

**muratec™**

<http://www.muratec.com>

**Muratec America, Inc.**

3301 East Plano Parkway, Suite 100  
Plano, Texas 75074



©Murata Machinery, Ltd. 2007  
Printed in China 2007-05  
Part Number: DA7-909H0-60  
MAI order number: OMF525

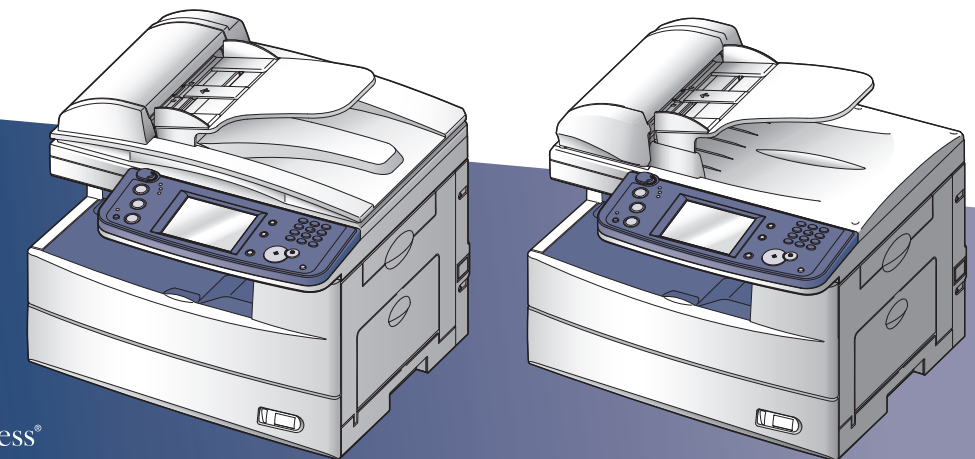
**muratec™** MFX-2050/MFX-1450/F-565/F-525 **MFP User's Guide**

ENG

**muratec™**

**MFX-2050 / MFX-1450  
F-565 / F-525**

**MFP User's Guide**





# Preface

Thank you for purchasing the Muratec MFX-2050 / MFX-1450 / F-565 / F-525.  
This manual describes the standard operating procedures of your machine.  
Before using this machine, be sure to read the User's Guide thoroughly in order to ensure that you use the machine efficiently.  
After you have gone through the manual, keep it handy for easy reference.

Note that some of the illustrations of the machine used in this manual may be different from what you actually see on your machine.

# Manuals for your machine

The manuals for this machine are as follows:

## Safety Information

Please read this book carefully before using the machine. It contains important information related to user safety and preventing equipment problems. Make sure you observe all of the precautions listed in this manual.

## Installation Manual

This is the first documentation you should refer to for machine installation and set-up.

## MFP User's Guide (This book)

This manual describes machine operation and maintenance.

## PC User's Guide

Explains the network settings and how to access and manage the machine from your web browser if it has been connected to the network.

## Quick Reference Guide

Explains the basic operations of the machine's major functions.

## Printer and Scanner Driver Manual [PDF]

This manual explains the installation and operation of the print and scan drivers.  
This PDF manual is included on the Driver CD supplied with your machine.

This manual and any updates to it can be found online at **www.muratec.com**  
Go to the “Support” section of this site, then click on “Manuals” .



<b>Chapter 1</b>	<b>Getting Started</b>	<b>1</b>
<b>Chapter 2</b>	<b>Copy Functions</b>	<b>2</b>
<b>Chapter 3</b>	<b>Using the Address Book</b>	<b>3</b>
<b>Chapter 4</b>	<b>Basic Fax Functions</b>	<b>4</b>
<b>Chapter 5</b>	<b>Advanced Fax Functions</b>	<b>5</b>
<b>Chapter 6</b>	<b>Scanner Functions</b>	<b>6</b>
<b>Chapter 7</b>	<b>Printer Functions</b>	<b>7</b>
<b>Chapter 8</b>	<b>Usage Management Settings</b>	<b>8</b>
<b>Chapter 9</b>	<b>Machine Settings</b>	<b>9</b>
<b>Chapter 10</b>	<b>Reports &amp; Lists</b>	<b>10</b>
<b>Chapter 11</b>	<b>Maintenance &amp; Troubleshooting</b>	<b>11</b>
<b>Chapter 12</b>	<b>Appendix &amp; Index</b>	<b>12</b>

# Contents

How to read this manual.....	xi
Symbols .....	xi
Key descriptions .....	xi
Regulatory Information.....	xiii
United States of America .....	xiii
Canada .....	xiv
ENERGY STAR® .....	xv
QuadAccess® .....	xv
Super G3 .....	xv
Trademarks.....	xv
Limited warranty .....	xvi
Precautions .....	xviii
Installing the machine .....	xviii
Caution labels and indicators .....	xix
Transporting the machine.....	xx
Consumables .....	xx
Routine Maintenance .....	xxi
Ventilation.....	xxi
Product Recycling and Disposal.....	xxii

## Chapter 1

### Getting Started ..... 1-1

Main Features.....	1-3
Copy .....	1-3
Copy/Fax.....	1-3
Copy/Fax/Scan.....	1-4
Fax .....	1-5
Mail .....	1-6
Fax/Mail .....	1-6
Scan .....	1-7
General.....	1-9
Part names and Functions .....	1-12
Machine part names .....	1-12
Control panel parts and functions .....	1-13
Touch screen display .....	1-14
Key displays and functions .....	1-14
Changing modes .....	1-15
Power switch and Energy save mode .....	1-16
Power switch .....	1-16
Energy save mode.....	1-17
Turning off the power.....	1-18
Login / Logout.....	1-19
Network authentication .....	1-19
OfficeBridge user login .....	1-19
Logout.....	1-20
Entering characters.....	1-21
QWERTY keypad.....	1-21
Entering alpha characters .....	1-21
Entering numbers.....	1-21
Entering spaces.....	1-21



Entering symbols and special characters .....	1-22
Deleting/Inserting characters .....	1-22
<b>User Install</b>	
Initial setup (User Install) .....	1-23
Specifying the initial settings .....	1-24
<b>Document</b>	
Document .....	1-31
Acceptable documents .....	1-31
Items to avoid.....	1-31
Scanning area .....	1-32
Loading documents .....	1-33
Loading documents in the ADF .....	1-33
Loading the document on the document glass .....	1-34
<b>Paper</b>	
Paper .....	1-35
Acceptable paper.....	1-35
Items to avoid.....	1-36
Printable area .....	1-36
Loading paper.....	1-37
Loading paper into the paper cassettes.....	1-37
Loading paper into the bypass tray .....	1-39
Setting the paper size.....	1-40

## Chapter 2

### Copy Functions ..... 2-1

<b>Basic</b>	
Before copying .....	2-2
Display description .....	2-2
Resetting the settings.....	2-3
Memory overflow message .....	2-3
Making copies .....	2-4
Basic copy.....	2-4
Setting the next document .....	2-5
Basic functions.....	2-7
Number of copies .....	2-7
Document type.....	2-8
Contrast .....	2-9
Zoom ratio .....	2-10
Automatic sorting .....	2-11
Selecting the paper size.....	2-12
Copy reservation.....	2-13
<b>Advanced</b>	
Advanced copy functions.....	2-14
Combine .....	2-14
Duplex copy.....	2-16
Card Copy.....	2-25
Specifying the document size to copy .....	2-27
Checking the copy print queue .....	2-28

## Chapter 3

### Using the Address Book ..... 3-1

The address book .....	3-2
The address book display .....	3-2
Special dialing characters .....	3-3
Registering destinations in the Address Book .....	3-4
Registering or editing a destination .....	3-4
Deleting a destination .....	3-11
How to dial using the address book .....	3-13
Selecting a destination from the address book .....	3-13
Using [Group] .....	3-14
Searching a destination .....	3-15
Using [Index] .....	3-15
Using address book numbers .....	3-16
Using [Search] .....	3-17
Call group dialing .....	3-23
Registering or editing a call group .....	3-23
Deleting a call group .....	3-24
How to dial using a call group .....	3-25

## Chapter 4

### Basic Fax Functions..... 4-1

#### Transmission

Before Sending.....	4-3
Display description .....	4-3
User authentication.....	4-4
Sending method .....	4-4
Memory overflow message .....	4-5
Sending a fax .....	4-6
Basic transmission.....	4-6
Changing Document Scan in Mid Scan (Mixed Transmission).....	4-8
Manual transmission.....	4-12
Real-time transmission (non-memory transmission) .....	4-14
Redialing .....	4-15
Useful transmission functions.....	4-17
Transmission resolution and contrast.....	4-17
Sending faxes with TTI information attached .....	4-19
Transmission confirmation report .....	4-21
Broadcasting .....	4-23

#### Job Confirmation / Fax Cancel

Reviewing or canceling commands.....	4-26
To review or cancel a command .....	4-26
Reviewing or canceling parts of a broadcast.....	4-28
Printing a delayed command list .....	4-30
Printing a stored document.....	4-30
View or print the results of a fax transaction .....	4-32

#### Reception

Receiving a fax.....	4-36
Selecting the reception mode .....	4-36
Manual reception mode .....	4-36
Automatic reception mode.....	4-37

Answering calls manually .....	4-38
If paper runs out during fax reception .....	4-38
Settings for fax reception .....	4-40
Setting the number of rings .....	4-40
Print settings .....	4-40

### **Making a phone call**

Making a phone call .....	4-43
How to dial using the address book .....	4-43
If the call fails .....	4-44
How to receive a phone call .....	4-44
Adjusting the optional handset volume .....	4-44
Adjusting the speaker volume .....	4-45

## **Chapter 5**

### **Advanced Fax Functions ..... 5-1**

#### **Advanced fax functions**

Delayed transmission .....	5-3
Setting up a delayed transmission .....	5-3
Fax & Copy .....	5-4
Cover page .....	5-6
Turning the cover page on .....	5-6
Entering the cover page message .....	5-7
Batch transmission .....	5-8
Registering a batch box .....	5-8
Storing a document for batch transmission .....	5-10
Printing a document stored in a batch box .....	5-11
Deleting a document stored in a batch box .....	5-12
Erasing an empty batch box .....	5-13
Specifying the document scanning size .....	5-14
Polling communications .....	5-15
Polling reception .....	5-15
Polling transmission .....	5-16
Using an alternative telephone network service provider (Dial prefix) .....	5-18
Sending faxes using the Dial prefix feature .....	5-19
Block junk fax .....	5-20
To set the mode for block junk fax .....	5-20
Deleting a number from the blocked numbers list .....	5-22
Printing a list of the blocked numbers .....	5-23
F-code box feature .....	5-24
F-code introduction .....	5-24
The elements of creating an F-code box .....	5-24
Registering or editing an F-code box .....	5-25
Printing a list of F-code boxes .....	5-33
Printing a list of documents stored in F-code boxes .....	5-33
Deleting an empty F-code box .....	5-33
Storing a document in a bulletin box .....	5-34
Printing stored documents .....	5-36
Deleting stored documents .....	5-38
Sending a document using a sub-address and password .....	5-40
Polling a document using a sub-address and password .....	5-41
Fax forwarding .....	5-42
Turning fax forwarding ON or OFF .....	5-42

Registering or editing a transfer rule.....	5-44
Deleting a transfer rule.....	5-47
Separator page.....	5-48
Setting the Separator page .....	5-48
Program one-touch .....	5-50
Registering or editing a program one-touch.....	5-50
Deleting a program one-touch.....	5-54
How to use a program one-touch .....	5-55
Send documents to an e-mail gateway (fax servers) .....	5-56
Setting up the e-mail gateway feature .....	5-56
Sending faxes to an e-mail gateway .....	5-57

### **Security features**

Security features .....	5-58
Security reception.....	5-58
PIN masking .....	5-62

### **PC Faxing**

PC Faxing.....	5-69
Sending a document from a PC.....	5-69
Installing the driver .....	5-69
Sending a PC fax .....	5-70

### **Internet Fax**

Internet Fax functions.....	5-71
Display description .....	5-71
Sending an Internet fax .....	5-72
Re-mail .....	5-74
Mail History .....	5-75
Checking for new e-mail in real-time .....	5-77
Adding a text message to your e-mail (e-mail subject).....	5-78
Batch scanning .....	5-82
Specifying the attachment file format (File Format) .....	5-83

## **Chapter 6**

### **Scanner Functions ..... 6-1**

#### **Basic**

Network scanner functions .....	6-3
Before scanning .....	6-3
User authentication.....	6-3
Resolution .....	6-4
Contrast .....	6-5
Document type.....	6-6
Scan size.....	6-7
Entering the file name.....	6-8
Selecting the file format .....	6-11
Scan to e-mail.....	6-12
Display description .....	6-12
Sending a document by e-mail.....	6-13
Sending a document using the mail history.....	6-15
Re-mail .....	6-16
Reviewing or changing your selected destinations .....	6-17
Adding a text message to your e-mail .....	6-18
Scan to folder .....	6-22

Display description .....	6-22
Scanning documents into a folder.....	6-23
Scanning documents using a folder shortcut .....	6-28
Reviewing or canceling selected folders .....	6-29
Scan to FTP .....	6-30
Display description .....	6-30
Scanning documents to an FTP server.....	6-31
Registering an FTP server to a shortcut .....	6-34
Scanning documents using an FTP shortcut .....	6-36
Reviewing or canceling selected FTP servers .....	6-37
Scan to printer.....	6-38
Display description .....	6-38
Printing scanned documents on a networked color printer .....	6-38
Scan to user .....	6-40
Display description .....	6-40
Scanning documents into a user's scan folder.....	6-41
Scan to bulletin board .....	6-43
Display description .....	6-43
Posting documents to the bulletin board.....	6-44

### Advanced

Advanced functions .....	6-48
Color .....	6-48
Zoom .....	6-49
Batch scanning .....	6-51
Duplex scanning .....	6-52
Broadcasting .....	6-54
Attaching additional files to the scanned document.....	6-55

## Chapter 7

### Printer Functions..... 7-1

Before using the printer functions .....	7-2
User authentication.....	7-2
Online / Offline.....	7-2
Print on demand.....	7-3
Printing a file from a shared folder .....	7-3
Print OfficeBridge Documents.....	7-6
Printing a bulletin board document .....	7-6
Printing documents from an OfficeBridge user's scan folder .....	7-7
PC printing .....	7-10
Installing the driver .....	7-10
PC printing.....	7-10
Secure printing.....	7-11
Cancelling a print job.....	7-13

## Chapter 8

### Usage Management Settings..... 8-1

Managing Communications .....	8-2
Journal Report .....	8-3
User Access/Cost Accounting .....	8-8
Registering the charge per page .....	8-8
Setting User Access/Cost Accounting.....	8-10
Printing a User Access/Cost Accounting list.....	8-11

Resetting the User Access/Cost Accounting counter .....	8-13
Protect the User Access/Cost Accounting setting .....	8-14
Accepting print jobs from personal computers.....	8-15
Viewing the page counters .....	8-16
Checking the number of printed pages .....	8-16

## Chapter 9

### Machine Settings..... 9-1

Initial setup .....	9-3
Paper settings.....	9-3
Accessing the paper settings.....	9-3
Copy settings .....	9-5
Accessing the copy settings .....	9-5
Fax settings.....	9-6
Accessing the default fax settings .....	9-6
Accessing other fax settings.....	9-7
Scanner settings .....	9-10
Accessing the default scan settings .....	9-10
Registering or editing a file name.....	9-11
Registering or editing a category.....	9-11
Registering or editing a folder shortcut .....	9-13
Registering or editing an FTP server shortcut .....	9-18
Mail settings .....	9-22
Accessing the mail settings.....	9-22
Management settings.....	9-24
Accessing the management settings.....	9-24
Network settings .....	9-28
TCP/IP settings.....	9-28
SMB settings.....	9-36
Verifying the IP settings .....	9-41
Viewing the MAC address.....	9-42
Archive Settings.....	9-43
Automatic Logout time.....	9-46
Print Server Data .....	9-47
Clear the “Network Filtering” setting .....	9-48
Network authentication settings.....	9-49
Setting up the Authentication Mode .....	9-49
Using the authentication mode.....	9-52
LDAP server settings .....	9-54
Registering an LDAP server .....	9-54
Setting the default LDAP server .....	9-65
Modifying the LDAP server settings .....	9-66
Deleting an LDAP server .....	9-67
LDAP parameter settings .....	9-68
E-mail settings .....	9-70
SMTP/POP Settings .....	9-70
E-mail settings.....	9-73
Soft keys.....	9-77
Soft key functions .....	9-77
Programming a soft key .....	9-80
Macro keys.....	9-82
Registering or editing a Macro.....	9-82
Deleting a Macro key.....	9-85

Changing the Macro key speed .....	9-86
Editing macro key titles .....	9-86
Executing a Macro command .....	9-87
Protection passcode .....	9-88
Protect passcode .....	9-88
Network settings code .....	9-89
Copy protection .....	9-92
Registering a domain name extension .....	9-93
Personal setting .....	9-95

## Chapter 10

### Reports & Lists..... 10-1

Lists and journal reports .....	10-2
Stored document list .....	10-5
Document erased notification .....	10-6

## Chapter 11

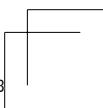
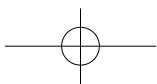
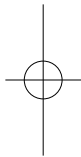
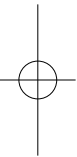
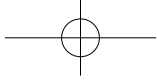
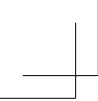
### Maintenance & Troubleshooting ..... 11-1

Maintenance .....	11-2
Cleaning tips .....	11-2
Cleaning the scanning area .....	11-2
Cleaning the ADF rollers .....	11-3
Cleaning the drum charge wire and the print head .....	11-3
Replacing the toner cartridge .....	11-5
Replacing the drum cartridge .....	11-7
Troubleshooting .....	11-9
Document jams .....	11-9
Paper jams .....	11-12
Displayed error messages .....	11-15
“Check Message” printouts .....	11-22
Error codes .....	11-23
Machine errors .....	11-25
Faxing errors .....	11-25
Scanning errors .....	11-26
Copying errors .....	11-27
PC printing errors * .....	11-27
Local Scanner errors * .....	11-28
Print quality problems .....	11-29
If you cannot solve the problem .....	11-31

## Chapter 12

### Appendix & Index..... 12-1

Specifications .....	12-2
General .....	12-2
Fax .....	12-3
Copy .....	12-3
Printer .....	12-3
Scanner .....	12-4
Consumable items .....	12-4
Index .....	12-5







# How to read this manual


## Symbols


In this manual, the following symbols are used with the items where important operational and safety information must be observed.

For safe operation, please carefully read the “Safety Information” supplied with this product.

 **WARNING** Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.

 **CAUTION** Describes cautions to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.

 **IMPORTANT** Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.

 **NOTE** Describes reference information and additional notes for operations.

The following terms, symbols and abbreviations are used in this manual.

Document: Original(s) that you are copying, faxing or scanning.

Paper: Paper to be printed on.

Tx: Denotes sending.

Rx: Denotes receiving.

, : Shows the direction of the document.

, : Shows the direction of the paper.

## Key descriptions

In this manual, the operating keys are described as follows:

The key names on the control panel are shown in < >, and the key names on the touch panel are in [ ].

### ■ Keys on the control panel





→ Enclosed in < >, for example, <Setting>.

### ■ Touch panel keys

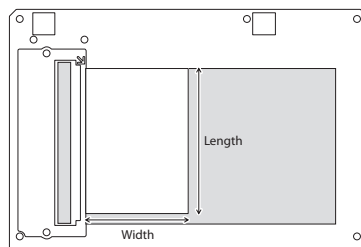
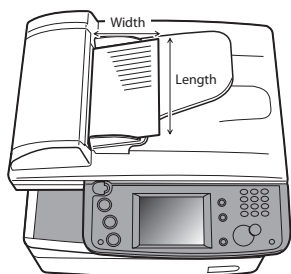


→ Enclosed in [ ], for example, [Enter].

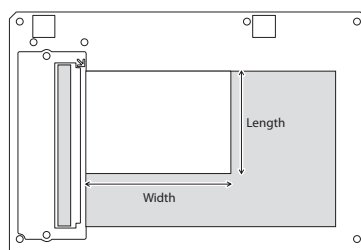
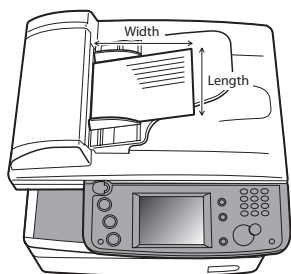
## About and symbol

 and  symbols indicate the direction of the document.



When the document has a length longer than its width, we use symbol .




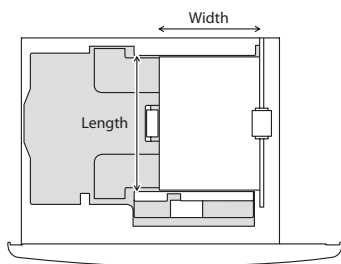
When the document has a length shorter than its width, we use symbol .



## About and symbol

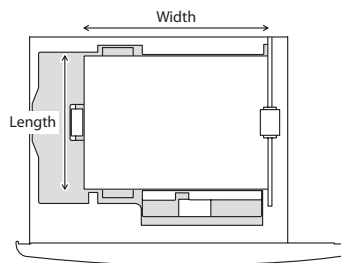
 and  symbols indicate the direction of the paper.

When the paper has a length longer than its width, we use symbol  or no symbol.



(Paper loaded in the cassette)

When the paper has length shorter than its width, we use symbol .



(Paper loaded in the cassette)

# Regulatory Information

## *Customer information*

### **United States of America**

---

This equipment complies with Part 68 of FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:DKUFA23B004C. If required, this number must be provided to the telephone company.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: DKUFA23B004C. The digits represented by 23B are the REN without a decimal point.

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-11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

If the equipment MFX-2050/MFX-1450/F-565/F-525 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with the equipment MFX-2050/MFX-1450/F-565/F-525, see operating instructions for details. For further repair or warranty information, please contact Muratec Customer Support Center at 800-347-3296 (from the U.S. only). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of the MFX-2050/MFX-1450/F-565/F-525 does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

- 1) Remain on the line and briefly explain to the dispatcher the reason for the call.
- 2) Perform such activities in the off-peak hours, such as early morning or late evenings.

To protect your product against power surges, we recommend the use of a power protection device (Surge arrestor).

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains 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 is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

For instructions on programming this information into your FAX machine, see "Initial setup" on page 1-23 in this manual.

### ***FCC Part 15***

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## **Canada**

---

### **NOTICE:**

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications.

### **NOTICE:**

The Ringer Equivalence Number (REN) for this terminal equipment is 0.9. The REN assigned to each terminal equipment 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 Ringer Equivalence Numbers of all the devices does not exceed five.

### ***Canadian ICES-003***

This Class A digital apparatus complies with Canadian ICES-003.  
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## ENERGY STAR®

---



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

What is an ENERGY STAR® program?

The international ENERGY STAR® program is the international program to promote energy efficient consumer products. This program aims the reduction of power consumption of office equipments, of which power are often turned ON for a long time, from the energy saving view that “efficiently use the energy when needed”. It adopts the voluntary system a manufacturer can join by its independent decision.

## QuadAccess®

---



QuadAccess®

QuadAccess is a more powerful version of what already is a pretty powerful feature, called dual access. While a fax with normal dual access allows you to do two things at once, QuadAccess allows you to do four operations at once. For example, even if the machine is (1) printing a copy, (2) transmitting from memory and (3) scanning documents for a different memory transmission, you can still (4) program the machine.

## Super G3

---



**Super G3** is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T V.34 modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

**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.

## Trademarks

---

Muratec, the Muratec logo and all Muratec product names contained here in are trademarks of Murata Machinery, Ltd. and Muratec America, Inc.

QuadAccess® is trademarks of Muratec America, Inc.

Microsoft®, the Windows logo, Windows®, Windows NT®, Windows Server®, Windows Vista™, Internet Explorer® are registered trademarks of the Microsoft Corporation in the United States and/or other countries.

Screen shots reprinted by permission from the Microsoft Corporation.

RSA® and BSAFE® are registered trademarks of RSA Security Inc. This product includes RSA BSAFE® Cryptographic software from RSA Security Inc.

All other company names and product names referenced are trademarks or registered trademarks of their respective companies.

# 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 1-469-429-3350; 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.

except as expressly set forth above, and except to the extent prohibited by applicable law, muratec makes no other warranties, express or implied (including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose, and any warranty arising from course of dealing or usage of trade), and muratec expressly disclaims all warranties not stated herein. in the event the product is not free from defects as warranted above, the customer's sole remedy shall be repair or replacement as provided above. under no circumstances shall muratec be liable to the customer, or to any user, for any damages, including any incidental or consequential damages, expenses, lost profits, lost savings or any other damages arising out of the use or inability to use the muratec product, even if muratec or its representatives have been advised of the possibility of such damages.

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.

# Precautions

Besides the “Safety Information” supplied with this product, please observe the following instructions.

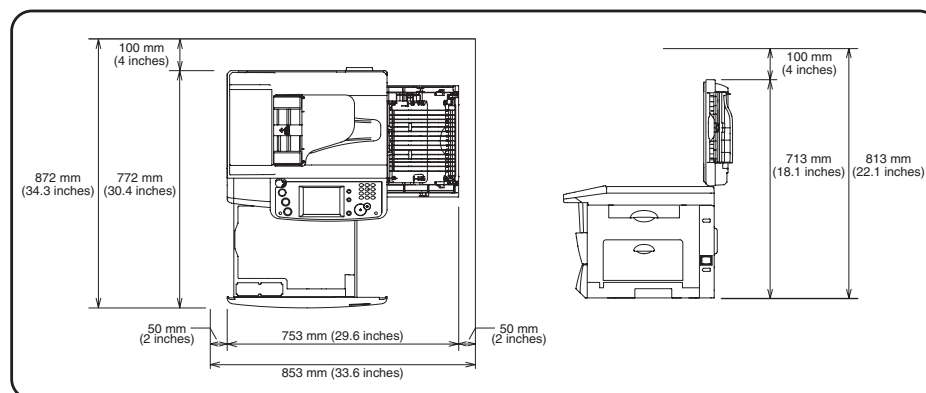
## Installing the machine

### ⚠ CAUTION

- Do not let any object obstruct or plug the ventilation holes of this product. Accumulated heat inside the product could result in a malfunction.

### IMPORTANT

- Install the machine to keep the ventilating slot of the machine at least 4 inches (10 cm) away from walls or other devices.
- To ensure proper ventilation and easy operation, secure an adequate installation space around the machine.



- Do not install in places exposed to extreme temperature fluctuation. Use your machine within the temperature range of 10°C to 32°C, the humidity range of 20% to 80%RH.
- Avoid outdoor installation.

### NOTE

In order to enable easy machine maintenance and replacement of consumables, maintain an adequate amount of space around the machine.

When lifting the machine, be sure to grab the handles on the left and right sides of the cassette tray.



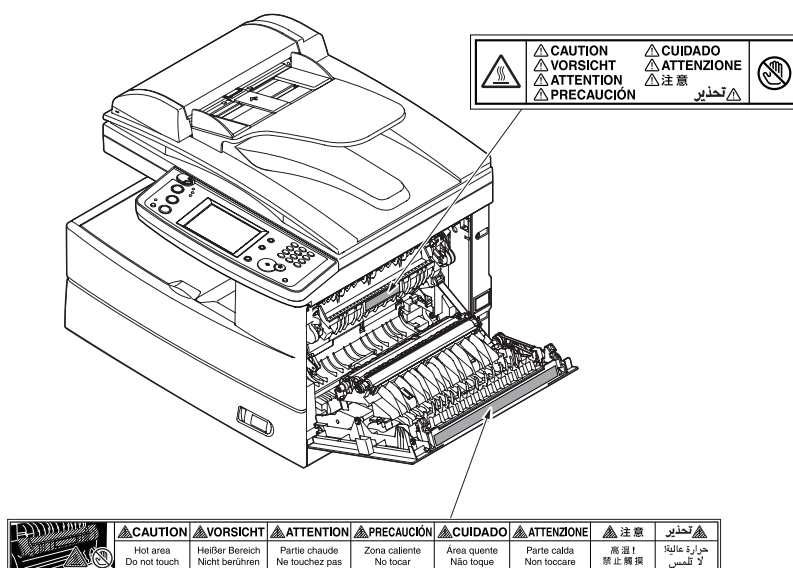
## Caution labels and indicators

### ⚠ CAUTION

The caution labels and indicators are attached to the machine as shown below, to avoid any serious injury.

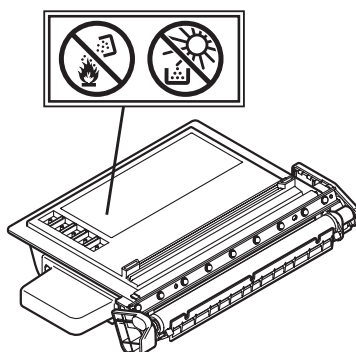
### ⚠ CAUTION

The fuser unit and the area around it inside the machine are extremely hot. To avoid getting burned, **DO NOT TOUCH**.



### ⚠ WARNING

- Do not burn toner cartridges. Exposure to an open flame can cause the toner cartridge to burn or explode, causing serious injury.
- Never expose a cartridge to direct sunlight.
- Never attempt to disassemble a toner cartridge or attempt to refill it.



## Transporting the machine

---

### CAUTION

- Two or more people should carry the machine. Before transporting the machine, be sure to check that you disconnect the plug from the outlet and remove the line cable. Otherwise, the damaged cable can cause fire, electrical shock or malfunction.
- Before transporting the machine, remove the toner cartridge (or toner bottle).
- When lifting the machine, be sure to grab the handles on the left and right sides of the cassette tray.
- If you install the machine on a cabinet, secure the machine with stoppers to prevent it from moving. Otherwise, the machine may move in an unexpected direction, potentially causing injury.
- If you need to transport the machine over a long distance, consult your Muratec dealer.

## Consumables

---

### WARNING

- Do not burn toner cartridges. Exposure to an open flame can cause the toner cartridge to burn or explode, causing serious injury.
- Please dispose of used toner and drum cartridges in accordance with local regulations.

### CAUTION

- Keep toner and other consumables out of the reach of small children. If a child should ingest toner, consult a physician immediately.

### **IMPORTANT**

- Do not store the toner cartridge (or toner bottle), drum cartridge (or drum unit) or paper in any of the following places:
  - Places exposed to fire
  - Places exposed to direct sunlight
  - Places subject to high temperature and/or high humidity
  - Places subject to rapid temperature changes
  - Dusty areas
  - Inside a car, left for a long time
- Do not directly touch the photoreceptor surface of the drum cartridge (or drum unit), or expose it to direct sunlight. This could cause a reduction in print quality.
- To prevent caking in the toner, never stand the cartridge on its end and do not store it up side down.
- Never attempt to disassemble a toner cartridge or attempt to refill it.
- Do not remove the cartridge from its protective bag until you are ready to install it.
- Handle cartridges with care. Do not subject it to shock or vibrations.
- In order to avoid machine malfunction, only use authentic Muratec supplies in your product. Authentic Muratec supplies are available through your authorized Muratec dealer.

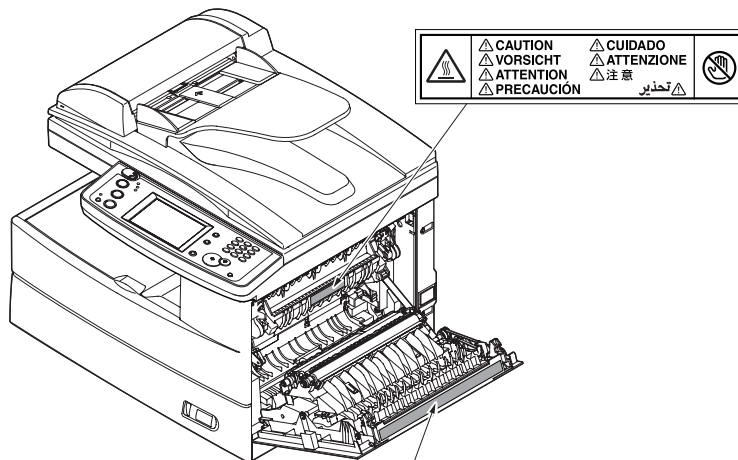
## Routine Maintenance

### ⚠ WARNING

- Do not burn toner cartridges. Exposure to an open flame can cause the toner cartridge to burn or explode, causing serious injury.

### ⚠ CAUTION

- The fuser unit and the area around it inside the machine are extremely hot when operating. When you clear a paper jam or inspect inside, be careful not to touch around the fuser unit. It may cause burns.



- When you clear a paper jam or replace the toner cartridge (or toner bottle), be careful not to get the toner powder into your eyes or mouth. If the toner gets in your eyes or mouth, immediately flush with cold water and consult a physician.
- Be careful not to stain your hands or clothes with the toner. If your hands or clothes get stained, wash them immediately with cold water. The stains may become permanent if washed using warm water.
- Do not attempt machine operations that are not described in this manual.

## Ventilation

### ⚠ CAUTION

- Always operate the product in well ventilated areas. Operating the product in poorly ventilated areas for an extended time period could pose health risks. Be sure to frequently ventilate the operating area.
- Do not let any object obstruct or plug the ventilation holes of this product. Accumulated heat inside the product could result in a malfunction.

## Product Recycling and Disposal

---

### **CAUTION**

This product contains mercury in the fluorescent lamp in the scanner (< 5mg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, please contact your local authorities.

#### **For California, USA only**

This Perchlorate warning applies only to primary CR (Manganese Dioxide) Lithium coin cells. "Perchlorate Material-special handling may apply. See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)."

# Chapter

# 1

## Getting Started

---

<b>Main Features.....</b>	<b>1-3</b>
Copy .....	1-3
Copy/Fax .....	1-3
Copy/Fax/Scan .....	1-4
Fax.....	1-5
Mail .....	1-6
Fax/Mail .....	1-6
Scan.....	1-7
General .....	1-9
<b>Part names and Functions.....</b>	<b>1-12</b>
Machine part names .....	1-12
Control panel parts and functions.....	1-13
<b>Touch screen display .....</b>	<b>1-14</b>
Key displays and functions.....	1-14
<b>Changing modes.....</b>	<b>1-15</b>
<b>Power switch and Energy save mode .....</b>	<b>1-16</b>
Power switch.....	1-16
Energy save mode .....	1-17
<b>Turning off the power.....</b>	<b>1-18</b>
<b>Login / Logout.....</b>	<b>1-19</b>
Network authentication.....	1-19
OfficeBridge user login .....	1-19
Logout .....	1-20
<b>Entering characters .....</b>	<b>1-21</b>
QWERTY keypad .....	1-21
Entering alpha characters .....	1-21
Entering numbers .....	1-21
Entering spaces .....	1-21
Entering symbols and special characters .....	1-22

Deleting/Inserting characters.....	1-22
------------------------------------	------

## **User Install**

<b>Initial setup (User Install) .....</b>	<b>1-23</b>
-------------------------------------------	-------------

Specifying the initial settings.....	1-24
--------------------------------------	------

## **Document**

<b>Document.....</b>	<b>1-31</b>
----------------------	-------------

Acceptable documents.....	1-31
---------------------------	------

Items to avoid .....	1-31
----------------------	------

Scanning area.....	1-32
--------------------	------

<b>Loading documents .....</b>	<b>1-33</b>
--------------------------------	-------------

Loading documents in the ADF .....	1-33
------------------------------------	------

Loading the document on the document glass .....	1-34
--------------------------------------------------	------

## **Paper**

<b>Paper.....</b>	<b>1-35</b>
-------------------	-------------

Acceptable paper .....	1-35
------------------------	------

Items to avoid .....	1-36
----------------------	------

Printable area.....	1-36
---------------------	------

<b>Loading paper .....</b>	<b>1-37</b>
----------------------------	-------------

Loading paper into the paper cassettes .....	1-37
----------------------------------------------	------

Loading paper into the bypass tray .....	1-39
------------------------------------------	------

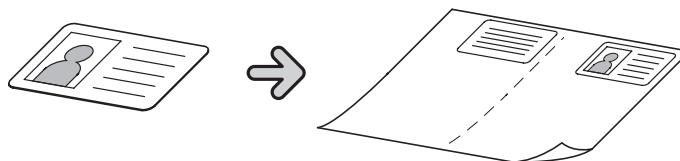
Setting the paper size .....	1-40
------------------------------	------

# Main Features

## Copy

### **Card Copy (MFX-2050/1450 only) (See page 2-25)**

Need to copy both sides of an id card, driver's license or check? Use the Card Copy mode to quickly capture card or check-size images onto a single sheet.



### **Combine Copy (See page 2-14)**

Up to four separate images can be combined onto a single document, reducing paper consumption and consumable usage.



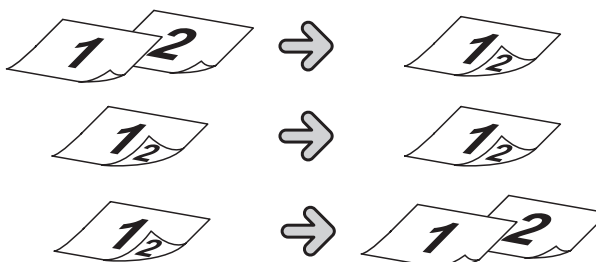
## Copy/Fax

### **Macro Program (See page 9-82)**

Programming copy jobs can be tedious, especially when you want to customize a job requiring several steps. If you regularly perform a job that requires multiple steps you can consolidate these steps into a macro, simplifying the process into a one-touch operation.

### **Duplex Printing (See page 2-16)**

Quickly convert one-sided originals into two-sided output by utilizing duplex printing. For additional paper and cost savings receive your incoming faxes as two-sided printouts.

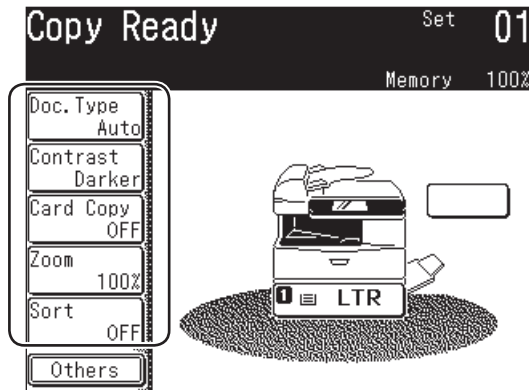


\* For duplex printing with MFX-1450/F-525, the optional duplex printing unit is required.

## Copy/Fax/Scan

### **Soft Keys (See page 9-77)**

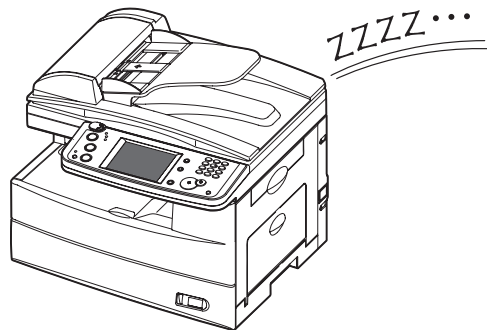
Soft keys allow one-touch access to important machine features. The keys on the default display are customizable, meaning you can set the features you use frequently onto the default display for easy access.



\* This is the screen shown in the F-565/F-525 model.

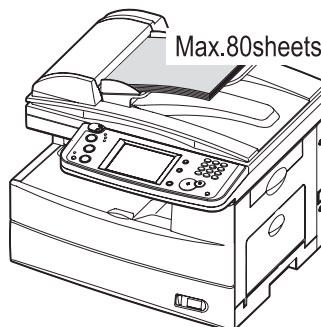
### **Energy Save Mode (See page 1-17)**

Energy Save mode assists in reducing energy consumption and total operating costs. If the machine is left idle for a “user-determined” amount of time, the machine will automatically enter energy save mode.



### **80 sheet ADF**

While it's true most fax, copy and scan jobs contain less than 10 pages, you may have the occasional need to perform larger jobs. With the standard 80-sheet ADF large jobs do not have to be broken up, thus increasing efficiency.





## Fax

### ***Dual Line Option***

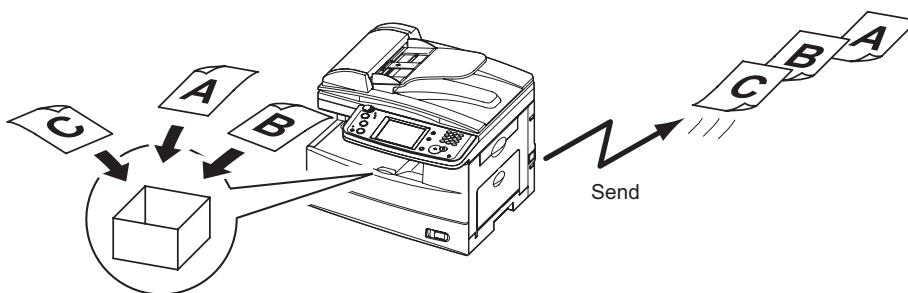
High-volume fax users will appreciate the ability to send and receive fax documents at the same time, greatly increasing office efficiency.

### ***Security Reception (See page 5-58)***

Security reception allows you to receive documents into password protected storage boxes. This insures that documents are only viewed by authorized personnel.

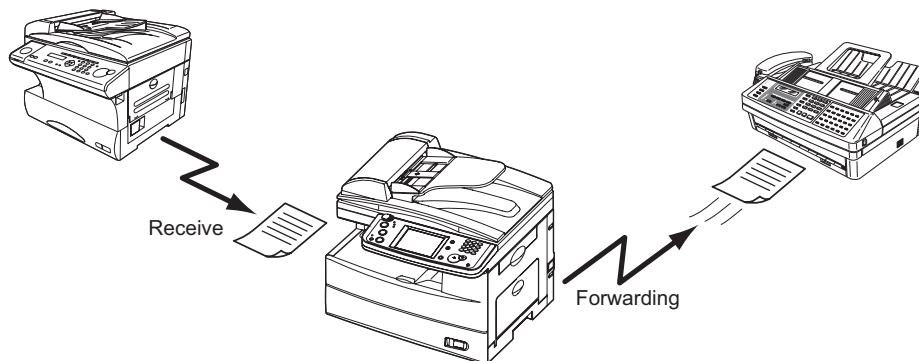
### ***Batch Transmission (See page 5-8)***

Scan documents into batch transmission storage boxes and schedule the transmission time for off-peak hours, both reducing operating costs and allowing the machine to be available during peak business hours.



### ***Fax Forwarding***

Skipping town? Simply turn on the fax forwarding feature and have all inbound documents routed to a remote fax number. (See page 5-42.) Using a web browser, you can set up an advanced forwarding system. (See Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.)

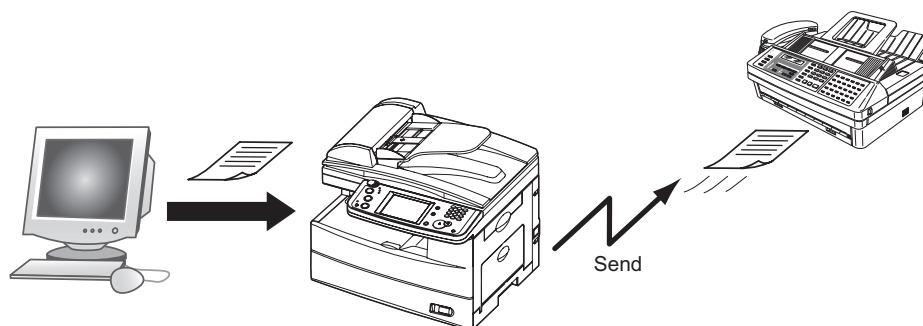


### ***Transmission Confirmation Report (See page 4-21)***

Automatically generate a transmission confirmation report to confirm whether or not your fax document reached the remote machine successfully.

## ***PC Faxing (See page 5-69)***

Why move if you don't have to? Use the PC fax application to quickly send documents from your desktop to remote fax machines. The intuitive address book is easy to navigate to find a destination.



## **Mail**

---

### ***MDN/DSN Reporting***

When sending e-mail you may request a delivery status notification (DSN) which confirms whether the mail was received and/or a message disposition notification (MDN) which confirms whether the mail was read.

For details, see "E-mail setting" in Chapter 4, "Using the Admin Tools," in the *PC User's Guide*.

## **Fax/Mail**

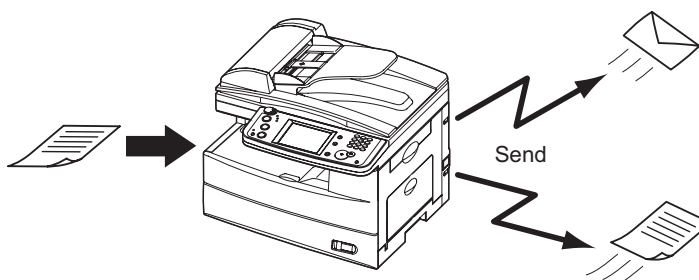
---

### ***Address Book (See page 3-1)***

Store important contact information into your machine's address book for one-touch recall. Each contact can have a fax number, e-mail address and group(s) associated with them.

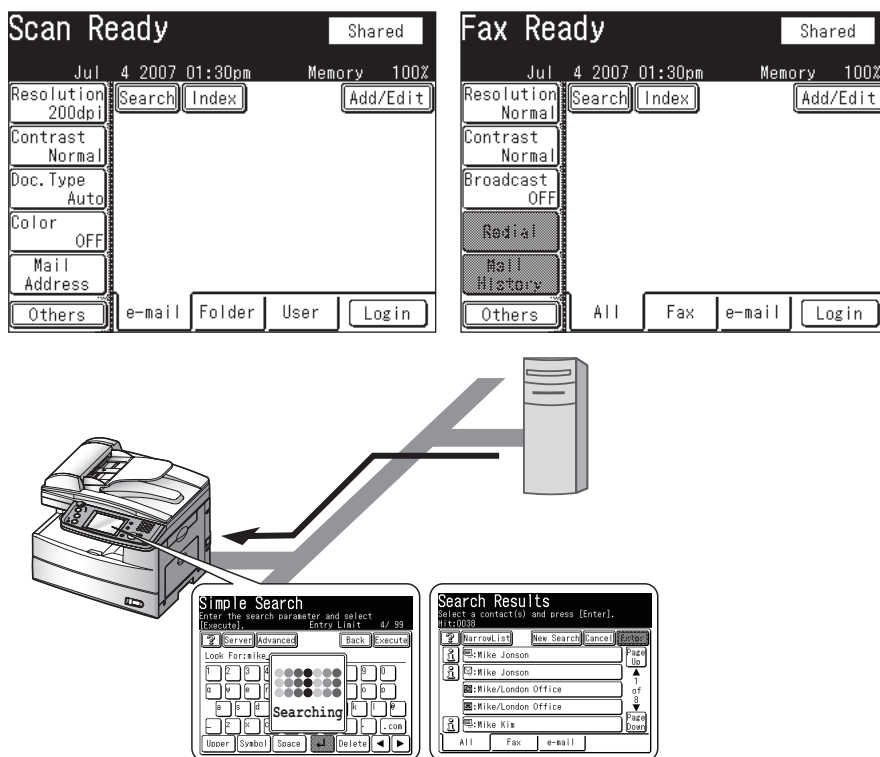
### ***Mixed Broadcasting (See page 4-23)***

Your machine can quickly send to both e-mail and fax destinations at the same time, eliminating the need to manually send each document.



## Directory Searching (LDAP) (See page 3-17)

Finding important contacts has never been easier. Press the [Search] on the display to quickly locate contacts, whether they reside in the machine-side address book or on a shared company directory.



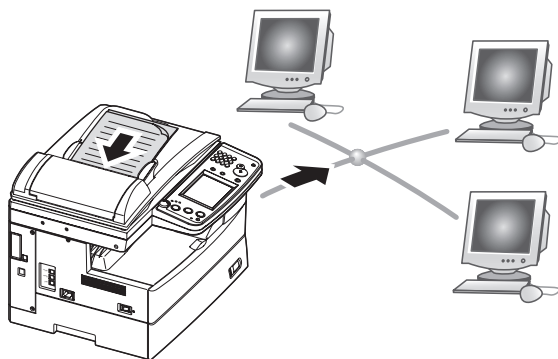
## Personal / Shared Directories

You can keep personal contacts separate from the general directory. This allows for quick, secure access to your private contact list.

## Scan

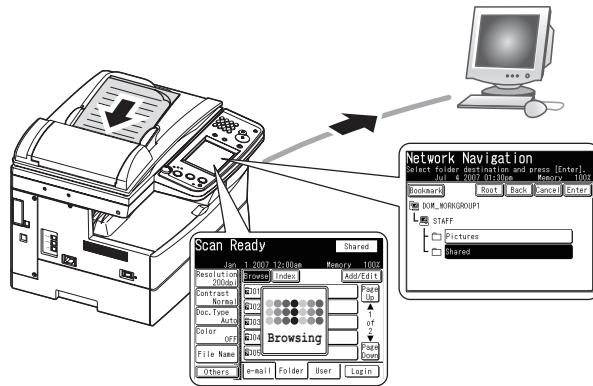
### Network Scanning (See page 6-3)

Your machine can seamlessly convert hardcopy monochrome and color documents into digital files for storage and distribution. A feature unique to your machine is the ability to browse your internal network and seamlessly deliver documents directly into folder locations.



