch key. For more information on continuous polling, see page 2.32.

To program a polling operation, whether regular or database, into a programmable one-touch key:

1 Press ►/**PROGRAM, C, 1, ENTER.** The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

If **P01** is the key you want to program, skip to step 3. (However, our examples from here will say *"P04"* rather than *"P01."*)

2 Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **P04.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4 Press **ENTER.** The LCD now shows either

```
P04:Fax Number
─
```
or
```
P04:Fax Number
9-5557312_
```

5 Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
P04: Fax Number
9-5550696
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ►/**PROGRAM** to scroll rightward.

Important: Do **not** press **ENTER.**

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the number is just as you want it.

2.41

6 Now, *while you still can see the fax number on the* LCD, press
COMMUNICATION OPTIONS *four times* and then press ENTER. The LCD shows:

```
Polling
File No.     _
```

If performing regular (*not* database) polling, press ENTER and skip to step 8.

7 Use the numeric keypad to enter the one- or two-digit identifier for each
database file you want to poll. You can specify up to 10 files; between the
entry of each new file, press COMMUNICATION OPTIONS to insert a comma **but**
do not insert a comma after the *last* file number.
For example, here, we've entered **2, 6,** COMMUNICATION OPTIONS, **2, 7,**
COMMUNICATION OPTIONS, **2, 8,** COMMUNICATION OPTIONS (the latter in
preparation for another file number):

```
Polling
```

Note: The LCD shows only seven characters of the file numbers.

Important: Again, **do not** insert a comma after the last file number.

When finished, press ENTER.

8 If you want the polling to begin *immediately* every time you press the key,
press ENTER and skip to step 11.
If you want to *delay* the polling (perhaps to take advantage of lower phone
rates), press COMMUNICATION OPTIONS, ENTER.

9 There's a choice to make. Instruct your fax to carry out this delayed command
in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of
the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date
and time when the fax should perform the command:

```
Delayed
```

Option 2: Perform the command at a certain time *each day you press the
key.* (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** (*i. e.,
00*), and then the time when the fax could perform the command:

```
Delayed
```

10 Press ENTER, ENTER.

11 The LCD now displays the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press STOP
to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming a batch transmission

Note: To *erase* a programmable one-touch key, refer to page 2.43.

Note: For this operation to work, two things must be true:
- The batch box you're using must exist on your fax machine.
- You must know the batch box's one-digit identifier number *(1–5).*

To program a batch transmission into a programmable one-touch key:

1 Press ▶/PROGRAM, C, 1, ENTER. The LCD either shows:

```
Select Program No.
```

… or indicates a command already is programmed into this key.

Note: To program a key into which a command *other than* batch transmis-
sion has already been programmed, you first *erase* the key (see page
2.43). Then, return to these instructions and select that key.
If a batch transmission is already programmed into this key, you *can*
change the batch box number, in step 6. (But you can't change the key
to another kind of command. To do that, you must first erase the key
and *then* program that key as described elsewhere in this section.)

If **P01** is the key you want to program, skip to step 3. (However, our examples
from here will say *"P07"* rather than *"P01."*)

2 Select the key in which you want to program a command or change a previ-
ously stored command — if necessary, turn the fliptab to see it, as described
earlier — and then press it. Here, we've selected **P07.**

```
Select Program No.
```

3 If you change your mind and wish to select a different programmable one-
touch key, go back to step 2 *before* going on to step 4.

2.42

4 **Do not** enter any characters here (if you do, you can't program a batch transmission into this key). Instead, **only** press **ENTER** and then proceed to step 5.

```
P07:Fax Number
_
```

> **Note:** If you accidentally enter any characters here, press **CANCEL** as many times as needed to erase **all** of them **before** you proceed to step 5.
>
> **Note:** If this key already holds a batch transmission, skip to step 6.

5 Press **COMMUNICATION OPTIONS** *five times* and then press **ENTER.** The LCD shows:

```
Batch Tx
Enter Box No.    _
```

6 Use the numeric keypad to enter the one-digit identifier for the batch box you wish to assign to this one-touch key. Here, we've entered **5**:

```
Batch Tx
Enter Box No.    5_
```

> **Note:** To change an identifier already entered, press **CANCEL** to erase it. Then re-enter until the entry is just as you want it.

7 Press **ENTER**.

8 The LCD now displays the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programmable one-touch fax dialing

To dial a fax call using a programmable one-touch number:

1 Insert the document.

2 Adjust resolution and contrast if necessary.

3 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT.**

4 Press the programmable one-touch key in which you've stored the number.

Your fax will perform the operation either now or at whatever other time you set.

Note: To review each available operation's details, please review its appropriate instructions. See page 2.36 for a list of where you may find each operation.

If you programmed this key to delay its operation, the LCD will show:

```
** Reserved **
A4          Memory 95%
```

However, if you programmed this key to perform the operation immediately after the keypress, the LCD will show the number:

```
9-1-972-555-4335
A4          Normal
```

Erasing a programmable one-touch key

1 Press ▶/**PROGRAM, C, 2, ENTER.** The LCD shows something like:

```
Select Program No.
P01:Delayed
```

If **P01** is the key you want to erase, skip to step 3. (However, our examples from here will say *"P10"* rather than *"P01."*)

2 Press the programmable one-touch key you want to erase. Here, we've selected **P10**:

```
Select Program No.
P10:Polling
```

3 If you change your mind and wish to erase a different programmable one-touch key, just press that key before going on step 4.

4 Press **ENTER.** The LCD shows:

```
Erase P One-Touch
Check Program/Enter
```

> **Important:** If you want to quit without erasing the programmable one-touch key you've selected, press ▶/**PROGRAM.** The fax will return to step 2.

5 Press **ENTER** to erase the number.

```
Erase P One-Touch
  **    Complete    **
```

To erase another programmable one-touch key, repeat steps 2–5. Or press **STOP** to return to standby mode.

2.43

Printing a list of your programmable one-touch keys

You fax machine can print a list of the commands you've stored in your programmable one-touch keys. The list includes each key's one-touch letter, the telephone number, when the command should start, which command you've selected and — if applicable — the selected call group(s), SecureMail mailbox(es) or database file(s) you've stored in the key.

To print the list, press ▶/PROGRAM, C, 3, ENTER.

Keeping things secure

Your machine has a number of features to enhance the security of your fax communications. These security features can help you let your private fax documents *stay* private, avoid unwanted outside communication and even protect against unauthorized use of your machine — as well as *control* its *authorized* use.

The key to it all: the passcode

Your machine has a *protection passcode* system which, as you'll see, is central to the machine's security capabilities. Normally, this four-digit passcode is set to *0000* (four zeroes). This turns off passcode operation. But, if you set the passcode to anything besides *0000*, this passcode provides access to numerous other security capabilities we'll describe in succeeding pages.

To set your machine's passcode:

1 Decide upon, and then *write down* the four-digit passcode (*0001–9999*) you want to use and *put it in a safe place.*

   Important: Do *not* use *0000.* This turns off passcode protection.

2 Press ►/**PROGRAM, J, 1, 6, ENTER.** The LCD will show:

   ```
   Protect Passcode
   ```

3 If you are *creating* the passcode, use the numeric keypad to enter *0000.* If you are *modifying* an *existing* passcode, enter the existing passcode.

4 Press **ENTER.**

5 Enter the desired four-digit passcode. Here, we've entered *6296:*

   ```
   Protect Passcode
   ```

6 Press **ENTER** to save the passcode.

Note: Anytime you want to turn off the passcode, change the passcode back to *0000* by repeating steps 1–6 and entering *0000* in step 5.

Locking up tight: operation protection

Important: For this feature to work, you must have set the passcode, as described in the left column.

Because this is a powerful machine you have here — and, besides, you're paying for its phone calls — you may not want just anybody to use it. That's why we've provided *operation protection.* When this feature is activated, only those who enter the proper passcode (see "The key to it all: the password," left column) can send faxes from — or even make settings on — the machine.

Activating operation protection

1 Press ►/**PROGRAM, J, 1, 7, ENTER.** The LCD shows:

   ```
   Set Opr. Protect
   ```

2 Use the numeric keypad to enter the passcode. Here, we've entered *6296:*

   ```
   Set Opr. Protect
   ```

3 Press **ENTER.** The LCD shows:

   ```
   Opr.Protect:    Off
        Program/Enter
   ```

4 If the setting you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your desired setting appears. In this example, we've chosen "On."

   ```
   Opr.Protect:     On
        Program/Enter
   ```

6 Press **ENTER** to save the setting.

2.45

Using your fax machine during operation protection

1 When you press any key on your machine, the LCD will show:

```
Operation Protected
```

2 Use the numeric keypad to enter the four-digit passcode (here, we've entered the passcode we set previously; see page 2.44).

```
Operation Protected
```

If you make an error, press ◄ or ►/**PROGRAM** until the cursor appears under the character you wish to change; then enter the correct character.

3 Press **ENTER** to "present" the passcode to the machine.

The machine now will let you go on to the next step in the fax operation.

Note: If you start an operation while the first is still underway (see "The power of TriAccess," page 2.35), the machine will require the passcode from you once again before proceeding with your new request. However, the first operation will proceed unaffected, even if you fail to enter the correct passcode for the second entry.

Print it later, when it's safe: security reception

Your fax machine has a *security reception* capability. This means that you can tell the machine to keep *all* received faxes in memory (but not print them) after a certain time; then, later, you instruct it to go ahead and print out the saved faxes. This is great if, for example, you have concerns about after-hours workers nosing around in documents intended for *your* eyes *only!*

Important: For this feature to work, you must have preset the passcode (see page 2.44) to something besides *0000;* and, of course, you must *know* the passcode.

Note: In the following instructions, your machine's LCD shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx.*

Activating security reception

1 Press ►/**PROGRAM, O** [the letter *O, not* a zero], **1, ENTER.** The LCD shows:

```
Set Security Rx
```

2 Use the numeric keypad to enter the passcode. Here, we've entered *6296:*

```
Set Security Rx
```

3 Press **ENTER**. The LCD shows:

```
Security Rx:    Off
     Program/Enter
```

4 If the setting you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your desired setting appears. In this example, we've chosen "On."

```
Security Rx:     On
     Program/Enter
```

6 Press **ENTER**. The LCD shows the machine's current clock setting:

```
Set Security Rx
```

7 If you want security reception to begin *now* (and at this same time every day), skip to step 9.
Otherwise, proceed to step 8.