### ***Scan to Folder (See page 6-22)***

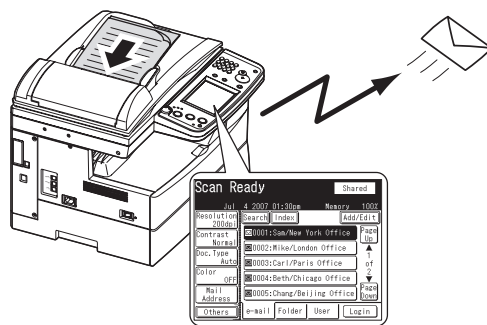
Digitally capture and deliver documents to a network file with the touch of a button! Up to 300 folder shortcuts can be registered on the machine that allow you to preprogram locations for one-touch delivery or you can browse your network from the machines touchscreen, a process that mirrors a Windows Explorer file search. Scan to folder supports SMB protocol and Windows simple sharing.



### ***Scan to e-mail (See page 6-12)***

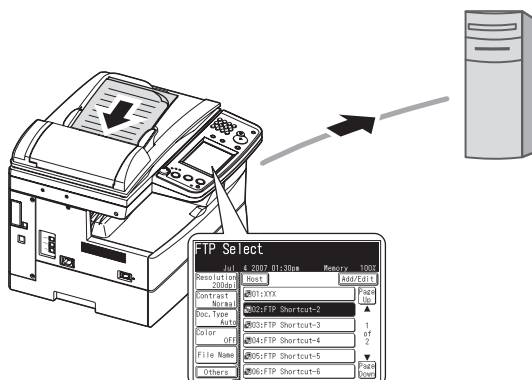
This machine features one of the most powerful scan to e-mail systems on the market. Each e-mail transmission can contain a custom file name (document name), e-mail subject line and text message to prevent the recipient from confusing the document as spam. These data fields can be entered using either the intuitive QWERTY keypad or through pre-registered templates. (See page 6-20)

The machines also support Windows Network Authentication (including Kerberos encryption) which will pre-populate the "From:" field with the user's Active Directory e-mail address, while at the same time establishing user accountability.



## Scan to FTP (See page 6-30)

Documents can be uploaded from the machine to an FTP site for secure sharing and storage.



## File Name and Format (See page 5-83, 6-8, 6-11)

Changing the file name and format when scanning has never been easier. You can name each file prior to scanning using an intuitive QWERTY keypad, making file retrieval easy. You may also change the file format (TIFF/PDF/JPEG) in the scan menu, insuring that each scan meets your archiving/retrieval requirements.

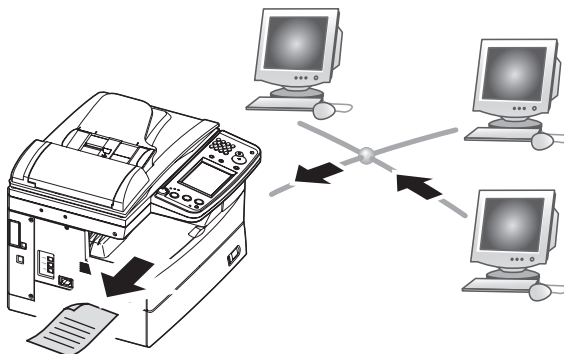
## General

### User Access / Cost Accounting (See page 8-8)

You can easily track machine usage and restrict machine access by activating the "User Access / Cost Accounting" feature. Once activated, the machine will require to login as an OfficeBridge user prior to access. A monetary cost can also be assigned to each job, making interoffice billing a snap.

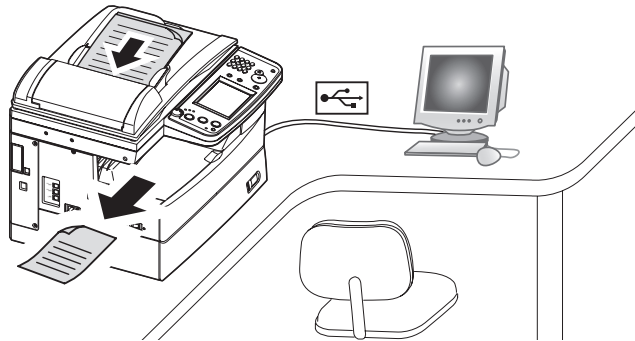
### Network Printing (See page 7-10)

You're not training for the Olympics, so why run a marathon every time you need to make a copy? The convenient network printing function is standard and allows you to decentralize printing from the copy room to your small workgroup.



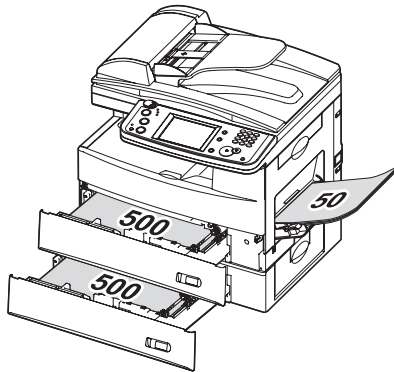
### ***Local Printing/Scanning (See “Printer and Scanner driver manual” on the CD)***

Your machine's small footprint is perfect for the small office / home office, an environment that normally does not have a network set-up. That's why we offer direct printing and color scanning via the USB port, bypassing the need for network connectivity.



### ***Paper Handling***

An additional 500-sheet cassette is available as an option, bringing the total capacity to 1,050 sheets. This accommodates offices that utilize both letter and legal-sized paper, as well as applications that use large volumes of letter.



### ***QuadAccess***

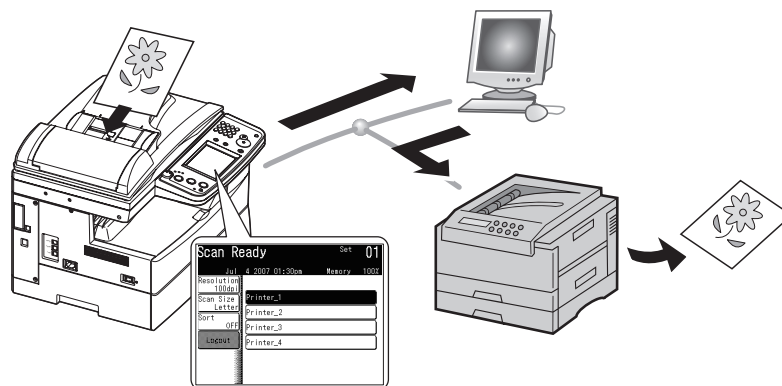
The machine boasts a powerful feature called QuadAccess, found only on Muratec equipment. This feature allows your machine to perform a host of functions at once, such as a fax transmission, printing, scanning documents for transmission and menu programming.

### ***High Speed PCL Support***

Users needing a higher-speed printing device can upgrade to the PCL 5e/6 option which installs easily and increases the print performance of your machine.

## Color Scan to Print Monitor

Looking for a color copying solution but don't want to invest in a high-speed, high-cost color MFP? Using the color scan to print monitor you can create crisp color copies using the MFX-2050 /1450, F-565 /525 and a networked color printer (usually one that is already hanging around in your work area). The process is seamless and the results are solid “business color” copies without the overhead.

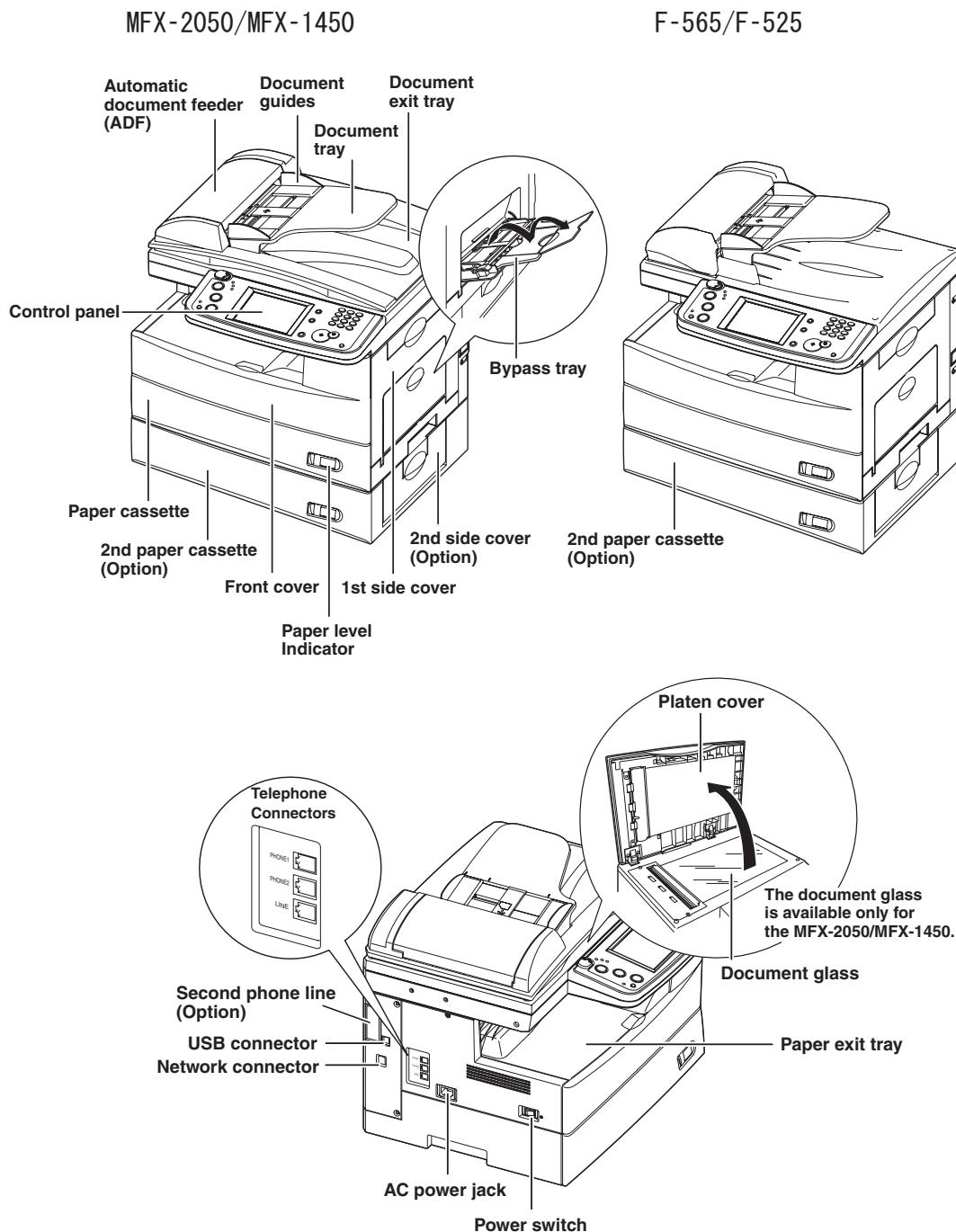


1

GETTING STARTED

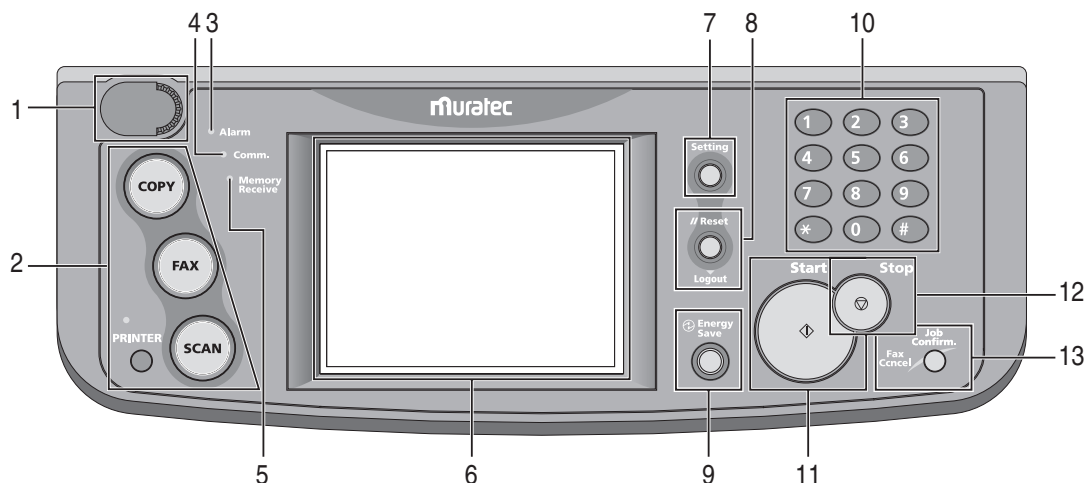
# Part names and Functions

## Machine part names





## Control panel parts and functions



1

GETTING STARTED

### 1 Display Contrast dial

This adjusts the contrast of the display.

### 2 Mode keys

Press to switch the machine to the Copier, Fax, Scanner or Printer mode.

### 3 Alarm lamp

Lights when an error occurs.

### 4 Comm. lamp

Lights when the machine is communicating with another machine.

### 5 Memory Receive lamp

Lights when the machine is out of paper and documents are being stored into memory.

### 6 Display

Displays machine status, interactive displays, and touch keys for selecting all functions.

### 7 Setting

Press this key to view/edit machine default settings.

### 8 Reset / Logout

Returns the menu to the standby mode and resets all settings back to their defaults.  
When you are logging in to the machine or network, you can logout by pressing this key.

### 9 Energy Save

Press this to put the machine into the energy save mode and reduce power consumption.

### 10 Numeric keys

Use these keys to enter numerical values, such as fax/phone numbers.

### 11 Start

Executes the operation.

### 12 Stop

Stops the machine's operation. To stop a fax transmission, press <Fax Cancel/Job Confirm.>.

### 13 Fax Cancel/Job Confirm.

Press this key to cancel or review stored jobs, or to review the results of a communication.

# Touch screen display

The touch screen display allows the function keys displayed on the screen to be operated by directly touching them. Functions and number values can be changed by touching the keys or tabs displayed on the display.

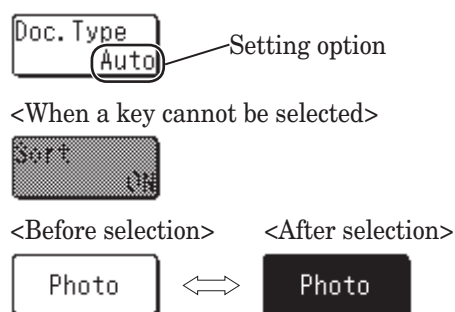
## ⚠ CAUTION

Never push down on the display with force, and never use a hard or pointed object to make a selection in the display.

## Key displays and functions

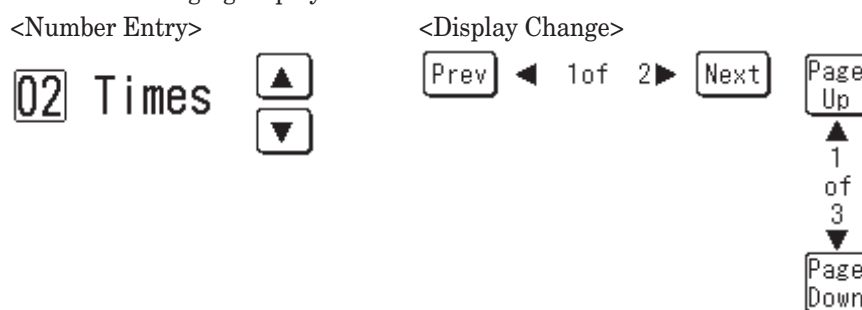
### Keys on the display

To set a function, press this key to open the setting display. Some keys switch ON/OFF by simply touching them. When another setting is required to be set first or when the function cannot be combined with another function, the key will be grayed-out and cannot be selected. Also, the selected key will be highlighted.



### Cursor keys, [Prev] & [Next], [Page Up] & [Page Down]

These keys are used when entering numbers or selecting functions. They are also used when changing displays.

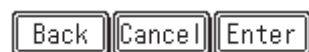


### [Back], [Cancel], [Enter]

[Back].....Goes back to the previous menu level.

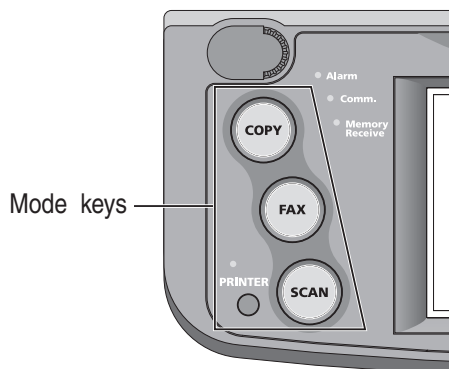
[Cancel].....Returns you to the default display without resetting previously registered functions.

[Enter].....Sets the function or number specified on the display.



# Changing modes

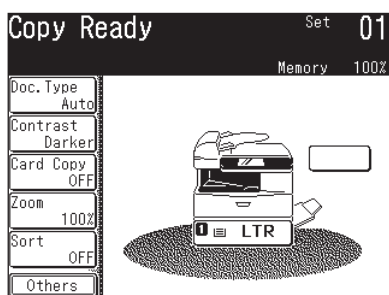
You can switch the machine to the Copier, Fax, Scan or Printer mode by pressing the mode key.



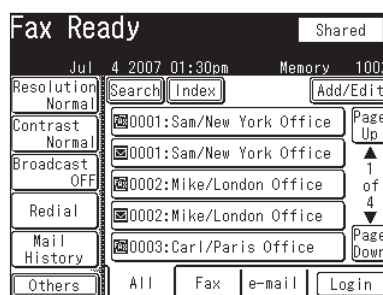
1

GETTING STARTED

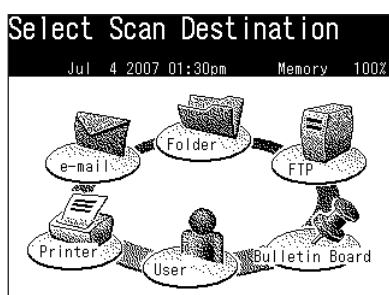
Copier standby screen



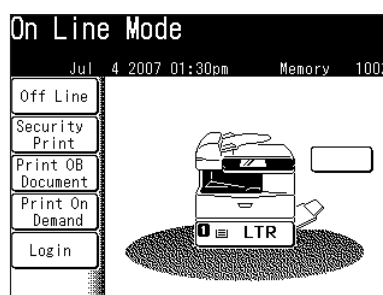
Fax standby screen



Scanner standby screen



Printer standby screen



## NOTE

You cannot switch the mode in any of the following cases:

- While scanning a document.
- During a real time transmission.

# Power switch and Energy save mode

## Power switch

---

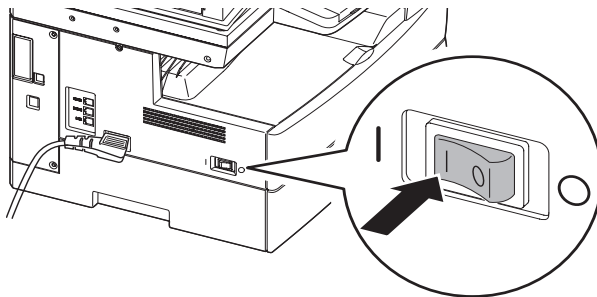
Before turning on the power, be sure to check that the power plug is securely inserted into the outlet. Then press the “|” (ON) power switch on the left side of the machine. To turn off the power, press the “O” (OFF) power switch.

### **WARNING**

- Do not insert or remove the power plug, or touch the power switch with wet hands. Doing so could result in electric shock.

### **IMPORTANT**

- When you turn off the power once and wish to turn it on again, wait for 3 seconds or more before doing so.
- Normally leave the power switch ON. If you turn off the power, you cannot transmit or receive faxes.
- When you do not plan on using the machine for a long period of time or wish to move it, turn OFF the power and remove the power plug from the outlet.

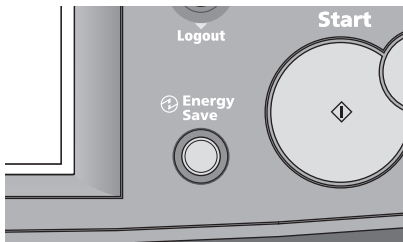


## Energy save mode

When the machine has been idle for a predetermined amount of time, the Energy Save mode will activate to conserve power. By default, the machine will automatically enter the Energy Save mode after 5 minutes of idle time.

While the Energy Save mode:

- <Energy Save> illuminates in green to indicate that the machine is in the Energy Save mode. (However, the scanner lamp will not shut off.)
- Press <Energy Save> to recover from the Energy Save mode.



To activate the energy save mode or cancel it manually, press <Energy Save>.

You can set whether the energy save mode is automatically canceled or starts after a specified time. For details on settings, refer to “Energy save mode” under “Management Settings” (page 9-26).

### NOTE

- Even while in the energy save mode, documents scanned into memory can be transmitted, fax documents can be received, and print jobs can be received from a personal computer.
- The machine does not switch to the energy save mode in the following cases:
  - While scanning a document
  - When a document is loaded on the ADF
  - When the “Calibrating Scanner” message appears in the display
  - When printer errors such as a paper jam or shortage of toner occur
  - When paper in all the paper cassettes runs out
  - When printing a copy or fax
  - When the cooling fan is rotating inside the machine
  - When the telephone line is used
- The energy save mode is canceled in the following cases.
  - When receiving a fax (The display is left OFF)
  - When receiving a print job from a personal computer (The display is left OFF)
  - When an error list is automatically printed

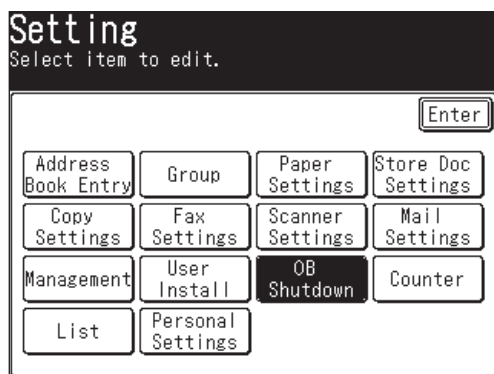
1

GETTING STARTED

# Turning off the power

Be sure to operate the shutdown operation before turning off the power of the machine. Also, be sure to operate the shutdown procedure when entering or changing the setting of DHCP server, IP address, Subnet mask or Port number settings.

- 1 Press <Setting> in any of the standby screen.
- 2 Press [OB Shutdown].



- 3 When prompted, press [Yes] to shutdown the OfficeBridge.

## NOTE

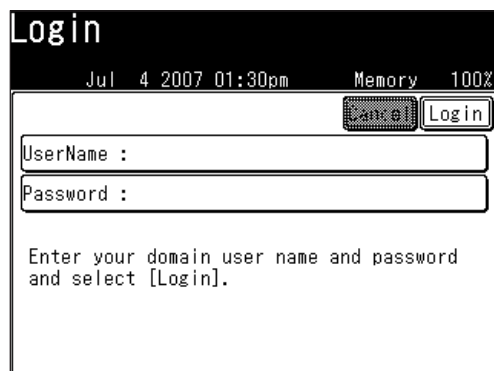
If any user is logging in to OfficeBridge at this time, user access to OfficeBridge will be disabled during the shutdown operation.

- 4 When the "Power can be turned off" message appears, turn off the power switch.

# Login / Logout

## Network authentication

When the “Authentication mode” feature is activated, you will be required to authenticate yourself using your domain user name and password prior to accessing the machine functions. (For details, see “Network authentication settings” on page 9-49.)

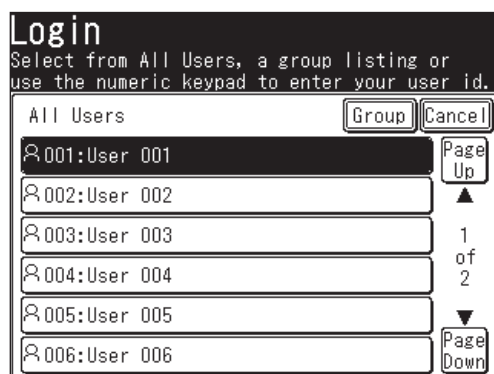


## OfficeBridge user login

- When the “User Access/Cost Account” function is activated, you will be required to login as an OfficeBridge user prior to accessing the mode that managed by the “User Access/Cost Account” function. (For details, see “User Access/Cost Accounting” on page 8-8.)
- When the “User Login Setting” feature is activated, you will be required to login as an OfficeBridge user prior to accessing the machine functions. (For details, see “User Login Setting” on page 9-27.)

To login to the machine as an OfficeBridge user:

- (1) Select your user name.



- (2) Enter your password and press [Enter].  
If you have not set a password, press [Enter] without entering any character.

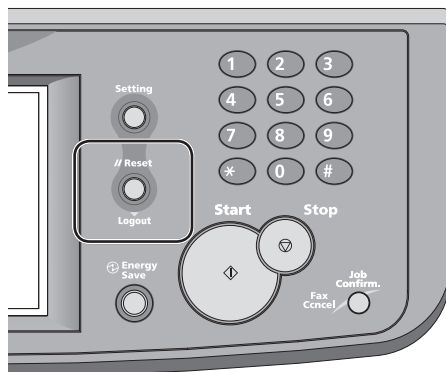
### NOTE

If the user name and password is the same for both network authentication and OfficeBridge, the login procedure for network authentication will be skipped. When user has performed the network authentication first, the OfficeBridge login procedure will be skipped.

## Logout

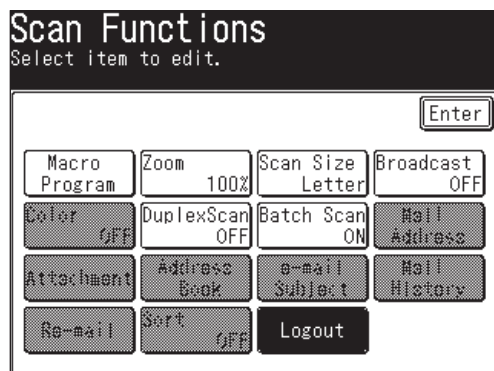
To logout from the machine:

- 1 Press <Logout> on the control panel.

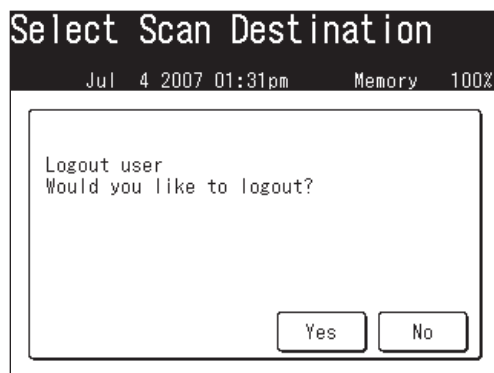


— or —

Press [Logout] on the touch screen.



- 2 Press [Yes].



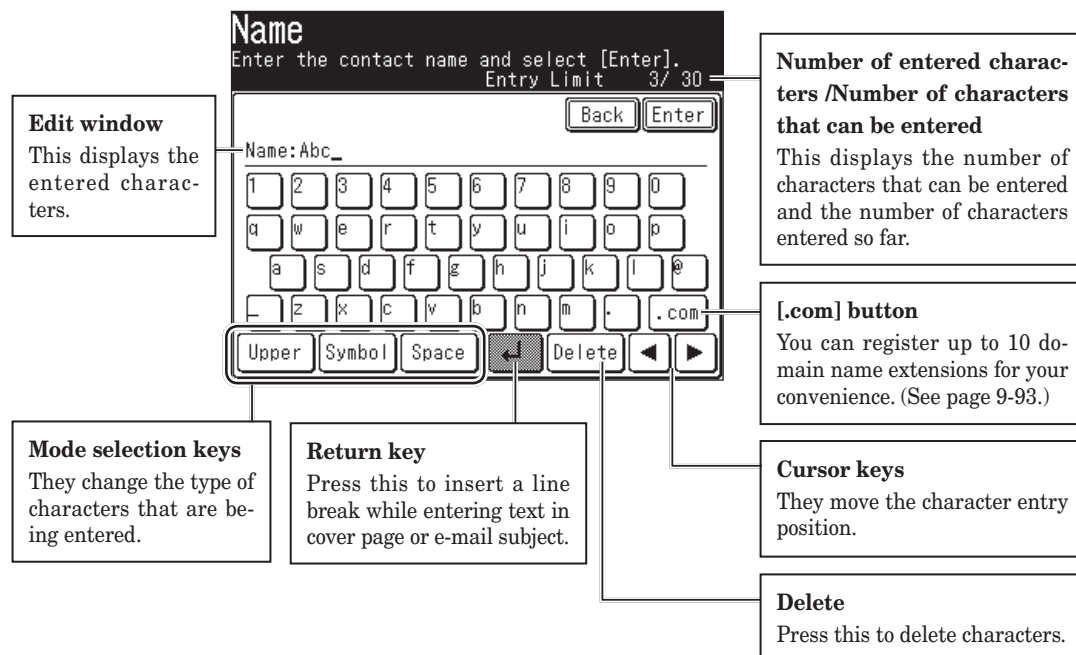
### NOTE

- The user will be logged out automatically, when the machine comes to the “Automatic Logout time”. See page 9-46 how to set the time.



# Entering characters

## QWERTY keypad



## Entering alpha characters

Select the characters to be entered from the QWERTY keypad.

### ❑ Upper and lower case characters

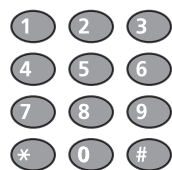
Press [Lower] to enter lower case letters.

Press [Upper] to enter upper case letters.

## Entering numbers

### ❑ Using the numeric keys

Enter numbers by pressing the numeric keys.



### ❑ Using the QWERTY keypad

Select the numbers to be entered from the QWERTY keypad.

## Entering spaces

To enter a space, press [Space] while entering.

# Entering symbols and special characters

Select [Symbol] to enter the symbol or special characters.



- The “\_”, “.”, “@” and “.com” can be entered in the alpha entry display.

The symbols that can be entered are as follows.

Page	Symbol								
1/4	—	，	/	:	&	'	!	?	”
	#	\$	%	(	)	*	+	;	<
	=	>	[	\	]	^	`	{	
	}	~	¡	¢	£	¤	¥	¦	§
2/4	¨	©	ª	«	¬	-	®	¯	°
	±	²	³	´	µ	¶	·	¸	¹
	º	»	¼	½	¾	¿	À	Á	Â
	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë
3/4	Ì	Í	Î	Ï	Ð	Ñ	Ò	Ó	Ô
	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý
	Þ	ß	à	á	â	ã	ä	å	æ
	ç	è	é	ê	ë	ì	í	î	ï
4/4	ð	ñ	ò	ó	ô	õ	ö	÷	ø
	ù	ú	û	ü	ý	þ	ÿ		

## Deleting/Inserting characters

To delete a character, use [ ◀ ] [ ▶ ] to move the cursor to the character you want to delete, and then press [Delete].

To insert a character, use [ ◀ ] [ ▶ ] to move the cursor to the insert position and enter the character.

# Initial setup (User Install)

In some countries you are required by law to indicate the sender name and fax number on every fax you send.

**YOU MUST THEREFORE STORE THE SENDER NAME AND FAX NUMBER IN YOUR MACHINE BEFORE USING IT.**

Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a sender name, called the Transmit Terminal Identifier (TTI), and a fax number.

Under “Specifying the initial settings” next page, you can setup the following items including your name and fax number.

- **Language**  
Select the language to use.
- **Current date and time**  
Set the correct date and time. This setting is applied to all fax operations, such as the delayed transmission and communication management options.
- **Automatic daylight saving time detection**  
Adjust the clock automatically in the summer time period.
- **Broadcasting**  
Set the broadcast transmission option.
- **Phone dial type**  
Set according to the type of line to which the machine is connected. If the wrong setting is made, telephone or fax cannot be used.
- **Fax reception mode**  
Select the desired reception mode from the Fax mode, Tel/Fax mode, Fax/Tel mode, Answering/Fax mode, or Tel mode options.  
For more details of the fax reception mode, see page 4-36.
- **Dial tone detection**  
Set the dial tone detection.
- **Sender name (TTI) registration**  
This makes it easy to show the sender's name to the receiving party, to print the name on the document received by the receiving party, and for the receiving party to know where the document came from. Up to 22 characters can be entered, and three names can be registered.
- **Default TTI**  
The most commonly-used TTI among three possible registered TTIs can be designated as the default TTI.
- **Your fax number**  
The fax number of this machine can be told to the receiving party, or printed on the document received. Up to 20 digits can be entered.
- **Time zone**  
A time zone is a region that adopts the same time differences as the ones from the Royal Observatory, Greenwich, England (within  $\pm 12$  hours), usually regarded as standard time around the world.

These settings can be changed at any time.

## NOTE

You can also register or edit “User Install” using a web browser.

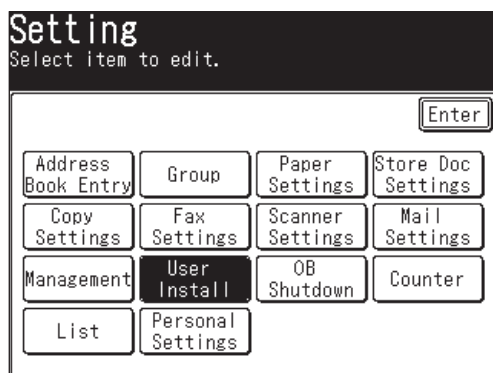
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

## Specifying the initial settings

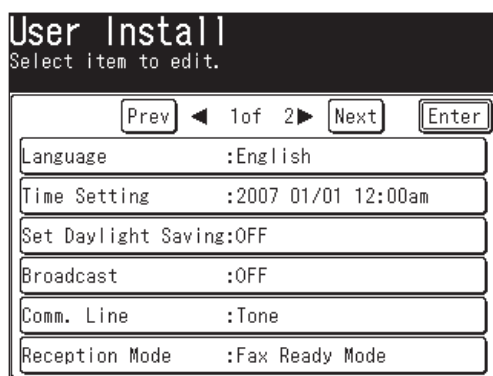
If you press <Reset> during the initial setup, your machine will return to the standby mode. You can save the settings you have made by selecting [Enter] as shown below.

1 Press <Setting> on the control panel.

2 Press [User Install].



3 The user install list is displayed.



4 Set the desired item. (See page 1-25 to 1-30)

5 After setting all the items, press <Reset> to return to the standby mode. Print out the “Fax Settings List” to insure that your settings are correct. (See page 10-2.)

## Setting the Language

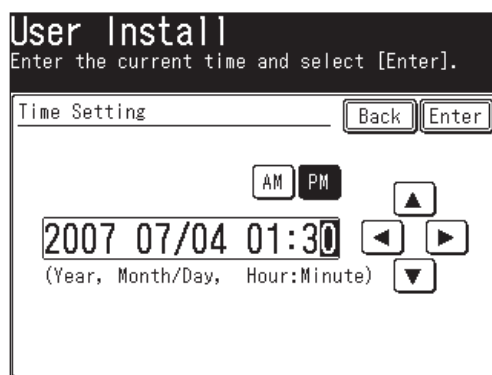
Select the language displayed in the touch screen among English, French and Spanish. The selected language will be applied to the list printouts as well.

- 1 Press [Language].  
Languages available to use are displayed.
- 2 Select the language, and then press [Enter].
- 3 To activate the language setting, turn off the power and then on.

## Setting the Date & Time

Set the current time in the order of year (4 digits), month (2 digits), day (2 digits), hour (12-hour clock, 2 digits), and minutes (2 digits).

- 1 Press [Time Setting].
- 2 Use [▲] [▼] [◀] [▶] or the numeric keys to enter the current date and time.



- 3 Press [Enter] to save the setting.

## Setting daylight savings time

Select the validity for the daylight saving time. When you set it to “ON”, the machine automatically adjusts the clock in the summer time period.

- 1 Press [Set Daylight Saving].
- 2 Select [ON] to activate daylight savings, and [OFF] to deactivate it.



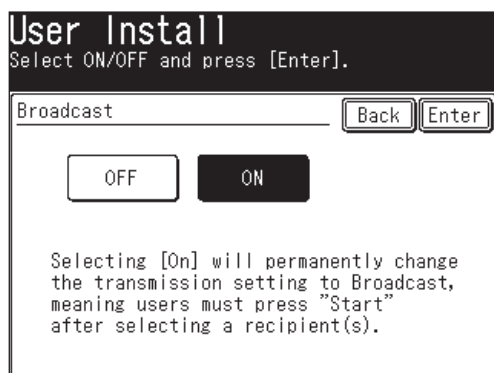
- 3 Press [Enter] to save the setting.

## Setting the Broadcast transmission option

If you select [ON], you need to select a destination(s) and press <Start> in order to transmit faxes.

If you select [OFF], you can transmit faxes by simply touching the destination key.

- 1 Press [Broadcast].
- 2 Select [ON] or [OFF].



If you select [ON], you can select two or more destinations from the address book for a transmission.

If you select [OFF], the transmission will immediately start when you press a destination from the address book.

- 3 Press [Enter] to save the setting.

### ***Setting the Phone dialing type***

Set the dialing type needed for the fax machine, either “Tone” or “Pulse”.

- 1 Press [Comm. Line].
- 2 Select the dialing type.

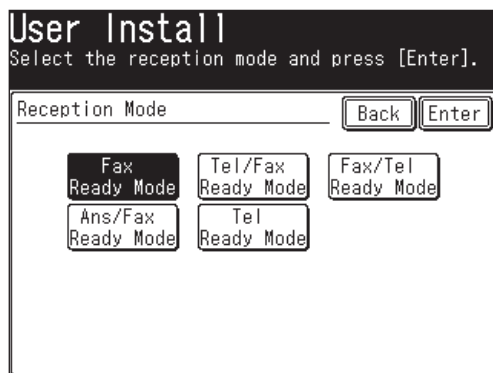


- 3 Press [Enter] to save the setting.

### ***Setting the Fax reception mode***

Select the reception mode that best matches the machine usage.

- 1 Press [Reception Mode].
- 2 Select the reception mode. (For description of the reception modes, see “Selecting the reception mode” on page 4-36.)

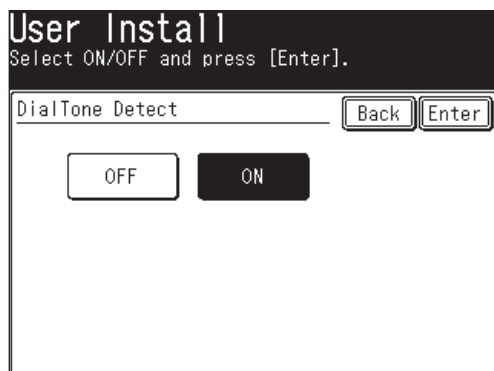


- 3 Press [Enter] to save the setting.

## Setting the Dial tone detection

Select if you set the dial tone detection.  
Select [OFF] normally.

- 1 Press [DialTone Detect].
- 2 Select [ON] to detect the dial tone, and [OFF] if the detection is not required.



If you select [ON], you cannot transmit the faxes through a line that cannot acquire a dial tone.

- 3 Press [Enter] to save the setting.

## Registering your name or company name (TTI)

You can register three TTI's (Transmit Terminal Identifier).

- 1 Press [TTI Enter/Edit].
- 2 Press [TTI 1].
- 3 Enter the sender name (your name or company name).  
You can enter up to 22 characters for the sender name.



- 4 Press [Enter] after the name has been entered.  
(For description of character entry, see "Entering characters" on page 1-21.)
- 5 In the same way, you can enter the TTI 2 and TTI 3.



## Selecting the default TTI

Select the TTI that will be used most often.

- 1 Press [Default TTI].
- 2 Select the TTI to be shown at the top of faxes you send.

The screenshot shows a terminal window titled "User Install". The prompt is "Select the Default TTI and press [Enter]:". Below the prompt is a field labeled "Default TTI" with a "Back" button and an "Enter" button. A list of options is displayed: "1:Dallas Office", "2:General dep.", and "3:Account dep.". The first option, "1:Dallas Office", is highlighted with a black background.

- 3 Press [Enter] to save the setting.

## Entering your fax number

- 1 Press [TTI Number].
- 2 Use the numeric key to enter the TTI number (your fax machine's phone number).

This number can contain up to 20 characters.

The screenshot shows a terminal window titled "User Install". The prompt is "Enter your fax number and select [Enter]:". Below the prompt is a field labeled "TTI Number" with a "Back" button and an "Enter" button. The field contains the text "1234567890\_". Below the field are several buttons: a left arrow, a right arrow, a "Clear" button, a "+" button, and a "-" button.

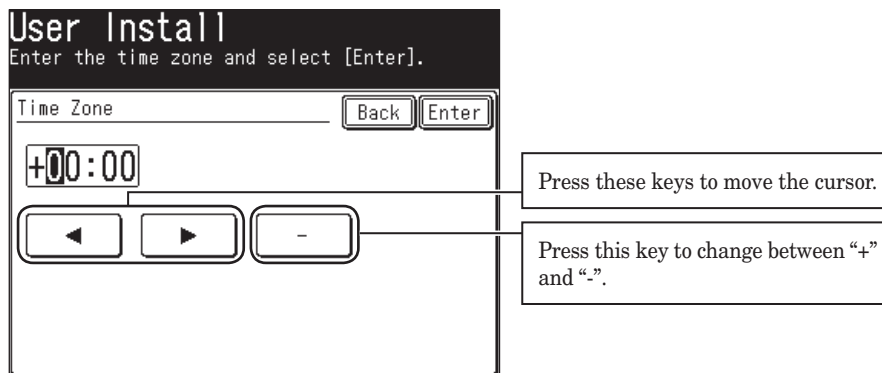
- To enter "+" symbol before your country code, press [+].
- To make long numbers easier to read, press [-] to enter it.
- To erase a number, press [Clear].
- To change just one number, press [◀] or [▶] to move the cursor then press [Clear] to erase the number. Then re-enter the correct number.

## Time Zone

“Time zones” refer to the difference in time (up to  $\pm 12$  hours) between countries from the Greenwich Observatory in England, which is taken to be standard time, and to regions that use the same difference.

**1** Press [Time Zone].

**2** Use the numeric keys to enter your time zone.



*Example of Time Zone:*

(GMT -11:00) Midway Island

(GMT -10:00) Hawaii

(GMT -09:00) Alaska

(GMT -08:00) Pacific Time (US & Canada)

(GMT -07:00) Mountain Time (US & Canada)

(GMT -06:00) Central Time (US & Canada)

(GMT -05:00) Eastern Time (US & Canada)

(GMT -04:00) Atlantic Time (Canada)

(GMT -03:30) Newfoundland

(GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London

(GMT +01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

(GMT +01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague

(GMT +01:00) Brussels, Copenhagen, Madrid, Paris

(GMT +09:00) Osaka, Sapporo, Tokyo, Seoul

(GMT +10:00) Guam

**3** Press [Enter] to save the setting.

# Document

## Acceptable documents

Be sure to read the following guidelines before you begin faxing, copying or scanning.

### ❑ ADF

	Single-sheet	Multiple-sheet
Size (Width × Length)	Max. : 8.5 × 35.43 inch* (216 × 900 mm)* Min. : 4.72 × 3.94 inch (120 × 100 mm)	Max. : 8.5 × 14 inch (Legal) (216 × 356 mm) Min. : 8.5 × 5.5 inch (Half-Letter) (216 × 139.5 mm)
Quantity	1 sheet	Max. 80 sheets of Letter-, Legal-, or Half-letter □- size sheets (75 g/m <sup>2</sup> or 20lb. paper)
Weight	35.0 to 128.0 g/m <sup>2</sup>	52.0 to 105.0 g/m <sup>2</sup>
Thickness	0.05 to 0.15 mm	0.07 to 0.12 mm
Document type	Plain paper	Plain paper

\* Real time transmission with super-fine resolution, 8.5 × 14 inch (216 × 356 mm).

### ❑ Document glass

The document glass is available only on the MFX-2050 and MFX-1450 models.

Size (Width × Length)	Max. : 8.5 × 14 inch (Legal), (216 × 356 mm) Min. : Unlimited
Quantity	1 sheet
Thickness	When using the platen cover: Max 1.1 inch (28 mm)

## Items to avoid

The following documents cannot be loaded into the ADF. Use the document glass.

- Torn documents or those with holes
- Extremely wrinkled or curled documents
- Documents which are moistened, or stuck with static electricity
- Documents with carbon on the back or no-carbon documents
- Cloth, metal sheets
- Documents with staples, paper clips, or adhesive tape attached
- Documents pasted or glued together
- Glossy documents or documents with a special coating

If you load the following types of documents on the document glass, the glass surface could be damaged or cracked.

- Do not strongly press down a document when copying a thick document
- When a hard object is used as a document, load it carefully on the document glass.
- Sharp protrusions could scratch the glass surface.

## Scanning area

---

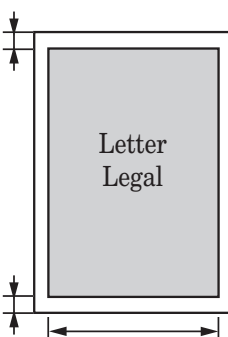
The scanned area is shown below.

Fax : 0.1 in. (2.5 mm)

Copy, Scan : 0 in. (0 mm)

Fax : 0.08 in. (2.0 mm)

Copy, Scan : 0 in. (0 mm)



Scanned area

Fax : 8.2 in. (208 mm)

Copy, Scan : 8.5 in. (216 mm)

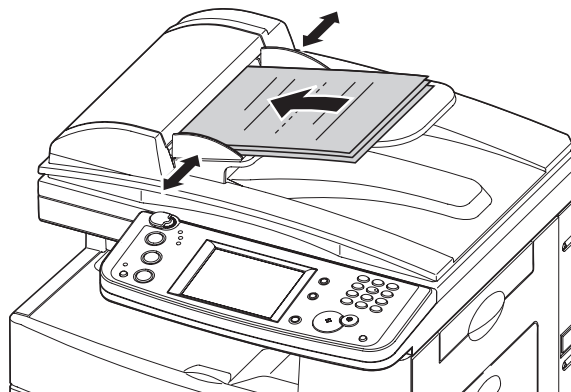
# Loading documents

## Loading documents in the ADF

1

GETTING STARTED

- 1 Place the document **face up**, and lightly insert the document until the document edge stops on the ADF.
- 2 Adjust the document guides to the document width.



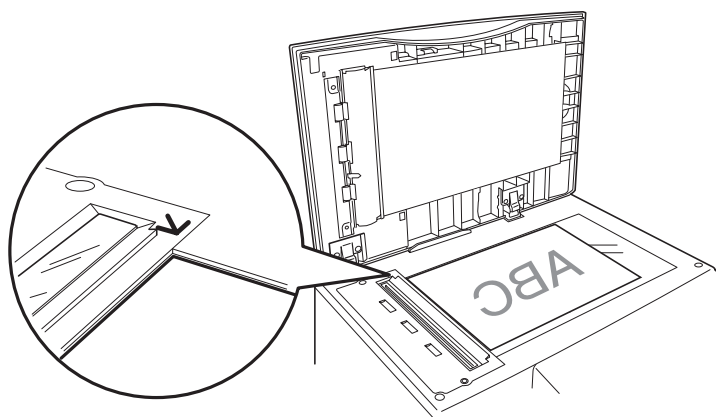
### ❑ Precautions when loading documents on the ADF

- Be sure any correction fluid, ink, or stamps on the document are completely dry before loading.
- Remove all metals (staples, paper clips, etc.) before loading the documents.  
→ Failure to do so may cause a malfunction.
- Do not load the document with the document guide extended.  
→ The document may be reduced and printed.  
→ Doing so may result in skewed feeding.
- Do not add or remove the documents while they are being scanned  
→ A document jam may occur.
- Do not leave too many scanned documents on the document outlet.  
→ A document jam around the outlet may occur.
- When scanning is complete, remove the documents from the document exit tray to avoid document jams.

## Loading the document on the document glass

---

- 1 Make sure that documents are not loaded in the ADF.
- 2 Lift up the platen cover.
- 3 Place the document **face down**.  
Align the top edge of the document with the back edge of the document glass  
(by the arrow in the top left corner).



- 4 Gently close the platen cover.

### **CAUTION**

When copying a bound document, such as a book, the copied image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, do not press too strongly. This may break the document glass and cause an injury.


### **Precautions when loading documents on the document glass**

- Be sure any correction fluid, ink, or stamps on the document are completely dry before loading.
- Be sure that the ADF is empty.  
→ If a document has been left in the ADF, the scanner glass cannot be used.
- For a document with high transparency or density, its size may not be automatically detected.
- When you load a thick document, do not force the platen cover closed.  
→ Doing so may cause a malfunction.
- When the cover is open or slightly open while copying, try not to look at the light.
- When scanning is complete, remove the documents from the document glass.



# Paper

## Acceptable paper

### ❑ Paper cassette

Paper type	Paper size	Quantity
Plain paper (weight: 20–24 lbs.)	Letter, Legal, Half-letter 	500 sheets (weight: 20 lbs.)

### ❑ Bypass tray

Paper type	Paper size	Quantity
Plain paper (weight: 20–28 lbs.)	Letter, Legal, Half-letter  , Executive A4, A5, A5  , A6, F4,	50 sheets (weight: 20 lbs.)
	Custom sizes • Width: 3.8 to 8.5 in. (97 to 216 mm) • Length: 5.5 to 14 in. (140 to 356 mm)	1 sheet
Envelopes	DL: 4.33 × 8.66 in. (110 × 220 mm) Com#10: 4.125 × 9.5 in. (105 × 241 mm) Monarch: 3.875 × 7.5 in. (98.4 × 190.5 mm)	1 envelope
Postcard	3.94 × 5.83 in. (100 × 148 mm)	20 sheets
Transparency	Letter	20 sheets

### NOTE

- Custom-sized paper can be used for PC printing only.
- Do not use envelopes with double flaps or pressure seals since these do not feed properly.
- If using a transparency (OHP) film, be sure that the film does not have a paper backing and/or leading strip. If it does, remove the paper backing and/or strip before loading. Only the film should go in, film with paper backing or a leading strip should not be fed.