8 Use the numeric keypad to enter the time (24-hour format) when security reception should begin every day. "Type over" the numerals displayed. Here, we've entered *17:35* (5:35 PM):

```
Set Security Rx
```

To change a digit, press ◄ to move leftward, or ►/**PROGRAM** to move rightward, to that digit. Then, enter the correct digit.

9 Press **ENTER** to save the setting.

Printing from (and turning off) security reception

When security reception is active, an incoming fax goes directly into your machine's memory (but is *not* printed) and lights the **MEMORY RECEIVE** light.

To retrieve the faxes received during this security reception (and to return your machine to normal reception until the next time):

1 Press ►/**PROGRAM, O** [the letter *O, not* a zero]**, 2, ENTER.** The LCD shows:

```
Print Mem Rx Doc.
```

2 Use the numeric keypad to enter the passcode. Here, we've entered *6296:*

```
Print Mem Rx Doc.
```

3 Press **ENTER**.
- If you've entered the correct passcode, your fax machine will print all documents in — and then erase them from — its memory; and it will turn security reception back off until reaching the appropriate time again.
- If you've entered an incorrect code, your fax machine will refuse to print and security reception remains active.

Receiving and sending SecureMail

Perhaps you don't want to protect *all* receptions, but just *certain* faxes and at *any* time (without having to set it, as is necessary with security reception; see page 2.45). Or, for that matter, you may wish to *send* secure documents to someone else and not worry about whether an unauthorized person near that person's fax might happen to see the documents.

That's why your fax machine has Muratec's time-tested *SecureMail feature.* SecureMail uses some of your fax's memory as paperless "electronic mailboxes." Your machine can use up to 10 of these mailboxes.

Note: Please don't confuse SecureMail's 10 electronic mailboxes with your machine's five electronic batch boxes (see pages 2.24–2.27). While both use electronic memory, they are *not* the same.

Also, you can *send* SecureMail to any of certain Muratec fax machines. (Your authorized Muratec dealer can give you further information, or you may call Muratec Customer Support at [972] 364-3350.)

Receiving SecureMail

Creating, modifying or clearing a SecureMail mailbox

To receive SecureMail, you must have SecureMail mailboxes set up on your fax machine. You may wish also to modify existing SecureMail mailboxes (but, to do so, you must know each mailbox's ID code; see step 4, below).

To create, modify or clear a SecureMail mailbox:

1 Press ►/**PROGRAM, E, 1, ENTER.** The LCD shows:

```
Set SecureMail Box
S Mail No.       _
```

2 Use the numeric keypad to enter the number, *0–9,* of the mailbox you wish to create. Here, we've entered *5:*

```
Set SecureMail Box
```

3 Press **ENTER**. The LCD will show:

```
S Mail No.       5
```

4 Your next move depends on whether you're creating or modifying the mailbox:
- *If creating* — Use the numeric keypad to enter *0000* and press **ENTER.**
- *If modifying* — Use the numeric keypad to enter the proper ID code and press **ENTER.** If you enter an invalid ID code, the fax machine will reject the attempt and abort this operation.

5 The LCD now displays:

```
5:Name      :Upper
_
```
or
```
5:Name        :Upper
Bookkeeping_
```

The machine now is prompting you for a name for this mailbox. For example, you may wish to name it *Ernie* if someone named Ernie is going to be the usual recipient of SecureMail faxed to this mailbox.

If you *do not* wish to enter or change this mailbox's name, skip to step 7.
If you *do* wish to enter or change this mailbox's name, proceed to step 6.
If you wish to *clear* this SecureMail mailbox, press **CANCEL** to erase *all* characters in the mailbox name (and skip steps 6–11).

6 A mailbox's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
5:Name       :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **E,** the machine will see it as an *E* (not an *e*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **U2/abc**. The display will change to:

```
5:Name       :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **U1/ABC.**

To enter spaces, punctuation and symbols, press **U3/SYMBOL.** This lets you enter the blue characters shown on the one-touch keypad.

To use the **CODE** function at **U4/CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ABC, abc** and **SYMBOL** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that character. Then re-enter until the name is just as you want it.

7 Press **ENTER** to save the mailbox information. The LCD now shows:

```
S Mail No.        5
```

The machine is asking for the SecureMail box's four-digit *ID code.* This is the code which, as we will see, one must enter in order to print a document which any remote SecureMail-compatible fax sends to this mailbox.

8 Check the following list to determine your next move.
- If, in step 6, you changed the name of an *existing* SecureMail mailbox and you want to keep its ID code the same, skip to step 11.
- If, in step 6, you entered a new mailbox name, proceed to step 9.
- If you wish to change the ID code of an existing mailbox, proceed to step 9.

9 Decide upon, and then write down, the four-digit SecureMail ID code *(0001–9999)* for this mailbox and put it in a safe place.

Important: After you proceed with step 10, one *must* know this code to print documents sent to this mailbox.

Important: Do *not* use *0000* as a code.

10 Use the numeric keypad to enter the four-digit ID code for this mailbox.

11 Press **ENTER** to save the mailbox information.

Printing a SecureMail mailbox list

You can easily print a list of all the SecureMail mailboxes set up on your machine. To print the list, just press ►/**PROGRAM, E, 2, ENTER.**

Note: To assure the security of the mailboxes, the list *doesn't* print the ID code.

Setting SecureMail storage time

Your fax machine can store incoming documents in SecureMail mailboxes (up to the limits of its memory) as long as 31 days. After that, it automatically erases the documents. To set the storage time:

1 Press ►/**PROGRAM, E, 4, ENTER.** The LCD shows:

```
S Mail Hold Time
```

2 Use the numeric keypad to enter a two-digit number indicating how long, in number of days *(01–31)*, you want your fax machine to keep received SecureMail documents. *This setting affects* **all** *SecureMail mailboxes set up on your machine.* Here, we've entered *09,* for nine days:

```
S Mail Hold Time
```

3 Press **ENTER** to save the setting.

Printing SecureMail you receive

When your fax machine receives a SecureMail document from another Muratec fax machine, your machine will print a message alerting the person for whom the document is intended. Then that person (or at least someone, such as a trusted assistant, to whom that person has divulged his/her SecureMail mailbox's ID code) has a certain number of days (see "Setting SecureMail storage time," page 2.47) in which to print out the message before your machine automatically erases it.

Note: For this operation to work, two things must be true:
- You must know the SecureMail mailbox's one-digit mailbox number.
- You must know the mailbox's four-digit ID code.

To print a received SecureMail message:

1 Press ►/**PROGRAM, E, 3, ENTER.** The LCD shows:

```
Print SecureMail
S Mail No.      _
```

2 Use the numeric keypad to enter the number of the mailbox whose contents you wish to print. Here, we've entered *5:*

```
Print SecureMail
```

3 Press **ENTER.** The LCD shows:

```
Print SecureMail
```

4 Use the numeric keypad to enter the mailbox's four-digit ID code. Here, we've entered *2345:*

```
Print SecureMail
```

5 Press **ENTER**.
- If you've entered the correct ID code, your fax machine will print all documents in — and then erase them from — the mailbox.
- If you've entered an incorrect code, your fax machine will refuse to print the document.

Sending SecureMail

In addition to *receiving* SecureMail on your machine, you also can *send* SecureMail to other Muratec fax machines with SecureMail reception capabilities. (If necessary, consult your authorized Muratec dealer for more details, or you may call the Muratec Customer Support Center at [972] 364-3350.)

Note: For you to send SecureMail to a remote fax machine's SecureMail mailbox, three things *must* be true:
- The remote fax machine must be a Muratec fax machine with SecureMail reception capability.
- The SecureMail mailbox must exist on the remote fax machine.
- You must know the mailbox's one-digit SecureMail *mailbox number.*

To send a SecureMail transmission:

1 Insert the document.

2 Adjust resolution and contrast if necessary.

3 If you wish to toggle between transmission from the feeder and transmission from memory, press **MEMORY TRANSMIT.**

4 Press **COMMUNICATION OPTIONS** *twice* and then press **ENTER.** The LCD will show:

```
S Mail Tx
S Mail No.       _
```

5 Use the numeric keypad to enter the appropriate one-digit number for the desired SecureMail mailbox in the remote machine. In this example, the number is *8:*

```
S Mail Tx
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct one-digit number.

6 Press **ENTER.** The LCD will show:

```
Enter Fax Number
_
```

7 Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad. ***Do not*** *press* **START.**

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8 What you do now depends upon when you wish the transmission to begin.

- To have it begin *now,* skip to step 11.
- To delay it, proceed to step 9.

9 Press **COMMUNICATION OPTIONS, ENTER.** The LCD will show:

```
Delayed
```

10 Use the numeric keypad to enter the day and time when the SecureMail transmission should begin, then press **ENTER.**

> **Note:** If you make a mistake, press **CANCEL** to erase leftward. Or, to change just one digit in the setting, press ◄ to move the cursor leftward, or ►/**PROGRAM** to move it rightward, to that digit. Then re-enter until the date and time are just as you want it.

11 Press **START.**

If, in step 8, you chose an immediate transmission, your fax machine will begin dialing. If you chose a delayed command, the machine will display "Reserved" on the top line of the LCD, indicating that the machine has stored the command in memory and will perform it later.

Masking the PIN

To prevent unauthorized long-distance calls, some office telephone systems require you to enter not only the phone number but also a *personal identification number (PIN)* whenever you dial an outside number beginning with *1.*

If that's true for you, you'll probably wish to keep that PIN confidential, so unauthorized persons can't discover — and use — the PIN number. Fortunately, your fax's *PIN mask feature* makes such confidentiality possible. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or even TCR, where an unauthorized user might see it. The PIN, entered from the numeric keypad (it can include the *** or *#* symbols, if necessary) may be up to eight characters in length.

> **Important:** For this feature to work, the passcode (see page 2.44) must be something besides *0000;* and, of course, you must *know* the passcode.

There are three possible settings for the PIN mask feature:

- *Off* — The feature isn't working. Any PIN you enter will appear on any display or printout which shows what you dial.
- *Mode 1* (the LCD calls it "Mode1") — Each *remote fax unit* has a departmental PIN access code.
- *Mode 2* (the LCD calls it "Mode2") — Each *fax user* has a departmental PIN access code.

> **Note:** If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the PIN access code for the remote unit within that number. However, if you select Mode 2, this isn't necessary. (See "Autodialing while using the PIN mask," page 2.50 for further details.)