### ❑ Duplex printing

The duplex printing unit is required in order to perform two-sided printing.

Paper type	Paper size
Plain paper (weight: 20–24 lbs.)	Letter, Legal, A4, F4

## Items to avoid

---

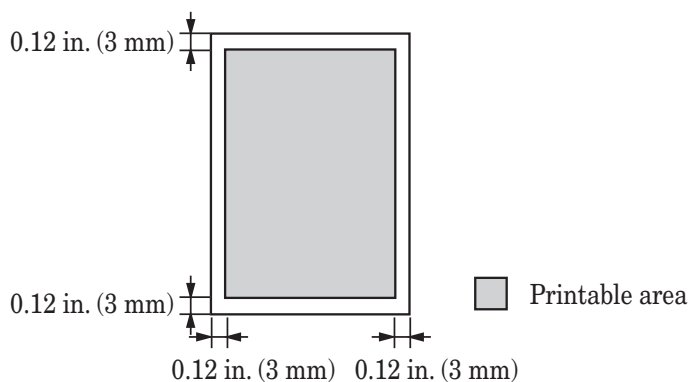
To prevent jams and damage to your machine, ***do not*** use the following:

- Creased paper
- Wrinkled paper
- Folded paper
- Curled paper
- Torn paper
- Carbon paper
- Moist paper
- Very thin paper
- Very thick paper
- Paper previously printed on by a printer
- Paper with holes
- Envelopes with pressure seals
- Extremely shiny or highly textured paper
- Paper which has been printed on using a thermal transfer printer
- Back side of printed paper

## Printable area

---

The printable area is shown below.





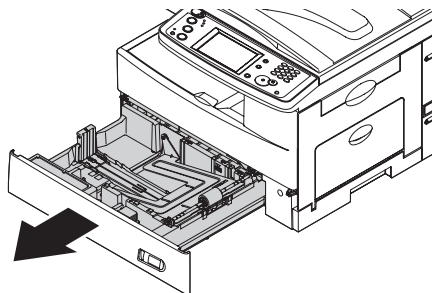
# Loading paper

## Loading paper into the paper cassettes

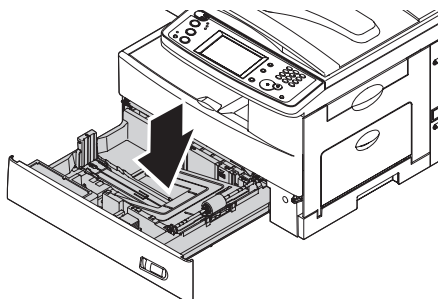
**NOTE**

After you load paper into the paper cassettes, you need to set the paper size on the control panel. See “Setting the paper size” on page 1-40.

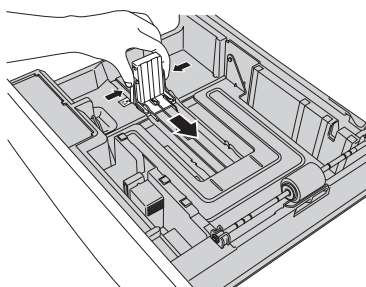
- 1 Pull the handle to open the paper cassette.



- 2 Press down the paper lifting plate until it locks in position.



- 3 Adjust the rear paper guide to the desired paper length.



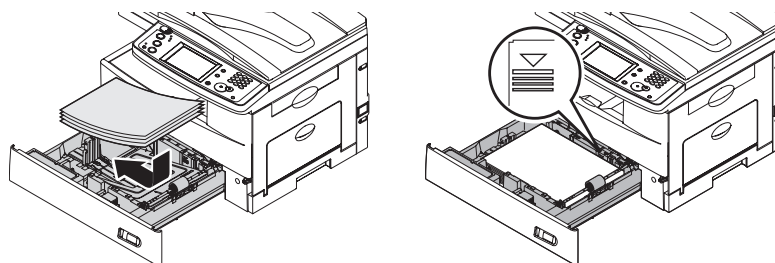
1

GETTING STARTED

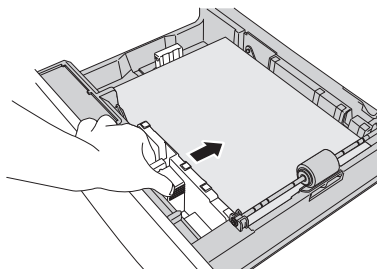
**4** Load the paper into the cassette.

**NOTE**

- Before you insert paper in the cassette, stack it so the leading edge and sides of the paper are even.
- Do not stack the paper over the limit mark inside of the cassette.
- To prevent paper jams, do not refill the paper cassette without first removing any remaining paper. In other words, do not just add sheets to an already-loaded stack.



**5** Pinch the side paper guide and adjust to the width of the stack.



**6** Close the paper cassette.

**7** After loading paper in the paper cassette, you need to set the paper size.  
(See “Setting the paper size” on page 1-40.)

**8** Attach the paper size sticker supplied with your machine to the front of the cassette.

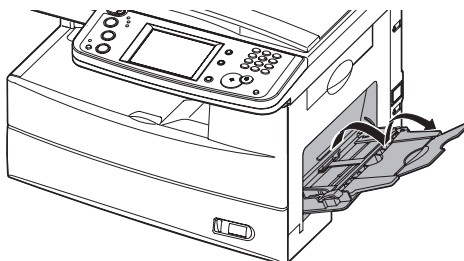
## Loading paper into the bypass tray

When you need to use a paper size that is not currently loaded in the paper cassette, or when you want to print on an envelope, transparency film or custom sized paper, use the bypass tray.

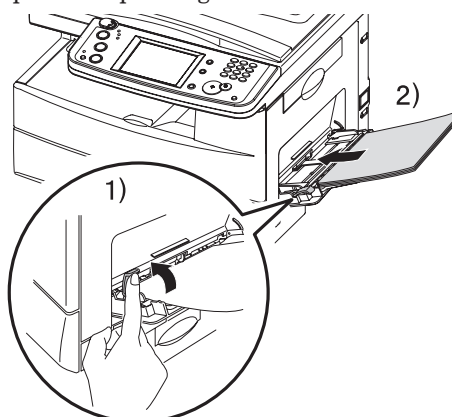
**NOTE**

Only use print media specified under “Acceptable paper” on page 1-35 to avoid paper jams and print quality problems.

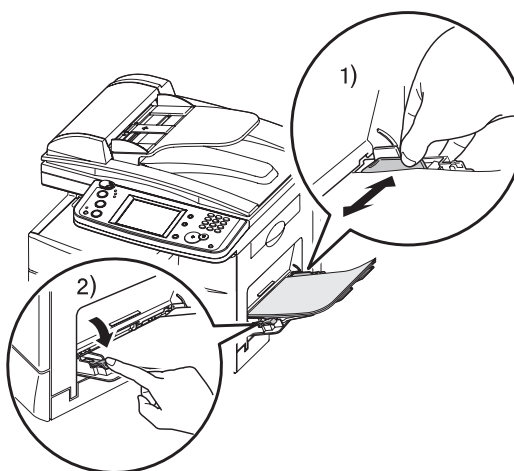
- 1 Open the bypass tray on the right side of your machine. Unfold the paper support extension.



- 2 To set the paper, 1) raise the flapper release lever 2) load paper until it comes to a stop. Be sure to place the printing surface down.



- 3 1) Adjust the paper guides to fit the paper, 2) then lower the flapper release lever.



- 4 After loading paper into the bypass tray, you need to set the correct paper size.  
(See “Setting the paper size,” below.)

**NOTE**

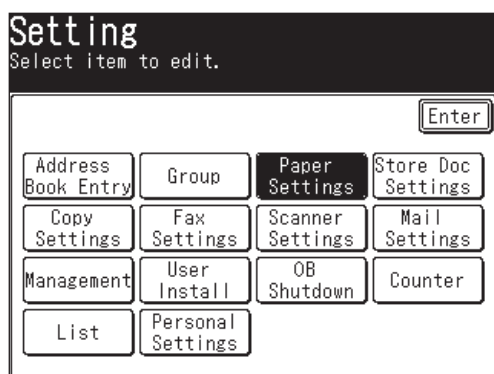
You can also set the paper size for bypass tray by pressing [Bypass] in the Copy standby mode.

## Setting the paper size

Default setting: *1st cassette: Letter, 2nd cassette (option): Letter, Bypass Tray: Letter*

After loading paper into the paper cassette/bypass tray, you need to set the correct paper size on the control panel by using the following procedure.

- 1 Press <Setting> on the control panel.
- 2 Press [Paper Settings].

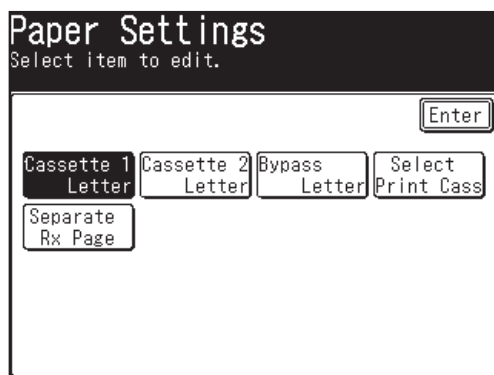


### □ Setting the paper type for the paper cassette

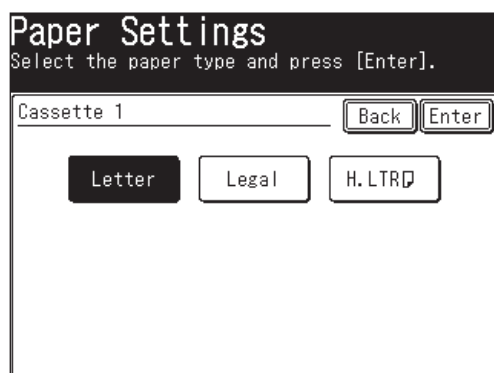
- 3 Press [Cassette 1] or [Cassette 2].

**NOTE**

[Cassette 2] appears only when the optional second cassette has been installed on the machine.



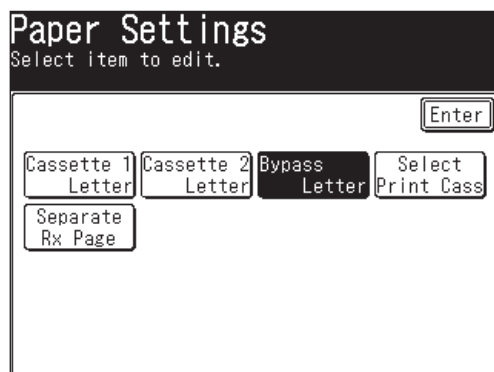
- 4 Select the paper size for the first cassette.



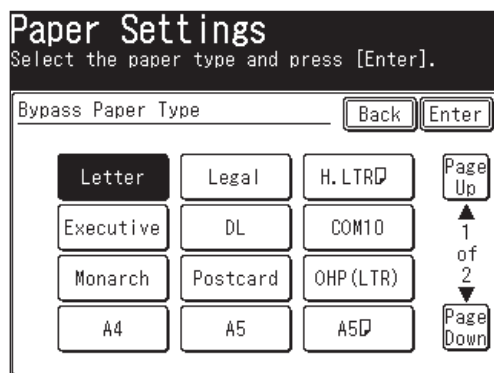
- 5 Press [Enter] to save the setting.

#### □ Setting bypass tray paper

- 3 Press [Bypass].



- 4 Select the paper size for the bypass tray.



- 5 Press [Enter] to save the setting.

- 6 Press <Reset> to exit and return to the standby mode.



# Chapter

# 2

## Copy Functions

---

### Basic

<b>Before copying.....</b>	<b>2-2</b>
Display description .....	2-2
Resetting the settings .....	2-3
Memory overflow message .....	2-3
<b>Making copies.....</b>	<b>2-4</b>
Basic copy .....	2-4
Setting the next document.....	2-5
<b>Basic functions .....</b>	<b>2-7</b>
Number of copies .....	2-7
Document type .....	2-8
Contrast .....	2-9
Zoom ratio.....	2-10
Automatic sorting.....	2-11
Selecting the paper size .....	2-12
Copy reservation .....	2-13

### Advanced

<b>Advanced copy functions.....</b>	<b>2-14</b>
Combine .....	2-14
Duplex copy .....	2-16
Card Copy .....	2-25
Specifying the document size to copy .....	2-27
Checking the copy print queue .....	2-28

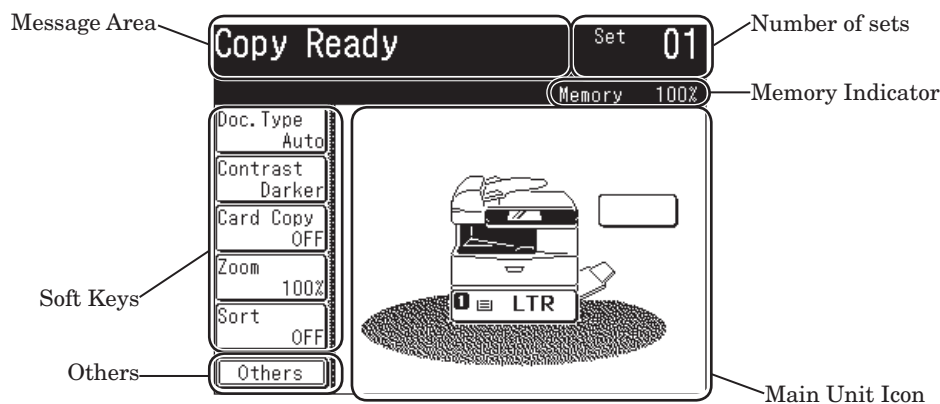
# Before copying



## Display description

You can directly touch keys on the control panel for machine operation.

Functions and values can be changed by touching the keys or tabs shown on the display.

### Copy standby mode



Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Number of sets	Indicates the print quantity entered from the control panel.
Memory Indicator	Indicates the remaining memory available for the next operation.
Main Unit Icon	Displays the status of the machine. This can also be used to select the cassette or bypass tray for a copy or print job. <b>NOTE</b>  The screen display will vary depending on the installed cassette.
Soft Keys	Displays five functions that are frequently used. <b>NOTE</b>  <ul style="list-style-type: none"> <li>When the duplex print unit is not installed, [Bypass] will appear instead of [Card Copy].</li> <li>You can assign other functions to soft key according your needs. (See "Soft keys" on page 9-77.)</li> </ul>
Others	Press this to display the various copy functions.



## Resetting the settings

### • *Automatic reset*

When no operations are performed for a set period of time after copying, the machine will return to the default setting status.

The screen is preset to three minutes at the time of shipment. You can change the reset time. You can also reset the screen immediately after scanning a document (page 9-25).

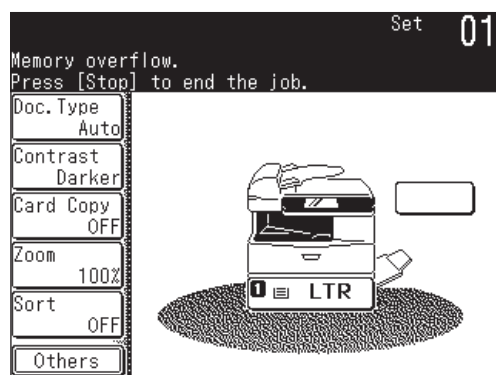
### • *Resetting the settings by pressing <Reset>*

Press <Reset> to return to the default settings.

After copying, press <Reset> to reset the settings for the next user.

## Memory overflow message

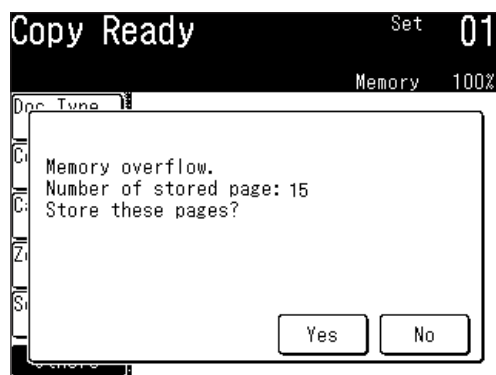
### *If the memory overflows while scanning the first page*



- Press <Stop> to return to the standby mode.

→ Change the resolution or wait until memory becomes available before trying to copy again.

### *If the memory overflows while scanning page 2+*



- Press [Yes] to copy the stored pages. Or, press [No] to cancel the copy job.

→ Change the resolution or wait until memory becomes available before trying to copy again.

# Making copies

## Basic copy

---

### NOTE

- The default copy settings are as follows:  
Document type: *Auto*, Contrast: *Darker*, Zoom: *100%*, Sort: *OFF*.
- When the “Copy Protect” function is set to ON, you cannot change the machine to the Copy mode. (See page 9-92)
- When the “Authentication mode” feature is activated, you will be required to authenticate yourself using your domain user name and password prior to accessing the machine functions. (Refer to “Network authentication mode” on page 9-49.)
- When the “User Access/Cost Account” feature is activated for the copy mode, you will be required to login as an OfficeBridge user prior to accessing the copy functions. (Refer to “User Access/Cost Accounting” on page 8-8.)
- When the “User Login Setting” feature is activated, you will be required to login as an OfficeBridge user prior to accessing the machine functions. (Refer to “User Login Setting” on page 9-27.)

To make a copy:

- 1 Press <COPY>.
- 2 Set the document. (See page 1-33)
- 3 Set each copy setting as necessary.
  - In basic functions, you can set the document type, scanning contrast, zoom ratio and sort. For details on setting each function, refer to “Basic Functions” (pages 2-2 to 2-13).
  - For the advanced functions (Card copy, Combine copy, Duplex copy), refer to “Advanced Functions” (pages 2-14 to 2-28).
- 4 Enter the number of copies using the numeric keys.
  - You can set up to 99 copies.
  - If you make an incorrect entry, overwrite it with the correct entry.
- 5 Press <Start>.  
Copying starts.

### NOTE

- To stop copying, press <Stop>.
- When you set the sort copy, card copy, combine copy or duplex copy, you can set to scan the next documents. For details, refer to “Setting the next documents” on the next page.

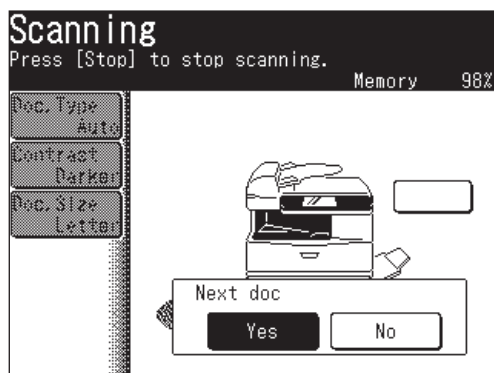
## Setting the next document

When you set the “Sort copy”, “Card copy”, “Combined copy” or “Duplex copy” functions, the next documents will be scanned immediately after the initial documents. You can scan the documents in different sizes, or copy using both the ADF and document glass.

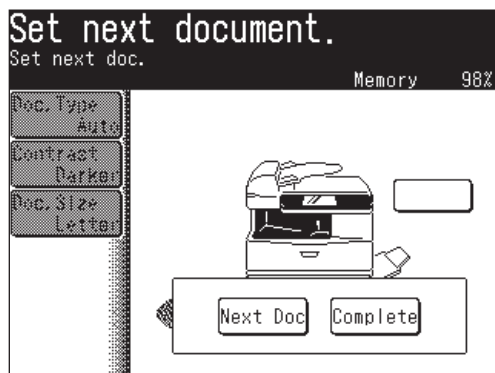
### NOTE

- The default setting for this mode is “No” when using the ADF, and “Yes” when using the document glass.
- For “Duplex copy” function, the optional duplex print unit is required.
- The document glass is available only on the MFX-2050 and MFX-1450 models.

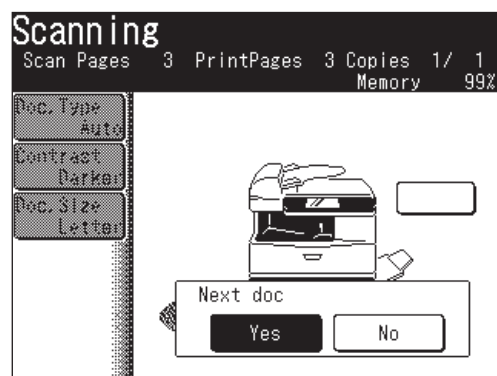
- 1 Set the document on the ADF or the document glass. (See page 1-33, 1-34.)
- 2 Set “Sort copy”, “Card copy”, “Combine copy” or “Duplex copy”.
  - “Card copy” function cannot be used with the ADF.
- 3 Press <Start>.
  - When loading the document on the document glass, proceed to step 5.
  - When loading the document in the ADF, proceed to the next step.
- 4 Press [Yes] while the document is being scanned.



- 5 Set the next document on the ADF or the document glass.
  - You can change the document type, scanning contrast and scan size for the next document.



- 6** Press [Next Doc]. The next document will be scanned.
- To scan another document, repeat the procedures from step 4.



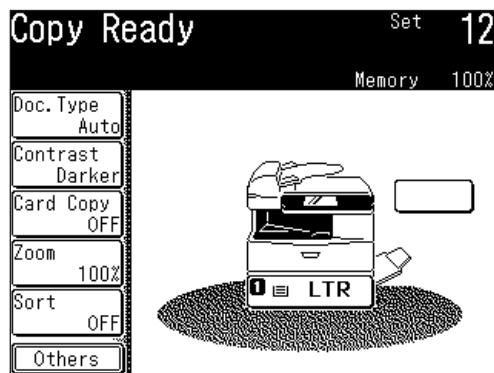
- 7** To complete the scanning, press [Complete].  
Copying will start.

# Basic functions

## Number of copies

You can set the number of copies up to 99.

- 1 Press <COPY>.
- 2 Use the numeric keys to enter the desired number of copies (01-99).
  - The number of copies is displayed in the upper right corner of the copy standby screen.



### NOTE

To change the number of copies entered, overwrite it with the correct entry. You can press <Reset> to clear the entered number of copies, however, if other copy functions are set, they are also cleared.

## Document type

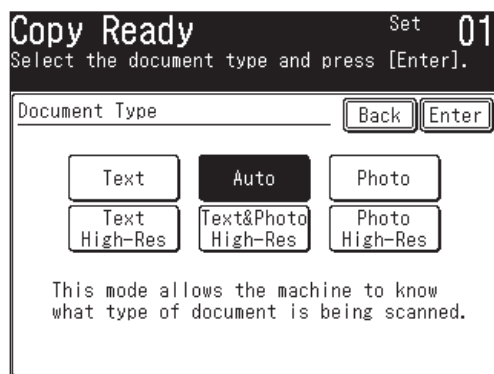
300 dpi or 600 dpi can be selected for [Text] and [Photo]. Refer to the table below and select the appropriate resolution.

Option	Document type	Resolution
Auto	Documents containing photographs or drawings with letters	300 dpi
Text	Documents with letters	300 dpi
Photo	Photographs or drawings	300 dpi
Text High-Res	Documents with letters	600 dpi*
Text&Photo High-Res	Documents containing photographs or drawings with letters	600 dpi*
Photo High-Res	Photographs or drawings	600 dpi*

\* This resolution requires more memory. If you try to copy several pages at once, the memory may overflow.

To select the document type:

- 1 Press [Doc. Type].
- 2 Select the desired document type.



- 3 Press [Enter].

### NOTE

The default setting for [Doc.Type] is “Auto”.

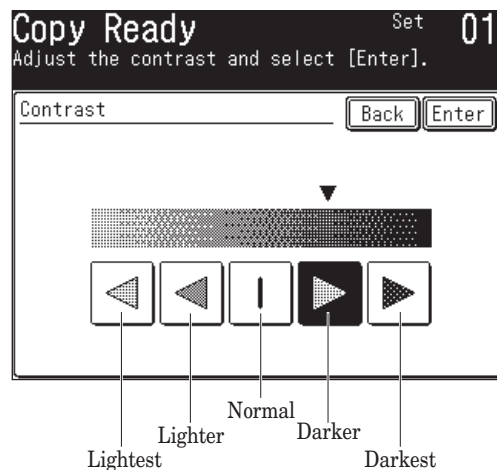
You can change the default setting. See “Accessing the copy settings” on page 9-5:

## Contrast

You can lighten or darken the document pages you are copying.

To change the contrast setting:

- 1 Press [Contrast].
- 2 Select one of the contrast types.



- 3 Press [Enter].

### NOTE

The default setting for [Contrast] is “Darker”.

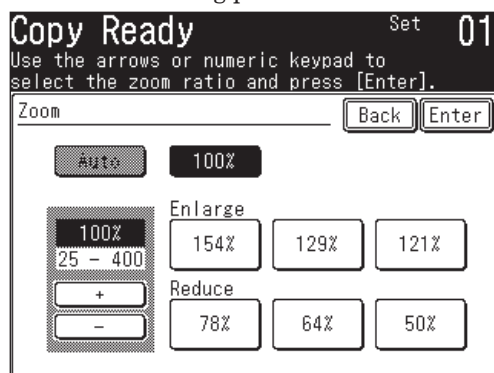
You can change the default setting. See “Accessing the copy settings” on page 9-5:

## Zoom ratio

There are three ways to enter the zoom ratio.

### Using preset ratios

- 1 Press [Zoom].
- 2 Select the following preset ratio.



- 50%: Min.
- 64%: Letter (8.5" × 11") → Half-letter (5.5" × 8.5")
- 78%: Legal (8.5" × 14") → Letter (8.5" × 11")
- 100%
- 121% : Legal (8.5" × 14") → 11" × 17"
- 129% : Letter (8.5" × 11") → 11" × 17"
- 154% : Half-letter (5.5" × 8.5") → Legal (8.5" × 14")

#### NOTE

- For enlargement copy, you can use the document glass only.
- "Auto" can be selected when you select the paper "LTR", "LGL" or "H.LTR" only.

- 3 Press [Enter].

### Adjusting the ratio in 1% increments

- 1 Press [Zoom].
- 2 Adjust the ratio by using [ + ] or [ - ].
  - You can set the magnification from 25 to 100% for the ADF
  - You can set the magnification from 25 to 400% for the document glass.
- 3 Press [Enter].

### Manually enter the ratio

- 1 Press [Zoom].
- 2 Use the numeric keys to enter your desired ratio.
  - You can set the magnification from 25 to 100% for the ADF
  - You can set the magnification from 25 to 400% for the document glass.
- 3 Press [Enter].

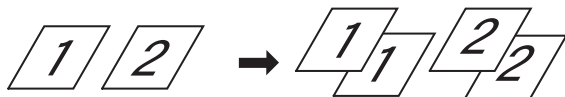


## Automatic sorting

Copied documents can be collated into proper page order. This eliminates the need to manually sort documents after copying.

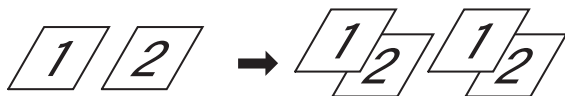
### ☐ Sort OFF

The paper is sorted by page.



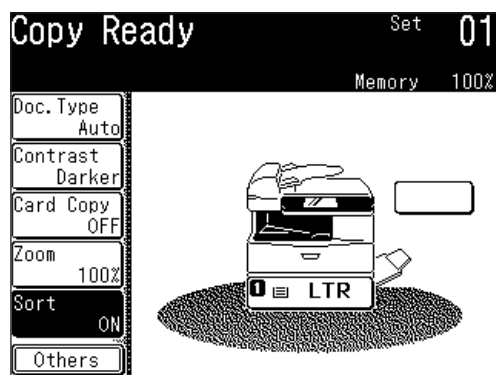
### ☐ Sort ON

The paper is collated into sets.



To enable/disable automatic sorting:

“ON” and “OFF” toggle every time you press [Sort].



### NOTE

The default setting for [Sort] is “OFF”.

You can set the sort copy function to always be ON (see “Accessing the copy settings” on page 9-5).

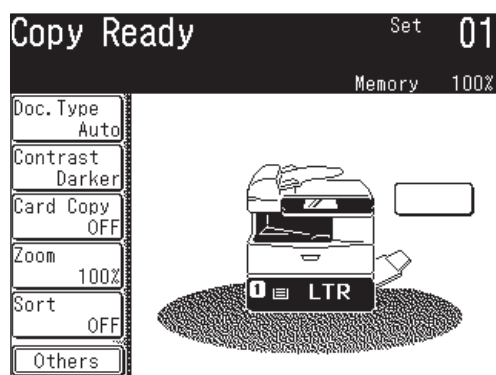
## Selecting the paper size

The machine will automatically select the appropriate paper to match the original document, however you can manually specify the paper as well.

In addition, bypass copy is available using the bypass tray.

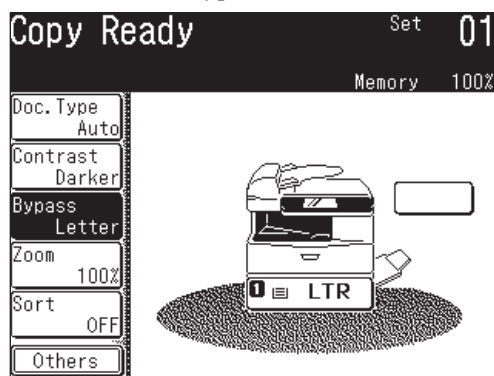
### Selecting the paper

From the display, select the cassette containing the paper you want to use for copying.

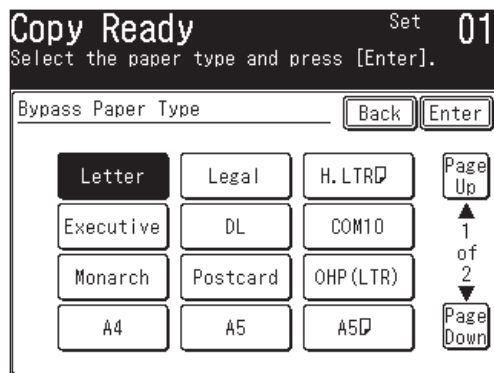


- For bypass copy, use the following procedure to set the paper type.

- 1 Press [Bypass] for F-565 and F-525.  
Press [Others], [Bypass] for MFX-2050 and MFX-1450.



- 2 Select the paper type you want to use for copying.

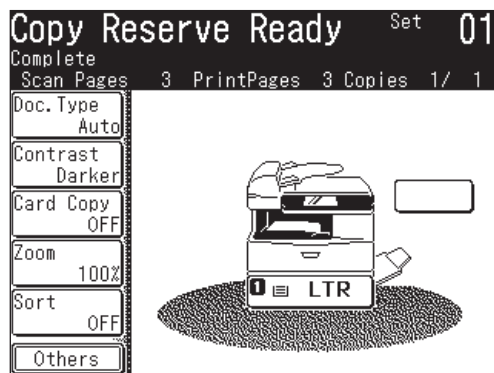


- 3 Press [Enter].

## Copy reservation

A different document can be set and reserved for copying even while another copy is being printed. After the current job has been printed the next job will begin, meaning you won't have any downtime!

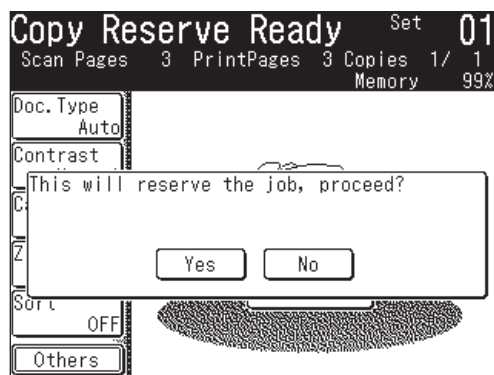
- 1 "Copy Reserve Ready" will be displayed while the job is printing.



2

COPY FUNCTIONS

- 2 Set the document you want to reserve.
- 3 Adjust the copy settings.
- 4 Press <Start>.
- 5 Press [Yes] to perform copy reservation.  
The document will be scanned and copying will begin after the current job has finished.



### NOTE

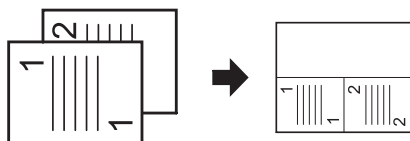
The copy queue can be checked. (See page 2-28)

# Advanced copy functions

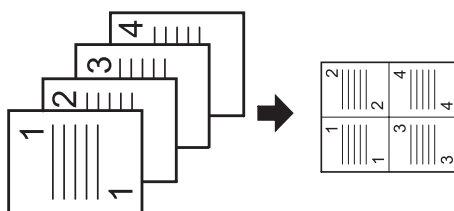
## Combine

Multiple documents can be combined onto a single page.

### ❑ In case of “2-in-1”



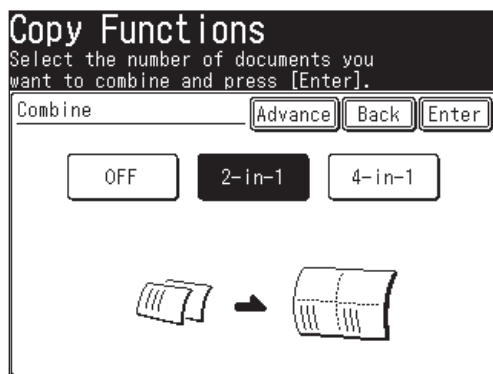
### ❑ In case of “4-in-1”



#### NOTE

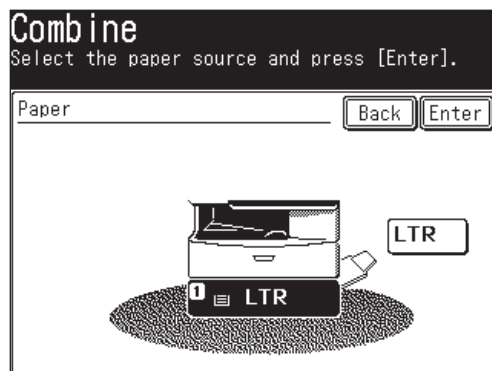
- For enlargement copy, you can only use the document glass.
- This machine does not have an image rotation function.

- 1 Press <COPY> to display the Copy standby mode.
- 2 Set the document.
- 3 Press [Others], [Combine].
- 4 Select the number of documents to be combined onto one sheet of paper.

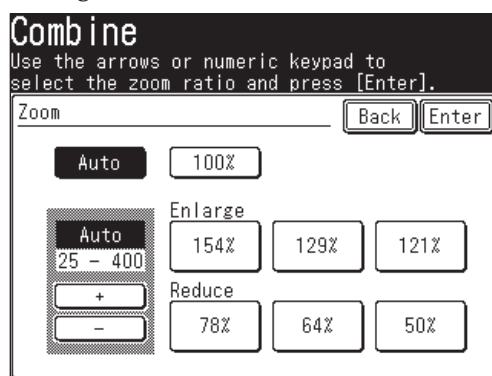


- When you set the paper and magnification manually, proceed to step 5. Otherwise, proceed to step 8.

- 5 Press [Advance].
- 6 Select the paper.
  - (1) Press [Paper].
  - (2) Select the paper.
  - (3) Press [Enter].



- 7 Setting the magnification.  
The magnification is automatically set. However you can change the copy magnification in the following steps.
  - (1) Press [Ratio].
  - (2) Select a preset ratio, or press [ + ] [ - ], or use the numeric keys to set the magnification.



- The magnification can be set from 25% to 100% for the ADF, from 25% to 400% for the document glass.

- (3) Press [Enter].
- 8 Press [Enter] twice to return to the standby mode.
- 9 Press <Start>.

**NOTE**

Press <Reset> to cancel the combine copy settings.

## Duplex copy

You can use this function to perform:

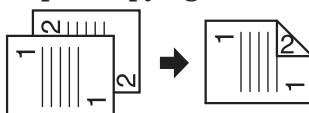
- **One-sided copying of a duplex document (2 -> 1 sided)** (See page 2-19)



- **Duplex copying of a duplex document (2 -> 2 sided)\*** (See page 2-21)



- **Duplex copying of a one-sided document (1 -> 2 sided)\*** (See page 2-23)



### NOTE

The duplex printing unit is required for “1 -> 2 sided” and “2 -> 2 sided” copies.

	Binding position	Document orientation	Result image of duplexed copy
2→ 1 sided	R&L <sup>*1</sup>		
	Top <sup>*2</sup>		
	R&L <sup>*1</sup>		
	Top <sup>*2</sup>		

\*1 The front and backside of the document must be in the same direction.

\*2 The front side and the backside are set in different directions.

	Binding position	Document orientation		Result image of duplexed copy
2→ 2 sided	R&L <sup>*2</sup>	• When you place the front side	• When you place the backside	
	Top <sup>*2</sup>	• When you place the front side	• When you place the backside	
	R&L <sup>*2</sup>	• When you place the front side	• When you place the backside	
	Top <sup>*2</sup>	• When you place the front side	• When you place the backside	
1→ 2 sided	R&L			
	Top			
	R&L			
	Top			

\*2 The front side and the backside are set in different directions.

#### NOTE

- Enlargement copy is only available when you perform the duplex copy (1→2 sided) of one-sided documents using the document glass.
- This machine does not have an image rotation function.

## ***How to bind copied documents***

The document can be bound on the left side, right side or top.

### **Right or left binding**



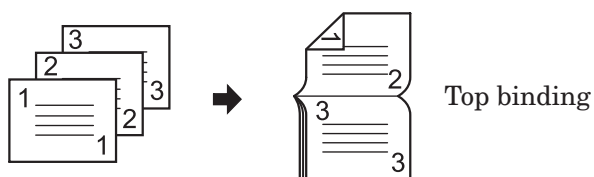
Document

Left binding

Right binding

- Select these when binding on the right or left side of the copy.

### **Top binding**



Document

Top binding

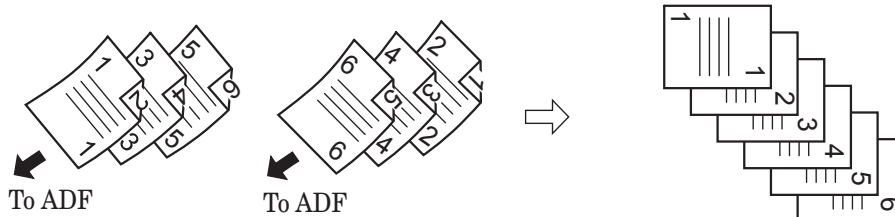
- Select this when binding on the top side of the copy.



### One-sided copying of a duplex document (2→1 sided)

This mode allows you to convert two-sided originals into one-sided documents.

- 1 Scan the front side.
- 2 Turn over the document and scan the backside.
- 3 The scanned data temporarily saved in the memory will be sorted and printed.



2

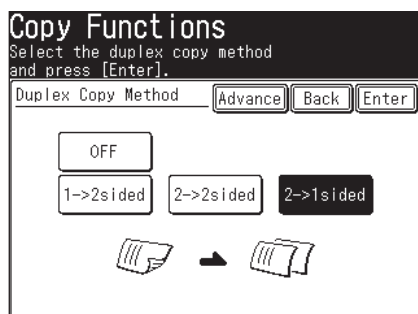
COPY FUNCTIONS

#### NOTE

If the power fails while copying a two-sided document:

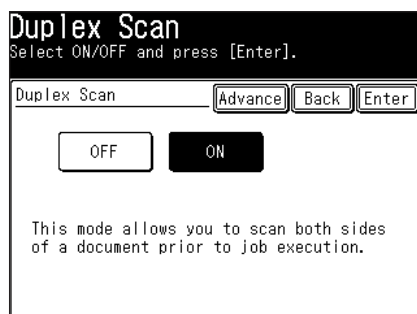
- While sorting the scanned data:  
The scanned data temporarily saved will not be saved in memory.
- When sorting the scanned data is complete:  
The scanned data temporarily saved will be saved in memory.

- 1 Press <COPY> to display the Copy standby mode.
- 2 Set the front side of the duplex document in the ADF.
- 3 Press [Others], [DuplexCopy]. Then press [2 -> 1 sided].



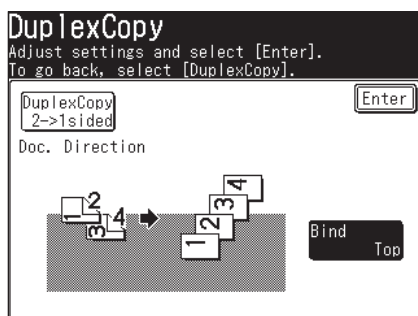
#### NOTE

If the duplex printing unit is not installed, press [Others], [DuplexScan]. Then press [ON].

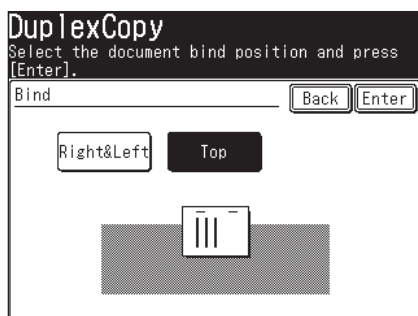


- 4 If you set any advanced functions, proceed to step 5.  
If you do not set any advanced function, proceed to step 7.
- 5 Press [Advance].
- 6 (1) Press [Bind] to set the document bind position.
  - Press [DuplexCopy] to return to the duplex copy display.

[DuplexCopy] is not displayed if the duplex printing unit is not installed.

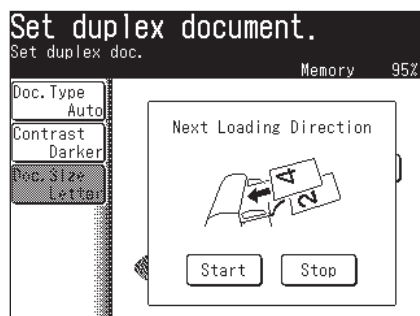


- (2) Press [Right&Left] or [Top].



- (3) Press [Enter].

- 7 Press [Enter] twice to return to the standby display.  
Press <Reset> to cancel the duplex copy settings.
- 8 Press <Start>.  
The front side of the duplex document will be scanned.
- 9 When the following display is shown, place the backside of the duplex document in the same direction as the front side and press <Start>.
  - Press <Stop> to cancel.
  - Be sure to set the document in the correct direction. (See the table on page 2-16.)



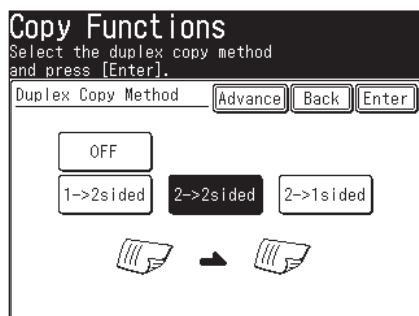
**Duplex copying of a duplex document (2→2 sided)**

This mode will convert two-sided originals into two-sided documents.

**NOTE**

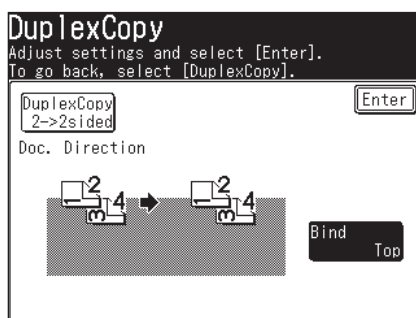
The duplex printing unit is required.

- 1 Press <Copy> to display the Copy standby mode.
- 2 Set the front side of the duplex document in the ADF.
- 3 Press [Others], [DuplexCopy].
- 4 Press [2 -> 2 sided].

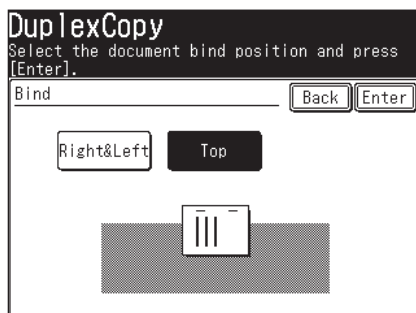


- If you set any advanced functions, proceed to step 5.
- If you do not set any advanced functions, proceed to step 7.

- 5 Press [Advance].
- 6 (1) Press [Bind] to set document bind position.
  - Press [DuplexCopy] to return to the duplex copy display.

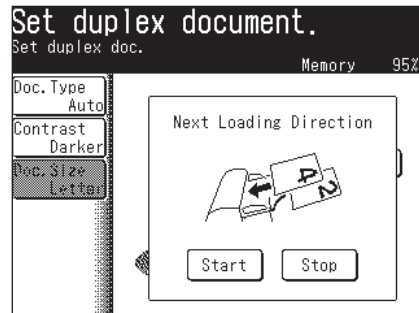


- (2) Press [Right&Left] or [Top].



- (3) Press [Enter].

- 7 Press [Enter] twice to return to the standby mode.  
Press <Reset> to cancel the duplex copy settings.
- 8 Press <Start>.  
Scan the front side of the duplex document.
- 9 When the following display is shown, set the document in the correct direction and press <Start>. (See the table on page 2-17.)
  - Press <Stop> to cancel.
  - Be sure to set the document in the correct direction. (See the table on page 2-17.)

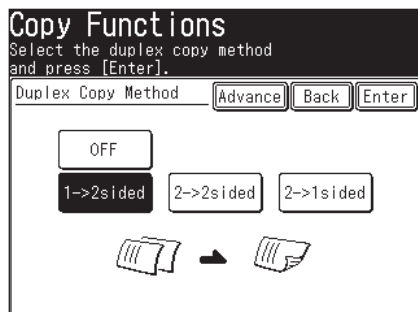


## Duplex copying of a one-sided document (1→2 sided)

### NOTE

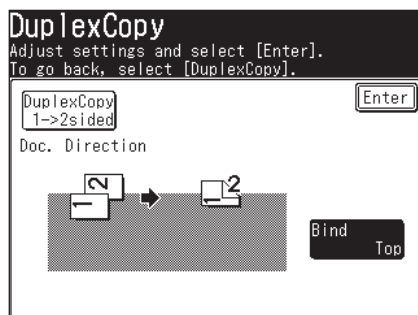
The duplex printing unit is required.

- 1 Press <COPY> to display the Copy standby mode.
- 2 Set the document.
- 3 Press [Others], [DuplexCopy].
- 4 Press [1 → 2 sided].

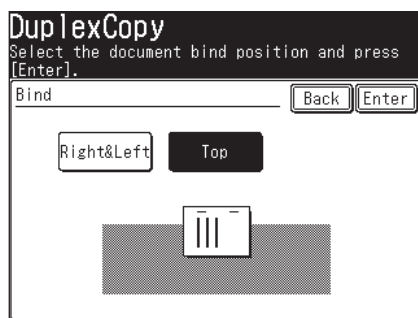


- If you set any advanced functions, proceed to step 5.
- If you do not set any advanced functions, proceed to step 7.

- 5 Press [Advance].
- 6 (1) Press [Bind] to set the binding position.
  - Press [DuplexCopy] to return to the duplex copy display.

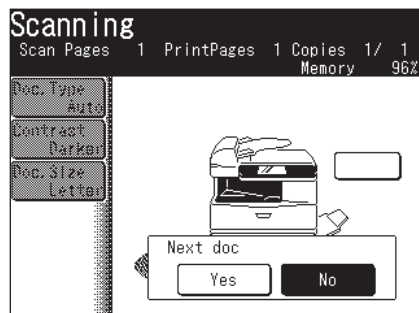


- (2) Press [Right&Left] or [Top].



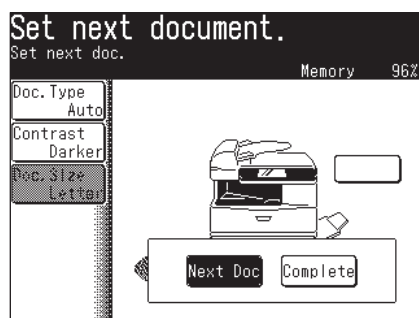
- (3) Press [Enter].

- 7 Press [Enter] twice to return to the standby mode.  
Press <Reset> to cancel the duplex copy settings.
- 8 Press <Start>.
- 9 Press [Yes] while the document is being scanned.



Selecting [No] will cause one-sided document output.

- 10 After the document has been scanned, set the next document.
- 11 Press [Next Doc].



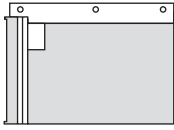
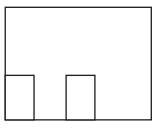
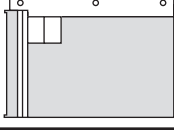
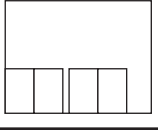
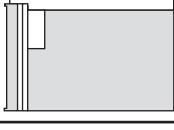
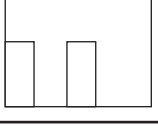
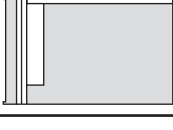
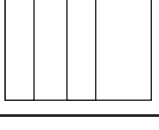
- The Next Doc setting can be deleted by pressing [Complete].
- To scan another document, press [Yes] while the document is being scanned.

## Card Copy

The front and back of an ID card or check-sized original can be copied onto one sheet of paper. Two ID card-sized originals can be also copied at the same time.

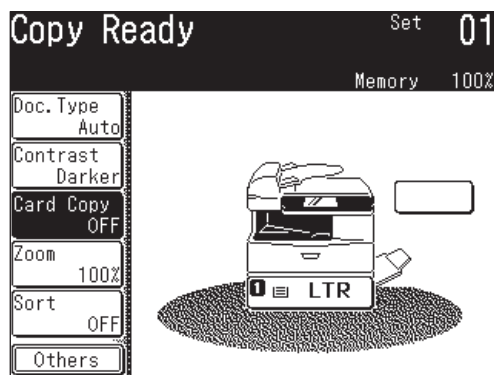
### NOTE

- Card Copy is available only from the document glass.  
This function is available on the MFX-2050 and MFX-1450 only.
- In this function, zoom ratio is fixed to 100%.
- Use the letter or legal-sized paper for this function. If using paper smaller than letter-sized paper, the copy image may be lacked.
- Copying can be done with the platen cover open. Avoid looking at the light while copying. Looking at the light could cause eye damage.