> **Note:** If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.24–2.27), you must store the PIN access code for the remote unit within the appropriate batch box.

Activating the PIN mask

> **Important:** For this feature to work, you must have preset the passcode to something besides *0000.* If necessary, review "The key to it all: the passcode," page 2.44.

1 Press ►/**PROGRAM, J, 1, 8, ENTER.** The LCD shows:

```
Set PIN Mode
```

2 Use the numeric keypad to enter the four-digit passcode. In our example here, we've entered *2099.*

```
Set PIN Mode
```

> **Note:** If you enter an invalid passcode, the machine's security feature will reject the attempt and abort the operation.

3 Press **ENTER.**

```
PIN Mode:        Off
       Program/Enter
```

4 If the setting you see is acceptable, skip to step 6. Otherwise, proceed to step 5.

5 To change the setting, press ◄ or ►/**PROGRAM** repeatedly until your desired setting appears. In this example, we've chosen "Mode1."

```
PIN Mode:
Mode1
```

6 Press **ENTER.**

Autodialing while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use your machine's autodialer. If you need to review, see pages 2.8–2.16.

Note: If the PIN mask feature is off, you use the autodialer normally.

If you've specified "Mode 1" — the PIN goes in

In this mode, before autodialing the desired number the first time, you must add the PIN to its stored one-touch key or speed-dial number. Here's how:

1 Make a normal autodialer entry through the entry of the call group(s). The LCD will show:

```
Set PIN Number
```

2 Use the numeric keypad to enter the four-digit passcode. Here, we'll use our sample passcode again.

```
Set PIN Number
```

3 Press **ENTER.** In our example, we're setting speed-dial number *001:*

```
001:PIN Number
_
```

4 Use the numeric keypad (including either *∗* or *#,* if necessary) to enter the desired PIN, up to eight characters in length.

```
001:PIN Number
1057_
```

5 Press **ENTER** to save the PIN.

Note: If you press **ENTER** without entering the PIN, the fax machine beeps, indicates "Invalid Number" on the LCD and then returns you to step 3.

Now you may autodial the number as usual.

Important: While in PIN Mode 1, *any* autodialer numbers you use must include the PIN. Thus, this applies also to autodialer numbers used with batch transmission (see pages 2.24–2.27) or programmable one-touch keys (see pages 2.36–2.43).

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.24–2.27), you must store the PIN access code for the remote unit within the appropriate batch box.

If you've specified "Mode 2" — as you autodial, load the code

In this mode, you *don't* have to add the PIN to the autodialer setting itself. Instead, you enter the PIN manually each time you autodial:

1 Perform the usual autodialing procedure for the number itself. Here, we've pushed one-touch key **A**:

```
Press Start
A_
```

2 Press **START.** The machine now asks for the PIN:

```
Enter PIN Number
_
```

3 Use the numeric keypad to enter the PIN.

```
Enter PIN Number
1057_
```

4 Press **START.** Your machine will dial the number.

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.24–2.27), you must store the PIN access code for the remote unit within the appropriate batch box.

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Dialing from the numeric keypad while using the PIN mask

Note: If the PIN mask feature is off, you dial normally.

If you've specified Mode 1 — use "star" power

1 Enter the phone number, then press the * ("star") key and enter the PIN. *The PIN always goes last.* For example, to dial *19725550911* with a PIN of "123456", enter *19725550911*123456:*

```
Press Start
19725550911*123456
```

2 Press **START.** The PIN disappears from the display, and your machine dials the desired phone number.

If you've specified Mode 2 — the machine guides you

1 Enter the phone number as usual.

```
Press Start
19725550911_
```

2 Press **START.** The LCD now shows:

```
Enter PIN Number
_
```

3 Use the numeric keypad to enter the PIN.

```
Enter PIN Number
123456_
```

4 Press **START.** Your machine will dial the number.

Performing batch transmission while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use both your machine's autodialer and its batch transmission feature. If you need to review, see pages 2.8–2.16 for more on the autodialer and/or pages 2.24–2.27 for more on batch transmission.

Note: If the PIN mask feature is off, you dial normally.

If you've specified Mode 1 or Mode 2

Important: Any autodialer number you use with batch transmission *must* include the PIN. (To review how to include this information in an autodialer number, review the Mode 1 instructions under "Autodialing while using the PIN mask," page 2.50.)

Before sending a batch transmission to a desired number the first time, you must store the PIN within its batch box. Here's how:

1 Perform the batch box setting until you've entered the batch box number. The LCD now asks for the fax number (here, we're working with batch box 1):

```
1:Fax Number
_
```

2 Enter an autodialer number, or use the numeric keypad to enter the fax number, to which the batch transmission should go.

Important: If you're using an autodialer number, it must contain the PIN, as mentioned previously.
If you're entering a number from the numeric keypad, enter the fax number, followed by the * ("star") key and then the PIN.

3 Press **ENTER** to save the setting.

Note: If you press **ENTER** without entering the PIN, the fax machine beeps, indicates "No PIN Number" on the LCD and then returns you to step 2.

Now you can perform batch transmission to this box while the PIN mask is activated.

2.52

Setting security transmission

Your fax's *security transmission* feature provides extra assurance that your documents go where you're sending them. When this feature is activated and your machine sends a fax, the machine compares the last four digits of the dialed number to the other unit's Subscriber ID (the phone number at the top of that unit's transmissions; see page 1.10). If these digits match, your call goes through. If they don't, your machine disconnects the call and prints an error message telling you to check the condition of the remote unit.

Before you activate this feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some machines don't even *have* a Subscriber ID. So, with security transmission activated, your machine would disconnect its calls to such machines.

- *Access codes can cause confusion.* — If an autodialer entry ends with a long-distance or other access code, activating this feature prevents calls to that fax. (After all, the other fax's users won't put *your* codes at the end of *their* Subscriber IDs.)

Note: In the following instructions, your fax's LCD abbreviates *Transmission* as *Tx.*

1 Press ►/**PROGRAM, J, 1, 1, ENTER.** The LCD shows the current setting:

```
Security Tx:    Off
       Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On.*

```
Security Tx:     On
       Program/Enter
```

3 Press **ENTER** to save the setting.

Setting for use of a closed network

For maximum communications security, use a *closed network.* This limits your machine to faxing to and from only other Muratec fax machines which can "present" the proper passcode.

Important: The passcode you use for closed network operation (and limiting polling access; see page 2.33) is **not** the same as the protection passcode.

Once set this way, your machine will disconnect calls coming in from other machines.

To set your fax machine's closed network password:

1 Decide upon, and then *write down,* the four-digit closed network passcode *(0000–9999)* you want to use and *put it in a safe place.*

2 Press ►/**PROGRAM, J, 0, 9, ENTER.** The LCD shows the current code:

```
Set Passcode
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3 Use the numeric keypad to enter the desired four-digit closed network passcode.

```
Set Passcode
```

4 Press **ENTER** to save the setting.

Note: To turn off the closed network passcode and return to normal fax reception, change the code to *0000* by repeating steps 1–4 and entering *0000* in step 3.

To set your fax machine to operate in a closed network:

1 Press ►/**PROGRAM, J, 1, 0, ENTER.** The LCD shows your fax's current setting:

```
Closed Net.:     Off
       Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On.*

```
Closed Net.:      On
       Program/Enter
```

3 Press **ENTER** to save the setting.

Setting Block Junk Fax

Your fax machine's *Block Junk Fax* feature lets you bar the gates against unauthorized incoming faxes ("junk fax") … *but,* first, please understand *how* this feature works, to determine whether it is right for you. There are four possible settings:

- *Off* — The feature isn't activated.

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- *Mode 1* (the display calls it "Mode1") — Your fax machine checks whether any phone number in your autodialer matches the last four digits of the remote fax's subscriber ID (remember, that's the phone number part of the TTI). If it doesn't find such a match, your machine disconnects the call.
- *Mode 2* ("Mode2") — This mode rejects any call from a number whose last eight digits match any number in the *blocked numbers list* (we'll explain).
- *Mode 3* ("Mode3") — This rejects both numbers *not* in the autodialer and numbers that *are* in the blocked numbers list. This lets you keep a number on your autodialer yet still block its incoming calls by putting it in the blocked numbers list.

So, before you activate the Block Junk Fax feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — With this feature activated, your machine would reject faxes from such machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with long-distance or other codes, Block Junk Fax will block out calls from those faxes (*i. e.,* those other fax users won't put *your* codes at the end of *their* Subscriber IDs).

If you do decide to go ahead with activating Block Junk Fax, here's how:

1 Press ►/**PROGRAM, J, 1, 2, ENTER.** The LCD shows your fax's current setting:

```
Block Junk Fax:Off
        Program/Enter
```

If the setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

2 To change the setting, press ◄ or ►/**PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *Mode2.*

```
Block Junk
Fax:Mode2
```

3 Press **ENTER** to save the setting.
What you do next depends upon what you selected in step 1 or 2:
- If either *Off* or *Mode1,* your machine will return to standby mode.
- If either *Mode2* or *Mode3,* proceed to step 4.

4 The LCD now asks whether you want to enter a number:

```
Set BlockJunk Dial
        Program/Enter
```

If you wish to enter or modify a number, press **ENTER** and proceed to step 5.
Otherwise, press ►/**PROGRAM** and skip to step 10.

5 Depending on whether you already have entered at least one number into the blocked numbers list, the display shows one of the following:

```
Enter Fax Number
01:_
```
or
```
```

If you have *not* entered any numbers in the blocked numbers list, skip to step 7. Otherwise, proceed to step 6.

6 If you wish to modify an existing entry in the blocked numbers list, press ►/**PROGRAM** repeatedly until you see the number you wish to modify.
… or …
If you wish to enter a new number in an already-started blocked numbers list, press ►/**PROGRAM** repeatedly until you find an empty position in the list (as in the first display in step 5).

Note: To *clear* a number from the list, see "Clearing a number from the blocked numbers list," below.

7 Use the numeric keypad to enter *the last eight characters* of a fax number you wish to block. For example, if you wish to block a fax from someone with a Subscriber ID of *972-555-3038,* you should enter **5, 5, 5, -, 3, 0, 3, 8:**

```
Enter Fax Number
01:555-3038
```

To change only a specific digit of an entry, press ◄ to move leftward or ►/**PROGRAM** to move rightward until the cursor is under the digit, then use the numeric keypad to enter the correct digit.

8 Press **ENTER** to save the setting. The display will show the next "slot" in the blocked numbers list.
If you *do not* wish to enter or change a number for this slot, proceed to step 9.
If you *do* wish to enter or change a number for this slot, repeat steps 5–8.

9 Press **STOP.** The display now asks whether you want to print the list.