	Document orientation	Copy result
ID Card (3.4 × 2.2 in.)		
Two ID Cards (3.4 × 2.2 in.) × 2		
Personal Check (6.2 × 2.8 in.)		
Business Check (8.5 × 3.5 in.)		

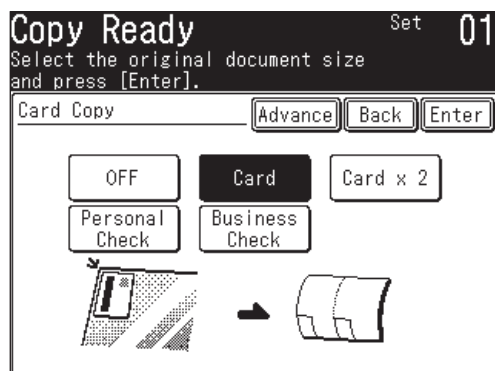
1 Press <Copy> to display the copy standby mode.

2 Press [Card Copy].



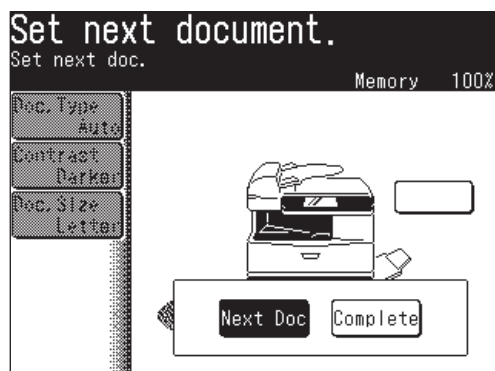
**3** Set the card or check on the document glass.

**4** Select the type of object you want to copy.



**5** Press <Start>.

**6** Once scanning is complete, turn over all of the placed originals and press [Next Doc].



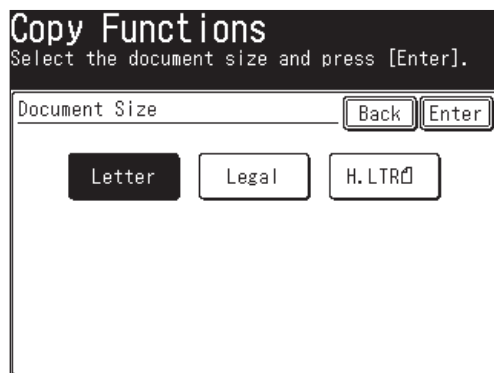
**7** To complete the scanning, press [Complete].



## Specifying the document size to copy

If the document size exceeds the size set, only the default scan range will be copied. To insure that your job is scanned properly, please adjust the scan range.

- 1 Set the document.
- 2 (1) Press <COPY> to display the Copy standby mode.  
(2) Press [Others].
- 3 Press [Doc.Size].
- 4 (1) Select the size of the document to be copied.



(2) Press [Enter] twice.

- 5 Press <Start>.

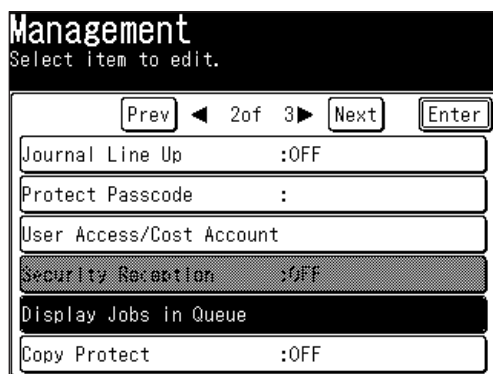
## Checking the copy print queue

If a job is scanned while another job is printing, that job will be reserved in the copy print queue.

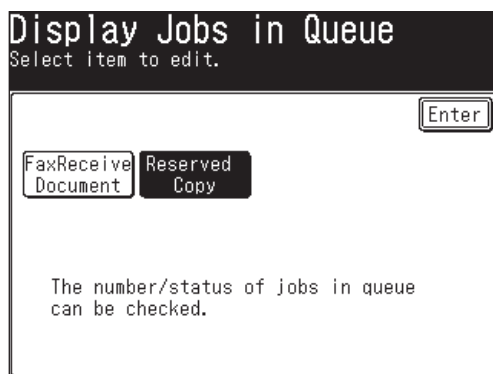
The copy will be printed based on the order in which it was scanned.

In addition, if the toner or paper runs out while copying, copy reservation can be used in the same way if the job has not been completed.

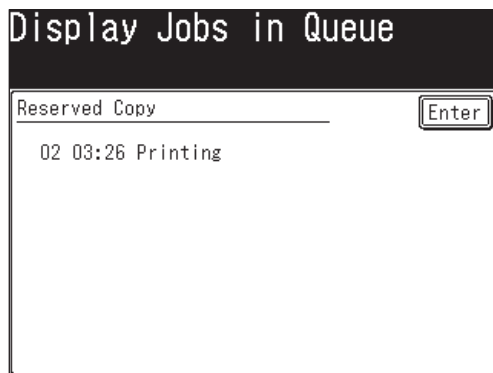
- 1 Press <Setting>, [Management], [Next], [Display Jobs in Queue].



- 2 Press [Reserved Copy].



- 3 This shows the jobs currently in the queue. Press <Reset> to return to the standby mode.



# Chapter

# 3

## Using the Address Book

---

<b>The address book .....</b>	<b>3-2</b>
The address book display .....	3-2
Special dialing characters .....	3-3
<b>Registering destinations in the Address Book .....</b>	<b>3-4</b>
Registering or editing a destination .....	3-4
Deleting a destination .....	3-11
<b>How to dial using the address book .....</b>	<b>3-13</b>
Selecting a destination from the address book .....	3-13
Using [Group] .....	3-14
<b>Searching a destination .....</b>	<b>3-15</b>
Using [Index] .....	3-15
Using address book numbers .....	3-16
Using [Search] .....	3-17
<b>Call group dialing .....</b>	<b>3-23</b>
Registering or editing a call group .....	3-23
Deleting a call group .....	3-24
How to dial using a call group .....	3-25

## The address book

You can register up to 1000 frequently used destinations into the address book.

Each destination can contain a fax number up to 40 digits, an e-mail address up to 50 characters, and the destination name up to 30 characters. You can also add these destinations into a group.

The machine provides the “Shared address book” and “Personal address book”.

The “Shared address book” can be used by all users of the machine, and the “Personal address book” is a private address book for the currently logged-in user only.

To use the personal address book, you need the OfficeBridge user setting. For details on the setting, see “User Registration” in Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

**NOTE**

- The combined total of destinations between the shared and personal Address is 1000. The choice of how many destinations for each address book is at the discretion of the user. For example, when registering 1000 destinations in an address book, you cannot register any destination in the other address books. If you need to register more than 1000 destinations, please contact your authorized Muratec dealer for memory upgrade.
- For details on registering or deleting destinations in address book, see page 3-4.
- For details on address book dialing, see “How to dial using the address book” on page 3-13.
- For details on searching the destination from the address book, see “Searching a destination” on page 3-15.
- For details on call group dialing, see page 3-23.

## The address book display

When you press the “All” tab in the address book display, all the registered destinations will be displayed. Press the “Fax” tab to show only the fax numbers that have been registered and the “e-mail” tab to show only the e-mail addresses that have been registered.

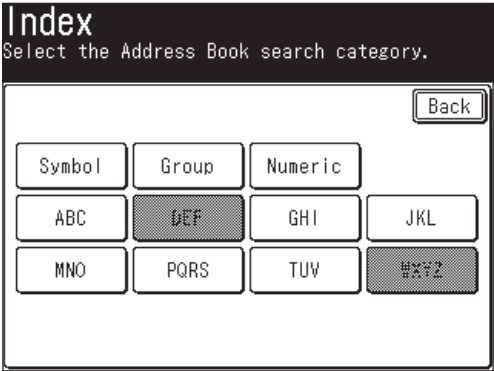
The displayed soft keys change depending on the tab you select (The order of displayed keys after pressing [Others] also changes, but the item description remain the same.)

The screenshot shows the 'Fax Ready' screen with the following elements and callouts:

- Search:** A button at the top left. Callout: "Press this to search a destination's fax number or e-mail address. (See page 3-17.)"
- Index:** A button below Search. Callout: "Displays the destinations in alphabetical or group or numeric order. (See page 3-15.)"
- Destination:** A button below Index. Callout: "This allows you to review to destinations you have selected/registered. 5 destinations are displayed at a time."
- Resolution Normal:** A button on the left. Callout: "The registered destinations are listed by sending method. Press a tab to display the classified destinations"
- Contrast Normal:** A button on the left.
- Broadcast OFF:** A button on the left.
- Redial:** A button on the left.
- Mail History:** A button on the left.
- Others:** A button on the left.
- Shared:** A button at the top right. Callout: "Indicates whether the displayed address book is 'Shared' or 'Personal'."
- Add/Edit:** A button below Shared. Callout: "Press this to register a destination into the address book or edit an existing destinations."
- Page Up:** A button on the right. Callout: "Press this to change the page view."
- Page Down:** A button on the right.
- Page number:** A display showing "1 of 4". Callout: "Currently displayed page/total pages."
- Login:** A button at the bottom right. Callout: "Press this to login to Office-Bridge. After login, you can toggle the shared or personal address book by pressing this button."
- Tab:** A callout pointing to the bottom tabs: "All", "Fax", "e-mail", and "Login".

[Index]

- [Symbol] ..... When you press this key, only the destination names starting with a symbol or number are displayed.
- [Group] ..... Lists the registered group names.
- [Numeric] ..... Lists the registered destinations by their Address Book number.
- [ABC] to [WXYZ] .. When you press one of these keys, only the destination names starting with the selected alpha characters will be displayed.



Special dialing characters

You can enter special dialing characters when registering the address book. The chart below briefly describes each of these characters.

Character	Description
/P	Each pause lasts two seconds. If you must wait for another dial tone or signal at any point in the dialing sequence, enter a pause. (You can change the pause length. See “Dialing Pause” on page 9-8.)
–	Makes long numbers easier to be read.
/T	Switches from pulse-dialing to tone-dialing. No need to use this character when using a tone line.
/N	Enters a “Dial prefix code” to access the alternative telephone network. “/N” must be entered before the first of number.

# Registering destinations in the Address Book

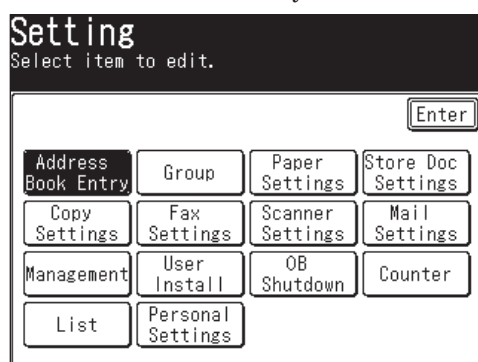
## Registering or editing a destination

Your machine can store up to 1000 destinations in the Address Book. Each destinations are designated by a three-digit identifier code (0001 through 1000.)

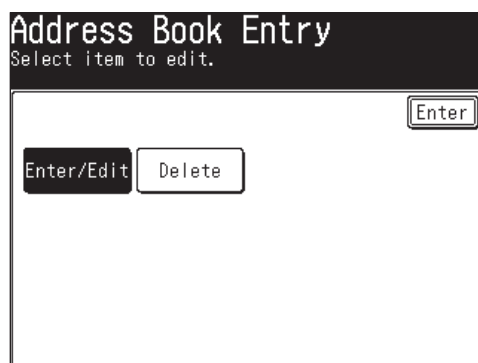
### NOTE

The following describes registering or editing a destination into the shared address book. To register or edit a destination into a personal address book, see “Personal settings,” on page 9-95.

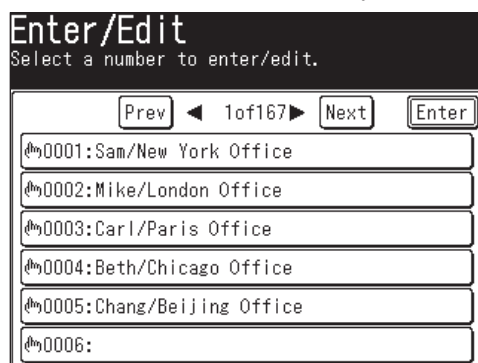
- 1 Press <Setting>.
- 2 Press [Address Book Entry].



- 3 Press [Enter/Edit].



- 4 Press the address book number you want to register or edit.



When registering an empty destination, the QWERTY keypad will be shown and the destination name must be registered. To edit the destination name, press [Name] and edit the name.

**5** (1) Enter the destinations name.

The name field must be registered.

- Up to 30 characters can be entered.
- For details on character entry, see page 1-21.

(2) Press [Enter].

**6** (1) Press [Fax No.].

(2) Use the numeric keys to enter the destinations fax number. (Up to 40 digits)

You must register either the fax number or e-mail address.

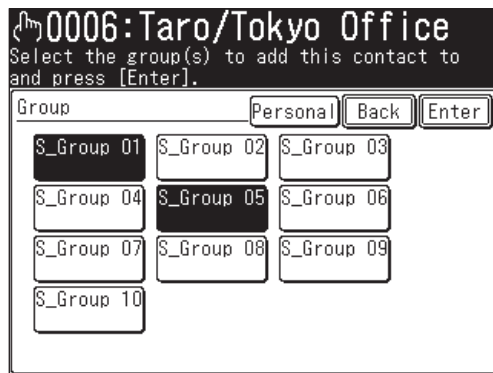
- Pause and other dialing characters can be also entered. (See “Special dialing characters” on page 3-3.)

(3) Press [Enter].

- 7** If you want to add this destination to a call group:  
(You can add either the fax number, e-mail address or both to a call group.)
- Call groups must be registered in advance. (For details on registering call groups, see page 3-23.)
  - Up to 100 groups can be registered.
  - If you want to register this destination to a call group in your personal address book, press [Personal]. Then follow the instructions that appear on the screen.

(1) Press [Group].

(2) Select the applicable group(s).



(3) Press [Enter].

- 8** If you want to enter the e-mail address:

(1) Press [e-mail].

(2) Enter the e-mail address.



You must register either the fax number or e-mail address.

- Up to 50 characters can be entered.
- For details on character entry, see page 1-21.

(3) Press [Enter].



- 9** If you want to add this destination to a call group:
- Call groups must be registered in advance. (For details on registering call groups, see page 3-23.)
  - Up to 100 groups can be registered.
- (1) Press [Group].
  - (2) Select the applicable group(s).
  - (3) Press [Enter].

- 10** Press [Enter] to save the setting.

0006:Taro/Tokyo Office  
Select the address book item to enter/edit.

Back Enter

Name :Taro/Tokyo Office

Fax No.:81-75-6622-8960

Group :S\_Group 01,S\_Group 05

e-mail :taro.h@muratec.com

Group :S\_Group 01,S\_Group 05

- 11** The registration destinations will be displayed.

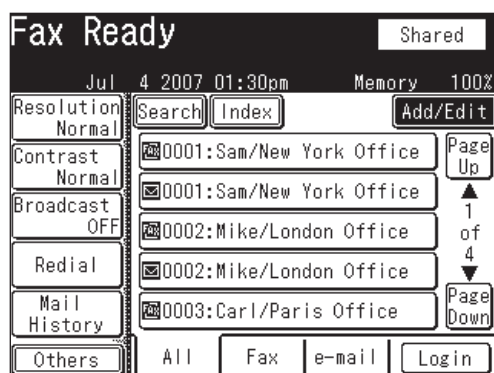
- 12** To register another destination, repeat the procedure from step 4.  
Press <Reset> to exit the operation and return to the standby mode.

**NOTE**

To print a list of address book entries, press <Setting>, [List], [Address Book], then [Yes].

### Option 1: Registering or editing directly into the address book

- 1 Press <FAX> to display the Fax standby mode.
- 2 Press [Add/Edit].



#### NOTE

In the upper right corner of the fax standby screen, you will see “Shared” or “Personal”. This indicates the currently displayed address book is shared or personal. A destination will be registered into the displayed address book. To display the personal address book, you need to login as an OfficeBridge user.

- 3 Following the operation from step 4 in “Registering or editing a destination”.

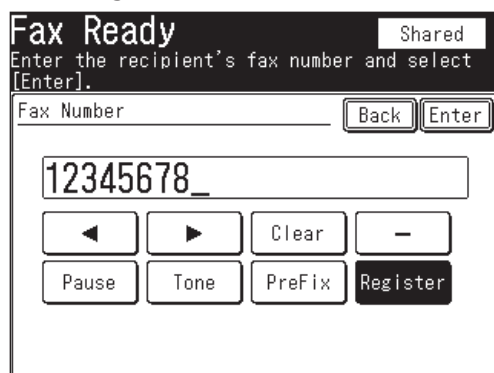
### Option 2: Registering or editing the fax number using the numeric keys

- 1 Press <FAX> to display the Fax standby mode.

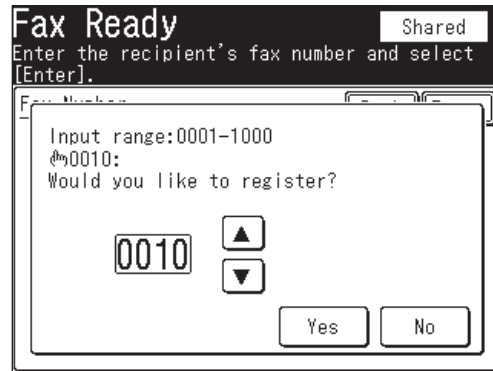
#### NOTE

In the upper right corner of the fax standby screen, you will see “Shared” or “Personal”. This indicates the currently displayed address book is shared or personal. A destination will be registered into the displayed address book. To display the personal address book, you need to login as an OfficeBridge user.

- 2 Use the numeric keys to enter the destination’s fax number.
- 3 Press [Register].



- 4 Select the address book number you want to register using [▲] or [▼], then select [Yes].



Unregistered numbers are displayed first. If you select an address book number that has already been registered, the fax number will be overwritten with the new number.

- 5 Follow steps 5 to 12 on pages 3-5 to 3-7.

### Option 3: Registering an e-mail address using the QWERTY keypad

- 1 Press <FAX>, then “e-mail” tab.

– or –

Press <SCAN>, [e-mail].

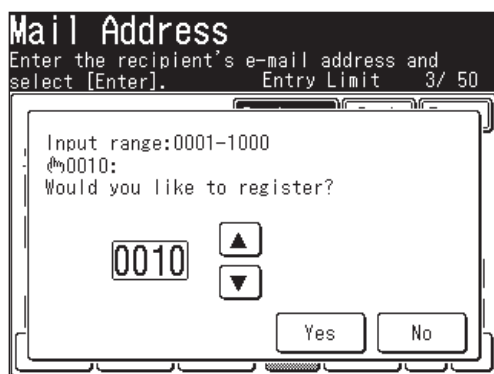
#### NOTE

In the upper right corner of the standby screen, you will see “Shared” or “Personal”. This indicates the currently displayed address book is shared or personal. A destination will be registered into the displayed address book. To display the personal address book, you need to login as an OfficeBridge user.

- 2 Press [Mail Address].
- 3 Use the QWERTY keypad to enter the destination’s e-mail address.
- 4 Press [Register].



- 5** Select the address book number you want to register using [▲] [▼] or the numeric keys, then select [Yes].

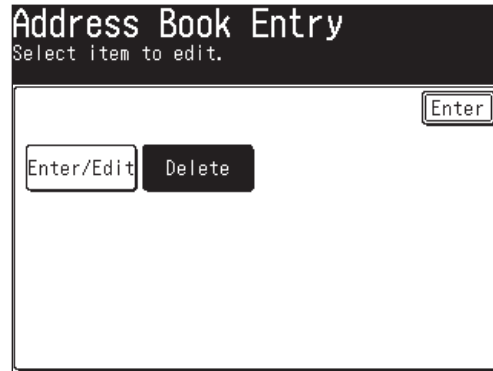


Unregistered numbers are displayed first. If you select an address book number that has already been registered, the e-mail address will be overwritten with the new address.

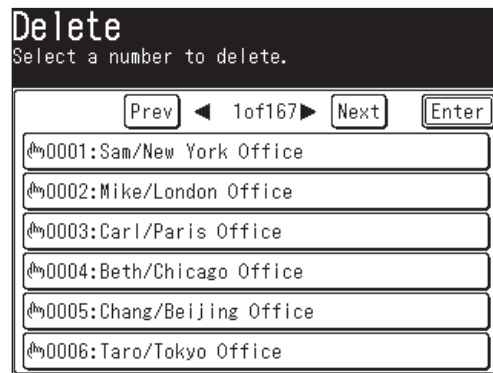
- 6** Follow steps 5 to 12 on pages 3-5 to 3-7.

## Deleting a destination

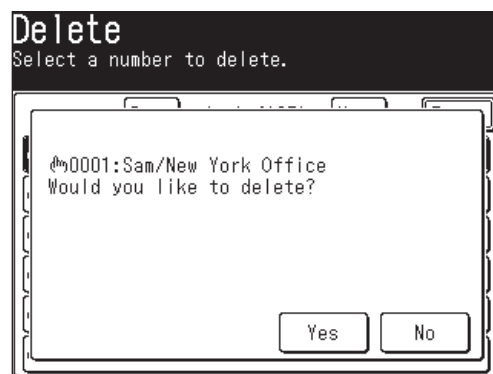
- 1 Press <Setting>.
- 2 Press [Address Book Entry], then [Delete].



- 3 Select the address book number you want to delete.



- 4 Press [Yes] to delete.



Press [No] to return to step 3 without deleting the number.

- 5 To delete another destination, repeat steps 3 to 4. Otherwise, press <Reset> to return to the standby mode.

### ***Option: Deleting directly from the address book***

- 1** Press <FAX> to display the Fax standby mode.  
– or –  
Press <SCAN>, [e-mail].
- 2** Press [Add/Edit].
- 3** Select the address book number you want to delete.

Address Book Add/Edit  
Select an address book entry to add/edit.

0001:Sam/New York Office	Enter
0002:Mike/London Office	Page Up ▲
0003:Carl/Paris Office	001 of 167
0004:Beth/Chicago Office	▼ Page Down
0005:Chang/Beijing Office	
0006:Taro/Tokyo Office	

- 4** Press [Delete].

0001:Sam/New York Office  
Select the address book item to enter/edit.

Delete Back Enter

Name : Sam/New York Office

Fax No. : 1-561-684-65168

Group : S\_Group 01, S\_Group 03, S\_Group 06

e-mail : sam.k@muratec.com

Group : S\_Group 01, S\_Group 03, S\_Group 06

- 5** Press [Yes] to delete.

0001:Sam/New York Office  
Select the address book item to enter/edit.

0001:Sam/New York Office  
Would you like to delete?

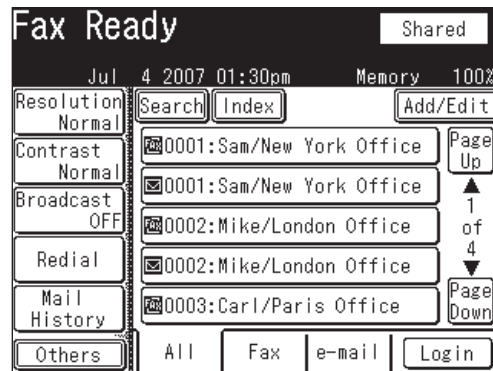
Yes No

Press [No] to return to step 4 without deleting the number.

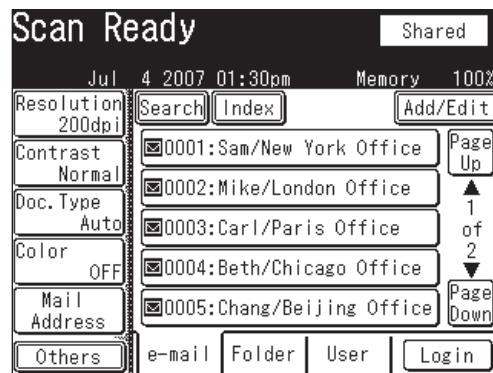
# How to dial using the address book

## Selecting a destination from the address book

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.  
– or –  
Press <SCAN>, [e-mail].
- 3 Adjust the document resolution and contrast, if necessary.
- 4 Select the destination you want to send to.



(Fax mode screen)



(Scan mode screen)

If the registered destination is not shown on the display, press [Page Up] or [Page Down] to toggle through the directory.

### NOTE

If you select a destination from the default mode screen, the machine will automatically start scanning. If you want to select multiple destinations, press [Broadcast] prior to selecting destinations.

## Using [Group]

If you regularly send the same document to multiple parties, you can utilize the group function to automatically select these users.

**1** Set the document.

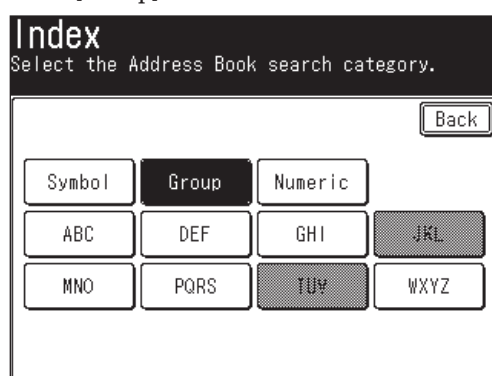
**2** Press <FAX> to display the Fax standby mode.

– or –

Press <SCAN>, [e-mail].

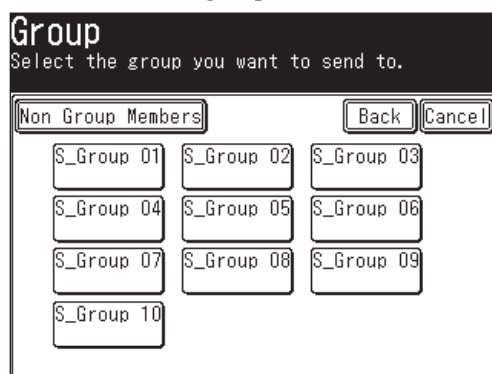
**3** Press [Index].

**4** Press [Group].



**5** Select the desired group(s).

You can even choose [Non Group Members] to select a destination that is not associated with a group.



**6** Press [Enter].

**7** Press <Start>.



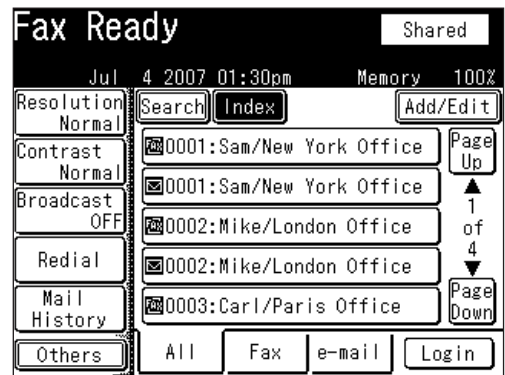
# Searching a destination

## Using [Index]

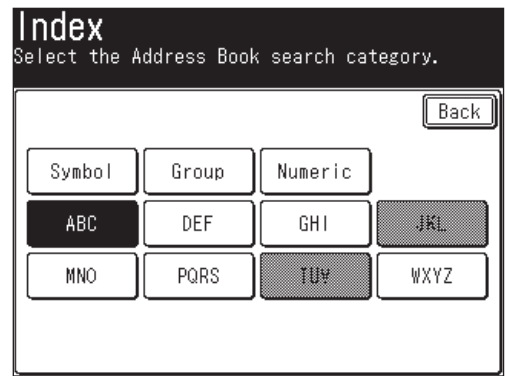
If you have numerous contacts registered in your address book, you may find the [Index] a useful tool in finding them.

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.  
- or -  
Press <SCAN>, [e-mail].

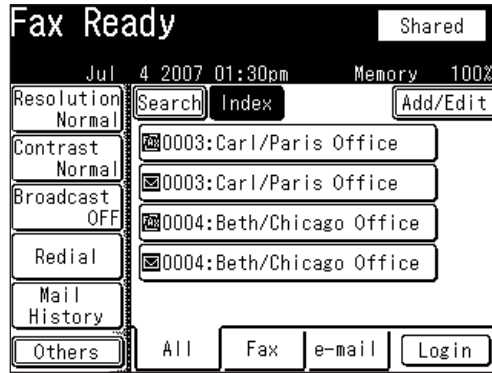
- 3 Press [Index].



- 4 Select the corresponding button that contains the first letter of the name. If the destination begins with a symbol, select [Symbol]. To view the contacts by their Address Book number, select [Numeric].



- 5 The entries will now be displayed based on your selection. If you have multiple contacts registered, use the [Page Up] and [Page Down] to toggle through the directory.



6 Select the desired destination(s).

#### NOTE

If you select a destination from the default mode screen, the machine will automatically start scanning. If you want to select multiple destinations, press [Broadcast] prior to selecting destinations.

## Using address book numbers

If you know the address book number, you can quickly send to that location by entering that number. The destinations are numbered when they are registered.

1 Set the document.

2 Press <FAX> to display the Fax standby mode.

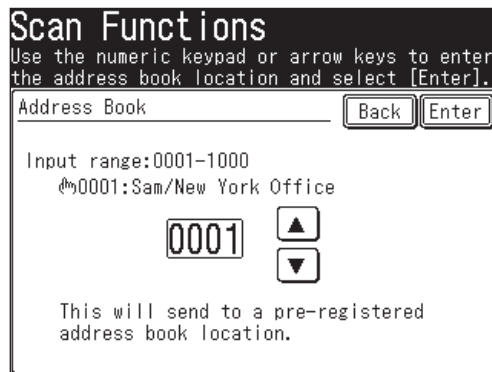
– or –

Press <SCAN>, [e-mail].

3 Press [Others].

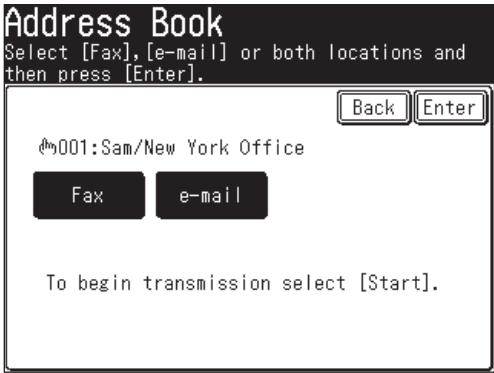
4 Press [Address Book].

5 Use [▲] [▼] or the numeric keys and enter the address book number.



7 Press [Enter].

In fax mode, select [Fax] and/or [e-mail], then press [Enter].



8 Press <Start>.

Using [Search]

You can quickly search for a contact located in the address book or on an LDAP server.

NOTE

In order to search an LDAP server, the server must be registered in advance. For more information about set up, see page 9-54 on this manual, or Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

Simple search

You can search for an e-mail address by entering the contact name, part of the contact name or a part of the e-mail address.

NOTE

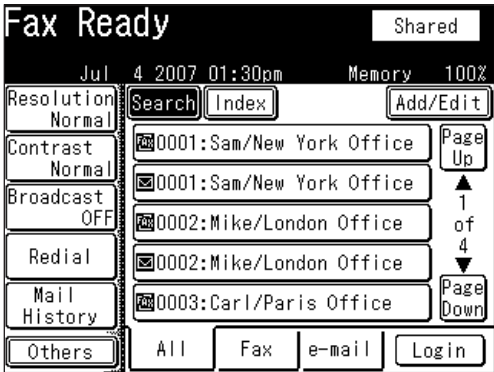
Simple search uses data in the address book and the registered LDAP server at the same time. For address book search, it checks the entries’ initial characters.

1 Press <FAX> to display the Fax standby mode.

– or –

Press <SCAN>, [e-mail].

2 Press [Search].



- 4 Use the QWERTY keypad or numeric keys to enter criteria. This should contain the contact name, part of the contact name or part of the e-mail address.

**Simple Search**  
Enter the search parameter and select [Execute]. Entry Limit 0/ 99

? Server Advanced Back Execute

Look For: \_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . , .com

Upper Symbol Space Delete






- 5 Press [Execute].
- 6 The search results appear.

**Search Results**  
Select a contact(s) and press [Enter].  
Hit:0038

? NarrowList New Search Cancel Enter

i :Mike Jonson Page Up  
i :Mike Jonson 1 of 8  
:Mike/London Office  
:Mike/London Office Page Down  
i :Mike Kim

All Fax e-mail

- If there are no results, “Hit:0000” will be displayed.
- In the Scan mode, only e-mail addresses are displayed.
- Press [Page Up] and [Page Down] to search the results.
- If the address displayed is from the LDAP server, it will have an  next to it. Select this button to view the contact information and/or register the contact into your address book.
- The displayed icons mean as follows:
  -  : E-mail address registered in the LDAP server.  
You can register it in the address book. (See page 3-21.)
  -  : E-mail address registered in the address book.
  -  : Fax number registered in the LDAP server.  
You can register it in the address book. (See page 3-21.)
  -  : Fax number registered in the address book.
- If your search yields too many contacts, select [Narrow List] to further narrow your search.
- If you want to start a new search, press [New Search] and search again.
- Press [Cancel] to return to the standby screen.

- 7 Select the desired destination(s).

NOTE

If you cannot find your desired contact(s), please confirm that the search criteria was entered correctly. If this does not solve the problem, contact your network administrator.

Advanced search

You can add more criteria to your search by selecting [Advanced].

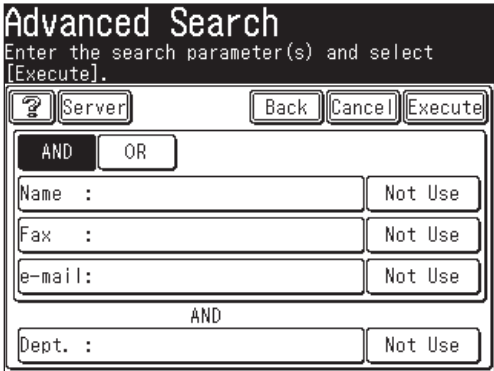
NOTE

Advance search uses data in the LDAP server only. The address book is not searched.

- 1 Press [Advanced] on the simple search screen.



- 2 Enter your search criteria. Select [AND] or [OR]. Refer to the table below for definitions.



- AND ..... Searches for contacts that meet all the entered criteria.
- OR ..... Searches for contacts that meet any of the entered criteria.
- Name ..... Enter a name or a part of a name to be searched.
- Fax ..... Enter a fax number or a part of a fax number to be searched.
- e-mail ..... Enter part of the e-mail address to be searched.
- Dept. .... This means department. It is not an independent field. To use this field either the Name, Fax or e-mail should also be entered.

NOTE

- If you are entering the e-mail field, you may select [Copy Name]. This will import information that has been entered in the “Name” field.

- If too many special characters (such as umlaut) are entered in each field, the message “LDAP reference execution error” may appear and the LDAP searching will not be performed. In this case, decrease the special character entering.
- [Not Use] is the default search criteria. If you enter character(s) in the Name, Fax or e-mail field this button will change to [Any]. If you want to use criteria other than [Any], select this button to view other selection.

**3** Press [Any] to change the criterion, if needed.

Select desired criterion.

- Any .....Searches any information in this field, including “blanks”.
- Initial .....Searches for contacts that begin with the characters entered in this field.
- Final .....Searches for contacts that end with the characters entered in this field.
- Equal .....Searches for contacts that match exactly with the information entered in this field.
- Not Use .....Information in this field (including blanks) will not be used for searching.

**4** Press [Enter].

**5** Press [Execute].

**6** The search results will be displayed.  
See step 6 on page 3-18.

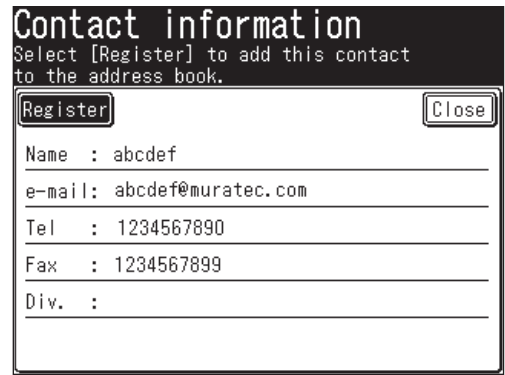
Registering a destination from the search results screen

If you locate a contact on an LDAP server and wish to register them into your machine-side address book, please follow these steps:

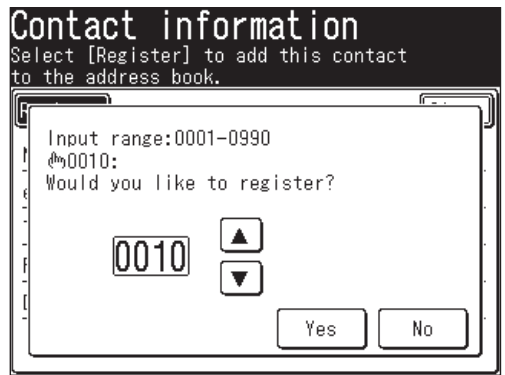
- 1 Execute either a simple search or advanced search.



- 2 Once the “Search Results” screen appears, select the  next to the contact you wish to register.



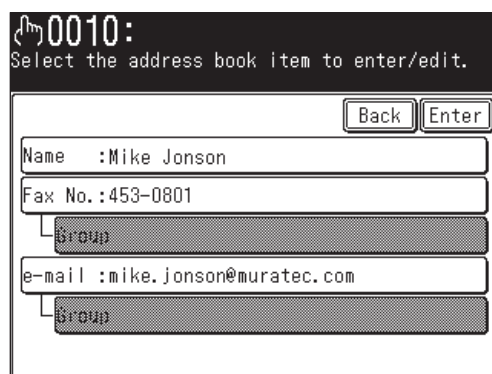
- 3 Press [Register].
- 4 Select an address book entry number using [▲] [▼] or the numeric keys. You cannot select a number that has already been registered.



- 5 Press [Yes].

- 6** Enter the [Name], [Fax No] or [Group] information as needed. The [Name] field must be registered.

For more information how to enter them, see “Registering or editing a destination” from page 3-4.



The screenshot shows a handheld device screen with a dark background. At the top, it displays a signal strength icon, the number '0010:', and the text 'Select the address book item to enter/edit.'. Below this is a form with several fields: 'Name :Mike Jonson', 'Fax No.:453-0801', and 'e-mail :mike.jonson@muratec.com'. There are two 'Group' labels, each followed by a shaded rectangular area. At the top right of the form are two buttons labeled 'Back' and 'Enter'.

- 7** Press [Enter].
- 8** To return to the standby mode, press <Reset>.



# Call group dialing

If you frequently send the same fax/e-mail message to several destinations, use call group dialing. Call groups can store several destinations, so you can quickly broadcast to multiple destinations by using this feature.

## Registering or editing a call group

Your machine can store up to 100 call groups.

The combined total of call groups between the shared and personal is 100.

If you need to register more than 100 groups, please contact your authorized Muratec dealer for memory upgrade.

### NOTE

The following describes registering or editing a call group for shared address book. To register or edit a call group for a personal address book, see “Personal settings,” on page 9-95.

1 Press <Setting>, [Group].

2 Press [Add].

The screenshot shows a menu titled "Group". Below the title, it says "Select [Add] to register a new group or select the group you want to edit." There are two buttons: "Add" on the left and "Enter" on the right.

3 (1) Enter the group name.

The screenshot shows a menu titled "Name". Below the title, it says "Enter the group name and select [Enter]." and "Entry Limit 0/ 24". There are two buttons: "Back" and "Enter". Below this is a text input field labeled "Name: \_". Below the input field is a numeric keypad (0-9), an alphabet keypad (a-z), and a row of special characters including underscore, at-sign, and .com. At the bottom are buttons for "Upper", "Symbol", "Space", a left arrow, "Delete", and a right arrow.

The group name must be registered.

- Up to 24 characters can be entered.
- For details on character entry, see page 1-21.

(2) Press [Enter].

- 4** (1) Press [Group Members].  
(2) Specify the destination(s) to add to the group.
  - Specify the destination(s) using the address book.
  - or –
  - Specify the address book number by pressing [Address Book].(3) Press [Enter].

**NOTE**

You cannot use the numeric keys to manually enter a destination. Group members must be pre-registered into the address book before they can be added to a group. Fax numbers and e-mail addresses can be registered into the same call group.

- 5** The group information will be displayed.
- 6** To register additional call groups, press [Enter], then repeat the procedure from step 2. Press <Reset> to exit the operation and return to the standby mode.

**NOTE**

- To print a list of call groups, press <Setting>, [List], [Group]. Select group, then press [Yes].
- Destinations can be added to a group during the initial registration process. (See page 3-4.)

## Deleting a call group

---

- 1** Press <Setting>, [Group].
- 2** Press the call group you want to delete.
- 3** Press [Delete], and [Yes].  
If you want to exit without deleting, press [No].
- 4** To delete another call group, repeat the procedure from step 2.  
Otherwise, press <Reset> to exit and return to the standby mode.

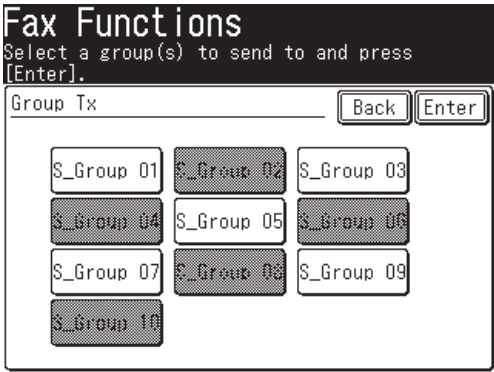
# How to dial using a call group

## Sending a fax or e-mail using a call group

**NOTE**

In the upper right corner of the fax standby screen, you will see “Shared” or “Personal”. This indicates the currently displayed address book is shared or personal. To use call groups for personal address book, you need to login as an OfficeBridge user

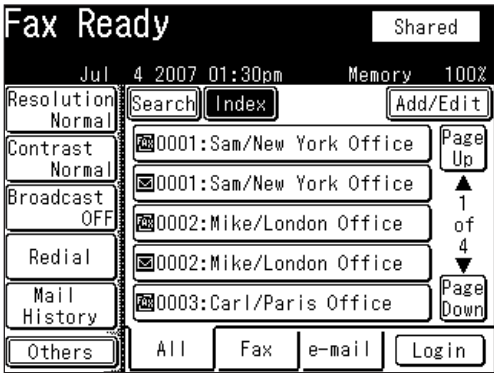
- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Adjust the document resolution and contrast, if necessary.
- 4 Press [Others], [Group Tx].
- 5 (1) Press the group(s) you want to send to.



- (2) Press [Enter] twice.
  - If you want to edit the selected destination, press [Location] and edit it.
- 6 Press <Start>.
  - If you want to cancel the a transmission that is in progress, use the Review Commands feature. See “Reviewing or canceling commands,” page 4-26.

**Alternative:**

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Index].



4 Press [Group].

**Index**  
Select the Address Book search category.

Back

Symbol	<b>Group</b>	Numeric	
ABC	<b>DEF</b>	GHI	JKL
MNO	PQRS	TUV	<b>#*?Z</b>

5 Select the call group for group transmission.

**Group**  
Select the group you want to send to.

Non Group Members Back Cancel

S_Group 01	S_Group 02	S_Group 03
<b>S_Group 04</b>	S_Group 05	S_Group 06
S_Group 07	<b>S_Group 08</b>	S_Group 09
<b>S_Group 10</b>		

**NOTE**

When you press [Non Group Members], destinations not included in a call group will be displayed.

**Group>Non-Group**  
Select a contact(s) and press [Enter].

? Back Cancel Enter

<input checked="" type="checkbox"/> 0004: Beth. W/Chicago Office	1 of 2 Page Up ▼ Page Down
<input checked="" type="checkbox"/> 0008: Beth. W/Chicago Office	
<input type="checkbox"/> 0009: Chang. K/Beijing Office	
<input type="checkbox"/> 0009: Chang. K/Beijing Office	
<input type="checkbox"/> 0010: Taro. H/Tokyo Office	
<input type="checkbox"/> 0011: Harry. N/Sales Dep.	

Press the destination you want to add to the group, and press [Enter].

6 Press <Start>.

- If you want to cancel a transmission that is in progress, use the Review Commands feature. See “Reviewing or canceling commands,” page 4-26.

# Chapter

# 4

## Basic Fax Functions

### Transmission

<b>Before Sending .....</b>	<b>4-3</b>
Display description .....	4-3
User authentication .....	4-4
Sending method.....	4-4
Memory overflow message .....	4-5
<b>Sending a fax .....</b>	<b>4-6</b>
Basic transmission .....	4-6
Changing Document Scan in Mid Scan (Mixed Transmission) .....	4-8
Manual transmission .....	4-12
Real-time transmission (non-memory transmission).....	4-14
Redialing.....	4-15
<b>Useful transmission functions.....</b>	<b>4-17</b>
Transmission resolution and contrast .....	4-17
Sending faxes with TTI information attached.....	4-19
Transmission confirmation report.....	4-21
Broadcasting.....	4-23

### Job Confirmation / Fax Cancel

<b>Reviewing or canceling commands.....</b>	<b>4-26</b>
To review or cancel a command.....	4-26
Reviewing or canceling parts of a broadcast .....	4-28
Printing a delayed command list.....	4-30
Printing a stored document .....	4-30
View or print the results of a fax transaction.....	4-32

### Reception

<b>Receiving a fax .....</b>	<b>4-36</b>
Selecting the reception mode.....	4-36
Manual reception mode .....	4-36

Automatic reception mode .....	4-37
Answering calls manually .....	4-38
If paper runs out during fax reception.....	4-38
<b>Settings for fax reception .....</b>	<b>4-40</b>
Setting the number of rings.....	4-40
Print settings.....	4-40

## **Making a phone call**

<b>Making a phone call .....</b>	<b>4-43</b>
How to dial using the address book .....	4-43
If the call fails.....	4-44
How to receive a phone call .....	4-44
Adjusting the optional handset volume .....	4-44
Adjusting the speaker volume.....	4-45

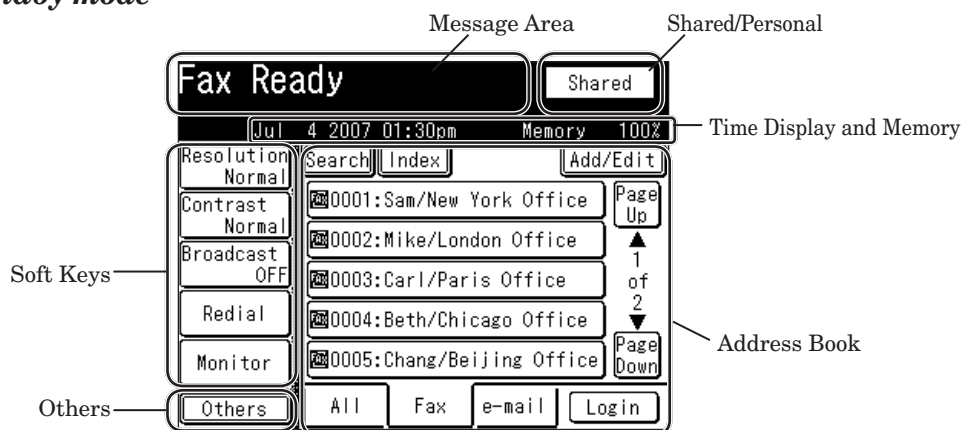
# Before Sending

## Display description

You can directly touch keys on the control panel for machine operation.


Functions and values can be changed by touching the keys or tabs shown on the display.

### *Fax standby mode*



4

BASIC FAX FUNCTIONS

Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Shared/Personal	Indicates whether the displayed address book is shared or personal address book. To display the personal address book, press [Login] and then select your user account.
Time Display and Memory	Displays the current date, time and amount of fax memory available.
Address Book	Displays the registered destinations.
[Search]	Press this to search the destination from the Address Book or an LDAP server.
[Index]	Displays the destinations in alphabetical or group or numeric order.
[Add/Edit]	Adds or edits a destination.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  <ul style="list-style-type: none"> <li>• The displayed soft key will vary depending on the "All", "Fax" and "e-mail" tabs.</li> <li>• You can assign other functions to soft key according your needs. (See "Soft keys" on page 9-77.)</li> </ul>
Others	Press this to display the various fax functions.

## User authentication

---

### NOTE

- When the “Authentication mode” feature is activated, you will be required to authenticate yourself using your domain user name and password prior to accessing the machine functions. (Refer to “Network authentication settings” on page 9-49.)
- When the “User Access/Cost Account” feature is activated for the fax mode, you will be required to login as an OfficeBridge user prior to accessing the fax functions. (Refer to “User Access/Cost Accounting” on page 8-8.)
- When the “User Login Setting” feature is activated, you will be required to login as an OfficeBridge user prior to accessing the machine functions. (Refer to “User Login Setting” on page 9-27.)

## Sending method

---

The following four sending methods are available on your machine.

### ***Memory transmission:***

For a normal memory transmission, your machine: (1) scans the entire document into memory, (2) dials the other fax machine, and (3) transmits the document.

### ***Quick memory transmission:***

For a quick memory transmission, your machine doesn't wait to scan all pages into memory before dialing. After it scans the first page of your document, your machine will dial the other fax machine. When it makes contact, your machine transmits the stored document from memory while at the same time scanning the remaining pages of your document into memory.

The quick memory transmission is defaulted to “ON”. However, you can turn the default to “OFF”. (See “Fax settings” on page 9-6.)