```
```

10 If you *do* want to print the list, press **ENTER** and your machine will print it. If you *don't* want to print it, press **STOP** and your machine will return to its normal standby mode.

Clearing a number from the blocked numbers list

To *clear* a number from the list:

1 Press ►/**PROGRAM, J, 1, 2, ENTER.**
If your Block Junk Fax setting is either *Mode2* or *Mode3,* skip to step 3.

```
Block Junk Fax:Off
      Program/Enter
```

2 Press ◄ or ►/**PROGRAM** until you see your preference, *Mode2* or *Mode3*.

3 Press **ENTER, ENTER.** The display shows:

If this is the number you wish to clear, skip to step 5.
Otherwise, proceed to step 4.

4 Press ►/**PROGRAM** repeatedly until you see the number you wish to clear.

5 Press **CANCEL** to clear the number.
To clear another number from the blocked numbers list, repeat steps 4–5.
Otherwise, proceed to step 6.

6 Press **STOP.** The display now asks whether you want to print the blocked numbers list.

If you *do* want to print the list, press **ENTER** and your machine will print it. Otherwise, press **STOP** to return your machine to its normal standby mode.

Using department codes

You can keep track of how your machine is used through its *department code* feature. When the department code setting is activated, the machine reminds each user to enter his/her department code before sending or polling a document. The Activity Journal then keeps track of fax transactions by department.

After you turn on this setting, assign specific code numbers to your office's fax users and tell them to enter the codes before proceeding with fax jobs.

Note: Please note that using this setting blocks access to the fax machine.

Entering or modifying a department code

Your machine can hold up to 100 separate department codes.

Note: To *clear* a department code, see "Clearing a department code," below.
To enter or modify a department code:

1 Press ►/**PROGRAM, M, 2, ENTER.** Depending upon whether you've already entered a department code, the LCD shows:

```
Enter Dept. Code
001:_
```
or
```
Select Department
No
```

Note: If department code operation is *protected* (see page 2.55), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

If you want to enter or modify the first code ("001"), skip to step 3.
Otherwise, proceed to step 2.

2 Press ►/**PROGRAM** repeatedly until you see the code in which you wish to make either a first entry or a modification. Then press **ENTER.**

3 Use the numeric keypad to enter the four-digit department code, *0000–9999.* Here, we've entered *1555:*

```
Enter Dept. Code
001:1555
```

To change only one digit, repeatedly press ◄ to move leftward or ►/**PROGRAM** to move rightward until the cursor is under the digit, then use the numeric keypad to enter the correct digit.

4 Press **ENTER** to save the setting.

To enter or modify another department code, repeat steps 2–4.
To finish entering department codes, press **STOP** to return to standby mode.

Clearing a department code

1 Press ►/**PROGRAM, M, 2, ENTER.** The LCD shows:

```
Select Department
No
```

Note: If department code operation is *protected* (see below), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

If this is the code you wish to clear, skip to step 3.
Otherwise, proceed to step 2.

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2 Press ▶/**PROGRAM** repeatedly until you see the code you wish to clear.

3 Press **CANCEL.**

To clear another department code, repeat steps 2–3.
To finish clearing department codes, press **STOP** to return to standby mode.

```
Dept. Protect:  Off
     Program/Enter
```

Activating (or turning off) the department code setting

1 Press ▶/**PROGRAM, M, 3, ENTER.** The LCD shows:

```
Dept. On/Off:   Off
     Program/Enter
```

Note: If department code operation is *protected* (see next item), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

2 Press ◄ or ▶/**PROGRAM** once or twice until you see the setting you want.

```
Dept. On/Off:   On
     Program/Enter
```

3 Press **ENTER.**

Activating (or turning off) department code protection

Important: This feature will work only if you've set the passcode (see page 2.44).

1 Press ▶/**PROGRAM, M, 1, ENTER.** The LCD shows:

```


```

2 Use the numeric keypad to enter the four-digit passcode:

```
Set. Dept. Protect

```

To change only one digit, repeatedly press ◄ to move leftward or ▶/**PROGRAM** to move rightward until the cursor is under the digit, then use the numeric keypad to enter the correct digit.

3 Press **ENTER.**

2.56

4 Press ◄ or ►/**PROGRAM** once or twice until you see the setting you want.

```
Dept. Protect:   On
        Program/Enter
```

5 Press **ENTER** to save the setting.

Sending a fax using a department code

Note: For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code.

1 Insert the document.

2 Adjust resolution and contrast if necessary.

3 If you want to toggle between transmission from the feeder or from memory, press **MEMORY TRANSMIT.**

4 Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

5 Press **START.**

```
Enter Dept. Code
_
```

6 Use the numeric keypad to enter the appropriate four-digit department code. In this example, we've entered *1234:*