### ***Real-time transmission:***

In the following cases, the machine doesn't use memory for fax sending.

- When memory transmission is turned off.
- When the machine's memory is full

In Real time transmission, the next page will not scan until the current page has been transmitted.

Notes for real time transmissions:

- The document glass cannot be used for real time transmission.
- You can dial only one destination.

### ***Manual transmission:***

Use manual transmission when the other fax machine uses manual reception or when you transmit after finishing a phone conversation.

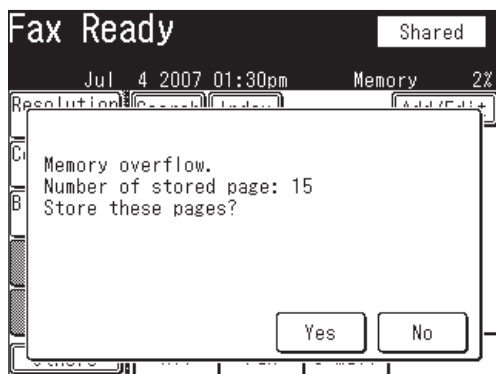
Notes for manual transmissions:

- The document glass cannot be used for real time transmission.
- You can dial only one destination.



## Memory overflow message

In normal memory transmission, if you have stored too much information in your machine's memory, a "Memory overflow." message will appear on the display:



This appears because (1) too many pages have been stored in the memory, or (2) the pages that are stored have too much information on them for your machine to remember.

If this message appears, press [Yes] to tell your machine to keep as many pages in memory as possible, or press [No] to delete all pages stored during the current operation (but not previous operations).

Dividing a large document into smaller batches will help you avoid this error.

Use real time transmissions to avoid these problems. (See "Real-time transmission", page 4-14.)

### NOTE

If the machine is idle for 3 minutes, the machine will automatically delete any document stored in memory during the last operation. You can change the reset time. For details, see "Accessing the management settings" on page 9-25.

# Sending a fax

## Basic transmission

- 1 Press <FAX> to display the Fax standby mode.
- 2 Set the document in the ADF or on the document glass. (See page 1-33 for details.)
- 3 Set each function as necessary.
  - Using the useful transmission functions (page 4-17)
  - Using the advanced functions (page 5-1)
- 4 Specify the destination fax number.

### NOTE

- When you enter the fax number, [Location] is displayed on the display. To check or delete the entered number, press [Location] (page 4-24).

### ❑ Using the numeric keys

Enter the destination number using the numeric keys and press [Enter].

The screenshot shows the 'Fax Ready' screen with a 'Shared' status indicator. Below the status bar, it says 'Enter the recipient's fax number and select [Enter]'. There is a 'Fax Number' input field containing '123456790\_'. To the right of the input field are 'Back' and 'Enter' buttons. Below the input field is a numeric keypad with buttons for left arrow, right arrow, 'Clear', '-', 'Pause', 'Tone', 'Prefix', and 'Register'.

- Up to 40 digits can be entered.
- If you enter an incorrect number, press [Clear] and delete it.
- You can enter the dialing characters (page 3-3).

— or —

### ❑ Using the address book

- (1) Press [Page Up] or [Page Down] to display the desired destination.
- (2) Press the destination. The document is scanned immediately and transmission starts.

If you want to specify multiple destinations, use broadcast transmission (see page 4-23) or call group dialing (see page 3-23).

The screenshot shows the 'Fax Ready' screen with a 'Shared' status indicator. Below the status bar, it shows the date and time 'Jul 4 2007 01:30pm' and 'Memory 100%'. There are buttons for 'Search', 'Index', and 'Add/Edit'. Below these are five entries in the address book, each with a small icon and a name: '0001:Sam/New York Office', '0002:Mike/London Office', '0003:Carl/Paris Office', '0004:Beth/Chicago Office', and '0005:Chang/Beijing Office'. To the right of these entries are 'Page Up' and 'Page Down' buttons. At the bottom, there are buttons for 'Others', 'All', 'Fax', 'e-mail', and 'Login'.

**NOTE**

- To use the address book, you should register the destinations in advance.
- For details on using the address book, see “Using the address book” (page 3-1).

— or —

**❑ Search the destination from an LDAP server**

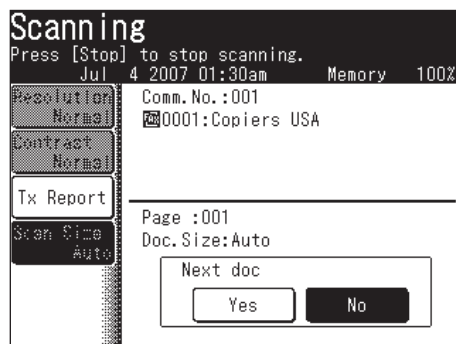
- (1) Press [Search].
- (2) Enter the destination name and then press [Execute].

**NOTE**

- To search the destination from an LDAP server, the network settings must be configured by your network administrator.
- For details on searching the destination from the LDAP server, see “Using [Search]” (page 3-17).

**5** Press <Start>.

The document is scanned and transmission starts.

**NOTE**

- If you want to cancel a transmission while the document is scanning, press <Stop>.
- If you want to cancel a transmission that is in progress, use the Review Commands feature. See “Reviewing or canceling commands” on page 4-26.
- Use the “Comm. No.” (communication number) when you review or cancel a transmission command.
- If the call fails, see “Redialing” on page 4-15.

## Changing Document Scan in Mid Scan (Mixed Transmission)

The document glass or the ADF can scan the document. Both scanning devices can be used in combination, such as for a cover page and map, and transmitted at the same time.

### NOTE

Basics for scanning the next document

- To scan the next document, set the Next Doc setting to [Yes] while scanning the current document.
- The ADF's default setting for Next Doc is [No]. To have the next document scanned, press [Yes] while scanning the current document.
- For the document glass, the default setting for Next Doc is set to [Yes].
- If you set Next Doc to [No] during scanning, the transmission will begin after scanning is completed.

### ADF → Document glass

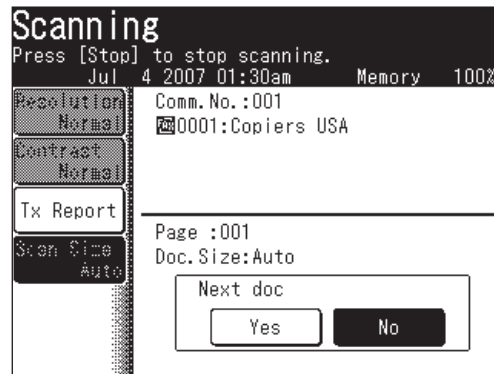
- 1 Set the document in the ADF.
- 2 (1) Press <FAX> to display the Fax standby mode.  
(2) Specify the destination.

The screenshot shows the 'Fax Ready' screen with a 'Shared' status indicator. The date and time are 'Jul 4 2007 01:30am' and 'Memory 100%'. On the left, there are settings for Resolution (Normal), Contrast (Normal), Broadcast (OFF), Redial, and Monitor. On the right, there are buttons for Search, Index, and Add/Edit. In the center, there is a list of destinations: 0001:Copiers USA, 0002:Movies Inc., 0003:Human Resources Dep., 0004:Sports Cars R Us, and 0005:Plano National Bank. To the right of this list are 'Page Up' and 'Page Down' buttons. At the bottom, there are buttons for Others, All, Fax, e-mail, and Login.

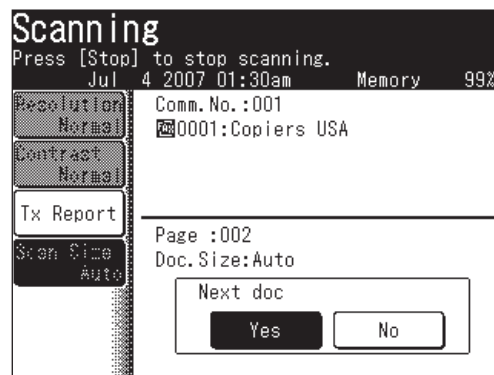
- Use the numeric keys to dial the number.  
– or –
- Specify the destination using the address book. (See page 3-13.)  
– or –
- When specifying multiple destinations, use broadcast transmission (see page 4-23) or call group dialing (see page 3-23).

Press <Reset> to cancel the settings.

- 3 Press <Start>.

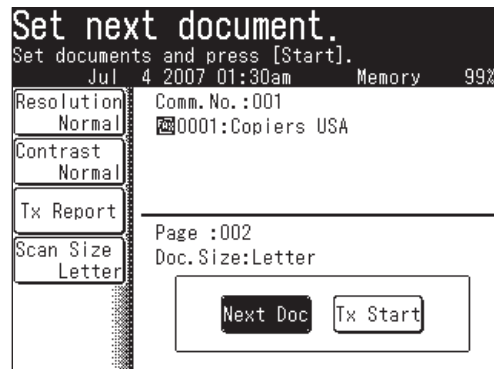


- 4 Press [Yes] while scanning the document.



- 5 When scanning is complete, set the next document on the document glass.

- 6 Press [Next Doc]. The next document will be scanned.



- 7 Press [Tx Start] when all the documents have been scanned.

Transmission will begin.

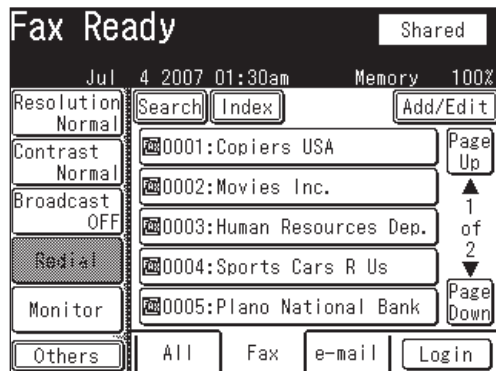
- Press <Stop> to cancel the scan.
- Transmission will also begin when <Start> is pressed.

4

BASIC FAX FUNCTIONS

## Document glass → ADF

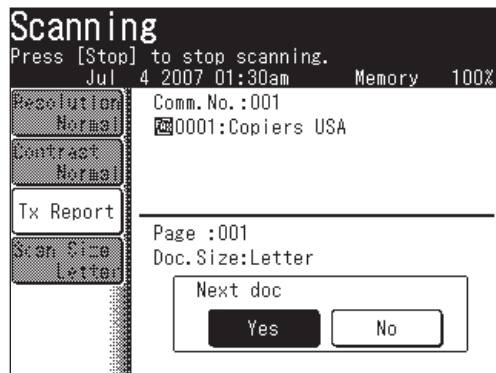
- 1 Set the document on the document glass.
- 2 (1) Press <FAX> to display the Fax standby mode.  
(2) Specify the destination.



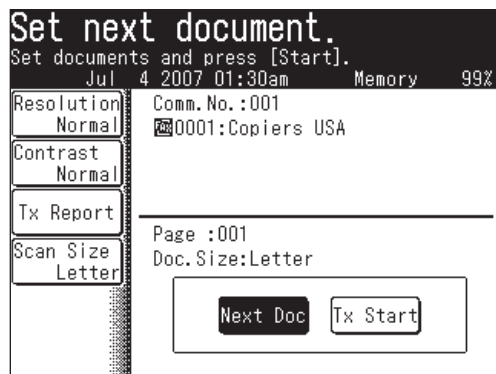
- Use the numeric keys to dial the number.  
– or –
- Specify the destination using the address book. (See page 3-13.)  
– or –
- When specifying multiple destinations, use broadcast transmission (see page 4-23) or call group dialing (see page 3-23).

Press <Reset> to cancel the settings.

- 3 Press <Start>.



- 4 When scanning is completed, set the next document in the ADF.
- 5 Press [Next Doc]. Document scanning will begin.



- 6** Transmission will start when scanning has been completed.
- Press <Stop> to cancel the scan.

## Manual transmission

Use manual transmission when the other fax machine uses manual reception, or when you transmit after finishing a phone conversation.

### NOTE

- The document glass cannot be used for the manual transmission.
- When you want to talk to the other party before transmitting the document, connect a phone to this machine.

- 1 Set the document in the ADF.
- 2 Press <FAX> to display the Fax standby mode.

### NOTE

When the “User Access/Cost Accounting” or “Network authentication” feature is activated, perform the login procedure (see page 1-19).

- 3 Press “Fax” tab.
- 4 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 5 Press [Monitor].  
– or –

Lift the handset if you have connected an optional handset or an external telephone to your machine.

In either case, the following display will appear:

Tel Mode		Shared	
Volume Middle	Search	Index	Add/Edit
Tone	0001:Sam/New York Office		
Redial	0002:Mike/London Office		
Monitor	0003:Carl/Paris Office		
Address Book	0004:Beth/Chicago Office		
Others	0005:Chang/Beijing Office		
	Fax		Login

- 6 Specify the destination.
  - Use the numeric keys to dial the number.  
– or –
  - Specify the destination using the address book. (See page 3-13.)  
– or –
  - Search the destination from an LDAP server. (See page 3-17.)

### NOTE

- You can dial only one destination for manual transmission.
- Press [Monitor] or hang up the handset to cancel the dialing.



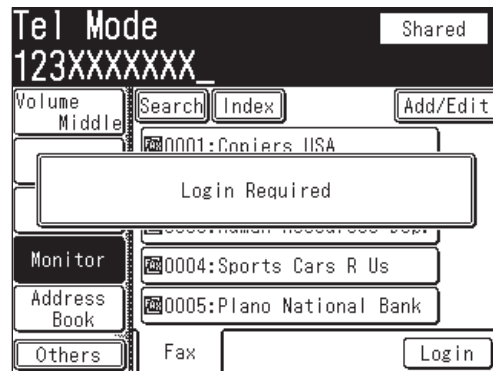
**7** When you hear fax tones from the remote fax machine, press <Start>.

If a person answers the phone, use the handset to tell that person that you are trying to send a fax. When you hear fax tones, press <Start>.

If you are using the handset, hang up after pressing <Start>.

**NOTE**

When you are using a handset, if the “User Access/Cost Accounting” or “Network authentication” feature is activated and you have not logged-in to the machine, the “Login Required” message will appear after you press <Start>.



In this case, perform the following procedure within 30 seconds.

- (1) Press <FAX>.
- (2) Perform the login procedure.
- (3) Press <FAX>, then <Start>.

**NOTE**

- If the call fails when you use [Monitor] to dial, press [Monitor] to hang up.
- To cancel the transmission, use the Review Commands feature. (See “Reviewing or canceling commands” on page 4-26.)

## Real-time transmission (non-memory transmission)

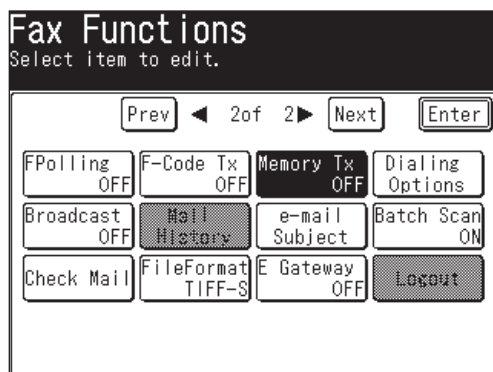
Your machine will dial the remote fax machine and once contact is made, scanning and transmitting will proceed in real-time.

### NOTE

- When the archive setting is activated, real-time transmission cannot be used. (For details of the archive setting, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*)
- The document glass cannot be used for manual transmissions.
- When you want to talk to the other party before transmitting the document, connect a phone to this machine.
- With real time transmission, you can dial only one destination. When you select multiple destinations, real time transmission will be disabled.
- In super-fine mode, the document length is available up to 14 inch (356 mm).

To perform a real time transmission:

- 1 Set the document in the ADF.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Press [Others], [Next], [Memory Tx], then press [Enter].
- 5 Press [Memory Tx] to turn the memory transmission OFF, and then press [Enter].



(When “All” tab is selected)

- 5 Specify the destination.
  - Use the numeric keys to dial the number.  
– or –
  - Specify the destination using the address book. (See page 3-13.)  
– or –
  - Search the destination from an LDAP server. (See page 3-17.)
- 6 Press <Start>.
  - To cancel the transmission, use Review commands features, see “Chapter 6 Reviewing or canceling commands”.

### NOTE

You can change the default setting for [Memory Tx]. See “Accessing the default fax settings” on page 9-6.

## Redialing

### Automatic fax redialing

If the transmission failed because the line was busy, the machine will automatically redial the number (up to 2 times) in one minute intervals.

If the last redial attempt fails, the error message will automatically print. Check the message and transmit again.

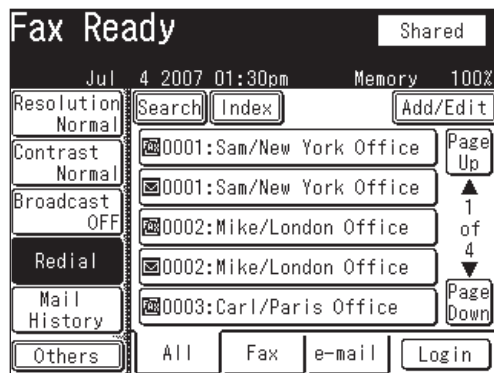
#### NOTE

- The number is not automatically redialed in the manual transmission and real-time transmission.
- The auto redial frequency and interval can be set from 0 to 14 redial attempts, from 0 to 5 minutes respectively. For details on settings, refer to “Fax settings” (page 9-8).
- To cancel the auto redial, press <Job Confirm./Fax Cancel> to delete the reserved command. For details on canceling the communication, refer to “Reviewing or canceling commands” (page 4-26).

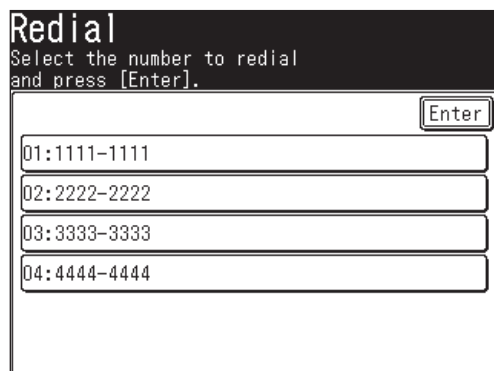
### Manual redialing

The last 10 numbers for fax transmissions/phone calls are kept in memory.

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Redial].



- 4 Select the fax number you want to redial.



- 5** The selected fax number will be displayed.

The image shows a screen titled "Redial" with the instruction "Enter the recipient's fax number and select [Enter].". Below this is a "Fax Number" label and a text input field containing "2222-2222\_". To the right of the input field are "Back" and "Enter" buttons. Below the input field is a grid of eight buttons: a left arrow, a right arrow, "Clear", a hyphen, "Pause", "Tone", "PreFix", and "Register".

You can edit the number, if necessary.

- 6** Press [Enter].

- 7** Press <Start>.

**NOTE**

- Numbers dialed using the numeric keys on the handset will not be stored in memory.
- Up to 40 digits of the dialing number per one transmission can be stored in memory.

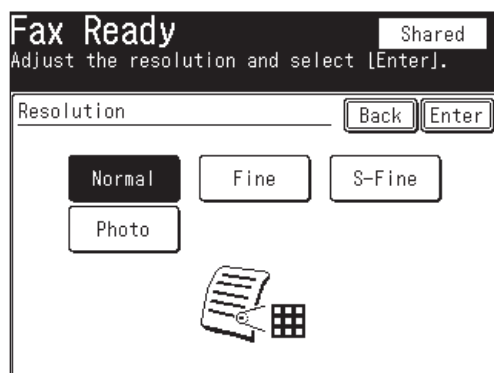
# Useful transmission functions

## Transmission resolution and contrast

### □ Transmission resolution

To change the scanning resolution:

- 1 Press [Resolution] on the Fax mode screen.
- 2 Select the desired resolution.



- **Normal** is suitable for most text documents and simple drawings.
- **Fine** is ideal for maps, moderately complicated drawings, floorplans or hand-written documents.
- **Superfine** ("S-Fine" on the display) reproduces the detail of extremely complicated drawings or line art.
- **Photo** ("Photo" on the display) captures shades in photos and drawings.

- 3 Press [Enter].

#### NOTE

- The "S-Fine" mode might not always be supported by the receiving machine.
- A longer transmission time is required for each increasing level of resolution from normal mode to photo mode.
- You can change the default setting for [Resolution]. See "Accessing the default fax settings" on page 9-6.

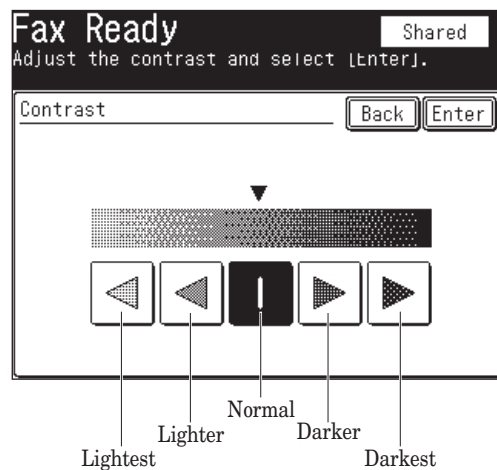
## ❑ Scanning contrast

Setting the scanning contrast allows you to compensate for any excessive lightness or darkness, as the case may be, of the document pages you are sending.

To change the scanning contrast:

**1** Press [Contrast] on the Fax mode screen.

**2** Select the desired contrast.



Darkest .... To scan at the darkest contrast

Darker ..... Between darkest and normal

Normal..... For normal documents

Lighter..... Between lightest and normal

Lightest .... To scan at the lightest contrast

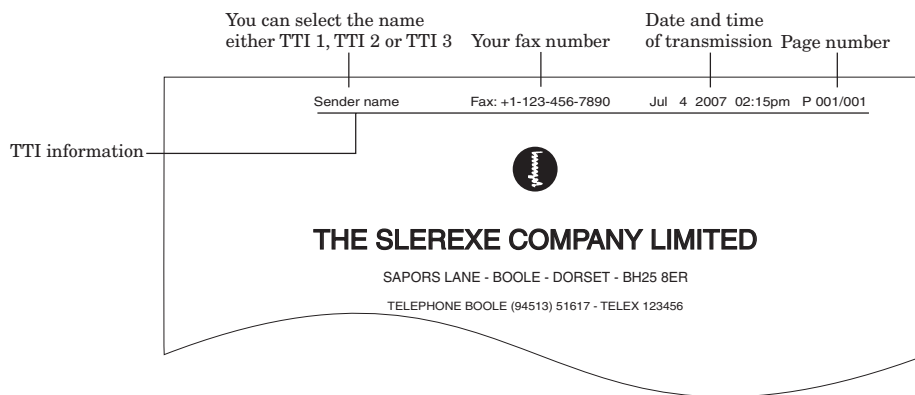
**3** Press [Enter].

### NOTE

You can change the default setting for [Contrast]. See “Accessing the default fax settings” on page 9-6.

## Sending faxes with TTI information attached

Every fax and Internet fax page you send arrives at the receiving machine with a single line of text at the top of the page. This text lists your name, fax number, date & time of transmission and page number as shown below.



You can select the three types of TTI (sender name) stored in the “Specifying the initial settings” (see pages 1-24 to 1-30) for each transmission. Also, you can tell the machine whether or not to send the TTI information (see page 4-20).

### NOTE

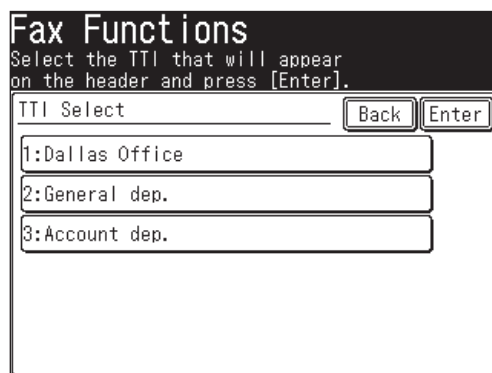
In some countries you are required by law to indicate your name and fax number on every fax you send.

## Selecting TTI

### NOTE

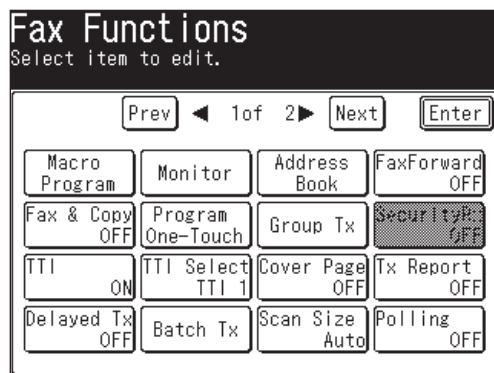
- Register the TTI in advance. For details on registering the TTI, see page 1-28.
- On the default setting, “TTI 1” is selected.

- 1 Press <FAX> to display the Fax standby mode.
- 2 Press [Others], [TTI Select].
- 3 Select your desired TTI and then press [Enter].



## ***Sending faxes with TTI information attached***

- 1** Press <FAX> to display to the Fax standby mode.
- 2** Press [Others].
- 3** Press [TTI].
  - “ON” and “OFF” toggle every time you press [TTI].



Set it to “ON” when you send a fax with TTI information.

Set it to “OFF” when you send a fax without TTI information.

- 4** Press [Enter].
- 5** Transmit a fax.

### **NOTE**

You can change the default setting for “TTI”. See “Accessing the default fax settings” on page 9-6.



## Transmission confirmation report

### Setting the transmission confirmation report

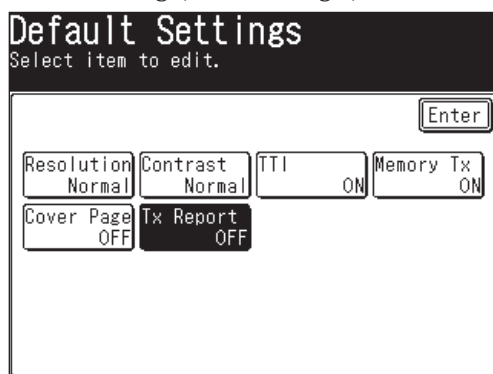
Your machine can print a transmit confirmation report (TCR) after sending a fax or internet fax to any Group 3 fax machine.

The TCR lists the following information for each communication:

- Date and time of the TCR's printout
- Destination to send (fax or internet fax)
- Resolution mode
- Starting date and time
- Number of pages
- Sending results (of fax/internet fax)
- Any special operations — For example, "BrdCast" will appear when you perform a broadcast transmission.
- Sample of the document — An reduced image of the first page of the document will appear.

### To activate the transmission confirmation report:

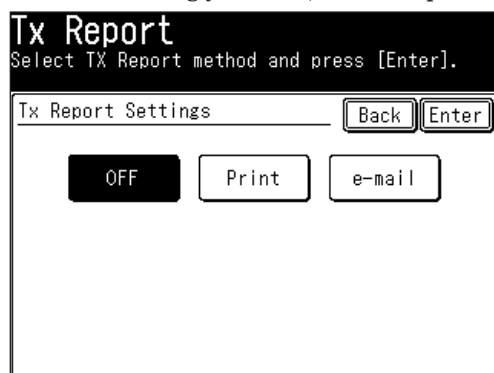
- 1 Press <Setting>, [Fax Settings], [Default Settings], [Tx Report].



- 2 Press [Tx Report Settings].



- 4 Select the setting you want, and then press [Enter].



[OFF] ..... Turn off the transmission confirmation report setting.

[Print] ..... Prints the transmission confirmation report.

[e-mail] ..... Sends the transmission confirmation report to the specified e-mail address.

Enter an e-mail address, then press [Enter].



- 5 Press [Enter].

- 6 Press <Reset> to return to the standby mode..

After the transmission has been completed, the machine prints or sends the transmission confirmation report according to your setting.

### ***To change the transmission confirmation report setting temporarily:***

If you want to temporarily change the transmission confirmation report setting, use the following procedure. After the transmission has been completed the transmission confirmation report setting will return to the default setting.

- 1 Press <FAX> to display the Fax standby mode.
- 2 Press [Others], [Tx Report].
- 3 Press [Tx Report Settings].
- 4 Select the setting you want.  
Refer to the step 4 of "To activate the transmission confirmation report".
- 5 Transmit a fax.

## Broadcasting

The fastest way to fax one document to many destinations is to broadcast it. In an ordinary broadcast, you can send faxes and e-mails as you normally would, except you just add more fax numbers and e-mail addresses.

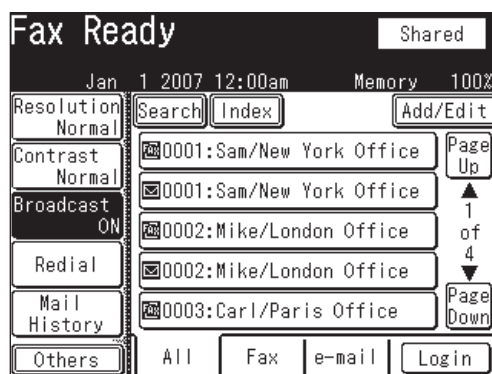
You can enter up to 1030 numbers:

- Address book numbers: Up to 1000 destinations
- Manually-dialed numbers: Up to 30 destinations

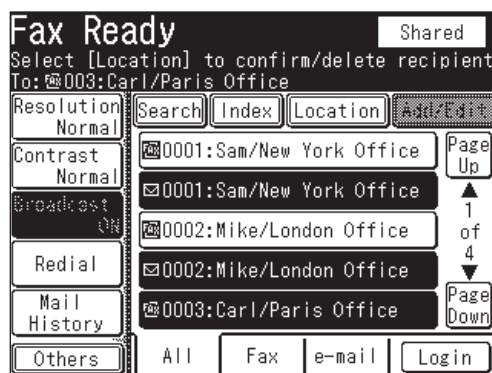
**You can broadcast using any function that requires a fax number and e-mail address to be registered.**

To perform a broadcast transmission:

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Press [Broadcast].



- 5 Specify the destination.



- Enter a fax number using the numeric keys.  
– or –
- Enter an e-mail address manually. (See page 5-72.)  
– or –
- Specify the destination using the address book. (See page 3-13.)  
– or –

- Search the destination from an LDAP server. (See page 3-17.)

#### NOTE

Press [Location] to review or delete the selected destinations. For details, see “Reviewing or deleting selected destinations,” below.

### 6 Press <Start>.

#### NOTE

- To cancel the broadcast transmission, press <Fax Cancel/Job Confirm.>. For details of fax canceling, see “Reviewing or canceling commands” on page 4-26.
- If you frequently broadcast documents to the same destinations, use the call group dialing for added convenience. (See page 3-23.)

## Reviewing or deleting selected destinations

Before pressing <Start>, you can review the broadcast destinations or delete a specified destination(s).

### □ Location display

[Location] is displayed when you send fax or e-mail using the following methods.

- Broadcast transmissions
- After entering fax numbers manually
- After entering e-mail addresses manually
- After selecting an address book number
- After retrieving a destination from an LDAP server.

**Help**  
 Displays the description of keys in the Location display.

**Switching key for [To], [Cc], [Bcc]**  
 Press this key to switch the sending method from [To], [Cc], [Bcc], [To].

**Sort**  
 When you press this key after selecting the sending method: [To], [Cc] and [Bcc] for e-mail address, it sorts in the order of [To], [Cc], [Bcc].

**Delete**  
 Press this key after selecting the destination to delete.

**Specified destinations**  
 This displays the selected destinations. The displayed order from the top is as follows:  
 (1) manually entered e-mail address,  
 (2) e-mail address ([To], [Cc], [Bcc]) specified by address book,  
 (3) manually entered fax number,  
 (4) fax number specified by address book.

- 1 Specify the destinations for the broadcast transmission, and press [Location].

**Fax Ready** Shared

Select [Location] to confirm/delete recipient  
To: 003:Carl/Paris Office

Resolution Normal Search Index Location Add/Edit

Contrast Normal

Broadcast ON

Redial

Mail History

Others All Fax e-mail Login

0001:Sam/New York Office

0001:Sam/New York Office

0002:Mike/London Office

0002:Mike/London Office

0003:Carl/Paris Office

Page Up 1 of 4 Page Down

- 2 The selected destinations will be displayed.

**Location**

Confirm the locations and select [Enter],  
or press [Start] to begin the transmission.

? Sort Delete Back Enter

To 1357@XXX.COM

To 0002:Movies Inc.

To reiko.hashimoto

123456790

0001:Copiers USA

makoto.mizukami

Page Up 1 of 2 Page Down

- 3 Follow the steps below to delete the selected destinations.
- You can also change the sending method: [To], [Cc] and [Bcc] for e-mail addresses. (See “Location display” on page 4-24.)
- (1) Select the destination you want to delete.  
You can select multiple destinations.
- (2) Press [Delete] to delete the selected destination.

**Location**

Confirm the locations and select [Enter],  
or press [Start] to begin the transmission.

? Sort Delete Back Enter

To 1357@XXX.COM

To 0002:Movies Inc.

To reiko.hashimoto

123456790

0001:Copiers USA

makoto.mizukami

Page Up 1 of 2 Page Down

- (3) Press [Enter].

- 4 To start the transmission, press <Start>.

# Reviewing or canceling commands

Your machine can store several “Jobs” in memory. It also keeps track of each command by assigning it a command number, like “001.”

Delayed commands, redial attempts and current transactions are all stored in your machine’s memory and given a command number.

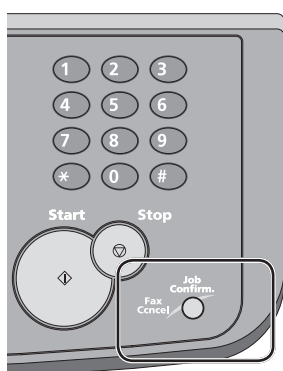
Your machine can store up to 100 delayed commands. It identifies each by a three-digit command number from 001 to 100.

The Review Commands function gives you the power to check on each job (or command) in your machine’s memory. It also allows you to cancel a fax and e-mail transmission command.

## To review or cancel a command

The operation differs depending on whether or not a document is currently being transmitted.

- 1 Press <Fax Cancel / Job Confirm.>.

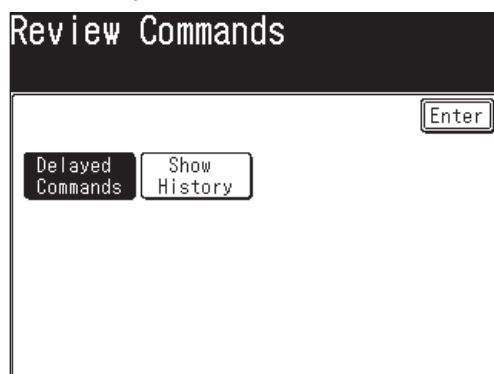


If your machine is attempting to perform a command, proceed to step 5.

### NOTE

For details on canceling the group transmission and/or broadcast transmission in progress, refer to “Reviewing or canceling parts of a broadcast” on page 4-28.

- 2 Press [Delayed Commands].



- 3 The currently stored command will be displayed.

**Delayed Commands**  
Select the location to cancel the transmission

Enter

Delayed Commands:001 10,09:00am 0001:Sam.

PC-FAX: 0001 11,10:00am BrdCast

Delayed Commands:003 11,10:00am BrdCast

PC-FAX: 0002 13,01:30pm 0007:Taro.H/Tokyo

Delayed Commands:004 15,09:00am 0005:Chan

Batch Tx:001 01,12:00am 0004:Beth.W/Chica

**NOTE**

“BrdCast” will be displayed for broadcast transmission and group transmission.

- 4 If you want to cancel a command, select the command you want to cancel.  
*The confirmation message will appear.*
- 5 Press [Yes] to cancel the selected command. Otherwise, press [No].

**Delayed Commands**  
Select the location to cancel the transmission

Delayed Commands:001 30,02:14pm 12345678  
Would you like to delete?

Yes No

**NOTE**

- If the selected command was being transmitted, communication will be canceled.
  - You can cancel the destinations for broadcast transmission individually when the broadcast command in progress. (See “Reviewing or canceling parts of a broadcast” on the next page.)
- 6 To cancel other command, repeat procedures from step 4.  
Press <Reset> to return to the standby mode.

4

BASIC FAX FUNCTIONS

## Reviewing or canceling parts of a broadcast

You can also review or cancel certain destinations within a broadcast.

### NOTE

When the broadcast command is in progress, you can cancel the destinations individually. However, you cannot cancel the destinations individually for the reserved command such as with delayed transmission.

(Reserved documents mixed with fax and e-mail for broadcast transmissions will have different commands for fax and e-mail respectively. In this case, you can only cancel one of the commands.)

- 1 Press <Fax Cancel / Job Confirm.>.
- 2 Press [Delayed Commands].
- 3 Select the command you want to cancel.

The screenshot shows a screen titled "Delayed Commands" with the instruction "Select the location to cancel the transmission". At the top, there are navigation buttons: "Prev", "1 of 2", "Next", and "Enter". Below this is a list of commands, each in a separate box:

- Communicating:001 05,02:39pm BrdCast
- Delayed Commands:002 05,04:30pm BrdCast
- Delayed Commands:003 05,05:30pm BrdCast
- PC-FAX: 0001 05,05:30pm BrdCast
- Delayed Commands:006 06,09:00am BrdCast
- PC-FAX: 0002 06,09:00am BrdCast

- 4 When the broadcast command you have selected is in progress, you can cancel the destinations individually.  
Go to the next step without pressing [Yes].  
Otherwise, go to the step 7.
- 5 To review or cancel the individual destinations within this broadcast, press [Detail].

The screenshot shows the same "Delayed Commands" screen, but now it displays details for the first command. The text reads:

Communicating:001 05,02:39pm BrdCast  
Would you like to delete?  
(Details) 0123456789

Below this, there is a list of destinations, each preceded by a small icon:

- 0001:Sam.K/New York Office
- 0002:Mike.M/London Office
- 0004:Beth.W/Chicago Office
- 0005:Chang.K/Beijing Offi

At the bottom, there are three buttons: "Detail", "Yes", and "No".



- 6** Press the destination you want to cancel.

**Delayed Commands**  
Select the location to cancel the transmission

Enter

In Progress : 0123456789

Reserved : 0001: Sam. K/ New York Office

Reserved : 0002: Mike. M/ London Office

Reserved : 0004: Beth. W/ Chicago Office

Reserved : 0005: Chang. K/ Beijing Office

- 7** Press [Yes].

**Delayed Commands**  
Select the location to cancel the transmission

Reserved : 0001: Sam. K/ New York Office  
Would you like to delete?

Yes No

If you want to cancel a different destination, go back to step 6.

If you want to go back to reviewing or canceling another command, press [Enter].

To stop reviewing or canceling commands, press <Reset>.

## Printing a delayed command list

---

Your machine can print a command list which shows the following:

- The command number, the batch transmission box number and the Internet fax command number
- The phone number, the e-mail address and the address book number of the specified destination
- The start time (this appears in the DD,HH:MM format)
- The function specified for the command (ex. Broadcast, Batch transmission) will be printed in "Note".

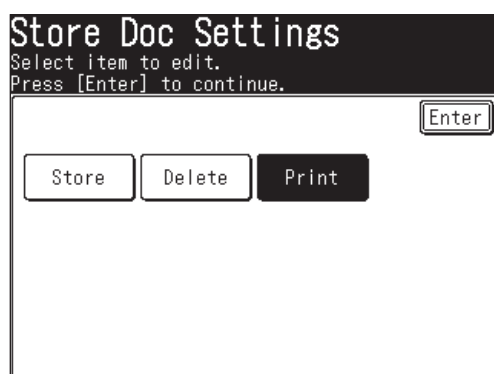
To print a delayed command list, press <Setting>, [List], [Journal List], [Command List], then [Yes].

## Printing a stored document

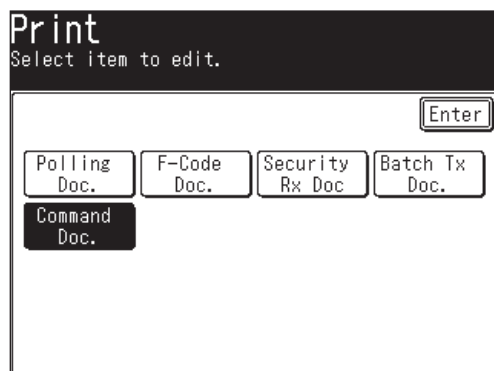
---

Your machine can print out documents stored for a delayed transmission.

- 1 Press <Setting>.
- 2 Press [Store Doc Settings].
- 3 Press [Print].



- 4 Press [Command Doc.].



- 5 Press the command document you want to print.

**Command Doc.**  
Select document and press [Enter].

[Enter]

- Delayed Commands:002 05,04:30pm BrdCast
- Delayed Commands:003 05,05:30pm BrdCast
- Delayed Commands:006 06,09:00am BrdCast
- Delayed Commands:005 07,09:30am ☎0003:Carl
- Delayed Commands:004 07,10:00am ☎0001:Sam.

- 6 Press [Yes]. The selected command document will be printed.

**Command Doc.**  
Select document and press [Enter].

Delayed Commands:005 07,09:30am ☎0003:C  
Would you like to print?

[Yes] [No]

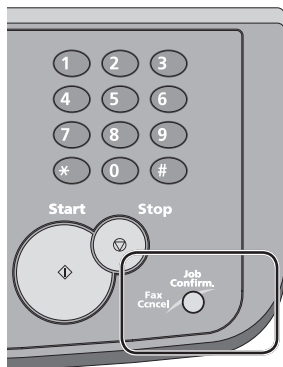
**NOTE**

The selected command document cannot be printed during a real time transmission or polling reception.

## View or print the results of a fax transaction

The transaction history can display past transactions. The results for each transaction can be also displayed and printed.

- 1 Press <Fax Cancel / Job Confirm.>.



- 2 If a document is currently being transmitted, the following display will be shown. Press [No]. Otherwise, proceed to step 4.



### NOTE

Be sure to press [No] to keep the current transmission. If you press [Yes], the document that is currently transmitting will be canceled.

- 3 The Delayed Commands list will be displayed. Press [Enter].

- 4 Press [Show History].

You can check the fax sending/receiving history, the mail sending history and the mail receiving history respectively.

## Checking the fax sending/receiving history

The sending/receiving history for the last 75 fax jobs can be displayed.

- 5 Press [Show History].

- 6 The fax sending/receiving history will be displayed.

- 7 Select the transaction you want to display.

*The transaction results will be displayed.*

032 TX	Beth.W/Chicago offic
031 RX	0123456789
030 TX	22334455
029 RX	Beth.W/Chicago offic
028 TX	Chang.K/Beijing offi
027 TX	66778899

- 8 Press [Yes] to print the transaction results.

### NOTE

- Regarding the error code in “Result” column, see “Error codes” on pages 11-23 to 11-24.
- In fax transaction results, “Tx Result” will be printed for fax transmissions, and “Rx Result” will be printed for fax receptions.

## Checking the mail sending history

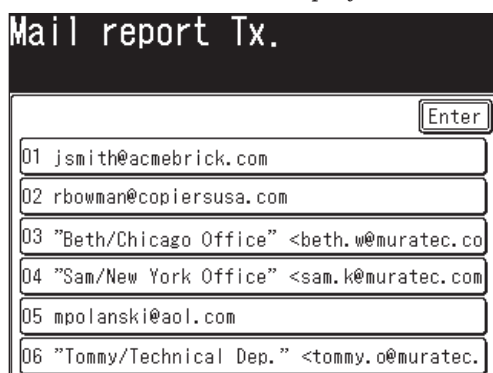
The transmission history for the last 50 “Internet faxes” and “Scan to e-mails” can be displayed.

- 5 Press [Mail report Tx.].



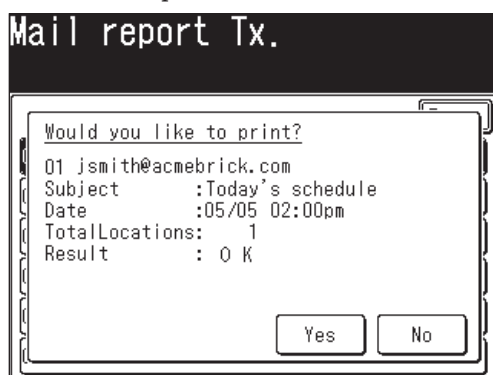
- 6 The mail transmission history will be displayed.

- 7 Select the transaction you want to display.  
*The transaction result is displayed.*



01	jsmith@acmebrick.com
02	rbowman@copiersusa.com
03	"Beth/Chicago Office" <beth.w@muratec.co
04	"Sam/New York Office" <sam.k@muratec.com
05	mpolanski@aol.com
06	"Tommy/Technical Dep." <tommy.o@muratec.

- 8 Press [Yes] to print the transaction results.



01	jsmith@acmebrick.com
Subject	:Today's schedule
Date	:05/05 02:00pm
TotalLocations:	1
Result	: 0 K

### NOTE

Regarding the error code in “Result” column, see “Error codes” on pages 11-23 to 11-24.

## Checking the mail reception history

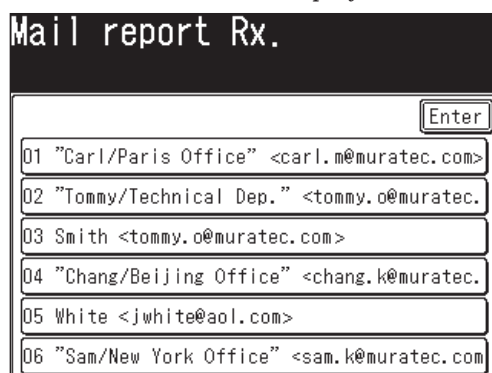
The reception history for the last 50 Internet faxes and scan to e-mails can be displayed.

- 5 Press [Mail report Rx.].

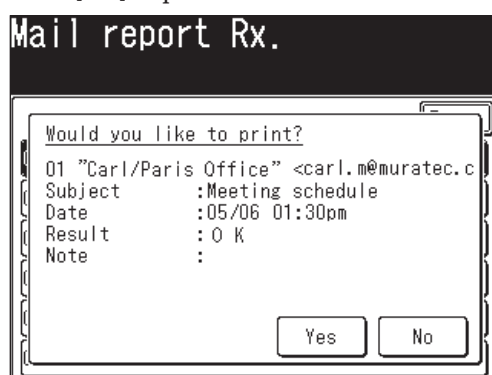


- 6 The mail reception history will be displayed.

- 7 Select the transaction you want to display.  
*The transaction result is displayed.*



- 8 Press [Yes] to print the transaction results.



The transaction results will be printed.

### NOTE

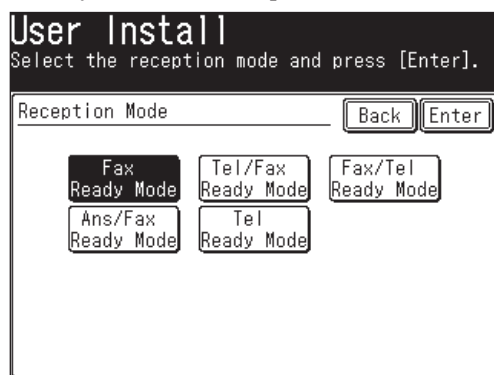
Regarding the error code in "Result" column, see "Error codes" on pages 11-23 to 11-24.

# Receiving a fax

## Selecting the reception mode

---

- 1 Press <Setting>, [User Install], [Reception Mode].
- 2 Select your desired reception mode.



Your machine has five different reception modes:

- Fax Ready Mode (see “Automatic reception mode” on next page)
- Tel/Fax Ready Mode (see “Automatic reception mode” on next page)
- Fax/Tel Ready Mode (see “Automatic reception mode” on next page)
- Ans/Fax Ready Mode (see “Automatic reception mode” on next page)
- Tel Ready Mode (see “Manual reception mode” below)

- 3 Press [Enter] to save the setting.
- 4 Press <Reset> to exit.

## Manual reception mode

---

### ***Tel Ready Mode***

*Use it if:*

- You want to use the same line for both fax and phone calls.
- You mainly receive phone calls.

*In this mode:*

Your machine never answers the calls automatically. You must answer each call as described in “Answering calls manually” (page 4-38).

*You will need:*

- An optional handset or an external phone connection.



## Automatic reception mode

### ***Fax Ready Mode***

*Use it if:*

Your machine uses its own phone line and doesn't share it with a phone or an answering machine.

*In this mode:*

Your machine answers each call and attempts to receive a fax.

### ***Tel/Fax Ready Mode***

*Use it if:*

- You want to use the same line for both fax and phone calls.
- You are using the machine as both a fax machine and a telephone but its primary use will be as a telephone.

*In this mode:*

Your machine will ring the set number of times (the default setting is twice). If you don't answer the call while ringing, your machine will answer the call automatically. If a caller sends a fax, your machine will begin to receive it. If a voice call comes in, your machine will alert you with a special ring prompting you to pick up the handset. (The telephone connected to your machine will not ring.)

*You will need:*

- An optional handset or an external phone connection.

### ***Fax/Tel Ready Mode***

*Use it if:*

- You want to use the same line for both fax and phone calls.
- You are using the machine as both a fax machine and a telephone, but its primary use will be for faxing.

*In this mode:*

Your machine receives faxes silently but also alerts you when a regular voice call comes in. (Your machine will beep once at the end of each reception.)

When a voice call comes in, your machine will alert you with a special ring (The telephone connected to your machine will not ring). If you hear the machine ringing, pick up the handset.

*You will need:*

- An optional handset or an external phone connection.

### ***Ans/Fax Ready Mode***

*Use it if:*

You are connecting an answering machine to your machine.

*In this mode:*

An answering machine connected to your machine will answer each call. If a voice call comes in, the answering machine will record the incoming message.