```
Enter Dept. Code
1234_
```

7 Press **START** again.

2.57

Just in case ...
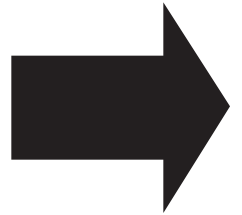
Now, here's how
to care for
your machine.
Also, we'll suggest
procedures to try
in case of trouble.

Finally, the Glossary
will explain fax terms
you may encounter.

What's inside this section

We're on-line to help you!

Before you try calling for help, first please give the *Muratec Information System* a try.

The Muratec Information System is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most common questions asked about your machine. Often, *this* is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

1 On your fax machine, obtain a dial tone by pressing **MONITOR/CALL.** (If you're in a noisy area and have an optional handset attached to your machine, you may wish simply to lift the handset instead.)

2 Call **1-800-215-1698.**

3 Follow the voice instructions you'll receive from the system.

3.1

Clearing paper jams

We designed your fax machine to work reliably for years. However, you may occasionally experience one type or another of paper jam. Here's what to do.

If an original document jams

1 Open the scanner cover by holding the scanner cover release.

> **Important:** Hold the cover open. It won't stay open by itself.
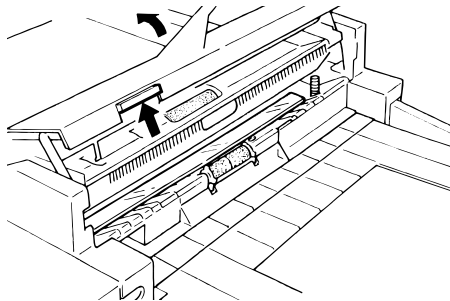
2 Lift the original document from your fax machine.
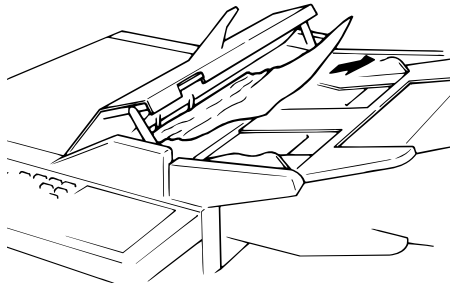
3 Gently close the scanner cover, making sure both sides are snapped down securely. Then re-try the transmission.

> **Note:** If the original document has become wrinkled or torn, *don't* re-send it.

If a printout jams

To clear a printout (either a received fax or a copy) jammed *inside* your fax machine:

1 Open your fax machine's printer cover by pressing the printer cover release button.
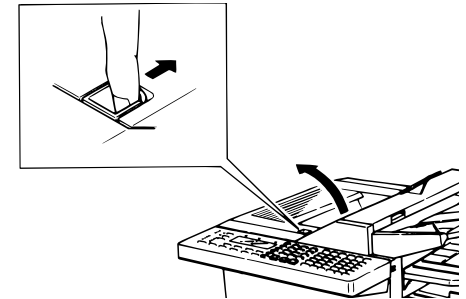
2 Gently pull the jammed printout *up and out.* The printout may be jammed either within the fax (*left,* below), or in the output tray (*right,* below).
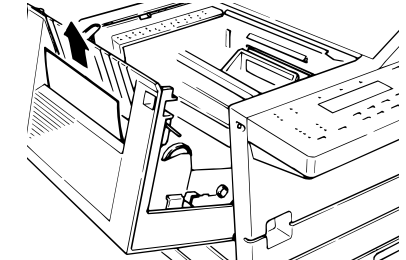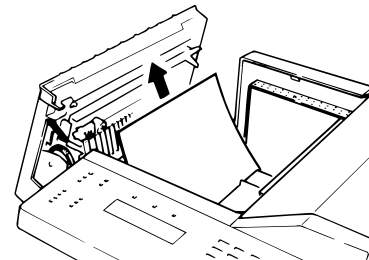
3 Gently close the printer cover, pressing firmly on both sides of the printer cover until you hear it click.

3.2
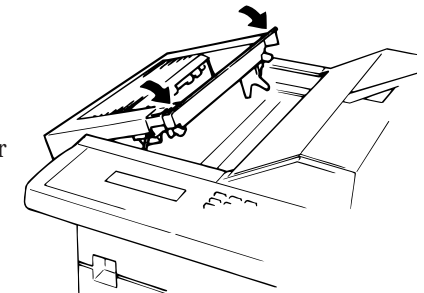
To clear a printout jammed at the *paper cassette:*

1 Pull forward on the paper cassette to open it.

2 *Carefully* remove the jammed paper(s) from the machine's rollers, as shown.

3 Push the paper cassette back into its normal position within the machine.
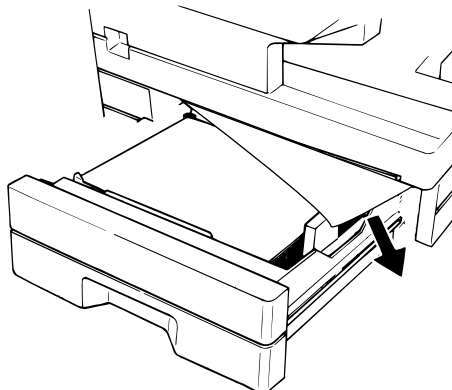
4 Open your fax machine's printer cover by pressing the printer cover release button.
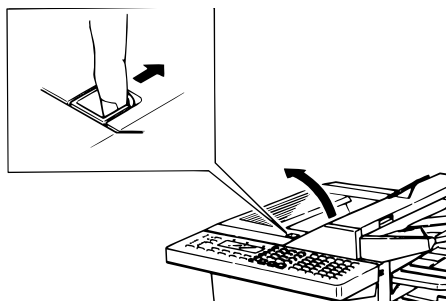
5 Gently close the printer cover, pressing firmly on both sides of the printer cover until you hear it click.
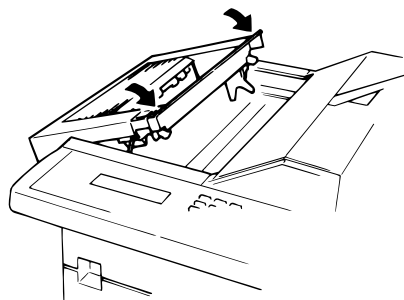
To clear a printout jammed at the *multipurpose tray:*

1 Remove the paper stack from the tray.

2 *Carefully* remove the jammed paper from the machine, as shown.

3 Reload the paper stack into the tray.

  Note: Be sure *not* to reload any sheets which may have become crinkled or torn during either the jam itself or your removal of the jammed paper.

3.3
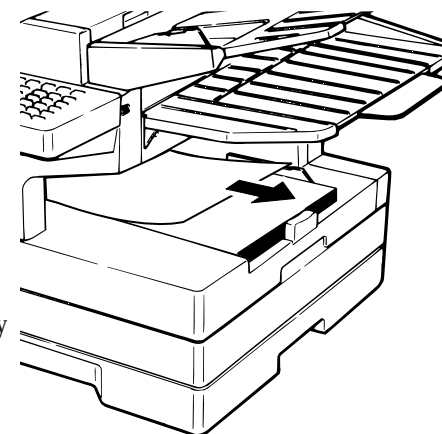
Print quality problems

If your machine's printouts (received faxes or copies) develop quality problems, check the following descriptions and, when you find the one which appears to be like yours, try the suggested solutions. If they don't work, they please contact your authorized Muratec dealer or call Muratec Customer Support center at (972) 364-3350.

Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
  Install each cartridge correctly.
- The toner cartridge may be out of, or very low in, toner.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.

Pages are black

- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
  Call your dealer or contact Muratec Customer Support.
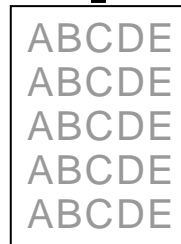
Printouts are too light

- The toner cartridge may be out of, or very low in, toner.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.
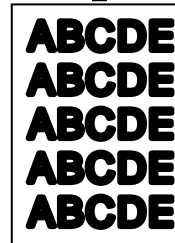
Printouts are too dark

- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.
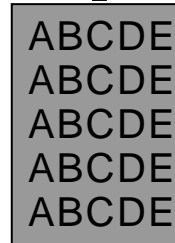
Printouts have a blurred background

- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.
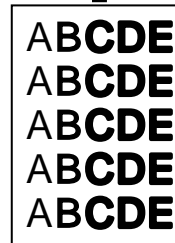
Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
  Remove and check the drum cartridge for damage.
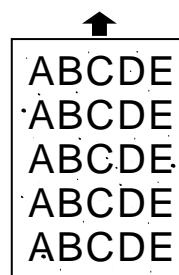 *If the problem persists, replace the drum cartridge.*
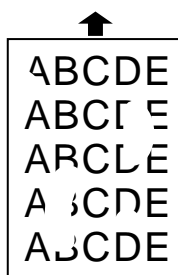
Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply at some point. Toner will not adhere well to paper at the locations where the paper has been wet.
 *Replace the paper with dry paper and try printing again.*
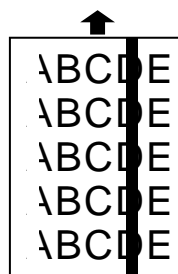
Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.
  Remove and check the cartridges for damage.
  If the problem persists, replace either or both of the cartridges as indicated.

- The charger may be dirty.
  Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer or call Muratec Customer Support.

Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.

- The toner cartridge or drum cartridge may be defective.
  Remove and check the cartridges for damage. If the problem persists, replace either or both of the cartridges as indicated.

- If you find smudges on the *back* of the printouts, the transport roller may be dirty.
  Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.
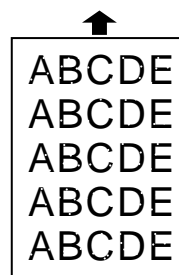
Printouts have white spots

- The charger may be dirty.
  Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

3.5

Figuring out communications problems

Occasionally during transmissions, your fax machine will detect a problem with the phone line or will encounter some other trouble in transmission or reception. When it does, it will alert you with an alarm. You can further identify the problem with LCD messages, printed *check messages* and *error reports.* In the next few pages, we'll tell you more about these troubleshooting methods.

Alarm

Your fax machine will sound the alarm tone — a series of short beeps — if it suffers either of these two problems:

• It has trouble transmitting or receiving.

• It runs out of paper.

LCD **error messages**

What you see on the LCD	What it means/*What to do*
Reset Document	Your document wasn't inserted correctly, *or* the fax to which you're sending can't handle the document's page length. *Reset the page and try again.*
Insert Document	There was no document in the document feeder when you tried to send a fax or make a copy. *Place a document in the feeder and try again.*
Hang Up Phone	The optional handset is off-hook. *Hang it up, making sure the upper part of the handset presses down on the "hook" button.*
Call For Service	The scanner lamp is dim or inoperable. *Make repeated copies to help evaporate any internal moisture. If that doesn't resolve the problem, call your authorized Muratec dealer or Muratec Customer Support.*

What you see on the LCD	What it means/*What to do*
Too Many Characters	You attempted to enter too many numbers or other characters in the current operation. *Press* **CANCEL** *to delete the extra characters, then try again. You may wish to review the operation's appropriate instructions.*
Invalid Number	You pressed a key which has no function during the current operation.
No Number Stored	You selected an autodialer number for which there is no phone number programmed. *Either choose another autodialer number or dial a phone number directly from the numeric keypad.*
Communication Error	A communication error disrupted the reception or transmission. *If you were transmitting, press* **ENTER** *to clear the error message and then re-try the transmission. If you were receiving a fax, try to contact the other person and have him/her re-try the transmission.* (The problem may be entirely with his/her machine, phone line, etc.)
Close Scanner Cover	The scanner cover is open. *Close it.*
Close Top Cover	The printer cover is open. *Close it.*
Please Remove Paper	A paper jam has occurred. *Remove the jammed paper* (review pages 3.2–3.3 if necessary).
No Report	You requested an activity journal or confirmation report, but your machine has no record of any fax jobs having occurred.
Enter No.(0-99)	You entered a number greater than *99* while trying to print a database polling document. Your machine can store 100 files, numbered *0–99,* for database polling. *Determine the file's correct number and re-enter it.*

What you see on the LCD	What it means/*What to do*
Enter No.(0-32)	You tried to enter a call group number greater than *32*. Your machine can maintain 32 call groups, numbered *1–32* (call group 0 covers all the groups). *Determine the correct call group and re-enter its identifier number.*
Enter No.(1-99)	You tried to request "0" copies from your fax, which can create 1–99 copies of a document. *Select the correct quantity and re-enter it.*
No Document Stored	You tried to print a document from memory, but your fax machine had none stored.
No Command	You pressed **REVIEW COMMANDS** to review upcoming commands, but your fax machine had none stored.
Invalid I.D. Code	The SecureMail passcode you entered isn't valid. *Try re-entering your SecureMail passcode.*
Memory Overflow	During transmission (or copying), you tried to enter more pages into memory than your fax could store. *Press* **START** *(or* **COPY***) to tell your fax to keep as many pages in memory as possible,* **or** *press* **CANCEL** *to delete from memory all pages stored during this operation (but not previous operations).*
All Commands In Use	Your fax machine has all of its 99 possible delayed commands (an automatic redialing counts as one) stored in memory and cannot accept another. *Delete an existing command by using* **REVIEW COMMANDS***,* **or** *wait until your fax has completed one of the delayed commands.*
Check # of Pages	You placed fewer pages into the document feeder than you indicated in your page-numbering user setting (see page 2.35). *Carefully recount the pages in your document, then re-try the transmission, being sure to enter the correct number of pages if you use the page-numbering function.*
Please Supply Toner	The toner cartridge is empty. *Replace it.*
Please Replace Drum	Your drum cartridge no longer functions. *Please replace it, being sure to reset the drum counter when you do so* (see page 1.7).

3.7

What you see on the LCD	What it means/*What to do*	*What you see on the LCD*	What it means/*What to do*
Check Paper Size	The multipurpose tray's paper size setting (see page 1.8) doesn't conform to the paper actually in the tray. *Either change the setting or change the paper so that each is the same as the other.*	**No Passcode**	You tried to protect an operation or department code but there's no protection passcode stored in your fax machine. *Store a protection passcode in your machine, then re-try protecting the operation or department code.*
Check Rx Paper	Both the multipurpose tray and paper cassette are out of paper. *Add paper to the tray and/or the cassette.*	**No PIN Number**	You selected "Mode1" in the PIN mask feature and tried to call an autodialer number in which no PIN has been entered. *Enter a PIN, then try again.*
Check Tray Paper	The multipurpose tray is out of paper. *Add paper to the tray.*	**No Dept. Code**	You tried to turn on the department code setting but there are no department codes stored in your fax machine. *Store at least one department code, then try again.*
Check Cassette Paper	The paper cassette is out of paper. *Add paper to the cassette.* … *or…* The paper cassette is open. *Close it.*		
Too Many Locations	You tried to enter too many numbers for a broadcast. You can enter up to 10 one-touch or speed-dial numbers and numbers entered through the numeric keypad. *Press CANCEL to delete the extra numbers and try again.*	**Protect Doc. Stored**	A received document was in your fax's memory when you tried to turn off security reception or erase the protection passcode. *Print the received document from your fax's memory, then re-try the desired operation.*
Scanner In Use	The command you're trying to enter requires the use of the scanner, which is already in use. *Wait for the fax to complete the scan, then try again.*	**Please Call Service**	The printer unit of your machine has become inoperable. *Call your authorized Muratec dealer or Muratec Customer Support.*
Feeder In Use	The command you're trying to enter requires the use of the feeder, which is already in use. *Wait for the fax to stop using the feeder, then try again.*		