If your machine hears a fax tone, it will begin receiving the fax message.

*You will need:*

- An optional handset or an external phone connection.

*Using an answering machine with your machine:*

- 1** Set the machine to “Ans/Fax Ready” mode (See “Selecting the reception mode” on page 4-36.)
- 2** Set your answering machine to answer calls after no more than two rings.
- 3** Create a new outgoing message on your answering machine.  
Your answering machine’s outgoing message should be no longer than 10 seconds.

## Answering calls manually

### NOTE

- To answer a call manually, you must install an optional handset or an external phone to your machine.
- Make sure there are no documents in the ADF.

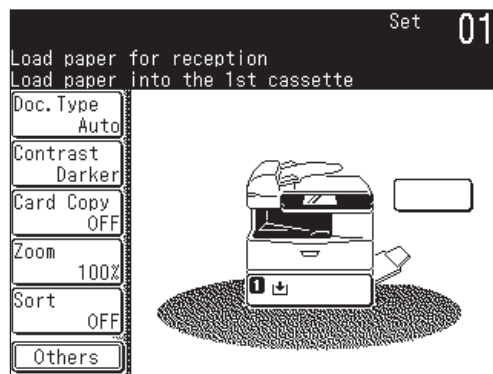
### *Receiving a call manually with an optional handset or an external phone*

In “Tel Ready Mode ” or “Tel/Fax Ready Mode”, when the optional handset or external phone rings, pick up the handset:

- When you hear the fax tones (“beep-beep-beep”), pick up the handset and press <Start>. After pressing <Start>, put down the optional handset or the external phone’s handset. Press <Start> as soon as you hear the beeping sound, this will prompt the remote machine to begin transmitting.

## If paper runs out during fax reception

When your machine runs out of paper, it will beep, the Alarm lamp will light and the machine will show which paper source is empty — the 1st cassette, 2nd cassette (optional) or the bypass tray.



(When paper runs out in the 1st cassette)

### Out-of-paper reception

If your machine runs out of paper, it can store up to 250 fax receptions in its memory. This is called “out-of-paper reception.” Once you refill the paper supply, the machine will automatically print the messages stored in memory.

#### NOTE

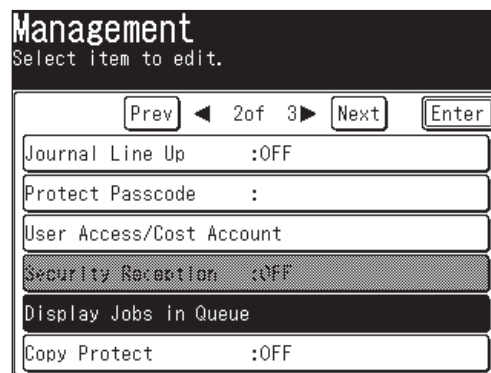
The number of pages (not receptions) your machine can store for out-of-paper reception will vary. It depends on:

- Your machine’s memory capacity
- Types of documents sent to your machine
- Fax resolution of the documents sent to your machine

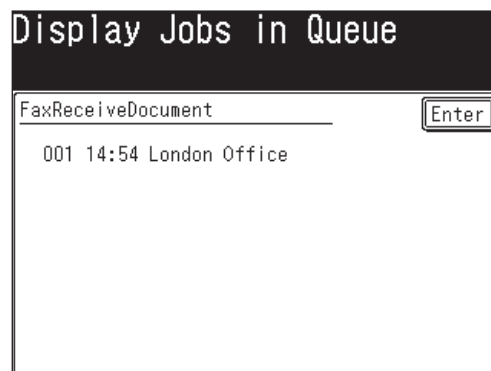
### Checking the out-of-paper reception copy print queue

The out-of-paper reception print queue status can be checked.

- 1 Press <Setting>.
- 2 Press [Management].
- 3 (1) Press [Next].  
(2) Press [Display Jobs in Queue].



- 4 Press [FaxReceive Document].
- 5 This displays the intercepted reception print queue status.



#### NOTE

Documents stored in memory will automatically print when printing becomes available.

# Settings for fax reception

## Setting the number of rings

Default setting: Twice

You can set how many times your machine will ring before answering a call. Choose from 0 to 10 rings.

- 1 Press <Setting>, [Fax Settings], [Other Settings], [Number of Rings].
- 2 Use [▲] [▼] or the numeric keys to enter the number of rings.
- 3 Press [Enter] to save the setting.
- 4 Press <Reset> to exit and return to the standby mode.

## Print settings

You can set three parameters for printing received fax documents:

- Rx reduction rate
- Reduction margin
- Paper save function

All three can be set in the same procedure, mentioned on next page.

Each description is as follows:

### ***Reception reduction rate:***

Reception reduction lets you set the machine to reduce large incoming documents to a size that fits the paper in your machine. (This setting doesn't affect your machine's copying capabilities.)

Below are the options for the print reduction rate for fax reception:

Setting	Description
Auto	Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printouts to fit on one sheet of the selected paper size. If it cannot reduce the document to fit on one page, the image will print at 100% size on two or more pages.
100%	Does not reduce documents. (Due to the sender's TTI, this may print two pages when receiving a one-page fax document.)

### ***Reduction margin:***

Your machine's reduction margin is measured in inches (in). We will define reduction margin by explaining how it is used:

When a fax message enters your machine's memory, the machine measures the message length and compares it to (a) the length of your selected paper (not including the print margins) plus (b) the reduction margin you set. If the length of the incoming message is shorter than (a) plus (b), your machine will print the message on one sheet.

If it is longer, your machine will print the message on two or more sheets.

An Auto reduction setting and a reduction margin setting of 1.5 in. will print most incoming faxes as single pages. Try this combination first and if it does not work select a different setting.

***Paper save function:*****□ Half-page reception**

Half-page reception can conserve 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 only combines half-page messages sent back-to-back during the same transmission. It won't combine two half-page faxes from separate transmissions.

**□ Duplex reception\***

Duplex reception can save paper by duplexing received faxes.

When activated, this feature tells the machine to combine and print inbound documents two-up.

\*The duplex printing unit is required.

***To adjust the print settings***

- 1 Press <Setting>, [Fax Settings], [Other Settings], [Next].

The screenshot shows the 'Other Settings' menu with the instruction 'Select item to edit.' Below this, there are navigation buttons: 'Prev', '2 of 3', 'Next', and 'Enter'. The settings listed are:

Rx Reduction Rate	:Auto
Reduction Margin	:1.5"
Paper Saving	:OFF
Quick Memory Tx	:ON
ECM Mode	:ON
Service Mode	:OFF

**□ When you set the reception reduction rate**

Default setting: Auto

- 2 Press [Rx Reduction Rate].
- 3 Select the reduction rate.

The screenshot shows the 'Other Settings' menu with the instruction 'Select the Rx reduction rate and press [Enter].'. Below this, there is a label 'Rx Reduction Rate' and two buttons: 'Back' and 'Enter'. At the bottom, there are two selection buttons: 'Auto' and '100%'.

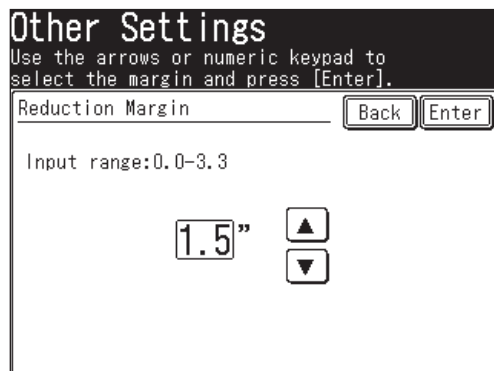
- 4 Press [Enter].

### ❑ When you set the reduction margin

Default setting: 1.5 in.

**2** Press [Reduction Margin].

**3** Use [▲] [▼] or the numeric keys to enter the reduction margin.



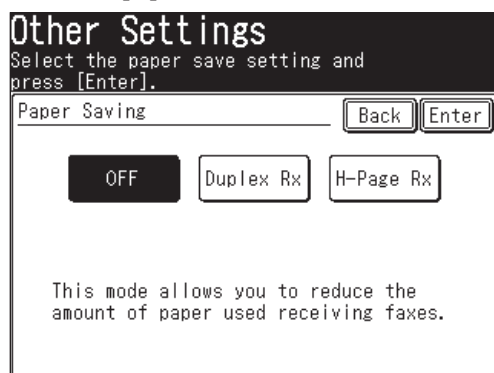
**4** Press [Enter].

### ❑ When you set the paper save function

Default setting: OFF

**2** Press [Paper Saving].

**3** Select the paper save function.



#### NOTE

The duplex printing unit is required to use the [Duplex Rx] function.

**4** Press [Enter].

**5** Press <Reset> to return to the standby mode.

# Making a phone call

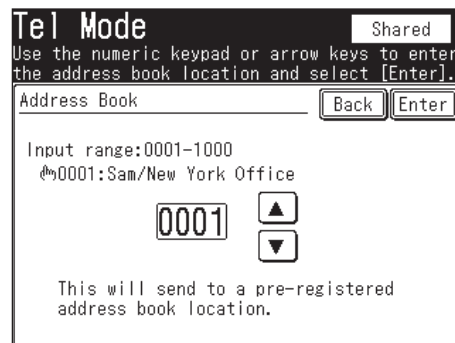
Besides entering the destination directly, you can simply search the destination name registered in the address book to make a phone call. There are various searching methods, such as alpha, group or numeric.

## How to dial using the address book

### NOTE

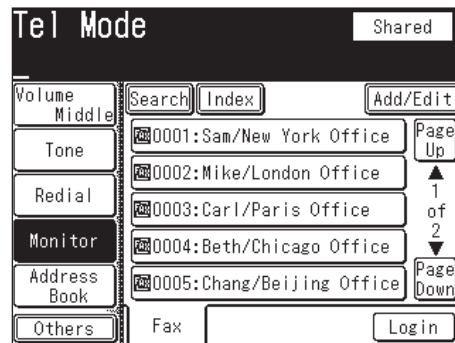
- When using [Monitor], press <FAX> and press “Fax” tab on the Fax standby mode.
- Connect the optional handset or an external phone to your machine to make a phone call.

- 1 Press <FAX> to display the Fax standby mode.
- 2 Lift the handset. Or press the “Fax” tab, and then [Monitor].
- 3 Specify the destination.
  - A. Numeric keys  
Press the numeric keys to enter the destination number.
  - B. Address Book-1
    - (1) Press [Address Book].
    - (2) Use the numeric keys or [▲] [▼] to enter the address book number.



- (3) Press [Enter].

- C. Address Book-2  
Specify the destination using the address book.



### NOTE

For details on how to use the address book, see page 3-1.

## If the call fails

If the call fails, the next steps will depend on the type of call it was (fax or phone).

*If it was a fax call...*

...Your machine will automatically redial the number. It will keep trying until one of the following occurs:

- It successfully reaches the other number.
- The maximum redial attempts has been reached.

*If it was a regular phone call...*

...You will have to redial manually:

- 1 Lift the handset.
- 2 Press [Redial].
- 3 Your machine can remember the last 10 dialed numbers. Select the number you want to call.
- 4 Press <Start>.

## How to receive a phone call

- 1 Lift the handset when the machine rings.

### NOTE

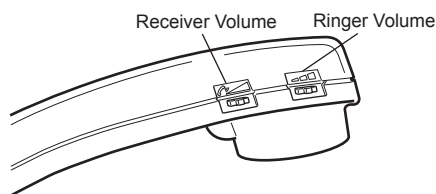
You can receive a call with the machine's handset even if the power has been turned OFF.

- 2 Answer the phone.

## Adjusting the optional handset volume

The small switches on the side of your machine's handset adjust the ringer and receiver volume.

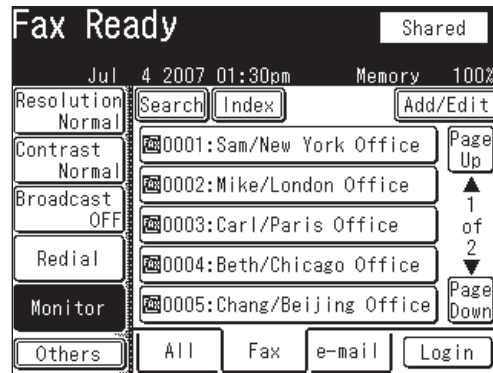
- Ringer Volume Control Adjust the ringer volume to one of three settings : High, Medium or Low.
- Receiver Volume Control If it is hard to hear the remote person's voice, adjust the receiver volume to one of three settings : High, Medium, or Low.



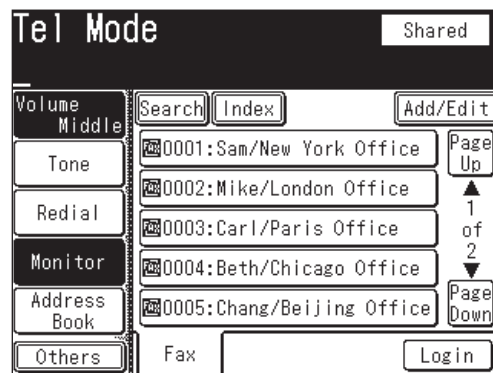


## Adjusting the speaker volume

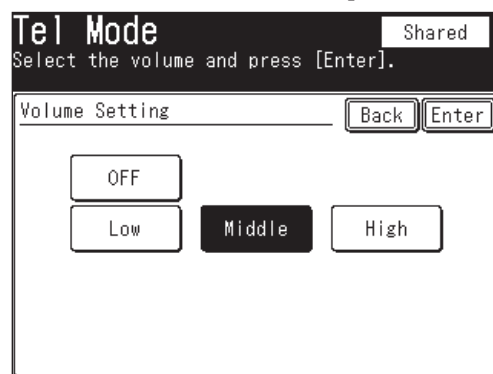
- 1 Press [FAX] to display the Fax standby mode.
- 2 Press “Fax” tab.
- 3 Press [Monitor].



- 4 Press [Volume].



- 5 Select the desired volume and press [Enter].



- 6 Press [Monitor] to hang up.

4

BASIC FAX FUNCTIONS

---

## 4-46 MAKING A PHONE CALL

# Chapter

# 5

## Advanced Fax Functions

---

### Advanced fax functions

<b>Delayed transmission .....</b>	<b>5-3</b>
Setting up a delayed transmission .....	5-3
<b>Fax &amp; Copy .....</b>	<b>5-4</b>
<b>Cover page.....</b>	<b>5-6</b>
Turning the cover page on .....	5-6
Entering the cover page message.....	5-7
<b>Batch transmission.....</b>	<b>5-8</b>
Registering a batch box.....	5-8
Storing a document for batch transmission.....	5-10
Printing a document stored in a batch box.....	5-11
Deleting a document stored in a batch box.....	5-12
Erasing an empty batch box .....	5-13
<b>Specifying the document scanning size .....</b>	<b>5-14</b>
<b>Polling communications.....</b>	<b>5-15</b>
Polling reception.....	5-15
Polling transmission .....	5-16
<b>Using an alternative telephone network service provider (Dial prefix) .....</b>	<b>5-18</b>
Sending faxes using the Dial prefix feature .....	5-19
<b>Block junk fax.....</b>	<b>5-20</b>
To set the mode for block junk fax.....	5-20
Deleting a number from the blocked numbers list.....	5-22
Printing a list of the blocked numbers.....	5-23
<b>F-code box feature.....</b>	<b>5-24</b>
F-code introduction .....	5-24
The elements of creating an F-code box.....	5-24
Registering or editing an F-code box.....	5-25
Printing a list of F-code boxes .....	5-33

Printing a list of documents stored in F-code boxes.....	5-33
Deleting an empty F-code box .....	5-33
Storing a document in a bulletin box .....	5-34
Printing stored documents .....	5-36
Deleting stored documents .....	5-38
Sending a document using a sub-address and password.....	5-40
Polling a document using a sub-address and password.....	5-41
<b>Fax forwarding.....</b>	<b>5-42</b>
Turning fax forwarding ON or OFF .....	5-42
Registering or editing a transfer rule .....	5-44
Deleting a transfer rule .....	5-47
<b>Separator page .....</b>	<b>5-48</b>
Setting the Separator page.....	5-48
<b>Program one-touch.....</b>	<b>5-50</b>
Registering or editing a program one-touch .....	5-50
Deleting a program one-touch .....	5-54
How to use a program one-touch.....	5-55
<b>Send documents to an e-mail gateway (fax servers) .....</b>	<b>5-56</b>
Setting up the e-mail gateway feature.....	5-56
Sending faxes to an e-mail gateway.....	5-57

## Security features

<b>Security features.....</b>	<b>5-58</b>
Security reception .....	5-58
PIN masking.....	5-62

## PC Faxing

<b>PC Faxing.....</b>	<b>5-69</b>
Sending a document from a PC .....	5-69
Installing the driver .....	5-69
Sending a PC fax.....	5-70

## Internet Fax

<b>Internet Fax functions.....</b>	<b>5-71</b>
Display description .....	5-71
Sending an Internet fax.....	5-72
Re-mail.....	5-74
Mail History .....	5-75
Checking for new e-mail in real-time.....	5-77
Adding a text message to your e-mail (e-mail subject) .....	5-78
Batch scanning.....	5-82
Specifying the attachment file format (File Format) .....	5-83

# Delayed transmission

## Setting up a delayed transmission

Your machine can store up to 100 delayed commands, each of which you can program up to 31 days in advance.

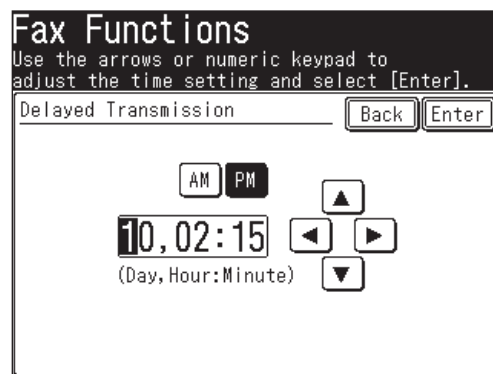
Your machine only remembers the day of the month that it is supposed to send a delayed transmission. It does not remember the month itself. So if you want to send a transmission at 2:15 pm on 5 May, do not program the transmission sooner than 2:16 pm on 5 April.

### NOTE

If a real time transmission is specified, the document will remain set until the specified time, so you will not be able to send any other faxes.

To set up a delayed transmission:

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others], [Delayed Tx].
- 4 Enter the sending day and time.



- Use [▲] [▼] [◀] [▶] or the numeric keys to enter the sending day and time.
- 5 Press [Enter] twice.
  - 6 Specify the destination.
  - 7 Press <Start>.

### NOTE

- To change the sending time after it has been set, you need to cancel the delayed transmission command and start over.
- To cancel the delayed command, press <Fax Cancel/Job Confirm.>. For details of fax canceling, see "Reviewing or canceling commands" on page 4-26.

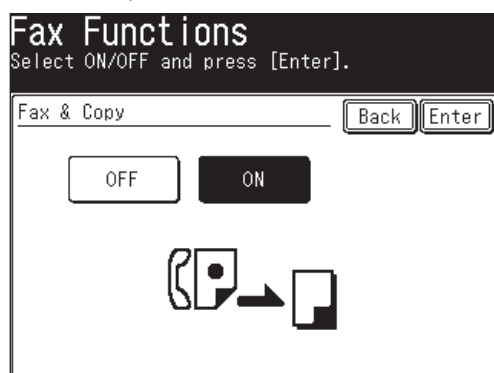
# Fax & Copy

Documents can be faxed and copied simultaneously with just one scanning operation. This function is useful for internal communications when copies need to be made after sending a fax.

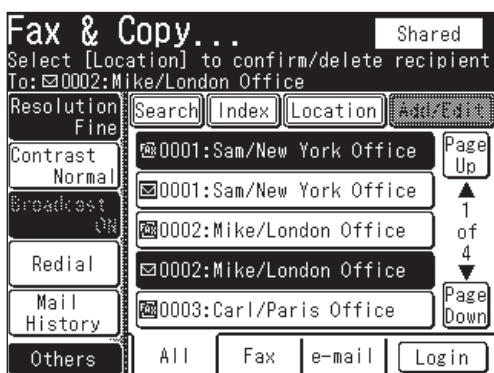
## NOTE

- If the copy protection (page 9-92) is set to “ON”, Fax&Copy cannot be used.
- Resolution for Fax & Copy will be either “Fine” or “S-Fine”. (No other selections are available.)
- If the Copy protection (page 9-92), polling (page 5-15) or F-Code polling (page 5-41) is set to ON, the Fax & Copy function cannot be used.

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others], [Fax & Copy].
- 4 Press [ON], and then [Enter].

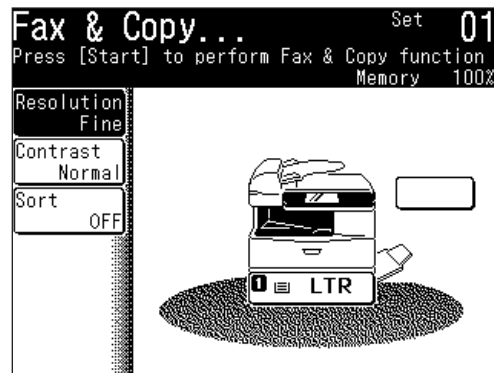


- 5 Fax&Copy is now set. Press [Enter] again.
- 6 Specify the destination.



- 7 Press <Start>.

8 The Copy standby mode will be displayed.



**NOTE**

- When the “User Access/Cost Accounting” or “Network authentication” feature is activated for the copy mode and you have not logged-in to the machine, the machine prompts you to login to the machine. Please login to the machine to use this function.
- After switching to the copy screen, you cannot switch to the fax screen (by pressing the <FAX> key).

9 Perform copy setting adjustments as needed.

- Press <Stop> to cancel Fax&Copy.

10 Press <Start>.

# Cover page

Your machine can store a cover page and send it prior to each outgoing fax.  
The default setting is OFF.

**\*\* MESSAGE \*\***

[RECEIVER]\*  
(Destination's name)  
(Destination's fax number)  
(Destination's e-mail address)

[SENDER]  
(Your name)  
(Your fax number)  
(Your e-mail address)

---

[MESSAGE]  
(Enter your message)

---

\* When you directly enter the destination's fax number and/or e-mail address, only the fax number or e-mail address will be printed. When you specify the destination from the address book, the name, fax number or e-mail address registered in the address book will be printed.

## NOTE

- Cover page format for PC fax, Internet fax, and scan to e-mail is different. For details, see Chapter 5, "Using the Utility Programs," in the *PC User's Guide*.

## Turning the cover page on

- 1 Press <FAX> to display the Fax standby mode.
- 2 Press [Others].
- 3 Press [Cover Page].
  - [ON] and [OFF] toggle every time you press [Cover Page].
- 4 Press [Enter].

Now the cover page feature is working but your message line is blank. To enter a message, see "Entering the cover page message" on the next page.  
The usual TTI and the fax number you have entered in the Initial settings (pages 1-23 to 1-30) and the e-mail address assigned to your machine will be pre-populated in the cover page automatically.

## NOTE

- For details on assigning an e-mail address to your machine, see Chapter 4, "Using the Admin Tools," in the *PC User's Guide*.
- You can change the default setting for [Cover Page]. See "Accessing the default fax settings" on page 9-6.

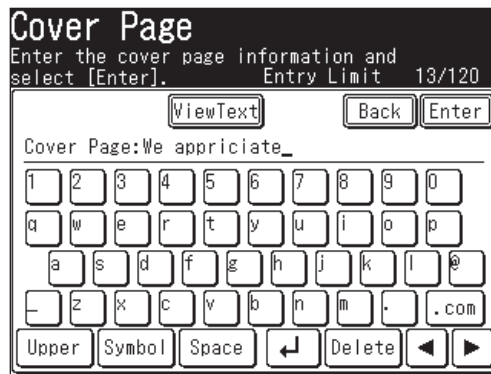


## Entering the cover page message

Up to 120 characters can be entered for the message.

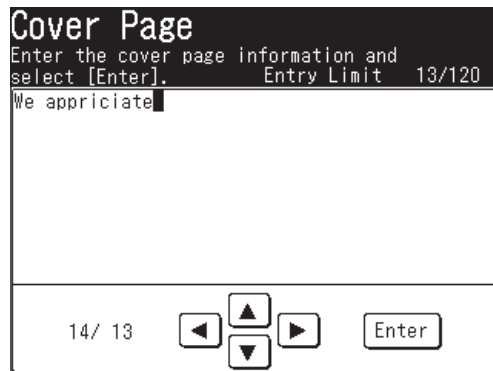
When you enter over 60 characters, the line will be automatically moved to the next line. You can also insert up to 2 additional line breaks. 1 line break is counted as 2 characters. That means the number of characters you can enter will be up to 116 when you insert 2 line breaks.

- 1 Press <Setting>.
- 2 Press [Fax Settings].
- 3 Press [Cover Page].
- 4 Enter the cover page message.



### NOTE

You can check the entered text by pressing [ViewText]. You cannot edit the text in this display. To return to the text editing display, press [Enter].



- 5 After you entered the cover page message, press [Enter].

## Printing the cover page

To confirm that the cover page is set correctly, print a sample cover page from your machine. Press <Setting>, [List], [Other Lists], [Cover Page], then [Yes].

# Batch transmission

Batch transmission allows you to store multiple documents in an electronic “basket” throughout the day and then fax that entire basket to one destination.

To do this, just tell the machine when and where the transmission should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine. You can store up to 40 documents (each document can include one or more pages) into your machine’s five electronic batch boxes.

## Registering a batch box

Before sending a batch transmission, you have to register batch boxes in your machine.

- 1 Press <Setting>.
- 2 Press [Fax Settings], [Batch Tx Box], [Enter/Edit].
- 3 Select the batch transmission box you want to register.

The screenshot shows a screen titled "Enter/Edit" with the instruction "Select the box number to enter/edit." Below the title are five input fields, each preceded by a number and a colon (1:, 2:, 3:, 4:, 5:). To the right of the first input field is an "Enter" button.

- 4 Specify the destination using the numeric keys or the address book.

### NOTE

- Only one destination can be set for each box.
- Press [Location] to review or delete a destination that has been specified. (See page 4-24)

- 5 Then press [Enter].
- 6 Press [Tx Time].

The screenshot shows a screen with the title "1: ☎0001:Sam/New York Offi" and the instruction "Select item to edit. Press [Enter] to continue." Below the title are three input fields: "Fax No. : ☎0001:Sam/New York Office", "Tx Time : 01, 12:00am", and "Box Name:". To the right of the first input field is an "Enter" button.

6 Enter the sending day and time.

**NOTE**

- Use [▲] [▼] [◀] [▶] or the numeric keys to enter the sending time.
- Add "0" in front of one-digit numbers. (E.g.: 9 → 09)
- Enter "00" for the day to send the stored documents at the same time every day.

7 Press [Enter].

8 Enter the batch box name.

- (1) Press [Box Name].
- (2) Enter the box name.

- (3) After you entered the name, press [Enter].

**NOTE**

- Up to 24 characters can be entered.
- For details on character entry, see "Entering characters" on page 1-21.

9 A list of the entered information is displayed.

10 To register another batch transmission box, press [Enter], then repeat from step 3.

**NOTE**

The contents (settings) for batch transmission boxes that contain any documents cannot be changed.

### ***To edit the settings of a batch transmission box you have registered....***

Select the box you want to edit, and then edit the contents by overwriting or deleting the existing information in each step.

#### **NOTE**

To print a list of batch boxes, press <Setting>, [List], [Other Lists], [Batch Tx Box], then [Yes]. (See page 10-3.)

## **Storing a document for batch transmission**

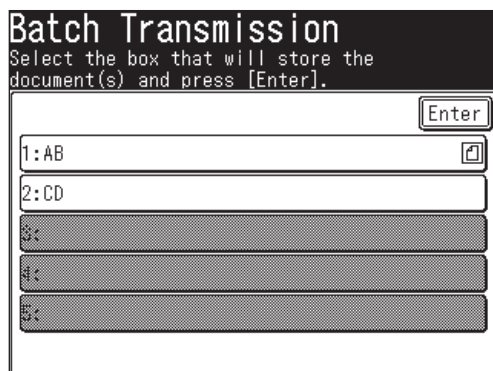
Your machine can store up to 40 documents (each document can include one page or many pages). Once the batch documents are transmitted, they are automatically erased from the batch box.

#### **NOTE**

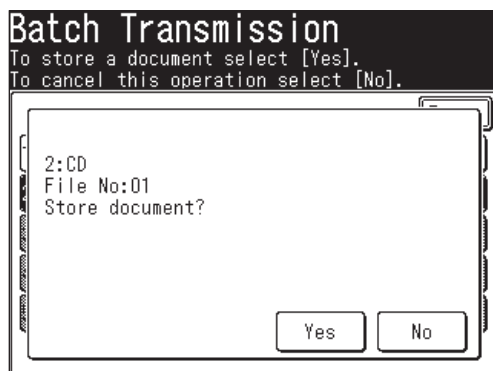
During transmission, a batch number for each document in the specified batch transmission box will be displayed. We recommend you should make a record of these batch numbers, which will control the documents and are required for reviewing and deleting documents.

To store a document in a batch box for batch transmission:

- 1** Set the document.
- 2** Press <FAX> to display the Fax standby mode.
- 3** Press [Others].
- 4** Press [Batch Tx].
- 5** Select the batch transmission box.



- 6** Press [Yes].



**NOTE**

To print a list of the documents stored in batch boxes, press <Setting>, [List], [Other Lists], [Batch Tx Doc.], then [Yes].

## Printing a document stored in a batch box

- 1 Press <Setting>, [Store Doc Settings], [Print].
- 2 Press [Batch Tx Doc.].
- 3 Select the batch transmission box in which the documents you want to print are stored.

**Batch Tx Doc.**  
Select document and press [Enter].

1: 0001: Sam. K./New York Office	[Enter]
2: 0123456789	
3: 003: Carl. M./Paris Office	
4:	
5:	

**NOTE**

Empty batch transmission boxes cannot be selected.

- 4 Select the file number you want to print.

**Batch Tx Doc.**  
Select file #

Prev ◀ 1 of 7 ▶ Next [Enter]

01: Already stored.	[Enter]
02: Not registered.	
03: Not registered.	
04: Not registered.	
05: Not registered.	
06: Not registered.	

- 5 Press [Yes] to print stored document.

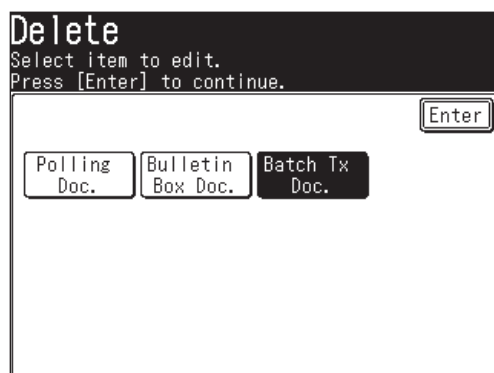
**Batch Tx Doc.**  
Select file #

01: Already stored.  
Would you like to print?

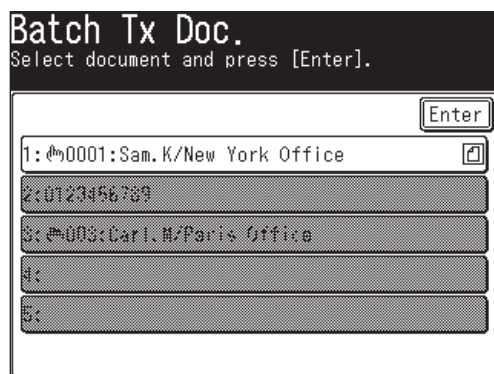
[Yes] [No]

## Deleting a document stored in a batch box

- 1 Press <Setting>, [Stored Doc Settings], [Delete].
- 2 Press [Batch Tx Doc.].



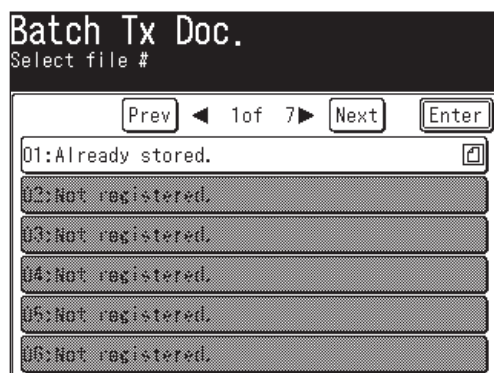
- 3 Select the batch transmission box that contains the documents you want to delete.



### NOTE

Empty batch transmission boxes cannot be selected.

- 4 Select the file number you want to delete.



- 5 Press [Yes] to delete the stored document.



## Erasing an empty batch box

Batch boxes must be empty in order to be erased. If a box has documents stored in it, you must delete those before proceeding. (See “Deleting a document stored in a batch box” on page 5-12.)

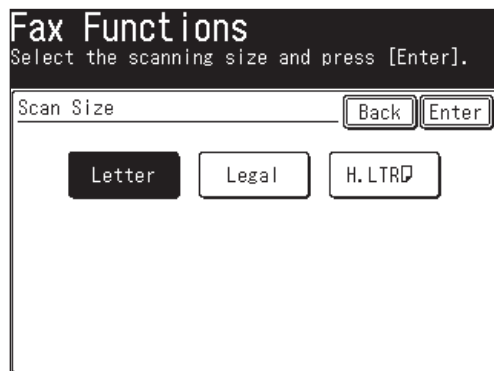
To erase an empty batch box:

- 1 Press <Setting>, [Fax Settings], [Batch Tx Box], [Delete].
- 2 Press the batch transmission box you want to delete.
- 3 When the confirmation message appears, press [Yes] to delete.

# Specifying the document scanning size

If the document is longer than the set width, only the scanned area will be sent.

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others], [Scan Size].
- 4 Select the scan size.



- 5 Press [Enter] twice.
- 6 Specify the destination.
- 7 Press <Start>.

## NOTE

To clear this setting, press <Reset>.



# Polling communications

## ❑ Polling reception:

This machine can instruct another machine to transmit a document that is stored in memory. The phone call is charged to the receiving party (this machine side).

## ❑ Polling transmission:

Polling transmission allows someone to retrieve a document stored in your machine's memory. The stored document will be sent when the other party calls you. The phone call is charged to another party.

## Polling reception

Polling allows someone to fax a document to you without having to make the call or pay for it. There are two kinds of polling:

- Regular polling — Your machine retrieves a document from a remote fax machine.
- F-Code polling — Your machine retrieves a document stored in a F-code boxes on the remote fax machine. To do this, you must be communicating with another F-code-compliant machine. For more information on F-code communication, see "F-code box feature," on page 5-24.

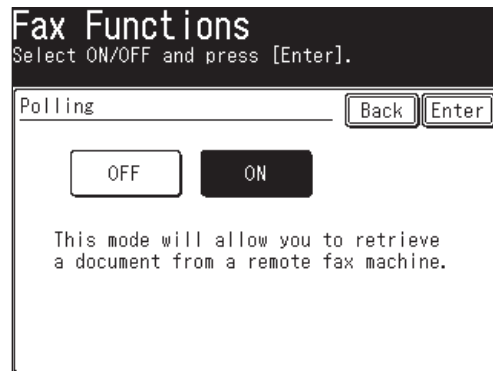
### NOTE

For polling to work, the remote machine must be set up to be polled.

### Regular polling

To set up your machine for regular polling:

- 1 Make sure the document is loaded in the remote fax machine.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others], and [Polling].
- 4 Select [ON] to perform polling, and then press [Enter].



- 5 Press [Enter] to return to the standby display.
- 6 Specify the destination and press <Start>.

### NOTE

After pressing <Start>, you can stop the communication using the Review Commands feature. (See page 4-26.)

## Polling transmission

### *Storing a document for polling*

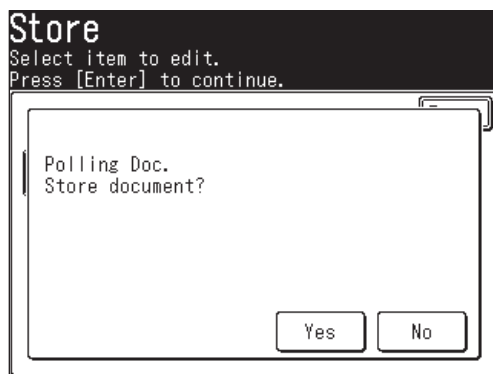
- 1 Set the document.
- 2 Press <Setting>, [Store Doc Settings].
- 3 Press [Store].



- 4 Press [Polling Doc.].



- 5 Press [Yes].



- 6 Press <Start> to store the document.

#### **NOTE**

Once the remote fax machine polls the document you stored, your machine will automatically erase the document from memory.

### ***Printing a stored polling document***

To print a polling document without deleting it, press <Setting>, [Store Doc Settings], [Print], [Polling Doc.], then [Yes].

### ***Deleting a stored polling document***

To delete a polling document from your machine's memory.

- 1 Press <Setting>, [Store Doc Settings], [Delete], [Polling Doc.], then [Yes].  
If you want to quit the operation without deleting, press [No].

# Using an alternative telephone network service provider (Dial prefix)

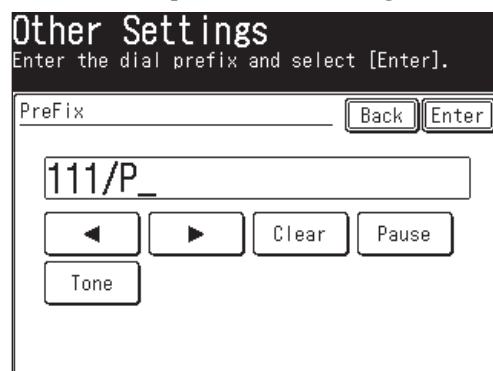
When you make a call, you may want to use an alternative telephone network service provider to take advantage of lower rates. You can store the access codes in the “Dial Prefix” key.

The following information describes how to program the access number.

- 1 Press <Setting>.
- 2 Press [Fax Settings].
- 3 Press [Other Settings].
- 4 (1) Press [Prev].  
(2) Press [PreFix].



- 5 Enter the dial prefix number using the numeric keys.



## NOTE

- You can enter numbers up to 40 digits including numbers, Pause and Tone. Note that Pause and Tone will be counted as 2 characters each.
  - If you must wait for another dial tone at dialing, press [Pause] to insert a pause (/P) at the end of the access number.
- 6 Press [Enter].
  - 7 Press <Reset> to return to the standby mode.

## Sending faxes using the Dial prefix feature

To dial using the numeric keys

- 1 Set the document.
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others].
- 4 (1) Press [Prev] or [Next].  
(2) Press [Dialing Options].
- 5 Press [Prefix].  
The dialing character “/N” will be entered.
- 6 Enter the fax number using the numeric keys.

The screenshot shows a device screen with the title "Fax Functions". Below the title, it says "Enter the recipient's fax number and select [Enter].". There is a text field labeled "Fax Number" containing the text "/N23456789\_". To the right of the text field are two buttons: "Back" and "Enter". Below the text field is a numeric keypad with buttons for left arrow, right arrow, "Clear", "-", "Pause", "Tone", "PreFix", and "Register".

- 7 Press [Enter].
- 8 Press <Start>.

# Block junk fax

Your machine's Block Junk Fax feature lets you bar the gates against unauthorized incoming faxes ("Junk fax"). But before you block junk fax, first understand how this feature works, to determine if it is right for you.

There are four possible settings for Block Junk Fax:

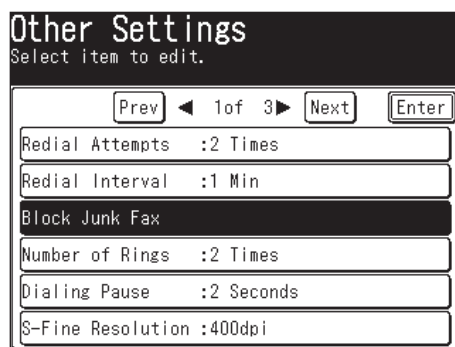
- **Off** — The feature is not activated.
- **Mode1** — Your machine checks whether the last four digits of any phone number in your address book match the last four digits of the remote fax's phone number. If it does not find a match, your machine will disconnect the call.
- **Mode2** — This mode rejects any call from a number whose last four digits match any number in the blocked numbers list. Your machine can hold up to 50 blocked numbers.
- **Mode3** — This mode rejects numbers that are not in the address book and also rejects numbers that are in the blocked numbers list. This mode lets you keep a number on your address book for transmitting, while still blocking incoming calls by putting it on the blocked numbers list.

But before you activate the Block Junk Fax feature, please consider:

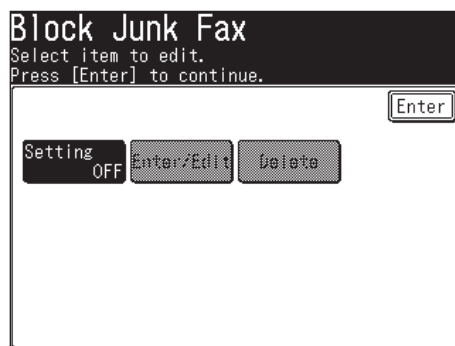
- *Not all fax machine owners enter their phone numbers on their machine.* — With Block Junk Fax activated, your machine would reject faxes from these machines.
- *Access codes can cause confusion.* — If an address book entry ends with an extra code, such as long-distance codes, Block Junk Fax will block out calls from those faxes.

## To set the mode for block junk fax

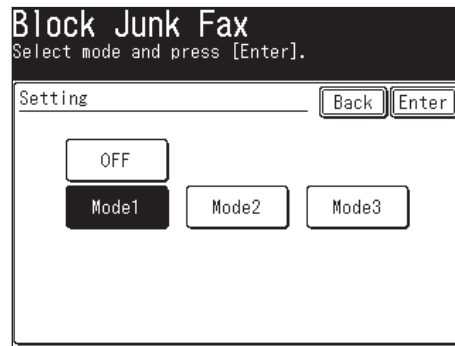
- 1 Press <Setting>, [Fax Settings], [Other Settings].
- 2 Press [Block Junk Fax].



- 3 Press <Setting>.



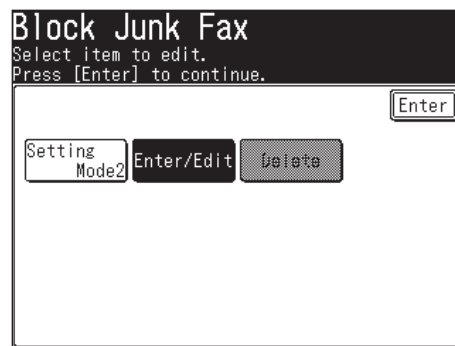
4 (1) Select the mode.



(2) Press [Enter].

The procedure will end if you select "OFF" or "Mode 1".  
If you selected either "Mode 2" or "Mode 3", proceed to step 5.

5 Press [Enter/Edit].



6 Select a box to edit.



**NOTE**

To change numbers already registered, select the box containing the number you want to edit.

- 7** (1) Using the numeric keys, enter the last four digits of the fax number you want to block. You can enter the last eight-digit number to identify each fax number, but only the last four-digit number will be used for blocked number. For example, if you want to block a fax from someone with a number of 123-456-7890, you should enter 7, 8, 9, 0:

Enter/Edit  
Enter the last 4-8 digits of the number  
and select [Enter].

01: 7890\_

Back Enter

◀ ▶ Clear -

(2) Press [Enter].

- 8** To enter another number, repeat from step 6.  
Press <Reset> to return to the standby mode.

## Deleting a number from the blocked numbers list

To delete a number from the list:

- 1** Press <Setting>, [Fax Settings], [Other Settings], [Block Junk Fax].
- 2** Press [Delete].

Block Junk Fax  
Select item to edit.  
Press [Enter] to continue.

Setting Mode2 Enter/Edit Delete

Enter

- 3** Select the number you want to delete.

Delete  
Select a number to delete.  
Press [Enter] to continue.

01:11223344

02:55667788

03:99001122

Enter



- 4 Press [Yes] to delete.



**NOTE**

Press [No] to return to step 3 without deleting the number.

- 5 The selected number will be deleted.  
To delete another number, repeat from step 3.  
Press <Reset> to return to the standby mode.

## Printing a list of the blocked numbers

To print a list of blocked numbers, press <Setting>, [List], [Other Lists], [Block Junk Fax] then [Yes].

# F-code box feature

## F-code introduction

The ITU-T, the United Nations agency that standardizes international telecommunications, has created the fax industry standard for using subaddressing and password-based communication.

With subaddressing, your machine can perform secure transmissions and polling. Another term for subaddressing is F-code, which Muratec uses on the machine display and in the instruction manual.

### *Guidelines for using F-code*

- (1) Before creating an F-code box, you must know if the remote fax machine is compatible with the ITU-T subaddressing protocol and that this feature is active on the machine.
- (2) To permit the other party to send or poll documents from your F-code boxes, you must create an F-code box in your machine and the other party must know your F-code box's subaddress and password.
- (3) To send or poll the remote fax machine's F-code boxes, you have to know their subaddress and password.

## The elements of creating an F-code box

<b>Box Name</b>	You can assign an identifier name for each F-code box. (The name can contain up to 16 characters.)
<b>Sub-address</b>	This is the ITU-T subaddress needed to perform an F-code fax transaction. (A subaddress and password can contain up to 20 characters and may consist of numbers, * or #.) The subaddress and password (if set) sent from remote fax machine must match with your F-code box's subaddress (and password) for F-code communication to be possible.
<b>Password</b>	This is the password for ITU-T subaddressing. Assigning a password is optional, but using a password will make your F-code communication more secure.
<b>Box feature</b>	You can set up an F-code box as a bulletin box or a security reception box. <ul style="list-style-type: none"><li>• Bulletin box — Holds scanned or received documents in memory and waits for a polling request from another F-code compatible fax machine.</li><li>• Security box — Documents received in the security box are held for a predetermined (by user) time period and are not printed automatically. You will need to enter an I.D. code to print them.</li></ul>
<b>I.D. code</b>	This 4-digit I.D. code protects the F-code box settings from unauthorized access. Assigning an I.D. code is optional for the bulletin box, but required for the security box.

## Registering or editing an F-code box

### NOTE

If you want to change an existing F-code box, you first must delete the old box before creating a new one.

- 1 Press <Setting>, [Fax Settings], [F-Code Box], [Enter/Edit].
- 2 Select the F-code box you want to register.

Enter/Edit  
Select the box number to enter/edit.

Prev ◀ 1 of 4 ▶ Next Enter

01:  
02:  
03:  
04:  
05:  
06:

- 3 Select the type of F-code box.

01:  
Select box type.

Secure Box Bulletin Box

Enter

- 4 Refer to pages 5-26 through 5-32 for the registration method.

### *If you setup a Security box*

- 5 Press [Secure Box].
- 6 Use the numeric keys to enter the sub-address. This is the numerical identifier you must enter in order to communicate with any remote F-code compatible fax.
  - Up to 20 digits can be entered for sub-addresses. Numerals, #, \* can be entered.
  - If the number is incorrect, press [Clear] to erase it, then re-enter the number correctly.

01:  
Use the numeric keypad to enter  
the sub-address and select [Enter].

Sub-Address

0123456789\_

Back Enter

Left Arrow Right Arrow Clear

- 7 Press [Enter].
- 8 Use the numeric keys to enter the I.D. code (4 digits).
  - The I.D. code is required to retrieve documents in the security box, or to edit the box settings.
  - The I.D. code cannot be viewed after it is entered, be sure to remember this code.

01:  
Enter I.D. Code/password

I.D. Code

\*\*\*\*\_

Back Enter

Left Arrow Right Arrow Clear

- 9 Press [Enter].

## 10 Enter the box name.

(1) Press [Box Name].

**Secure Box**  
Select item to edit.

Enter

Box Name : \_\_\_\_\_

Sub-Address: 0123456789

Password : \_\_\_\_\_

HoldTime : 0 Day

I.D. Code : \*\*\*\*

(2) Enter the box name.

- The name can contain up to 16 characters.
- For details on character entry, see “Entering characters” on page 1-21.

**Box Name**

Entry Limit 15/ 16

Back Enter

Box Name: New York Office\_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

- z x c v b n m . , .com

Upper Symbol Space [Left Arrow] Delete [Right Arrow]

(3) Press [Enter].

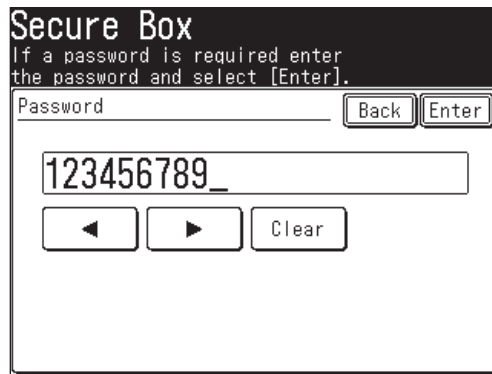
## 11 Enter the ITU-T password and hold time as necessary.

### ❑ Entering a password

(1) Press [Password].

(2) Enter the password using the numeric keys, then press [Enter].

- Up to 20 digits can be entered for passwords. Numerals, # and \* can be entered.
- This is the password for ITU-T-compatible F-Code fax transactions. You do not need to have a password for the F-Code box. However, using a password will make your F-Code communications more secure.