Printer In Use	The command you're trying to enter requires the use of the printer, which is already in use. *Wait for the fax to finish printing, then try again.*		
Polling In Use	You tried to store the polling document in your fax, where one already had been stored. *Wait for the fax to complete the polling operation, then try again.*		
Document Stored	You tried to erase a batch box which contains at least one document. *Erase the document(s), then try again.*		
Invalid Passcode	The protection passcode you entered isn't valid. *Repeat the operation, entering the correct protection passcode.*		

3.8

Errors

When sending faxes, your machine occasionally will run into *communications errors.* These can be caused by anything from lightning to telephone line interference. (These same factors cause the static, or *line noise,* you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line.

Often, simply trying your call again is all that's necessary. However, *if the problem persists regularly,* call your local telephone company for help. If that call doesn't help *and the problem persists regularly,* call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

Error reports

When an error occurs, your fax machine prints an *error report.* Each fax error report lists an *error message* which includes:

*   A possible *solution* to the problem
*   The *sending location* (if the remote fax stores a Location ID of its own)
*   The *result* — which is a special *error code.*
*   A *sample* of the document's first page.

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

*   **"D"** codes — Occur while *dialing*
*   **"R"** codes — Occur during *reception*
*   **"T"** codes — Occur during *transmission*

Specific errors

Let's quickly summarize the error codes you may see on an error report:

Dialing errors

D.0.1, D.0.3, D.0.7, D.0.8   The remote unit didn't respond, the call couldn't be completed or **STOP** was pressed during dialing. *Re-try the call. If your machine repeats the message, call the remote fax unit's operator and verify that unit is operating properly.*

Reception errors

R.1.1   The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.

R.1.2   The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see Glossary, pages 3.17–3.20) fax communication, the industry standard since the early 1980s.

R.1.4   Someone pressed **STOP** at the receiving fax machine.

R.1.5   The fax machine didn't detect the silence at the end of the call for receiving an RCR.

R.2.1   A compatibility error (junk fax detection) occurred.

R.2.3   Poor phone line conditions made fax communication impossible. *Call someone at the remote machine.*

R.3.1   The sending fax machine detected too many errors from the receiving fax machine.

R.3.3   The sending fax machine is incompatible or had a document feeder problem during transmission.

R.3.4   Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.

R.3.5   Poor line conditions prevented reception.

R.4.2   Either the line disconnected before transmission or the transmitting fax machine needs maintenance.

R.4.4   The fax machine has reached its memory capacity.

R.5.1, R.5.2, R.5.3   ECM reception failed (perhaps due to line noise).

R.8.1   A compatibility error occurred. *(F-150 only.)*

R.8.10   Line noise or other problems prevented line probing. *(F-150 only.)*

R.8.11   The fax machine timed out while waiting for the retrain signal. *(F-150 only.)*

Transmission errors

T.1.1 The remote fax machine didn't respond to your machine. *Call someone at the remote machine.*

T.1.4 Someone pressed **STOP** at the remote unit in the middle of the *handshake* (the very first part of the fax communication, when the two units "agree" on the settings they'll share).

T.2.1 Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. *Re-try the call.*

T.2.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see "Glossary," page 3.17) fax communication, the industry standard since the early 1980s.

T.2.3 Bad phone line conditions made fax communication impossible. *Conditions can change rapidly, so re-try the call later.*

T.4.2 After transmission began, poor line conditions developed. *Re-try the call.*

T.4.4 Poor line conditions prevented transmission. *Re-try the call.*

T.5.1, T.5.2, T.5.3 ECM transmission failed (perhaps due to line noise). *Conditions can change rapidly, so re-try the call later.*

T.8.1 A compatibility error occurred. *(F-150 only.)*

T.8.10 Line noise or other problems prevented line probing. *(F-150 only.)*

T.8.11 The remote fax machine didn't complete the equalizer training phase. *(F-150 only.)*

"Check Message" printouts

When a fax call goes awry and your machine detects an error, it produces an error printout headed by the words "Check Message." This printout lists the following information about the transmission:

- The resulting error code

- A communications error message (see "What error messages can mean," below)

- The phone number (or, perhaps, TTI) of the fax machine with which your machine had attempted to communicate.

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here's a brief summary:

`Check condition of remote fax`	• Remote machine malfunctioned • No "handshake" signals from remote fax • Wrong phone number reached
`Repeat transmission`	• Poor phone line conditions • No "handshake" signals from remote fax • Document misfeed or miscount • Unable to reach remote machine after attempting specified number of redial tries
`Line is busy`	• Remote machine's line was busy • Remote machine's line didn't answer
`Check received documents`	• Remote confirmation signal not received from remote fax • Poor line conditions caused a poor image
`Memory full`	• Remote fax's memory capacity exceeded
`Dialing number is not set`	• Stored phone number failed to dial properly
`Stopped`	• Someone pressed **STOP** at the remote fax in the middle of the "handshake"

Caring for your fax machine

With proper installation and a little maintenance, your fax machine should give you dependable service for years to come.

Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

*   **Always** make sure your fax machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review "Pick an installation spot *before* going ahead," page 1.6.)
*   **Always** use good, copier-quality paper.
*   **Always** clean your fax machine as needed (see "Cleaning tips," below).
*   ***Never*** install your fax machine where it can overheat, gather dust or get splashed by *any* liquids (even water).

Cleaning tips

Here are some things to keep in mind about cleaning your fax machine:

*   ***Do*** clean it! Dust and dirt, especially around the fax machine's air vents (see right column) can shorten your machine's life.
*   **Always** unplug the fax machine *before* you clean it.
*   ***Never spray any cleaner*** DIRECTLY ***onto your fax machine.*** The drifting spray could damage components inside.
*   ***Never try to clean*** SEALED ***areas inside your fax machine.*** They're sealed for a purpose: to protect your safety and the machine!
*   This tip applies *only* to cleaning *external* surfaces, such as the cover and handset — use a mild cleaning solution sprayed onto a lint-free towel or cloth.
*   **Always** use a lint-free cloth (or swabs) moistened with alcohol to wipe — *gently* — components inside your machine. (See also the next step.)
*   In areas you can't reach with swabs, **always** use dry, dust-free compressed air to *gently* blow away dust and other material.

Keep the air vents clean

As you'll recall from page 1.6, you shouldn't cover your machine or it may overheat. However, dust can build up and *become* a sort of "cover." You already know not to locate your machine in a dusty area, but, any object out in the open obviously will gather dust as time passes.

So, be sure to **clean your machine's air vents periodically.** When you do, use a vacuum cleaner or brush. (**Do not** wipe the air vents with a damp cloth!)

The air vents are located on the left side of the machine (as viewed from in front; the drawing below is a view from the machine's left *rear*):

Air vents

Rear side of machine

Left side of machine

3.11
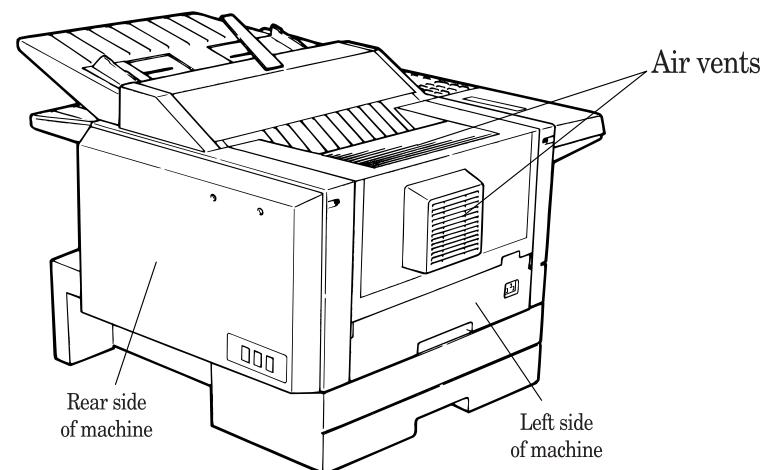
Corrective cleaning

Here are some simple cleaning procedures for keeping your fax machine operating smoothly. Use each as the need arises.

Curing frequent jams in the document feeder

If you're having trouble with getting your original documents to feed properly, try this procedure:

1 Turn off your fax machine.

2 Get two soft, lint-free cloths and moisten them as follows:
  • One with a cleaner suitable for use on platen/rubber rollers
  • The other with *isopropyl alcohol*

3 Open the scanner cover by *holding* the scanner cover release.

> **Important:** You must hold the cover open. It won't stay open by itself.
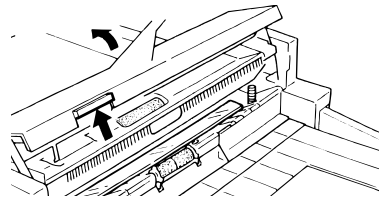
4 Use the cloth with the rollers cleaner to clean the *face* of the *rollers.* Rotate the rollers by hand to allow cleaning of the entire roller surface.

Right side of fax machine
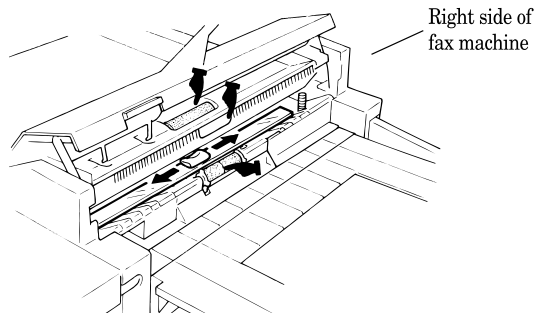
5 Use the cloth with the isopropyl alcohol to clean the *contact glass.*

6 Gently close the scanner cover, making sure both sides are snapped down securely.

If you have unsatisfactory printout quality

Your machine automatically cleans its *charger* and *transport roller,* two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 3.4–3.5), and see whether any of the proposed solutions helps your machine. If none does, please call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

Common questions

We're on-line to help you!

Before you try calling for help, first please give the *Muratec Information System* a try.

The Muratec Information System is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most common questions asked about your machine. Often, *this* is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

1 On your fax machine, obtain a dial tone by pressing **MONITOR/CALL.** (If you're in a noisy area and have an optional handset attached to your machine, you may wish simply to lift the handset instead.)

2 Call **1-800-215-1698.**

3 Follow the voice instructions you'll receive from the system.

General questions

Q: Where do I add ink or toner to make my fax machine's printouts darker?

A: You can't adjust the darkness of an incoming fax printout, but you *can* adjust the darkness of a copy (or copies) or of a transmission. Insert a document and press **CONTRAST** repeatedly to adjust the contrast setting. "Dark" prints at the darkest setting. The machine will reset automatically to normal contrast after the copying or sending.

Note: You can't adjust the darkness of an incoming fax printout.

Q: When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my TTI, autodialer entries, the time and date, etc. — and have to re-enter them?

A: No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, while the battery will last for years, we do advise you to restore power to the machine as soon as possible.

Q: Can I use a dust cover on my fax machine?

A: No! A dust cover blocks air circulation, which could cause your machine to overheat. (See page 1.6 for other guidelines.)

Sending faxes

Q: Sometimes, I try to send a fax while using either the (optional) handset or the **MONITOR/CALL** feature. But, when the other side answers, I hear a horrible screeching sound, so I hang up. What's happening?

A: That was the other fax machine trying to say "Hello" to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Fax Ready mode). It's by using these tones that fax machines send faxes over ordinary phone lines. So, next time you hear such tones, press **START** (and, if you're using an optional handset, hang up) to send a fax.

Q: I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialed. Why?

A: That number you saw is programmed into the remote fax machine by the user. Some users (perhaps for privacy's sake?) prefer different numbers to appear than the ones they're really using; and, frankly, some people take over other's already-programmed fax machines and don't *know* how to change the originally set number!

Q: Can I transmit and receive at the same time?

A: No. Use the call request feature (see pages 2.34–2.35) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication is complete.

Q: Do I have to dial a *1* for a long-distance call?

A: Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you set your autodialer numbers.

3.13

Q: How do I send a fax to an overseas telephone number?

A: Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call *011,* then the appropriate country code, city code and phone number. (You may find country and city codes in the front section of your telephone directory.)