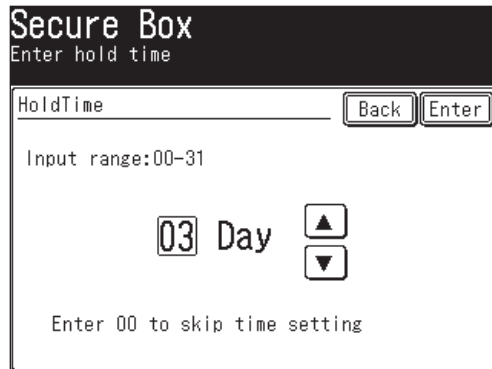


#### □ Setting the hold time

The hold time is the period (0 to 31 days) for which documents in the security box are retained. Documents are retained indefinitely when 00 days has been set.

(1) Press [HoldTime].

(2) Enter the hold time using [▲] [▼] or the numeric keys, then press [Enter].



- 12** To register another F-code box, press [Enter], then repeat from step 2 of “Registering or editing an F-code box” on page 5-25. Press <Reset> to return to the standby mode.

## If you setup a Bulletin box

- 5 Press [Bulletin Box].
- 6 Use the numeric keys to enter the sub-address. This is the numerical identifier you must enter in order to communicate with any remote F-code compatible fax.
  - Up to 20 digits can be entered for sub-addresses. Numerals, #, \* can be entered.
  - If you enter an incorrect number, press [Clear] to delete it and then enter the correct one.

- 7 Press [Enter].
- 8 Enter the box name.
  - (1) Press [Box Name].
  - (2) Enter the box name.
    - The name can contain up to 16 characters.
    - For details on character entry, see page 1-21.

- (3) Press [Enter].
- 9 Perform settings for Password, Rx Protect, Auto Print, OverWrite, Erase Tx Doc, and I.D.Code as necessary.

## ❑ Entering an ITU-T password

- (1) Press [Password].
- (2) Enter the password using the numeric keys, then press [Enter].
  - Up to 20 digits can be entered for passwords. Numerals, # and \* can be entered.

The screenshot shows a terminal window titled "Bulletin Box". Below the title, it says "If a password is required enter the password and select [Enter].". There is a text input field labeled "Password" containing the text "123456789\_". To the right of the input field are two buttons: "Back" and "Enter". Below the input field are three buttons: a left arrow, a right arrow, and a "Clear" button.

## ❑ Setting protected reception

- (1) Press [Rx Protect].
  - When protected reception has been set to [ON], a document cannot be received into this bulletin box.
- (2) Select either [ON] or [OFF], then press [Enter].
  - If [ON] has been selected for this setting, Auto Print and OverWrite settings are set to [OFF] and cannot be set.

The screenshot shows a terminal window titled "Bulletin Box". Below the title, it says "Select ON/OFF and press [Enter].". There is a text input field labeled "Rx Protect". Below the input field are two buttons: "OFF" and "ON". To the right of the input field are two buttons: "Back" and "Enter".

## ❑ Setting auto print

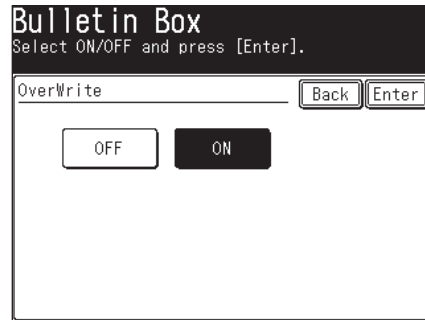
- (1) Press [Auto Print].
  - If [ON] has been selected for auto print, documents received in the bulletin box will be printed automatically when it is received.
- (2) Select either [ON] or [OFF], then press [Enter].

The screenshot shows a terminal window titled "Bulletin Box". Below the title, it says "Select ON/OFF and press [Enter].". There is a text input field labeled "Auto Print". Below the input field are two buttons: "OFF" and "ON". To the right of the input field are two buttons: "Back" and "Enter".



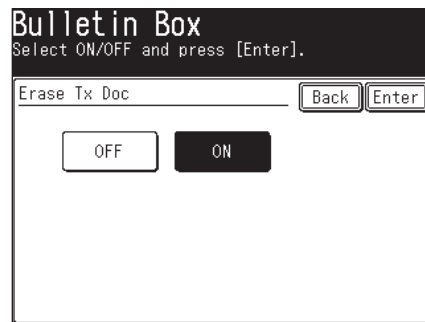
## ❑ Setting overwrite

- (1) Press [OverWrite].
  - If you set the overwrite function to [ON], newly received documents will overwrite documents previously stored in memory.
- (2) Select either [ON] or [OFF], then press [Enter].



## ❑ Setting deletion of documents after transmission

- (1) Press [Prev] or [Next], then press [Erase Tx Doc].
  - When Erase Tx Doc has been set to [ON], the machine erases the document from the box as soon as it sends it.
- (2) Select either [ON] or [OFF], then press [Enter].



## ❑ Entering an I.D. code

- (1) Press [I.D.Code].
  - You do not always need to register the I.D. code. Once you register it, however, entering the I.D. code is required in the following cases.
    - When editing the box settings
    - When storing documents in the box
    - When printing the document stored in the box
  - Once entered, the I.D. code cannot be viewed. Be sure to remember this code.
  - To release the I.D. code, first enter the current registered I.D. code and then enter "0000".
- (2) Enter the I.D. code (4 digits) using the numeric keys, then press [Enter].
  - If you enter an incorrect character, press [Clear] to delete it and enter the correct character.

The screenshot shows a software interface titled "Bulletin Box" with a subtitle "Enter I.D. Code/password". It features a text input field labeled "I.D. Code" with "Back" and "Enter" buttons to its right. Below this is a password field containing four asterisks "\*\*\*\*" with a cursor at the end. At the bottom, there are three buttons: a left arrow, a right arrow, and a "Clear" button.

- 9** To register another F-code box, press [Enter], then repeat from step 2 of “Registering or editing an F-code box” on page 5-25. Press <Reset> to return to the standby mode.

## Printing a list of F-code boxes

To print a list of your F-code boxes, press <Setting>, [List], [Other Lists], [F-Code Box], then [Yes].

## Printing a list of documents stored in F-code boxes

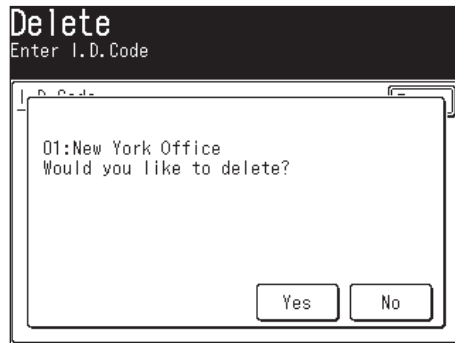
To print a list of documents stored in F-code boxes, press <Setting>, [List], [Other Lists], [F-Code Doc.], then [Yes].

## Deleting an empty F-code box

An F-code box must be empty in order to delete it. (If you select the F-code box which is not empty, the machine will beep. If this happens, print the documents in the box prior to deleting it.)

To delete an empty F-code box:

- 1 Press <Setting>, [Fax Settings], [F-Code Box], [Delete].
- 2 Select the F-code box you want to delete.
- 3 Use the numeric keys to enter the I.D. code (4 digits) if it has been set.  
If an I.D. code has not been set, proceed to step 4.
- 4 Press [Yes] to delete.
  - Press [No] to cancel the deletion.



- 5 To delete another F-code box, repeat from step 2.  
Press <Reset> to return to the standby mode.

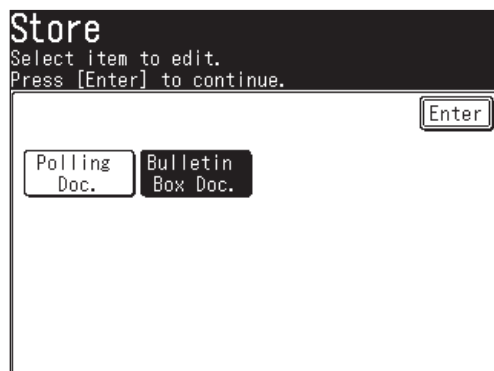
## Storing a document in a bulletin box

Each bulletin box can hold up to 30 documents.

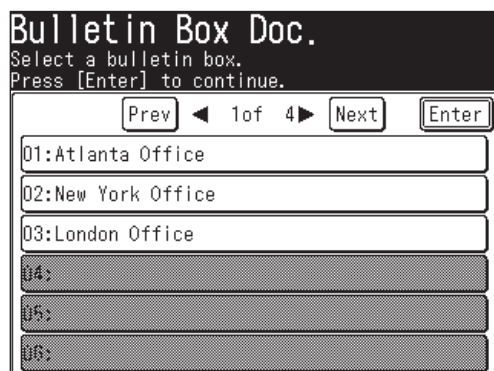
- 1 Set the document (See page 1-33).
- 2 Press <Setting>, [Store Doc Settings], [Store].



- 3 Press [Bulletin Box Doc.].



- 4 Select the F-code box that you want to store the document in.



- 5** Use the numeric keys to enter the I.D. code (4 digits) if it has been set.  
Proceed to step 6 if an I.D. code has not been set.

Bulletin Box Doc.  
Enter I.D. Code

I.D. Code  Enter

◀ ▶ Clear

- 6** Select the document storage method.
- **Over Write**  
Overwrites documents in the box.
  - **Add**  
Adds documents to the box.

Bulletin Box Doc.  
Select document storage method

Over Write Add Enter

Over-write: Replace a box document  
Add : Add a box document.

- 7** Press [Yes].

Bulletin Box Doc.  
Select document storage method

Over Write  
Store document?

Yes No

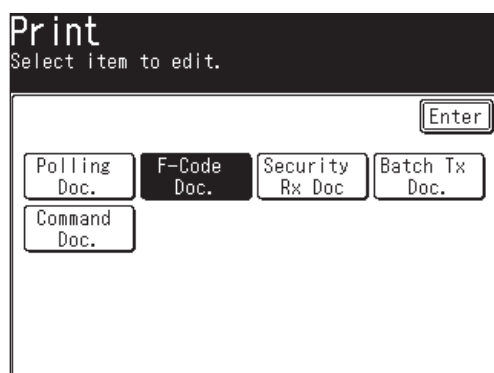
- 8** Press <Start> to store the document.

## Printing stored documents

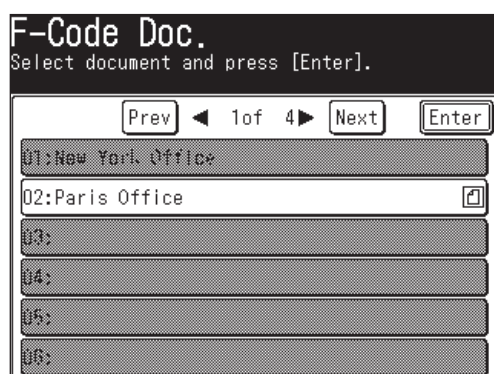
You can print out documents in the security reception box, documents received in the bulletin boxes and documents stored in the bulletin boxes.

If documents have been received into F-code boxes, the F-code reception information will be printed out. Use this information to locate and print the document.

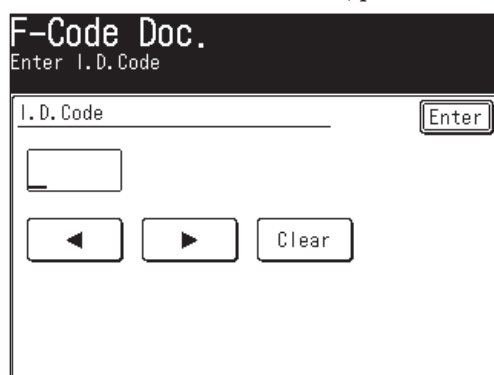
- 1 Press <Setting>, [Store Doc Settings], [Print].
- 2 Press [F-Code Doc.].



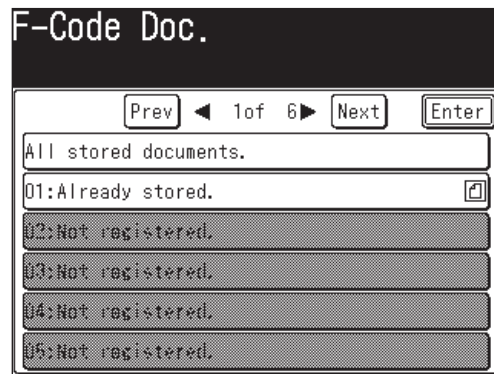
- 3 Select the F-code box that contains the document.



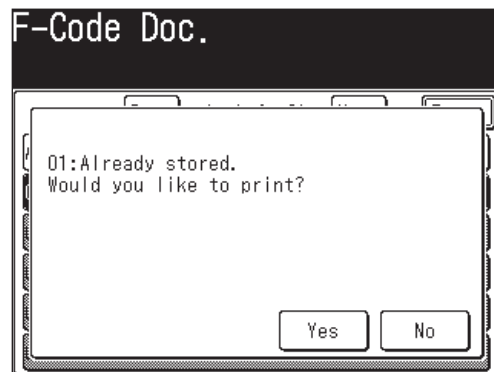
- 4 Use the numeric keys to enter the I.D. code (4 digits) if it has been set.  
If an I.D. code has not been set, proceed to step 5.



- 5** Select the applicable file number.  
 For security box reception, the procedure will end after step 5.  
 Select "All stored documents." to print out every document stored in this F-code box.

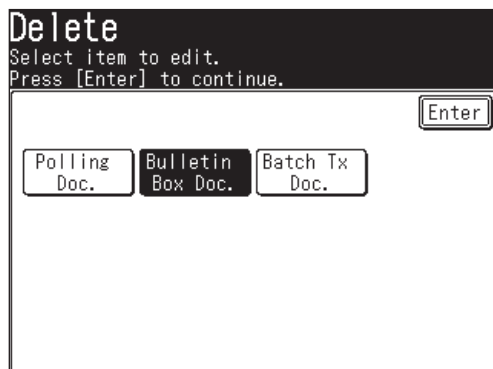



- 6** Press [Yes].  
 Any stored or received document will be printed.
- Documents in the security reception box will be removed from memory after they have been printed.
  - Documents received or stored in bulletin boxes will not be deleted after they are printed.

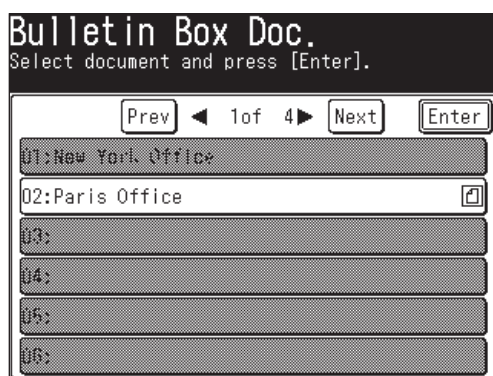


## Deleting stored documents

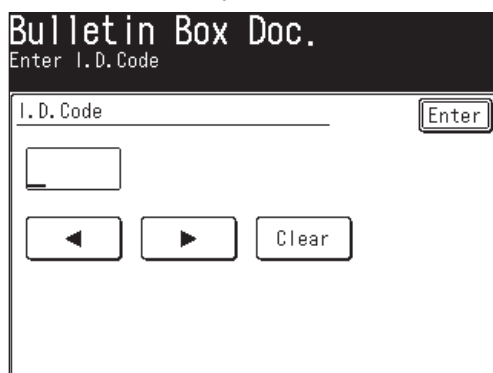
- 1 Press <Setting>, [Store Doc Settings], [Delete], [Bulletin Box Doc.].



- 2 Select the F-code box that contains the document(s) you want to delete.
  -  indicates that there are documents stored in the box.

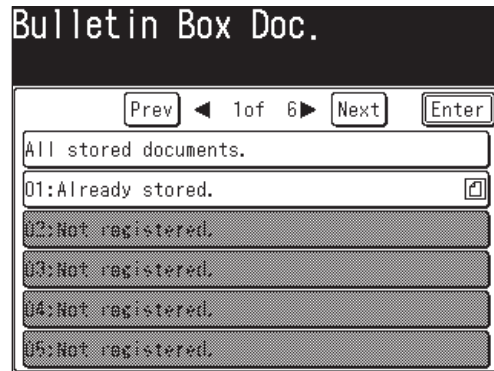


- 3 Use the numeric keys to enter the I.D. code (4 digits) if it has been set.

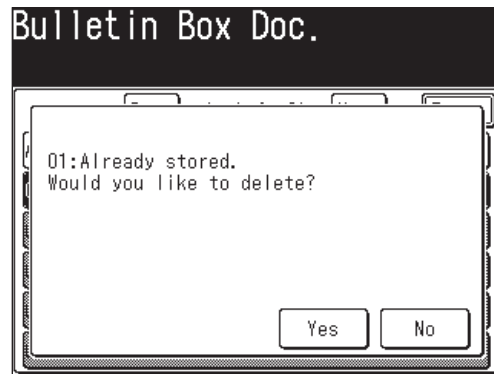




- 4 Select the applicable file number.  
Select "All stored documents." to delete every document stored in this file.



- 5 Press [Yes] to delete.



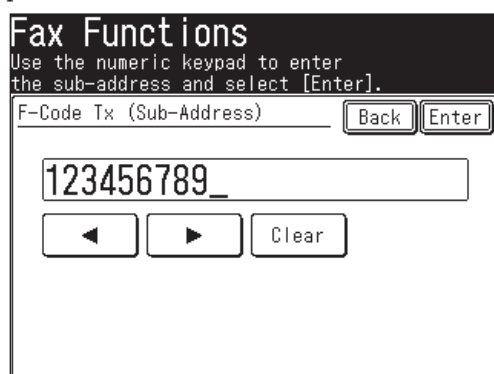
## Sending a document using a sub-address and password

Entering sub-addresses and passwords enables F-code security box transmissions and F-code bulletin box transmissions to be performed.

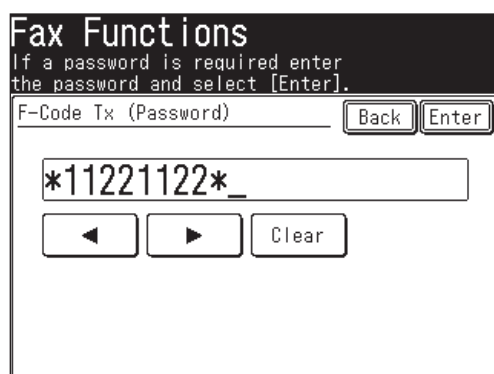
### NOTE

First check the sub-address and password for each function registered on the remote machine.

- 1 Set the document (See page 1-33, 1-34).
- 2 Press <Fax> to display the Fax standby mode.
- 3 Press [Others], [Next], [F-Code Tx].
- 4 Use the numeric keys to enter the sub-address of the remote machine and then press [Enter].



- 5 Use the numeric keys to enter the password, and then press [Enter].
  - Up to 20 digits, consisting of numerals, \* and/or # can be used for passwords.
  - If a password is not required, press [Enter] without entering anything and proceed to step 6.



- 6 Press [Enter] to return to the standby mode.
- 7 Specify the destination and begin the fax transmission.  
The numeric keys, address book and group dialing can be used.

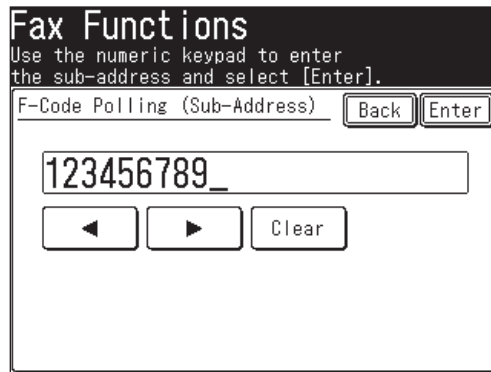
## Polling a document using a sub-address and password

Enter the sub-address and password to retrieve (polling) documents stored on a remote machine's bulletin box.

### NOTE

First check the bulletin box sub-address and password on the remote machine.

- 1 Press <Fax> to display the Fax standby mode.
- 2 Press [Others], [Next], [FPolling].
- 3 Use the numeric keys to enter the sub-address of the bulletin box, then press [Enter].



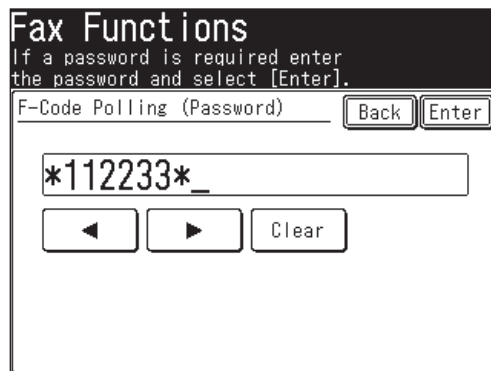
**Fax Functions**  
Use the numeric keypad to enter the sub-address and select [Enter].

F-Code Polling (Sub-Address) [Back] [Enter]

123456789\_

[Left] [Right] [Clear]

- 4 Use the numeric keys to enter the password, and then press [Enter].
  - Up to 20 digits, consisting of numerals, \* and/or # can be used for passwords.
  - If a password is not required, press [Enter] without entering anything and proceed to step 5.



**Fax Functions**  
If a password is required enter the password and select [Enter].

F-Code Polling (Password) [Back] [Enter]

\*112233\*\_

[Left] [Right] [Clear]

- 5 Press [Enter] to return to the standby display.
- 6 Specify the destination and begin polling.  
The numeric keys, address book and group dialing can be used.

# Fax forwarding

This feature tells the machine to forward the received document automatically to another destination. You can set the time period for the machine to perform this procedure.

## NOTE

- Fax forwarding is not compatible with polling documents.
- Fax forwarding is not available with the “Tel Ready” reception mode.

The fax forwarding settings are different depending on your network connection.

- When your machine is connected to the network:  
The fax forwarding settings must be configured using a web browser. You can configure the detailed transfer rule. From the control panel on your machine, you can toggle [ON] or [OFF] for fax forwarding when the transfer rule has been configured.
- When your machine is not connected to the network:  
You can simply set the fax forwarding rule from the control panel.

## NOTE

The following are descriptions when the machine is not connected to the network. For details of configuring fax forwarding setting using a web browser, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

## Turning fax forwarding ON or OFF

## NOTE

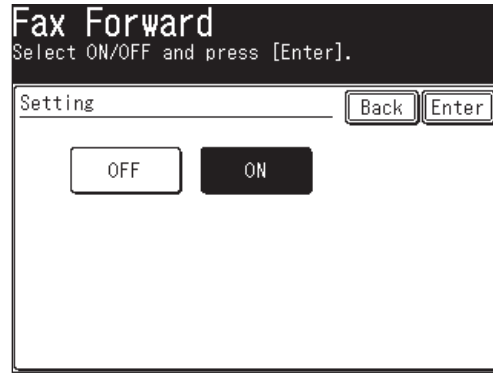
To turn ON fax forwarding, you must register at least one transfer rule. (See “Registering or editing a transfer rule” on page 5-44.)

Select “ON” in the fax forwarding setting to switch the individual transfer rules to ON. Faxes will be forwarded according to the registered rules.

- 1 Press <Setting>, [Fax Settings], [Fax Forward], <Setting>.



- 2 Press [ON] to perform fax forwarding, and then [Enter].



- 3 Fax forwarding is now set.  
Press <Reset> to return to the standby mode.

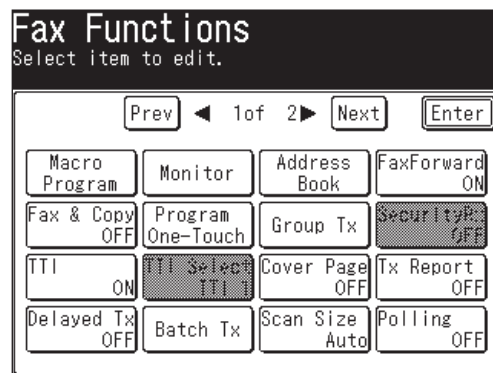
### Alternative

There is another useful method to turn fax forwarding ON and OFF . This setting links to the setting for “Turning fax forwarding ON or OFF”.

#### NOTE

To turn fax forwarding ON, you must register at least one transfer rule.

- 1 Press <Fax> to display the Fax standby mode.
- 2 Press [Others].
- 3 Press [FaxForward] to set the fax forwarding to [ON].



(When “All” tab is selected)

- 4 Fax forwarding is now set.  
Press <Reset> to return to the standby mode.

## Registering or editing a transfer rule

You can create up to 100 transfer rules.

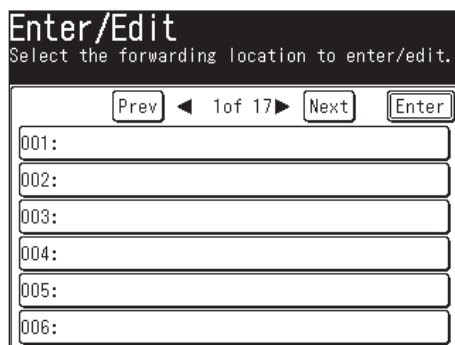
### NOTE

When your machine is connected to the network, you cannot register, edit or delete the transfer rules from the machine's control panel. Use a web browser to register, edit or delete the transfer rules. For details on registering and editing the transfer rules using the Browser, see Chapter 4, "Using the Admin Tools," in the *PC User's Guide*.

- 1 Press <Setting>, [Fax Settings], [Fax Forward].
- 2 Press [Enter/Edit].

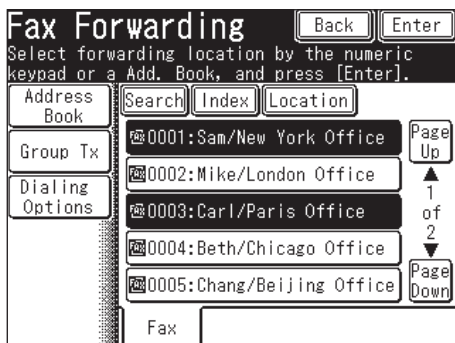


- 3 Select a number to register a forwarding rule.



- Press [01:] when registering for the first time.
- To change a transfer rule already registered, select the number you want to edit.

- 4 Enter the forwarding destination.



**NOTE**

- You can specify using the numeric keys, the address book, the call group.
- You can register multiple destinations. (up to 1003 destinations: 1000 address book numbers and 3 specified using the numeric keys)
- Press [Location] to review or delete the specified destinations. (See page 4-24.)

**5** Press [Enter].

## Individual settings

**6** (1) Press [Individual].

001:  
Select item to edit.  
Press [Enter] to continue.

Enter

Fax No. : 00001, 00003

Individual: ON

Time : Always

Auto Print: OFF

(2) Press [ON] to forward faxes using these transfer rules.

001:  
Select ON/OFF and press [Enter].

Individual

Back Enter

OFF ON

(3) Press [Enter].

**NOTE**

The default setting is "ON". However, even if "ON" is selected for the individual setting, faxes will not be forwarded until the overall fax forwarding is set to "ON".

## Specified time

Specify the time fax forwarding is to be performed. If no time is registered, faxes will always be forwarded.

**6** (1) Press [Time].

(2) Use the numeric keys to enter the time and date. Use the 12-hour format to enter the time. Press [Week day] to insert the day of the week.

(3) Press [Enter].

**NOTE**

- Press [Always] to delete the specified time.
- You can also register either the day or time.

## Auto print

Set Auto print to [ON] if you want to print the received document before forwarding it.

**7** (1) Press [Auto Print].

(2) Select [ON] if you want to print the received document in addition to forwarding it.

(3) Press [Enter].

**8** After registering all the settings, press [Enter].

**9** To register another transfer rule, repeat from step 3. Press <Reset> to return to the standby mode.



## Deleting a transfer rule

### NOTE

When your machine is connected to the network, you cannot register, edit or delete the transfer rule from the machine's control panel. Use the Browser to register, edit or delete the transfer rules. For details on registering and editing the transfer rules using the Browser, see Chapter 4, "Using the Admin Tools," in the *PC User's Guide*.

- 1 Press <Setting>, [Fax Settings], [Fax Forward], [Delete].
- 2 Select the transfer rule you want to delete.

**Delete**  
Select the forwarding location to delete.

Prev ◀ 1 of 17 ▶ Next Enter

001: 00001, 00003
002: 0123456789
003: 11223344, 00004, 00005
004:
005:
006:

- 3 Press [Yes] to delete.

**Delete**  
Select the forwarding location to delete.

001: 00001, 00003  
Would you like to delete?

Yes No

- 4 To delete another transfer rule, repeat from step 2.  
Press <Reset> to return to the standby mode.

### NOTE

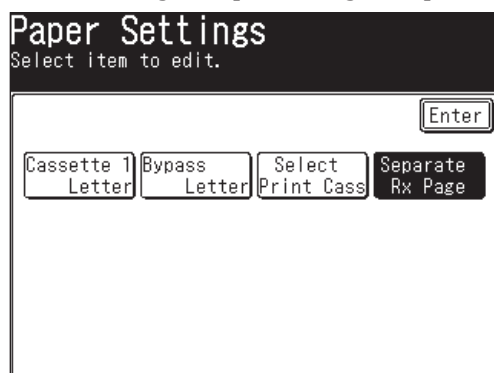
To print a list of transfer rules, press <Setting>, [List], [Other Lists], [Fax Forward], then [Yes]. (See page 10-3.)

# Separator page

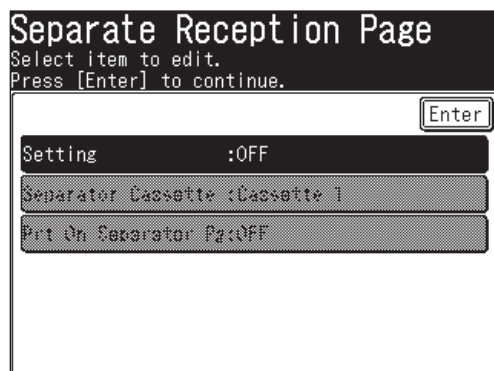
The separator page function can separate each received document by inserting blank paper between received fax jobs. For example, if you use colored paper for the separator page, it is easy to identify each individual fax job.

## Setting the Separator page

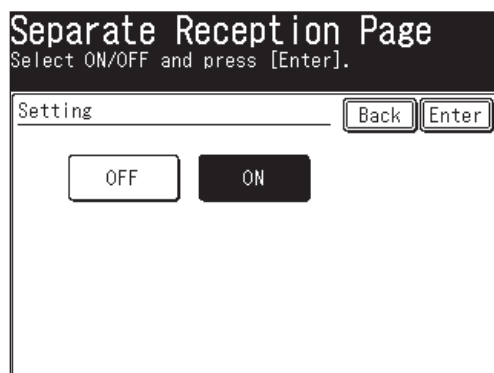
- 1 Press <Setting>, [Paper Settings], [Separate Rx Page].



- 2 Press <Setting>.

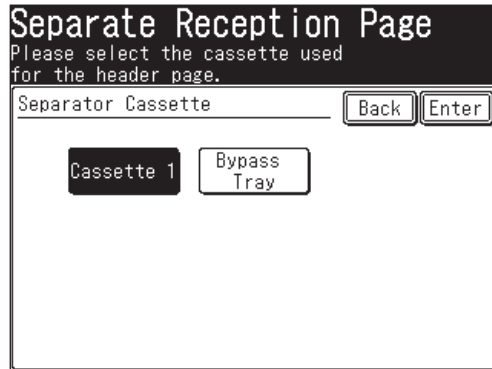


- 3 Select the mode.  
To set the separator page ON, select [ON] and proceed to step 4.  
To set it OFF, select [OFF] and skip to step 7.



4 Press [Enter].

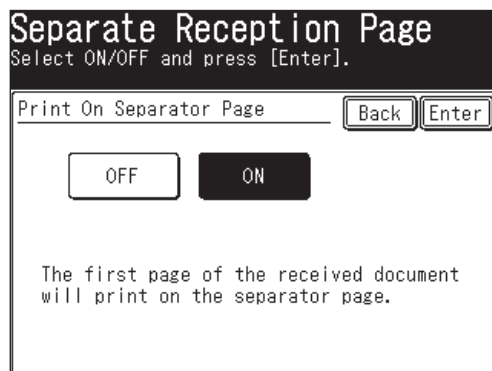
- 5 (1) Press [Separator Cassette].  
 (2) Select the separator page paper source.  
 (3) Press [Enter].



**NOTE**

Paper sources will only appear on the control panel if they have been installed.

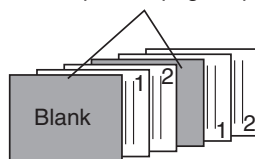
- 6 (1) Press [Prt On Separator Pg].  
 (2) Determine if the separator page will have the first page printed on it or whether it should be left blank.



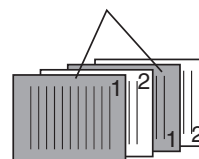
If you want the separator page to be left blank, select "OFF".

If you want to print the first page of the received document on the separator page, select "ON".

Separator page separates each received document.



Print on the separator page: [OFF]



Print on the separator page: [ON]

7 Press [Enter] to save the settings.

To return to the standby mode, press <Reset>.

# Program one-touch

By registering advanced communications in a program one-touch, you can perform a multi-step operation by simply pressing one key.

You can register the following functions:


- Delayed transmission
- Polling
- F-code polling
- F-code transmission

Delayed transmissions can be combined with any of the other three operations.

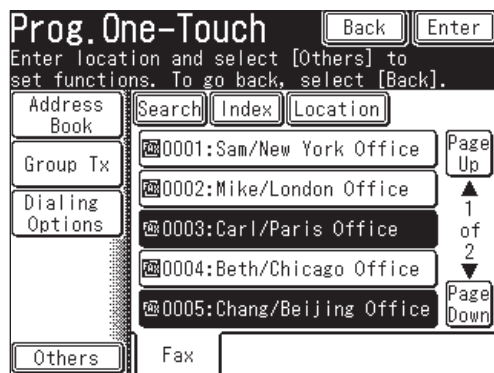
## Registering or editing a program one-touch

This describes the procedure for registering a fax number or advanced communication into a programmable one-touch. You can edit the number or name by overwriting or deleting the existing information in each step.

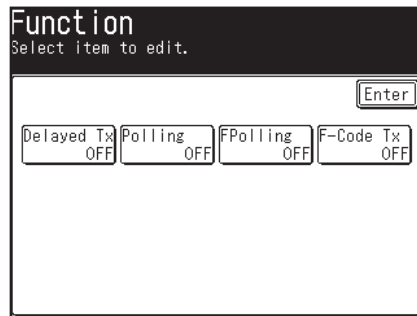
- 1 Press <Setting>, [Fax Settings], [Program One-Touch], [Enter/Edit].
- 2 Press the program one-touch number you want to register or edit.



- 3 Specify the destination. You can specify multiple destinations.
  - Press [Dialing Options], then enter the number using the numeric keys.  
– or –
  - Specify the destination using the address book.  
– or –
  - Press [Address Book], then specify the address book number.  
– or –
  - Press [Group Tx], then specify a group.



- 4 Press [Others].
- 5 Select the advanced communication.

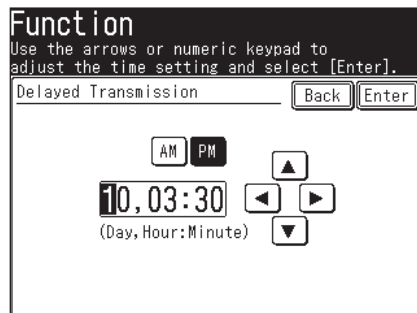


- If you press [Delayed Tx], go to step 6 of the “Delayed transmissions”, below.
- If you press [Polling], go to step 6 of the “Polling reception” on page 5-52.
- If you press [FPolling], go to step 6 of the “F-code polling” on page 5-53.
- If you press [F-Code Tx], go to step 6 of the “F-code transmission” on page 5-52.

### Delayed transmissions

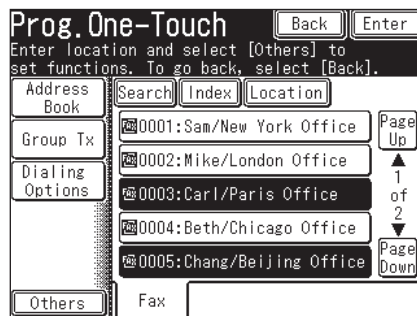
Delayed transmissions can be combined with any of the other three operations.

- 6 Use [▲] [▼] [◀] [▶] or the numeric keys to register the transmission time.
  - If “00” is set for the day, the communication will start on the day set for the programmable one-touch.



- 7 Press [Enter] to return to the display in step 5, above.
 

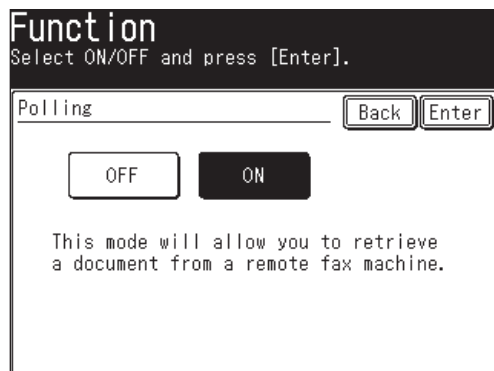
When combining this operation with another operation, proceed to register the next operation.
- 8 When you finished registration, press [Enter].



To return to the standby mode, press <Reset>.

## Polling reception

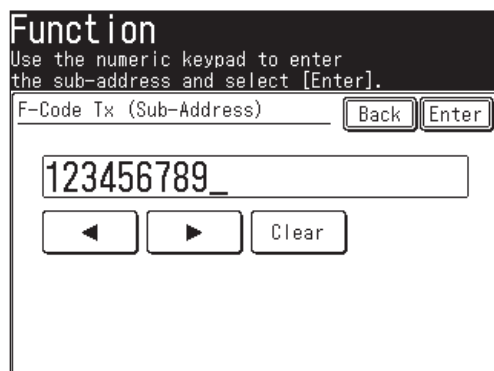
- 6 Press [ON].



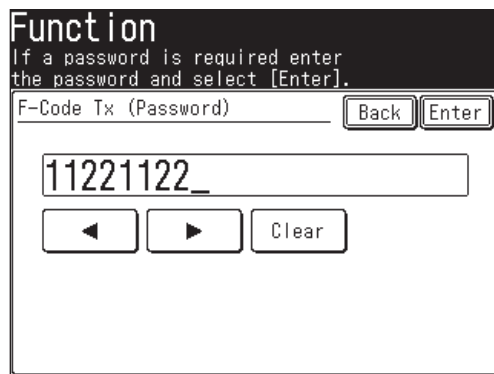
- 7 Press [Enter] to return to the display in step 5.
- If performing a delayed transmission, press [Delayed Tx] and proceed to step 6 of "Delayed transmission". (See page 5-3.)
- 8 Press [Enter] to complete the entry.
- 9 Press [Enter] again to finish the registration.  
To return to the standby mode, press <Reset>.

## F-code transmission

- 6 Use the numeric keys to enter the sub-address.
- The sub-address can contain up to 20 characters, \* and/or #.



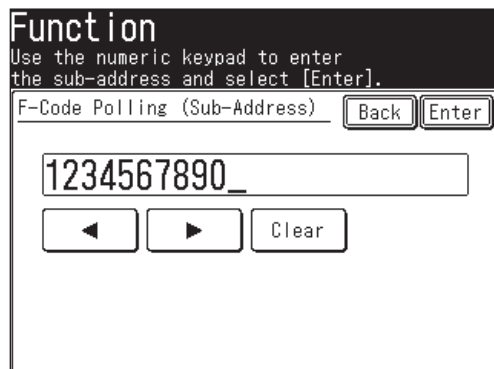
- 7 Press [Enter].
- 8 Use the numeric keys to enter the password.
- The password can contain up to 20 characters, \* and/or #.
  - If the remote machine's F-code Box has not been set a passcode, do not enter any character.



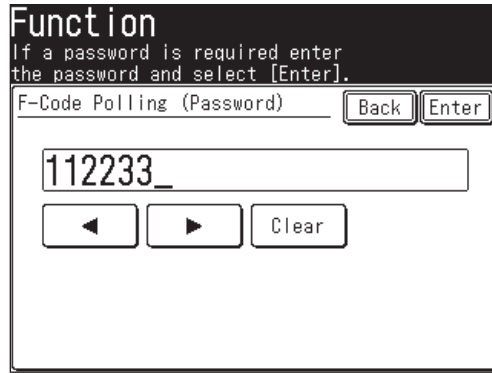
- 9 Press [Enter] to return to the display in step 4.
  - When performing a delayed transmission, press [Delayed Tx] and proceed to step 6 of "Delayed transmission". (See page 5-3.)
- 10 Press [Enter] to complete the entry.
- 11 Press [Enter] again to finish the registration.  
To return to the standby mode, press <Reset>.

### *F-code polling*

- 6 Use the numeric keys to enter the sub-address number.
  - The sub-address can contain up to 20 characters, \* and/or #.



- 7 Press [Enter].
- 8 Use the numeric keys to enter the password.
  - The password can contain up to 20 characters, \* and/or #.



- 9 Press [Enter] to return to the display in step 5.
  - When performing a delayed transmission, press [Delayed Tx] and proceed to step 6 of “Delayed transmission”. (See page 5-3.)
- 10 Press [Enter] to complete the entry.
- 11 Press [Enter] again to finish the registration.  
To return to the standby mode, press <Reset>.

## Deleting a program one-touch

- 1 Press <Setting>, [Fax Settings], [Program One-Touch], [Delete].
- 2 Press the program one-touch number you want to delete.
- 3 When the confirmation message appears, press [Yes] to delete.
  - Press [No] to cancel the deletion.



- 4 To delete another program one-touch number, repeat from step 2.  
Press <Reset> to return to the standby mode.

### NOTE

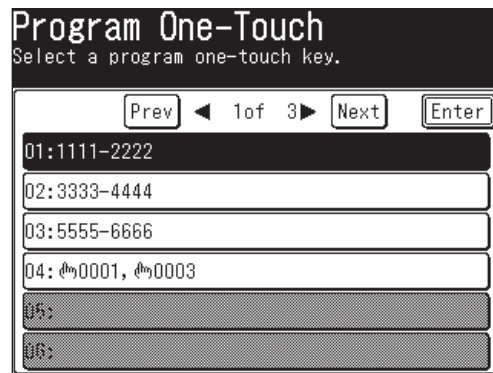
To print a list of program one-touch numbers, press <Setting>, [List], [Other Lists], [Program One-Touch], then [Yes].



## How to use a program one-touch

**Example:** When delayed transmission has been registered.

- 1 Set the document (See page 1-33, 1-34).
- 2 Press <FAX> to display the Fax standby mode.
- 3 Press [Others].
- 4 Press [Program One-Touch].
- 5 Select the program one-touch you want to execute.



- 6 When the confirmation message appears, press [Yes] to execute it.



# Send documents to an e-mail gateway (fax servers)

When this feature is activated, you can send documents to an e-mail gateway (fax server) by simply entering the fax number. The machine will automatically add a prefix and suffix to the fax number you have entered and send it to the e-mail gateway.

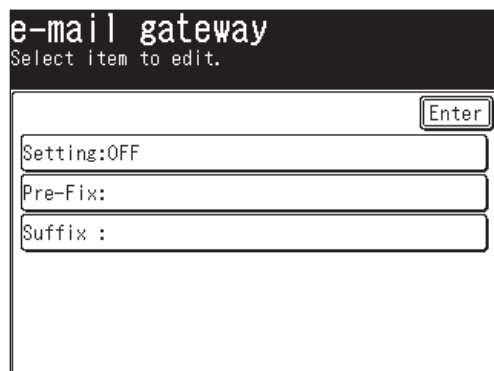
## NOTE

The following functions are not able to combine with sending faxes using the e-mail gateway:

- Real time transmission
- Polling
- F-Code transmission or F-Code polling
- Manual line selection (This function is only available when the optional second phone line module is attached.)

## Setting up the e-mail gateway feature

- 1 Press <Setting>, [Management], [Prev], [e-mail Gateway].  
The e-mail gateway menu will appear.



- 2 Set the following items according to the e-mail gateway request.
  - Setting – If you want the machine to always send fax documents to an e-mail gateway, select “On”. Otherwise select “Off”.
  - Pre-Fix – Enter the prefix that should added before the fax number. (For example, “Fax=”) You can enter up to 32 characters.
  - Suffix – Enter the Suffix that should be added after the fax number. (For example, “@domain name”) You can enter up to 48 characters.

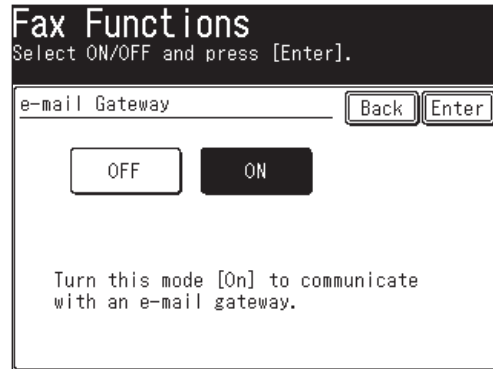
## NOTE

- Total characters of prefix, fax number and suffix should be within 50 characters.
- For specific prefix and suffix information, please refer to the e-mail gateway documentation.

- 3 Press [Enter] to save the settings.

## Sending faxes to an e-mail gateway

- 1 Set the document.
- 2 Press <Fax> to display the Fax mode screen.
- 3 Select the "All" or "Fax" tab.
- 3 Press [Others], [Prev], [E Gateway].
- 4 Press [ON] and [Enter].



- 5 Press [Enter] to display the Fax mode screen.
- 6 Enter the fax number.
  - Use the numeric keys to dial the number.
  - or –
  - Specify the destination using the address book. (See page 3-13.)
- 7 Press <Start>.
 

If you specify the destination using the address book, you do not need to press <Start>.

The machine will scan the document.

### NOTE

To cancel the transmission, press <Stop> while the machine is scanning the document. You cannot stop the job when it is transmitting.

# Security features

## Security reception

When you receive documents after a specified time, this function stores them in the machine's memory without printing. The documents stored in memory cannot be printed until you perform the required printing operations (page 5-61, "Printing documents stored in memory").

### NOTE

When you receive a fax with the security reception set to ON, the "Security RX document exists" message appears, and the memory receive lamp illuminates.

## Setting the security reception

### NOTE

- Before setting the security reception, you need to register a protect passcode (page 9-88).
- Canceling the protect passcode cancels the security reception.
- If you set the security reception "ON", it automatically activates at a specified time every day.

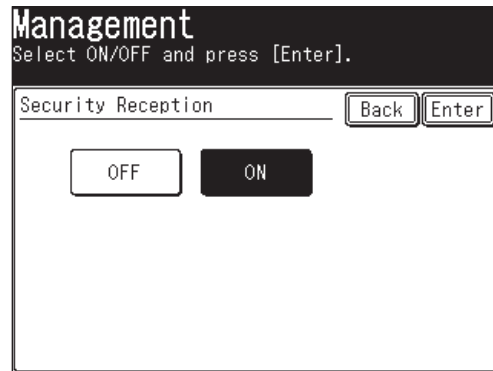
- 1 Press <Setting>, [Management], [Next], [Security Reception].

The screenshot shows a 'Management' menu with the instruction 'Select item to edit.' Below this are several menu items: 'Journal Line Up :OFF', 'Protect Passcode :\*\*\*\*', 'User Access/Cost Account', 'Security Reception :OFF' (which is highlighted), 'Display Jobs in Queue', and 'Copy Protect :OFF'. Navigation buttons 'Prev', '2 of 3', 'Next', and 'Enter' are visible at the top of the menu.

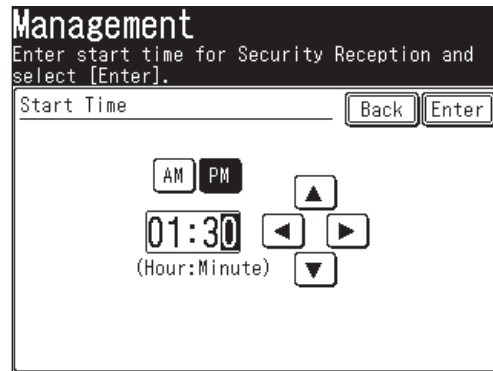
- 2 Use the numeric keys to enter the protect passcode, and then press [Enter].

The screenshot shows a 'Management' menu with the instruction 'Enter the Passcode and select [Enter].'. Below this is a 'Protect Passcode' input field. To the right of the input field are 'Back' and 'Enter' buttons. Below the input field are three buttons: a left arrow, a right arrow, and a 'Clear' button.

- 3 Select "ON" to activate security reception, "OFF" to deactivate it; then press [Enter].



- 4 If you set "ON", specify the start time for the security reception.
  - (1) Use [▲] [▼] [◀] [▶] or the numeric keys to enter the security reception start time.
  - (2) Press [Enter].



Once you specified it, the security reception activates at the start time every day.

- 5 Press <Reset> to return to the standby mode.

## Turning on security reception in real-time

The machine will enter the security reception mode automatically at the pre-determined time. If you want to put the machine into the security reception mode in real-time, you can do this using the following procedure:

### NOTE

To enable the following procedure, the security reception feature must be active. (See “Setting the security reception” on page 5-58.)

Real-time security reception:

- 1 Press <FAX> to display the Fax standby mode.
- 2 Press [Others], [SecurityRx].
- 3 (1) Use the numeric keys to enter the protect passcode.  
(2) Press [Enter].

The screen displays 'Fax Functions' at the top. Below it, the text 'Enter the Passcode and select [Enter].' is shown. A label 'Protect Passcode' is positioned above a text input field. To the right of the input field are 'Back' and 'Enter' buttons. Below the input field are three buttons: a left arrow, a right arrow, and a 'Clear' button.