Q: Can I transmit if my fax machine runs out of paper?

A: Yes; however, confirmation reports (see page 2.30) aren't available when you transmit without recording paper in your fax machine.

Q: Can I transmit a document that's extra long?

A: Yes, *if* the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.

Q: Can I transmit a page from a newspaper?

A: No. A newspaper page can jam in your document feeder. First, use a copying machine to make an appropriately sized copy of the material in the newspaper page, then transmit the copy.

Q: Can I transmit a page with correction fluid on it?

A: Yes, if the fluid is *completely dry* before you begin transmission.

Q: How can I be sure my fax was received?

A: Set your machine to print a confirmation report after each transmission (see page 2.30).

Q: I don't want to install a dedicated phone line for my fax machine, so I've connected the machine to a PBX phone system. When I get a fax call, *all* the phones ring! How do I prevent this?

A: Call your PBX manufacturer or telephone company for assistance. Either may be able to convert one of the PBX lines for use only by your fax machine.

Q: Sometimes when I dial a fax call by using either the (optional) handset or **MONITOR/CALL,** I don't hear the fax receiving tones from the other machine. Am I doing something wrong?

A: When this happens, try pressing **START** (and then hanging up the optional handset if you're using it), as usual. It's possible you're calling an older, nonstandard fax machine that *doesn't* emit answering tones. Even a few Group 3 faxes (see "Glossary," page 3.17) on the market sound a *sending* tone but don't sound a *receiving* tone. After you transmit, call the person at the other fax machine to see if he/she got your document.

Q: I inserted a document in the feeder and dialed a fax number, but my machine didn't transmit the document; instead, "`** Auto Redial **`" now appears on my LCD. What does this mean?

A: The remote fax machine was busy, so your machine will try the call again, automatically. As long as it hasn't stored more than 99 delayed commands (counting automatic redials), your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try cancelling one of the delayed commands (see pages 2.21–2.23). If the machine *still* won't cooperate, keep cancelling commands until it does.

Q: The specifications (page AI.1) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?

A: We base this specification on transmission of an industry-standard test document called *ITU-T Test Document 1* (sometimes also called the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:

- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.

- The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.

- The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.

Reports

Q: I called the number *011-555-555-1212,* but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?

A: The numbers you enter using the fax keypad are temporarily stored in a memory "buffer"; and it's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These autodialer numbers will appear in their entirety on your TCR.

3.14

Receiving faxes

Q: My fax never answers. What's wrong?

A: Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack (see pages 1.6–1.8). If you're using a second phone with your machine, make sure *it's* connected properly (page 1.9).

Q: Sometimes when I answer my machine with the optional handset, I hear a beeping sound that repeats every few seconds. Is this a fax?

A: Yes. When you hear such *fax tones,* someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will receive the message.

Q: Does my fax machine has to be plugged in (*i. e.,* into the AC power) just to receive a message?

A: Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.

Q: Can I receive a fax if I'm using the phone on my machine?

A: You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **START.** However, like any regular one-line phone, your fax machine can handle only one call at a time. The OneLine + feature (see pages 2.33–2.34) lets you receive calls on up to two phone numbers if your telephone company has installed the appropriate DRD service, but you can use only one number at a time.

Polling

Q: What's the purpose of polling?

A: Polling lets you automatically "pull" a document from another fax machine's document feeder. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

How your fax machine works

The concept of how a fax machine works is simple. Here's a simple analogy. Let's say you want to mail a gift to a friend:

- You *take* the item, *wrap* it and *send* it.
- Days later, your friend *receives* the package, *unwraps* it and *uses* it.

Now, let's apply that to fax communication.

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then …

- An image scanner in your fax machine examines the information on the page. That's how your machine *takes* the document.
- Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed. That's how your machine *wraps* the document.
- Finally, your fax machine sends the compressed code. That's how your machine *sends* the document.

On the other end of the line …

- The remote fax machine *receives* the code.
- The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made. That's how your machine *unwraps* the document.
- The remote fax machine prints the representation. Now, the recipient can *use* the document.

… and that's how fax works!

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your voice.
- On a fax call, your fax machine sends a coded image.

3.15

The way fax machines work is regulated closely by international standards applied by the International Telecommunications Union (ITU), an agency of the United Nations. These standards ensure the compatibility of your fax machine with millions of other fax machines worldwide. However, they also limit the way you can use your machine with a second telephone.

Nonetheless, this is a small price to pay — for the ability to send documents just about anywhere on earth!

3.16

Glossary

This glossary contains terms and words you may encounter when discussing or reading about fax machines and fax communications. Please use these definitions for reference only. Of course, all information is subject to change without notice.

A4, B4, A3 — Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes.*

Autodialing — Enables user to store preprogrammed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback — The ability of a fax machine, when communicating with another fax which is communicating at a slower rate, to slow down ("fall back") to the other unit's speed.

Automatic reduction — Many Muratec fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. This allows, for example, a fax machine with a 10″ scanning width to send an image 10″ wide to a unit with an 8.5″ print width; the receiving fax machine will receive a reduced-size printout of the complete image.

Bit — The smallest unit of information in a computer. Contraction of "binary digit." Some Muratec fax machines, which are themselves computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

Bits per second — See *bps.*

Black density — Also called *black coverage.* The amount of non-white area on a page. For example, most regular office correspondence has a black density well under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters (such as *e* and *o).* However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine can send it.

bps — Bits per second. Used to express the speed of transmission of data. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second.

Byte — A group of digital elements, usually sent as eight bits to the byte.

Call reserve — Also called *call request.* An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call-waiting service — An optional telephone company service that identifies when another party is calling while one is already on the phone. Call-waiting signals often cause interruption of fax transmission or reception.

CCITT — See *ITU-T.*

CCD, CIS — Charged coupled device, contact image sensor. Two types of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Compatibility — The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for worldwide communication.

Confidential transmission — See *SecureMail.*

Confirmation report — See *RCR* and *TCR.*

Continuous polling — See *Polling.*

Copy mode — Lets one use a fax machine as a convenience copier.

Cover page (automatic) — A small, user-created message; can be the first page of every transmission.

Database polling — See *Polling.*

Data compression — Used in digital fax machines to speed transmission. See also *Digital fax, MH* and *MSE, SMSE.*

Delayed command — Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times, such as late at night or on weekends, when telephone costs are lowest.

Digital — Using the binary system — i. e., either *0* or *1* — to describe everything, so that *0* means *off* and *1* means *on;* digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip.*

Digital fax — Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary methods for faster transmissions between Muratec-manufactured units (see also *MSE, SMSE).*

DIP switches — Dual in-line package switch; a two-position on/off switch. Many Muratec fax machines include DIP switches to control optional settings or features.

3.17

Effective printing width — The widest image that can be printed on a fax.

Effective scan width — The maximum width the scanner in a fax can scan during transmission.

Facsimile (or **fax**) — A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device which then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

Fallback — Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

Fine resolution — 203H × 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

Grayscale — Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 3 — Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 203 × 392 lpi.

Halftone — See *Grayscale.*

Handshaking — A data interchange between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting.*

Hz (or **Hertz**) — A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T — International Telecommunications Union – Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone.)* A telecommunications forum for member countries of the United Nations; its Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1 — Also called the *Slerexe ("slehr-rehks") letter;* sometimes erroneously called *ITU-T Test Chart 1.* An ITU-T standard document with a known black density which fax makers often use in testing, and subsequently publicizing, the transmission speeds of their fax machines.

ITU-T V.29 and V.27 ter. — A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

JBIG — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document. (Of course, the compression ratio may vary with the image data.)

Laser printing — A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

LCD — Liquid crystal display. Used on some Muratec units for status displays.

Leased line — See *Private line.*

Load number — A number assigned to telecommunications equipment used in Canada; designed to help prevent overloading on a telephone circuit. See also *Ringer equivalence number.*

Location ID — See *Station ID.*

lpi — Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution.)*

MH — Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in a horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MSE, SMSE.*

Modem — Modulator-demodulator. A device that converts digital data, like information from a fax machine, into an analog signal for transmission over ordinary (analog) telephone lines. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

Monitor — A speaker in most Muratec fax machines which can allow one to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called; for regular two-way voice communication, one must use the handset. See also *On-hook dialing.*

MSE, SMSE — Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines. See also *MH.*

Normal resolution — Shown as "norm"; 203H × 98V lpi. The default resolution mode for all Muratec fax machines.

One-touch dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of one key. See also *Autodialing* and *Speed-dialing.*

On-hook dialing — Dialing numbers by using the keypad on the fax unit without lifting a handset. On most Muratec fax models, one can do this either silently or by using the monitor. See also *Monitor.*

Original document size — The largest (or smallest) document that can be fed safely through a fax machine.

3.18

Paper sizes — All are width × length:

Letter-sized = 8.5″ × 11.0″		Legal-sized = 8.5″ × 14.0″
A5 = 5.8″ × 8.3″	A4 = 8.3″ × 11.7″	A3 = 11.7″ × 16.5″
B5 = 7.2″ × 10.1″	B4 = 10.1″ × 17.0″	B3 = 14.3″ × 20.3″

Passcode — A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations in general, as well as certain settings and even documents readied for polling (in the latter case, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or **PABX**) — Private branch exchange; privately-owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

Polling — Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. In database polling, a remote fax polls a document directly from the memory of a Muratec fax. (Regular polling requires the document to be physically in the polled fax's feeder.) See also *Secure polling.*

Private line — (Or *leased line.*) A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. *A Muratec fax does not require a private line.* See also *PSTN.*

Proprietary — Non-standard. In fax, refers to a fax feature which works only in communications between same-branded fax machines.

PSTN — Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line.*

RCR — Receive confirmation report. An RCR is your assurance that the document you transmitted was received. The RCR prints after your transmission, identifying the receiving unit and recording the date, time, transmission mode, number of pages sent and the result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to other, compatible Muratec fax machines. See also TCR.

Receiver ID — See *Station ID.*

Redialing — The dialing again, either manually or automatically controlled, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt.

Relay broadcasting — Lets some Muratec fax machines store a document in internal memory, transmit the document to the memory of a remote "hub" fax and then instruct that unit to relay (*i. e.,* re-transmit) the document to each fax in a call group in the "hub" unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of preprogrammed fax locations; also saves phone charges for the originating machine. Your machine can either serve as a "hub" unit *or* initiate a relay broadcast.

Remote fax machine — The machine on the other "end" of a fax communication.

REN — See *Ringer equivalence number.*

Resolution — The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:

Normal	203H × 98V lpi
Fine	203H × 196V lpi
Superfine	203H × 392V lpi

Some Muratec units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

Ringer equivalence number — Also called REN. A number assigned to telecommunications equipment used in the United States; designed to prevent overloading on a telephone circuit. See also *Load number.*

Scanning width — See *Effective scanning width.*

SecureMail — Allows a Muratec fax user to send a document (usually something confidential) to, or receive one into, an "electronic mail box." The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorized user enters the code.

Secure polling — Polling in which preset passcodes are checked between two machines before polling is allowed to take place.

Speed-dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either * or #) and then a two-digit code — for each number. See also *Autodialing* and *One-touch dialing.*

Station ID — (Also called *Location ID* or *Receiver ID.*) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only *1-972-555-3465,* one can enter that number and a name, such as *Dallas Branch Office.* (Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subscriber ID — A fax machine's telephone number, as identified by a user setting. See TTI.

Superfine resolution — 203H × 392V lpi. Your Muratec fax machine's superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

TCR — Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted. See also *RCR.*

Thermal (paper) printing — A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper's tendency to discolor and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TTI — Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed — How fast a fax machine is sending a fax document. This speed depends upon the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.) Any change in any one of these five conditions will affect the speed, perhaps significantly.

White-line skip — A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

3.20

Appendix and index
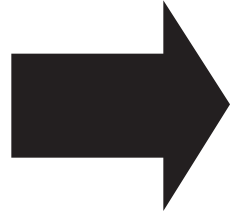
Specifications

Type: High-speed facsimile transmitter and receiver for home and office use.

Phone line: Normal Public Switched Telephone Line (PSTN) or equivalent.

F-150 modem:

- 33,600, 31,200, 28,800, 26,400, 24,000, 21,600, 19,200, 16,800, 14,400, 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, V.34.
- 14,400 bps with fallback to 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, V.33, V.17, V.29 and V.27 ter.

F-120 and F-100 modem: 14,400 bps with fallback to 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, V.33, V.17, V.29 and V.27 ter.

Compatibility: ITU-T Group 3.

Data compression method: ITU-T-standard JBIG * (F-150 only), MMR and MR, Murata-proprietary MSE.

F-150 transmission speed: 3 seconds per page.**

F-120 and F-100 transmission speed: 6 seconds per page.**

Document feeder capacity: 50 pages (20-pound bond paper).

Resolution (in lpi, horizontal × vertical): Normal, 203 × 98; fine, 203 × 196; superfine, 203 × 392; Muratec-proprietary, 305 × 293.

Grayscale: 64-level.

Printing width: 8.2″.

F-150 scanning width: 9.9″ or 8.2″, user-selectable.

F-120 and F-100 scanning width: 8.2″.

Scanning method: Flatbed CCD.

Printing method: Dry, electrophotographic (laser) process.

Consumables yield: Drum cartridge, 20,000 pages; regular toner cartridge, 5,500 pages; starter toner cartridge, 3,600 pages.***

Recording paper capacity: Paper cassette, 500 letter-sized sheets; multipurpose tray, 150 letter- or legal-sized sheets.

Acceptable document size (width × height)**:**
  Single sheet — 11.0″ × 35.4″ maximum, 5.8″ × 4.1″ minimum.
  Two or more sheets — 10.1″ × 14.4″ maximum, 5.8″ × 4.1″ minimum.

F-150 weight: 40.3 pounds.

F-120 and F-100 weight: 39.8 pounds.

Dimensions (width × depth × height)**:** 19.2″ × 20.4″ × 14.6″.

Power: 120V ± 10%, 50–60 Hz.

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*   On F-150, faxing with on-hook or a handset disables "JBIG" compression method and compresses the image data with normal ITU-T MMR.

**   Based on transmission of ITU-T Test Document 1 to a Muratec fax machine. Your transmission times will vary, but your Muratec fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.

*** Based on letter-sized sheets, 4% document coverage and continuous printing.

Regulatory information

United States of America

Federal Communications Commission (FCC) information

Ringer Equivalence Number (RENs): AC REN, 2.4B (F-150) or 3.2B (F-120 or F-100); DC REN, 0.3.

This facsimile machine has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against such interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment causes interference in radio or television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration number and REN for this equipment. If so requested, you must provide this information to the telephone company.

An FCC-compliant telephone cord and modular plug are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part-68-compliant.

Telephone company procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally have to make changes in its equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you about the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) of the equipment which is connected to your line. Both of these numbers are listed on the equipment label attached to your fax machine.

The sum of all RENs on your telephone line should be fewer than five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be usable on a given telephone line.

Note: This equipment is hearing-aid-compatible (HAC).

Notice: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, either in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine or such business, entity or individual. For instructions on programming this information (the "TTI") into your fax machine, see pages 1.10–1.12.

Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems). Connection to party line service is subject to State tariffs.

If problems arise

If any of your telephone equipment is not operating properly, you should immediately remote it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily stop service. When practical, they will notify you before this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and will be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax machine, they should be done by Muratec America, Inc., or an authorized representative of Muratec America, Inc. For information, contact the Muratec Customer Support Center at 972-364-3350 (from the U. S. only).

Canada

Industry Canada (IC) regulations

IC Load Number (LN): F-150, 0.9 or F-120, 18.

IC Ringer Equivalence Number (REN): F-100, 0.9.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus," ICES-003 of the Department of Communications.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques," NMB-003 édictée par le Ministre des Communications.

Notice: The Canadian Department of Communications label identifies certified equipment. This certification means the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. Sometimes, the company's inside wiring associated with a single-line individual service may be extended with a certified connector assembly (telephone extension cord). The customer should be aware that compliance with these coniditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunction, or repairs or alterations made by the user to this equipment, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician.

Note: When the F-150 or F-120 went through the IC certification process, Industry Canada assigned Load Numbers; however, before the F-100 went through the same process, Industry Canada chose instead to assign Ringer Equivalence Numbers. The following two paragraphs explain the two specifications.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the LNs of all the devices doesn't exceed *100*. The IC LN for the F-150 is 0.9 or F-120 is *18*.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed *5*. The IC REN for the F-100 is *0.9*.

Index

Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-972-364-3350; from Canada, check your in-box materials for the number to call).

2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.

3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.

4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.

2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.

3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.

4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

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Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Safety information

Laser safety

This fax machine contains a page printer which operates by means of a laser. There is no possibility of danger from the laser, provided the fax machine is operated according to the instructions provided in this manual.

Since radiation emitted by the laser is completely confined with a protective housing, the laser beam cannot escape from the machine during any phase of user operation.

Internal laser radiation information

For all users

Maximum radiation power: 5.0×10^{-4} (W)   *Wavelength:* 770–810 (nm)

This is a Class IIIb laser diode assembly that has an invisible laser beam. The printer head unit is NOT A FIELD SERVICE ITEM. Therefore, the printer head unit should not be opened under any circumstances.
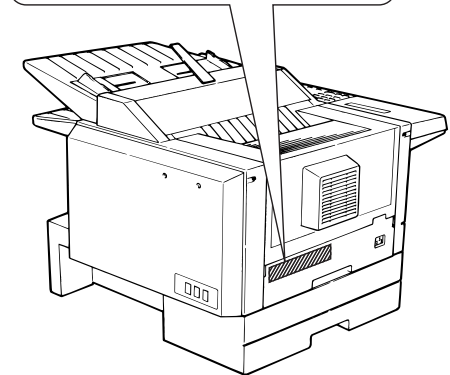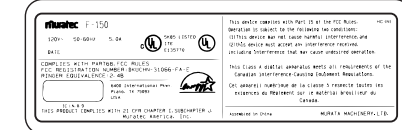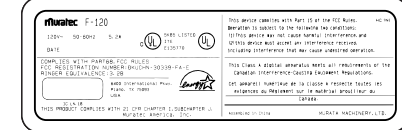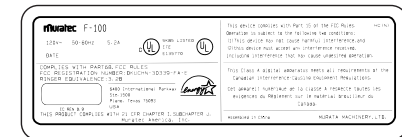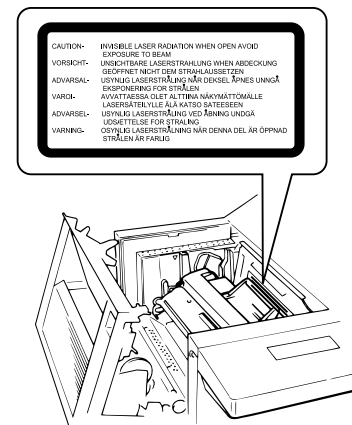
For United States users

Laser safety

This fax is certified as a **Class 1** laser product under the U. S. **Department of Health and Human Services** (DHHS) Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. This means that the fax machine does not produce hazardous laser radiation.

CDRH regulations

The **Center for Devices and Radiological Health** (CDRH) of the U. S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. Compliance is mandatory for products marketed in the United States. The labels shown in the graphic (see right column) indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

Warning: Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Warning labels

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