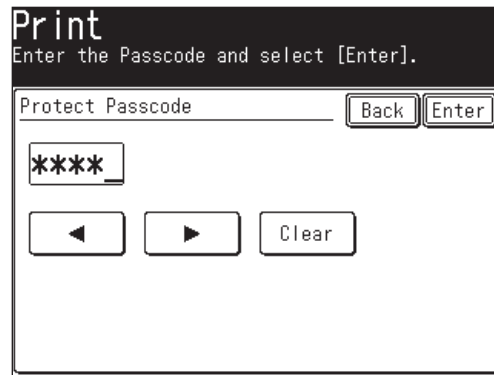
- 4 (1) Select either [ON] or [OFF].  
(2) Press [Enter].

The screen displays 'Fax Functions' at the top. Below it, the text 'Select ON/OFF and press [Enter].' is shown. A label 'Security Reception' is positioned above two buttons: 'OFF' and 'ON'. To the right of these buttons are 'Back' and 'Enter' buttons. Below the buttons, a message reads: 'Select ON to electronically store documents if they are received after a set time. To allow document printouts select OFF.'

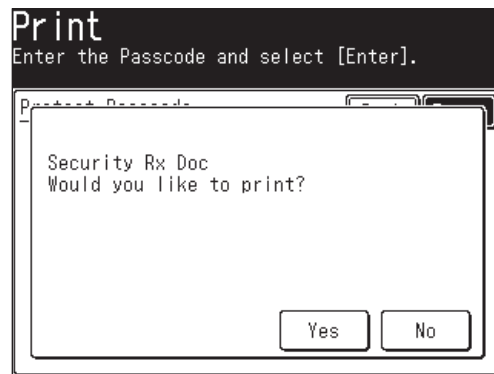
- 5 Press <Reset> to return to the standby mode.

**Printing documents stored in memory**

- 1 Press <Setting>, [Store Doc Settings], [Print], [Security Rx Doc].
- 2 Use the numeric keys to enter the protect passcode, and then press [Enter].



- 3 Press [Yes] to print out documents received during security reception.



- 4 The received documents will be printed.
  - After the received documents are printed, the security reception is canceled. Then the machine returns to the normal reception mode.
  - If no documents are in memory, the “No document stored. Security Reception has been cancelled.” message appears. Then the machine returns to the standby screen.

**NOTE**

After you print the received documents, the security reception function is canceled temporarily. When the start time comes up again, it activates automatically.

To deactivate the security reception function, set it to “OFF” as shown in “Setting the security reception” (page 5-58).

## PIN masking

To prevent unauthorized long-distance calls, some PBX (private branch exchange) systems require a PIN (personal identification number) entry when dialing a number.

Your machine's PIN masking feature helps you keep that PIN number private. With PIN masking activated, you can dial a number plus a PIN, but the PIN will not appear in the journal, error message printout, delayed command list or TCR (transmit confirmation report). The PIN may contain up to eight characters including the \* or # symbols. You can enter them from the numeric keys.

There are three possible PIN masking settings:

- **Off** — Deactivates PIN masking. Any PIN you enter will appear on the display and/or printouts which show the number you dial.
- **Mode 1** — Each remote fax machine has a PIN access code per department.
- **Mode 2** — Each fax user has a PIN access code per department.

### NOTE

If you select either Mode 1 or Mode 2 and will be using the batch transmission feature, you must store the PIN access code within the appropriate batch box.

## Activating the PIN mask

### NOTE

To use this feature, passcode protection must be active. (See page 9-88.)

- 1 Press <Setting>, [Management], [Prev], [PIN Mode].

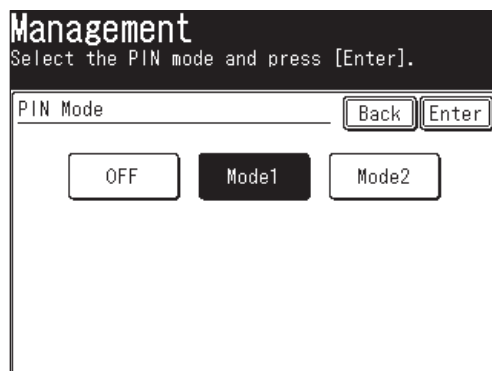
The screenshot shows a terminal window titled "Management" with the instruction "Select item to edit." Below this, there are navigation buttons: "Prev", "3 of 3", "Next", and "Enter". A list of settings is displayed, with "PIN Mode :OFF" highlighted. Other settings include "e-mail Gateway", "Scan Lamp Sleep Mode", "Domain Name Extensions", "User Login Setting :OFF", and "Scan To Printer Clear".

- 2 Use the numeric keys to enter the protect passcode, and then press [Enter].

The screenshot shows a terminal window titled "Management" with the instruction "Enter the Passcode and select [Enter].". Below this, there is a "Protect Passcode" label and a text input field. To the right of the input field are "Back" and "Enter" buttons. Below the input field are three buttons: a left arrow, a right arrow, and a "Clear" button.



- 3 Select desired mode, and then press [Enter].  
Select "OFF" to deactivate the setting.

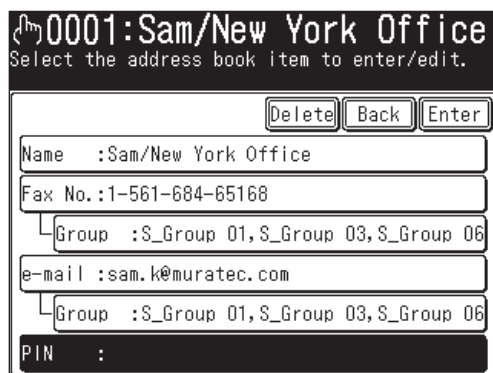


- 4 Press <Reset> to return to the standby mode.

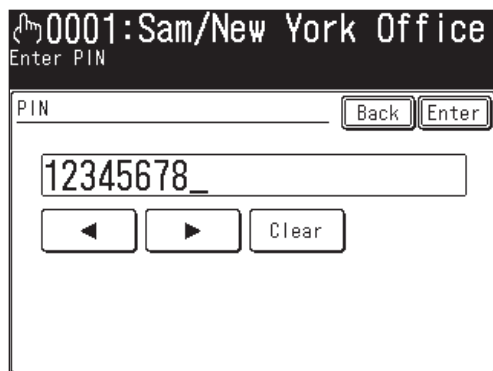
## Registering the address book (Mode 1)

In Mode 1, you must register the PIN into the address book. Transmission will not be possible if a PIN number has not been registered. If Mode 2 has been set, this procedure is not necessary.

- 1 Register or edit an entry in the address book. (See page 3-4, if necessary.)
- 2 During registration, press [PIN].



- 3 Use the numeric keys to enter the desired PIN, up to eight characters in length.

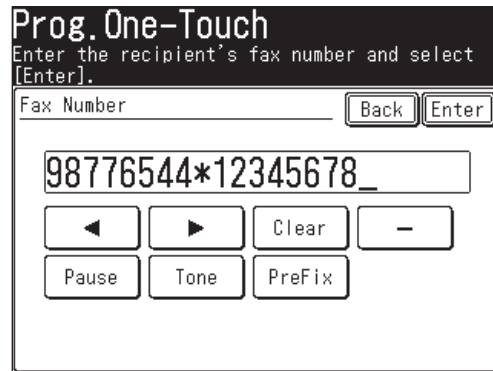


- 4 Press [Enter] to save the PIN.
- 5 Press [Enter] to save the address book setting.
  - If you press [Enter] without entering the PIN, the machine will beep and display “The following data is required: PIN”, and then return to step 2.Press <Reset> to return to the standby mode.

**Registering program one-touch keys (Mode 1)**

In Mode 1, you must register a PIN to the program one-touch key. Transmission will not be possible if a PIN number has not been registered. If Mode 2 has been set, the following procedure is not necessary.

- 1** Registering or editing an entry using the program one-touch keys.  
(See page 5-50, if necessary.)
- 2** Enter the phone number, then press the \* ("star") to enter the PIN.  
The PIN always follows the fax number.  
For example, to dial 98776544 with a PIN of "12345678", enter 98776544\*12345678.



– or –

Use the address book and specify the number that contains the PIN number.  
(See "Registering the address book" on page 3-4.)

**NOTE**

You cannot specify the destination if a PIN has not been registered. For details on registering a PIN number in the address book, see "Registering the address book (Mode 1)" on page 5-64.

- 3** Press [Enter] to save the number.
  - If you press [Enter] without entering the PIN, the machine will beep and display "The following data is required: PIN", and then return to step 2.
 Press <Reset> to return to the standby mode.
- 4** (1) Press [Others] and register the advanced communications.  
(2) Press [Enter] twice to save the settings.

## ***Dialing when using the PIN mask***

### **□ If you select Mode 1 - use the “star” method**

**1** Set the document.

**2** Press [FAX] to display the Fax standby mode.

**3** Specify the destination.

If the destination was specified using the numeric keys, proceed to step 4.

If the destination was specified using the address book, the transmission will begin.

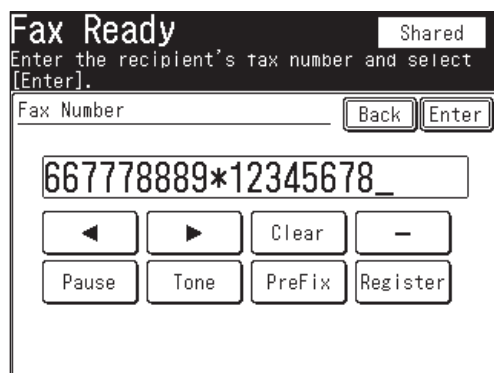
When you use the address book to specify a destination or multiple destinations, proceed to step 6.

To register an address book for transmission, the PIN needs to be registered in advance.

**4** Enter the phone number, press \* (“star”) and enter the PIN number.

The PIN number always follows the fax number.

For example, to dial 67778889 with a PIN of “12345678”, enter 67778889 \*12345678:



**5** Press [Enter].

**6** Press <Start>.

### **□ If you select Mode 2 - the display will show the proper procedure**

**1** Set the document.

**2** Press [FAX] to display the Fax standby mode.

**3** Specify the destination.

If the destination was specified using the numeric keys and/or address book number, proceed to step 4.

If you specify multiple destinations, proceed to step 4.

If the destination was specified using the address book, proceed to step 5.

**4** Press <Start>.

- 5 Use the numeric keys to enter the PIN number.  
Press <Reset> to cancel the settings.

- 6 Press [Enter].

## Performing a batch transmission while using the PIN mask

If you select either Mode 1 or Mode 2 and use Batch Transmission (See page 5-8), you must store the PIN access code for the remote machine within the appropriate batch box.

- 1 Follow the steps for registering or editing a batch box. (See page 5-8)  
The display will ask for the fax number.
- 2 Use the numeric keys to enter the fax number for the batch transmission.

The screenshot shows a device screen with the title "Batch Tx" and the instruction "Enter the recipient's fax number and select [Enter]". Below this is a "Fax Number" label and a text input field containing "12233\_". To the right of the input field are "Back" and "Enter" buttons. Below the input field is a row of four buttons: a left arrow, a right arrow, "Clear", and a hyphen. Below that is another row of three buttons: "Pause", "Tone", and "PreFix".

### NOTE

When using Mode 2, you cannot specify the destination using the address book. Even if the number you want to register in the batch transmission has been registered in the address book, use the numeric keys to enter the destination according to the procedure.

When using Mode 1, if the destination was specified using the address book, proceed to step 4.

- 3 Enter \* ("star") and enter the PIN number.

The screenshot shows the same device screen as before, but the text input field now contains "12233\*55555\_". The rest of the screen, including the "Back" and "Enter" buttons and the bottom row of buttons, remains the same.

- 4 Press [Enter] to save the setting.  
Now you can perform a batch transmission with the PIN masking feature activated.  
Press <Reset> to return to the standby mode.

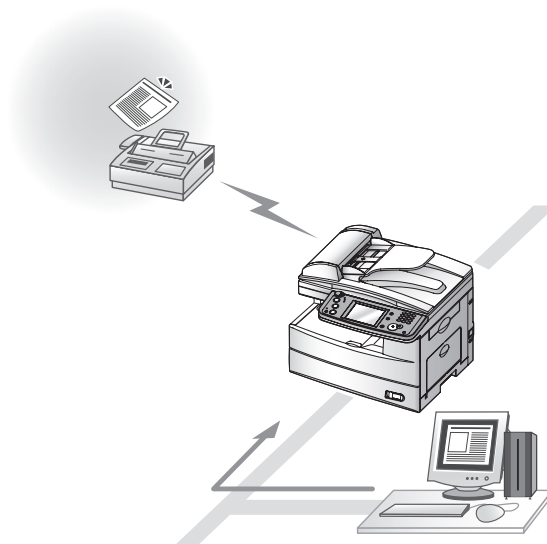
# PC Faxing

## Sending a document from a PC

---

You can send a document from a PC application to a remote fax machine or e-mail location:

This process allows you to save time and reduce the paper consumption in your office.



5

ADVANCED FAX FUNCTIONS

## Installing the driver

---

In order to perform a PC fax, you need to have the PC-FAX driver installed on your PC.

The PC-FAX driver is located on the CD supplied with your machine. For more information on how to install the driver, see “Installing OfficeBridge on your PC” in Chapter 1, “Getting Started,” in the *PC User’s Guide*.

## Sending a PC fax

After the PC-FAX driver is installed on your PC, you can send a document directly from your PC to a remote fax machine or e-mail inbox.

The following steps provide the basic procedure for sending a PC fax.

- 1 Verify that your machine is properly connected to the computer and the power has been turned on.
- 2 Verify that you have installed the fax driver on your computer.
- 3 Start the desired application program and create/open a document.
- 4 Click “Print” from the “File” menu.

Make sure that “Muratec \*\*\* Fax” is selected as the printer. (\*\*\*) indicates your machine’s model name, ex. “Muratec MFX-2050/F-565 Fax”.)

If you want to make any adjustments, click [Properties]. For details, refer to the

- 5 Click “Print”.

*The “Fax Transmission Settings” dialog will appear.*

### NOTE

To display the “Fax Transmission Settings”, a Web browser such as Microsoft Internet Explorer should be installed on your computer.

The screenshot shows the "Fax Transmission Settings" dialog box. It has a title bar with "Send" and "Cancel" buttons. The dialog is divided into several sections: "Fax Destination" with a text field and "Add", "Not Selected.", and "Address Book" buttons; "E-mail Destination" with a "To" dropdown, a text field, and "Add", "Not Selected.", and "Address Book" buttons; "E-mail Template" with an "Edit E-mail Template" button; "Document" with a dropdown set to "Untitled - Notepad", "Change", and "Preview" buttons, and radio buttons for "Send document as:" with "PDF", "TIFF-S" (selected), and "TIFF"; "Cover Page" with an "Edit Cover Page" button; "Advanced Settings" with a "Set Advanced Features" button; "Distribution" with a checkbox for "Distribute a copy", a "Not Selected." dropdown, and a "Select" button; "Communication History" with a checkbox for "Delete after transmission."; and "Tx Report" with radio buttons for "OFF" (selected), "PRINT", and "E-Mail", followed by an "E-mail Address:" text field.

- 6 Specify the destination and click [Send].

### NOTE

For more information on PC faxing, see Chapter 2, “Using the OfficeBridge,” in the *PC User’s Guide*.



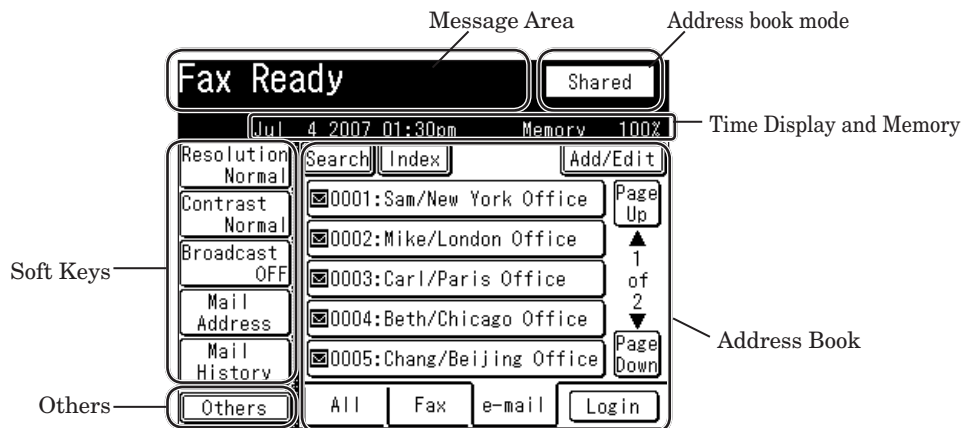
# Internet Fax functions

## Display description

You can directly touch keys on the control panel for machine operation.


Functions and values can be changed by touching the keys or tabs shown on the display.

### Internet Fax standby mode



5

ADVANCED FAX FUNCTIONS

Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Address Book mode	Indicates whether the displayed address book is shared or personal address book. To display the personal address book, press [Login] and then select your user account.
Time Display and Memory	Displays the current date, time and amount of fax memory available.
Address Book	Displays the registered destinations.
[Search]	Press this to search the destination from the Address Book or an LDAP server.
[Index]	Displays the destinations in alphabetical or group or numeric order.
[Add/Edit]	Adds or edits a destination.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  <ul style="list-style-type: none"> <li>The displayed soft keys will vary depending on the "All", "Fax" and "e-mail" tabs.</li> <li>You can assign other functions to the soft keys according your needs. (See "Soft keys" on page 9-77.)</li> </ul>
Others	Press this to display the various fax functions.

## Sending an Internet fax

- 1 Set the document.
- 2 Press <Fax> to display the Fax standby mode.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Specify the destination.

### NOTE

- When you enter the destination, [Location] is displayed on the display. To check or delete an entered destination, press [Location] (page 4-24).

### ❑ Using the QWERTY keypad

- (1) Press the “e-mail” tab.
- (2) Press [Mail Address].
- (3) Enter the e-mail address, and then press [Enter].

The screenshot shows a screen titled "Mail Address" with the instruction "Enter the recipient's e-mail address and select [Enter]." and "Entry Limit 8/ 50". Below the instruction are buttons for "Register", "Back", and "Enter". The current input is "e-mail:ehill@sp\_". Below the input field is a QWERTY keypad with buttons for numbers 1-0, letters a-z, and symbols like "Upper", "Symbol", "Space", "Delete", and navigation arrows.

- Up to 50 characters can be entered for each e-mail address.
- If you enter an incorrect number, press [Delete] and delete it.

### ❑ Using the address book

- (1) Press [Page Up] or [Page Down] to display the desired destination.
- (2) Press the destination. The document is scanned and transmission starts.  
If you want to specify multiple destinations, use broadcast transmission (see page 4-23.) or call group dialing (see page 3-23).

The screenshot shows a screen titled "Fax Ready" with a "Shared" button in the top right. It displays the date and time "Jul 4 2007 01:30pm" and "Memory 100%". On the left, there are settings for "Resolution Normal", "Contrast Normal", "Broadcast OFF", "Mail Address", "Mail History", and "Others". In the center, there are buttons for "Search", "Index", and "Add/Edit". Below these, a list of destinations is shown with checkboxes: "0001:Sam/New York Office", "0002:Mike/London Office", "0003:Carl/Paris Office", "0004:Beth/Chicago Office", and "0005:Chang/Beijing Office". On the right, there are "Page Up" and "Page Down" buttons with a counter "1 of 2". At the bottom, there are buttons for "All", "Fax", "e-mail", and "Login".

### NOTE

- To use the address book, you should register the destinations in advance.
- For details on using the address book, see “Using the address book” (page 3-1).

## ❑ Search the destination from an LDAP server

- (1) Press [Search].
- (2) Enter the search parameter and then press [Execute].



### NOTE

- To search the destination from an LDAP server, the network settings must be configured by your network administrator.
- For details on searching the destination from the LDAP server, see “Using [Search]” (page 3-17).

## 6 Press <Start>.

### NOTE

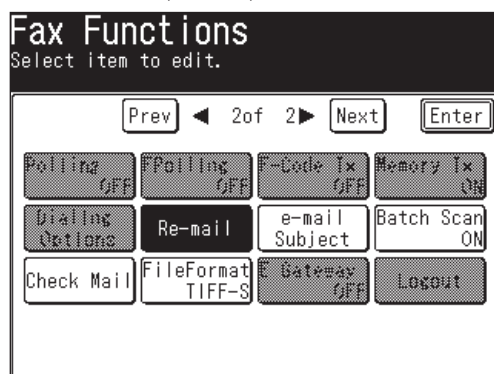
You can select the following functions when sending an Internet fax. (For details on the following functions.

- Broadcast transmission (page 4-23)
- Address book (page 3-1)
- Fax&Copy (page 5-4)
- Group transmission (page 3-23)
- Fax forwarding (page 5-42)
- Security reception (page 5-58)
- TTI select (page 4-19)
- Cover page (page 5-6)
- Transmission confirmation report (page 4-21)
- Delayed transmission (page 5-3)
- Scan size (page 5-14)

## Re-mail

Press [Re-mail] to display the last e-mail address you sent to.

- 1 Set the document.
- 2 Press <Fax> to display the Fax standby mode.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Press [Others], [Next], then [Re-mail].



(When “e-mail” tab is selected)

The last destination that you sent to will be displayed.

### NOTE

- Press [Location] to review or delete the specified destinations.
- Press [To] to toggle between [To], [Cc] and [Bcc].

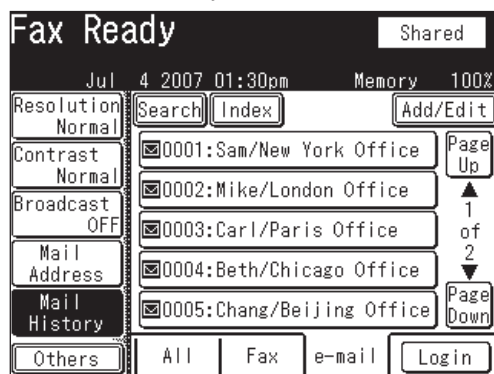
- 5 Press <Start>.

## Mail History

The latest 20 e-mail addresses that you manually entered and sent to will be displayed. You may select a number to send to.

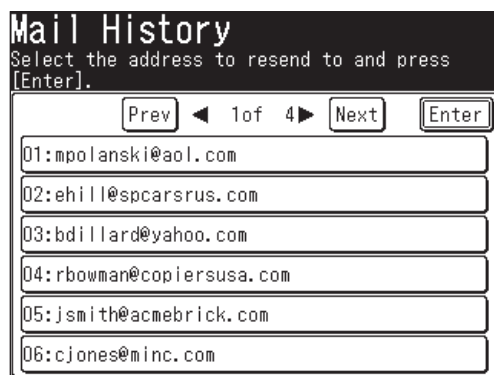
\*E-mail addresses will not repeat on the list, even if the address has been sent to multiple times.

- 1 Set the document.
- 2 Press <Fax> to display the Fax standby mode.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Press [Mail History].



(When “e-mail” tab is selected)

- 5 Select the e-mail address you want to send to.



### NOTE

Up to 20 e-mail addresses will be listed, with the most recent communication listed first.

5

ADVANCED FAX FUNCTIONS

The selected destination will be displayed.

Mail Address

Enter the recipient's e-mail address and select [Enter]. Entry Limit 17/ 50

Register Back Enter

e-mail:mpolanski@aol.com

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

z x c v b n m . , .com

Upper Symbol Space [Cursor] Delete [Right Arrow]

After you edit the e-mail address, press [Enter].

**NOTE**

Press [Location] to review or delete the entered destinations.

- Press [To] to toggle between [To], [Cc] and [Bcc].

**6** Press <Start>.

**NOTE**

You can register the destination in the address book from the display in step 5.

**1** Press [Register].

**2** Following the steps from step 6 in “Registering an e-mail address using the QWERTY keypad”. For details, see page 3-9.

## Checking for new e-mail in real-time

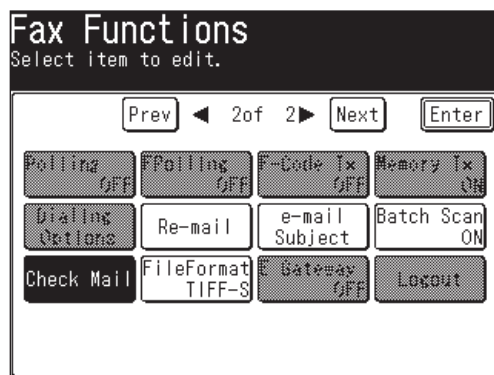
There are two methods for receiving internet faxes using POP, as described below.

1. At specified time intervals
2. On demand (real-time)

If you receive only a few documents each day, or you want to check the reception immediately, use the real-time method.

This manual describes the real-time method only. For more information about setting the specified time intervals, see “E-mail setting” in Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

- 1 Press <Fax>.
- 2 Press [Other], [Next], [Check Mail].



(When “e-mail” tab is selected)

### NOTE

If you have set “Received Fax Forwarding” in “Admin Tools” of the OfficeBridge in advance, you can view the received fax and e-mail by using the browser. For setup information, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

## Adding a text message to your e-mail (e-mail subject)

When you send a document to an e-mail address, the following fixed subject and text are entered automatically.

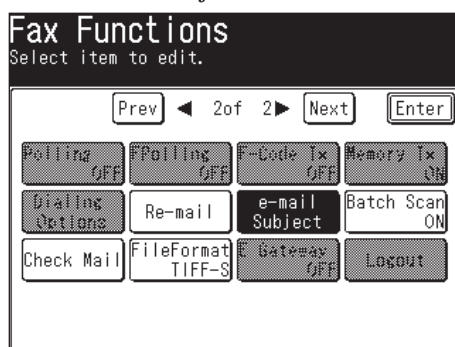
Subject: *This is an E-mail message.*

Text: *Please see the file attached.*

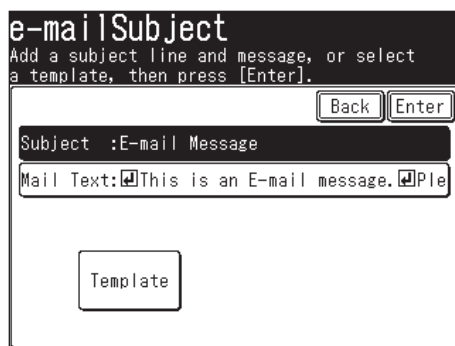
However you can change the e-mail subject line and text for each transmission.

### Editing the subject line and text message

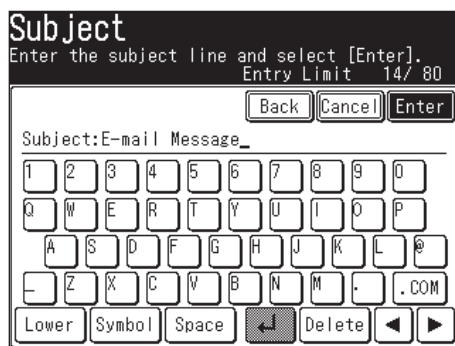
- 1 Set the document.
- 2 Press <Fax>, and then press “e-mail” tab.
- 3 Press [Others], then [Next].
- 4 Press [e-mail Subject].



- 5 Press [Subject].



- 6 Enter the subject. The subject can contain up to 80 characters.



- 7 Press [Enter].



- 8 Press [Mail Text].

- 9 Enter the text message.

**NOTE**

The mail text can contain up to 1024 characters.  
 (Return) is counted as two characters and can be used twice.

- 10 To view the entire text message, press [View Text].

Use the arrows to view all the text. Press [Enter] to close to return to the QWERTY keypad.

- 11 Press [Enter] until address book appears.  
 12 Select a destination(s).  
 13 Press <Start>.

## Using a registered template

You can select a registered template to simplify the entry process. You can register up to ten templates.

### NOTE

The template should be registered in advance. (See Chapter 4, “Using the Admin Tools,” in the *PC User's Guide* for instruction.)

- 1 Set the document.
- 2 Press <Fax> to display the Fax standby mode.
- 3 Press [Others], then [Next].
- 4 Press [e-mail Subject].
- 5 Press [Template].

The screenshot shows a screen titled "e-mail Subject" with the instruction "Add a subject line and message, or select a template, then press [Enter].". At the top right are "Back" and "Enter" buttons. Below is a "Subject" field containing "E-mail Message" and a "Mail Text" field containing "This is an E-mail message. Ple". At the bottom is a large "Template" button.

- 6 Select the desired template.  
If the desired template is not shown on the display, press [Page Up] or [Page Down] to go to the next page.

The screenshot shows a screen titled "e-mail Subject" with the instruction "Select a template and press [Enter].". At the top right are "Back" and "Enter" buttons. Below is a "Template" field. A list of templates is shown: "A1:Auto Subject + Text", "A2:Auto Subject", "01:News Release", "02:Notification", "03:Confidential", and "04:Invitation". To the right of the list are "Page Up" and "Page Down" buttons. A small indicator shows "1 of 2".

- 7 Press [Enter].
- 8 If you want to edit the subject or the text message, select either [Subject] or [Mail Text] and edit it.
- 9 Specify the destination(s).
- 10 Press <Start>.

***Changing the default text message***

You can change the default template setting for the subject line and text message.  
See “Mail Settings” on page 9-22.

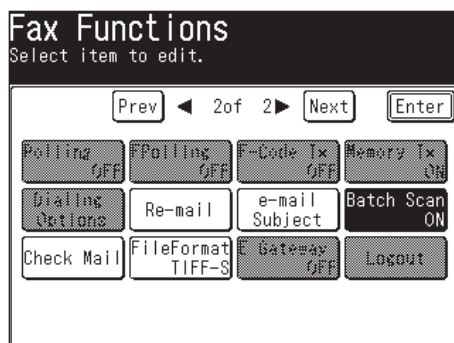
## Batch scanning

When you select “OFF”, each page in the transmission will be sent as an individual file (each page will also be a separate transmission). The default setting is “ON”.

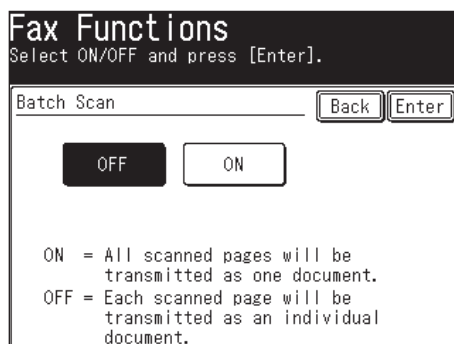
### NOTE

You can change the default setting for batch scan. See “Mail Settings” on page 9-22.

- 1 Set the document.
- 2 Press <Fax>, and then press the “e-mail” tab.
- 3 Adjust the scanning resolution and contrast, if necessary. (See page 4-17.)
- 4 Press [Others], [Next], then [Batch Scan].



- 5 (1) Press [OFF].



- (2) Press [Enter] twice.

- 6 Enter the e-mail address.  
You can specify it by selecting an address book entry, address book number or by entering it manually.



Press <Reset> to cancel the settings.

- 7** Press <Start>.  
(If you specify the destination using the address book, no need to press <Start>.)

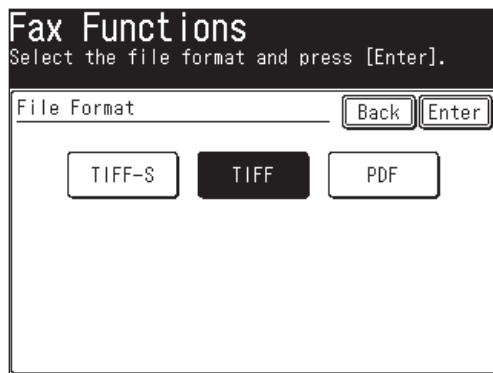
## Specifying the attachment file format (File Format)

- When sending to a PC, the scanned document will be sent as e-mail attachment file.
- Select the attachment format from the following: [TIFF-S], [TIFF] or [PDF].
- [TIFF-S] ... This form is for ITU-T T.37 simple mode. The scanned document is converted into A4 size at 200 dpi. Select TIFF-S when the remote Internet fax machine cannot receive a TIFF.
- [TIFF] ..... This form is for ITU-T T.37 full mode. The scanned document is transmitted in its original scanned parameter. TIFF file format is the approved standard for Internet Faxing.
- [PDF] ..... PDF is only available when sending to a PC.

### NOTE

You can change the default setting for file format. See “Mail Settings” on page 9-22.

- 1 Set the document.
- 2 Press <Fax>, and then press the “e-mail” tab.
- 3 Press [Others], [Next], then [FileFormat].
- 4 (1) Select the file format.  
(2) Press [Enter] twice.



### NOTE

Color scanning is not compatible with Internet faxing. For details on color scanning, see “Scan to e-mail” on page 6-12.

- 5 Enter the e-mail address.
- 6 Press <Start>.  
(If you specify the destination using the address book, no need to press <Start>.)



# Chapter

# 6

## Scanner Functions

---

### Basic

<b>Network scanner functions .....</b>	<b>6-3</b>
<b>Before scanning .....</b>	<b>6-3</b>
User authentication .....	6-3
Resolution .....	6-4
Contrast .....	6-5
Document type .....	6-6
Scan size .....	6-7
Entering the file name .....	6-8
Selecting the file format.....	6-11
<b>Scan to e-mail .....</b>	<b>6-12</b>
Display description .....	6-12
Sending a document by e-mail .....	6-13
Sending a document using the mail history .....	6-15
Re-mail.....	6-16
Reviewing or changing your selected destinations.....	6-17
Adding a text message to your e-mail.....	6-18
<b>Scan to folder.....</b>	<b>6-22</b>
Display description .....	6-22
Scanning documents into a folder .....	6-23
Scanning documents using a folder shortcut.....	6-28
Reviewing or canceling selected folders.....	6-29
<b>Scan to FTP .....</b>	<b>6-30</b>
Display description .....	6-30
Scanning documents to an FTP server .....	6-31
Registering an FTP server to a shortcut.....	6-34
Scanning documents using an FTP shortcut.....	6-36
Reviewing or canceling selected FTP servers.....	6-37

<b>Scan to printer .....</b>	<b>6-38</b>
Display description .....	6-38
Printing scanned documents on a networked color printer .....	6-38
<b>Scan to user.....</b>	<b>6-40</b>
Display description .....	6-40
Scanning documents into a user's scan folder .....	6-41
<b>Scan to bulletin board .....</b>	<b>6-43</b>
Display description .....	6-43
Posting documents to the bulletin board .....	6-44

## Advanced

<b>Advanced functions.....</b>	<b>6-48</b>
Color.....	6-48
Zoom.....	6-49
Batch scanning.....	6-51
Duplex scanning.....	6-52
Broadcasting.....	6-54
Attaching additional files to the scanned document .....	6-55



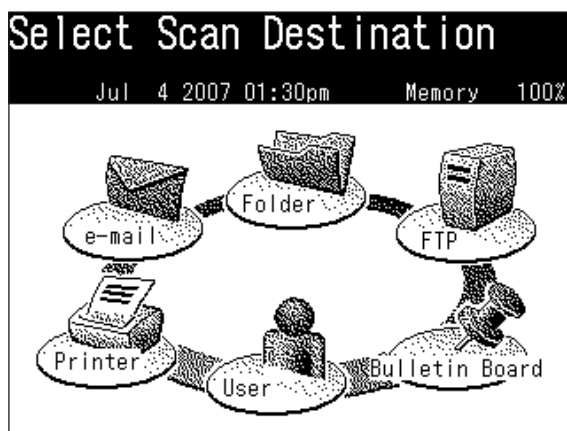
# Network scanner functions

You can use this machine as a network scanner.

This machine has the following six network scanner functions:

- Scan to e-mail (see page 6-12)
- Scan to folder (see page 6-22)
- Scan to FTP (see page 6-30)
- Scan to printer (see page 6-38)
- Scan to user (see page 6-40)
- Scan to bulletin board (see page 6-43)

Please refer to the corresponded page of each function.



## 6

### SCANNER FUNCTIONS

## Before scanning

### User authentication

#### NOTE

- When the “Authentication mode” feature is activated, you will be required to authenticate yourself using your domain user name and password prior to accessing the machine functions. (Refer to “Network authentication settings” on page 9-49.)
- When the “User Access/Cost Accounting” feature is activated for the fax mode, you will be required to login as an OfficeBridge user prior to accessing the fax functions. (Refer to “User Access/Cost Accounting” on page 8-8.)
- When the “User Login Setting” feature is activated, you will be required to login as an OfficeBridge user prior to accessing the machine functions. (Refer to “User Login Setting” on page 9-27.)

## Resolution

You can select either 200 dpi, 300 dpi, or 600 dpi scan resolutions for monochrome scanning, or 100dpi, 200dpi, 300dpi, or 600 dpi scan resolution for color scanning.

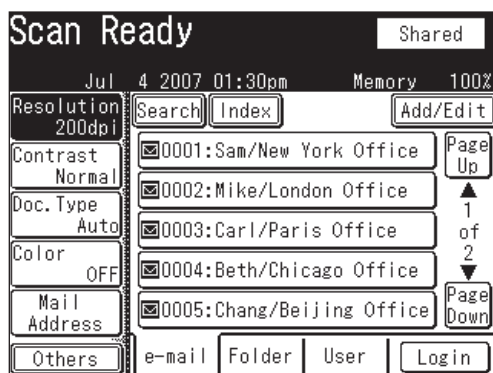
Scanning at 600 dpi provides greater detail in scanned images, but creates large files and uses more PC and machine-based memory. Color documents scanned at 600 dpi data may not appear correctly in your application software.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [Printer], [User], or [Bulletin Board].

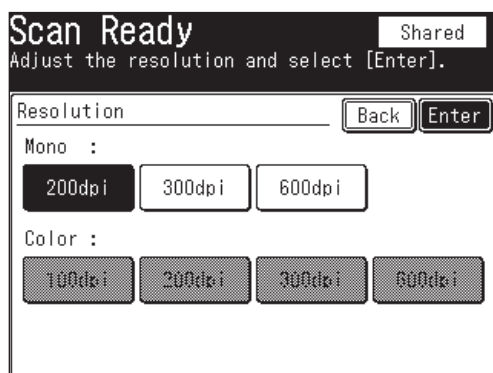
### NOTE

When you press [User] or [Bulletin Board], the machine prompts you to login as an OfficeBridge user.

- 3 Press [Resolution].



- 4 Select the desired resolution.



- 5 Press [Enter].

### NOTE

- When you are scanning monochrome documents, the color resolutions are grayed out. To scan a color document, first toggle [Color] to "ON", and the color resolution setting will become available.
- For "Scan to user" and "Scan to bulletin board", only the monochrome scanning is available. For "Scan to printer", only the color scanning is available.
- You can change the default setting for "Resolution". See "Accessing the default scan settings" on page 9-10.

## Contrast

Adjusting the scan contrast allows you to compensate for any excessive lightness or darkness of the documents you are scanning.

### NOTE

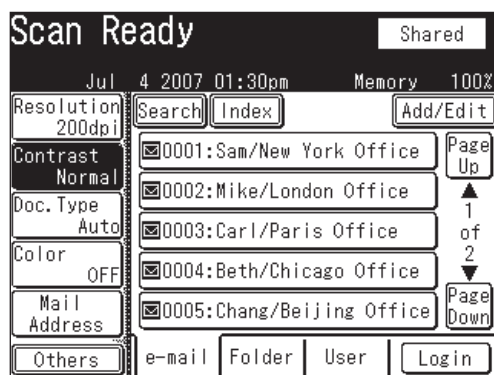
This function is not available when scanning a color document.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [User], or [Bulletin Board].

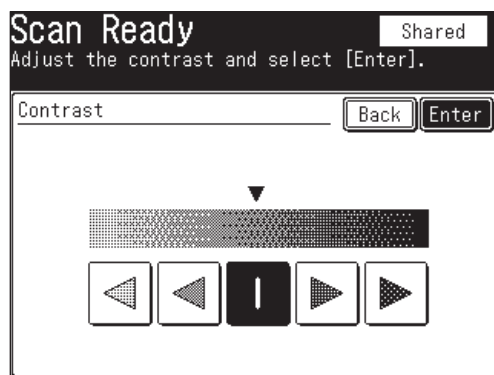
### NOTE

When you press [User] or [Bulletin Board], the machine prompts you to login as an OfficeBridge user.

- 3 Press [Contrast].



- 4 Press to the left to lighten, press to the right to darken.



- 5 Press [Enter].

### NOTE

You can change the default setting for "Contrast". See "Accessing the default scan settings" on page 9-10.

## Document type

Select the document type you want to scan.

### NOTE

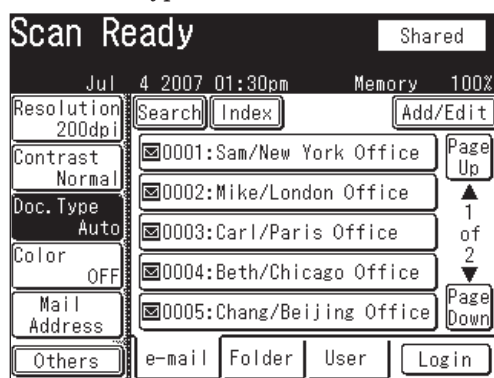
This function is not available when scanning a color document.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [User], or [Bulletin Board].

### NOTE

When you press [User] or [Bulletin Board], the machine prompts you to login as an OfficeBridge user.

- 3 Press [Doc. Type].

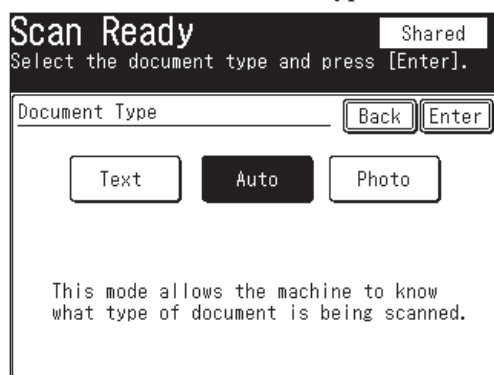


Text.....Select this when scanning text documents.

Auto .....Select this when scanning documents containing photographs or drawings with text.

Photo.....Select this when scanning photographs or drawings.

- 4 Select the desired document type.



- 5 Press [Enter].

### NOTE

You can change the default setting for "Doc.Type". See "Accessing the default scan settings" on page 9-10.

## Scan size

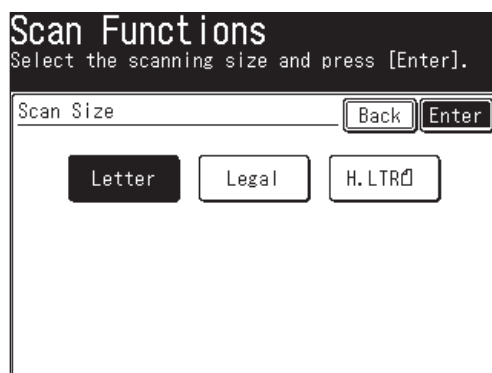
You can change the document scan size prior to scanning. The machine scans the range of the document according to the selected size. It will start scanning at the front side of the document which may eliminate or cut off the backside of the scanned document.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [Printer], [User], or [Bulletin Board].

### NOTE

- When you press [User] or [Bulletin Board], the machine prompts you to login as an OfficeBridge user.
- When you press [Printer] or [Bulletin Board], go to step 4.

- 3 Press [Others].
- 4 Press [Scan Size].
- 5 Select the desired scan size.



- 6 Press [Enter].

## Entering the file name

You can add a file name to the document prior to scanning. The name can contain up to 100 characters. You can also register up to 10 file names in advance, allowing for quick access.

If you do not enter a file name prior to scanning, the scanned date and time will be used as the file name. For example, if the document is scanned on 26 September 2007 on 2:15 p.m. 30 second, the file will be named 20070926141530. Also, if the name you use for the file already exists, the scan date and time will be added to the end of the file name to give it differentiation.

### NOTE

This function is not available for “Scan to bulletin board” and “Scan to printer”.

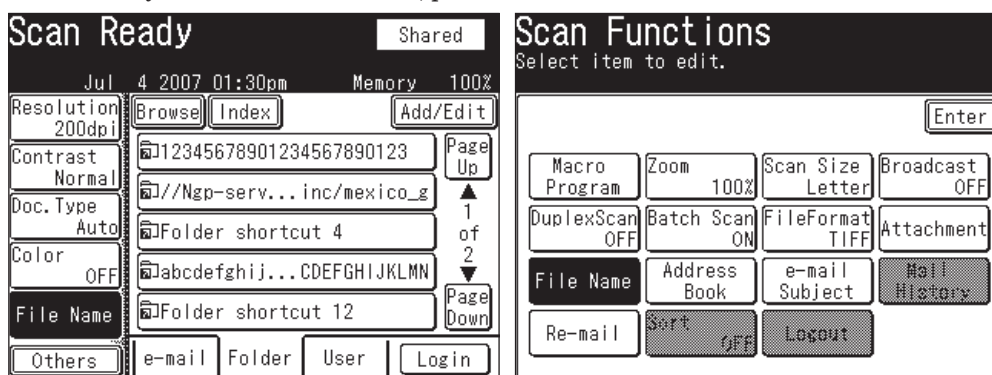
- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], or [User].

### NOTE

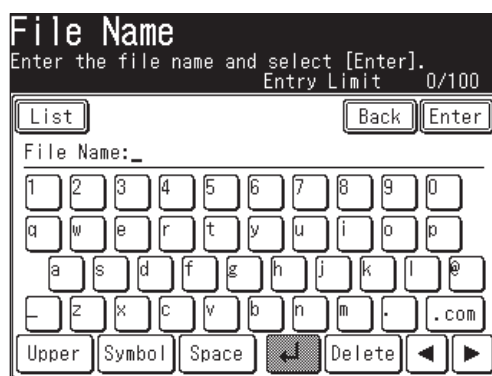
When you press [User], the machine prompts you to login as an OfficeBridge user.

- 3 Press [File Name].

If you have chosen [e-mail], press [Others] to locate [File Name].



- 4 Enter the file name.



To use a pre-registered file name, proceed to step 5.

Otherwise skip to step 8.

**NOTE**

To use the pre-registered file names, the names should be entered in advance. See “Registering or editing file names” on the next page for instructions.

**5** Press [List].

**6** Select a name.

**7** Edit the name, if needed.

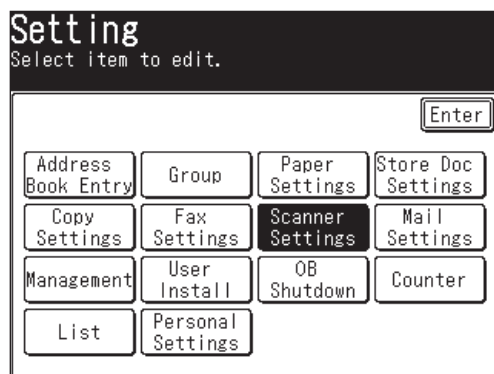
**8** Press [Enter].**6****SCANNER FUNCTIONS**

## Registering or editing file names

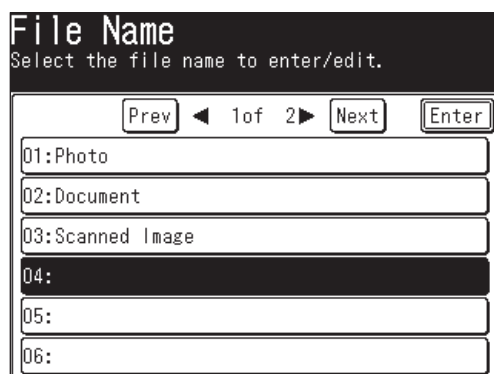
### NOTE

You can register up to 10 file names.

- 1 Press <Setting>.
- 2 Press [Scanner Settings].



- 3 Press [File Name].
- 4 To register a new file name, select an empty key. To edit a file name, select the desired file name to edit.



- 5 Enter or edit the file name, then press [Enter].  
The name can contain up to 100 characters.



- 6 To return to the Standby mode, press <Reset>.



## Selecting the file format

You can select the file format for the scanned document.

The following formats are available;

- Monochrome documents:.....TIFF or PDF
- Color documents: .....JPEG or PDF

### NOTE

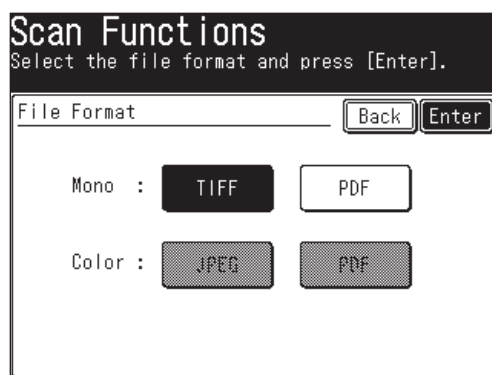
- This function is effect only for “Scan to e-mail”, “Scan to folder”, and “Scan to FTP”.
- For “Scan to bulletin board” and “Scan to user”, when you download a scanned document from OfficeBridge user’s scan holder or bulletin board, you can download them with TIFF or PDF format, which is specified in “Initial Settings” on web page. For more information of “Initial Settings”, see “Setup” in Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], or [User].

### NOTE

When you press [User], the machine prompts you to login as an OfficeBridge user.

- 3 To scan color documents, press [Color] to toggle the key to “ON”.  
For “Scan to User”, color scanning is not available.
- 4 Press [Others].  
If you have chosen [User], [File Name] is located on the default screen.
- 5 Press [File Format].
- 6 Select the desired file format.  
This explanation shows the monochrome file format options. When color scan is activated, the settings for “Mono” are grayed out and the “Color” file formats are selectable.



- 7 Press [Enter].

### NOTE

You can change the default setting for [FileFormat]. See “Accessing the default scan settings” on page 9-10.

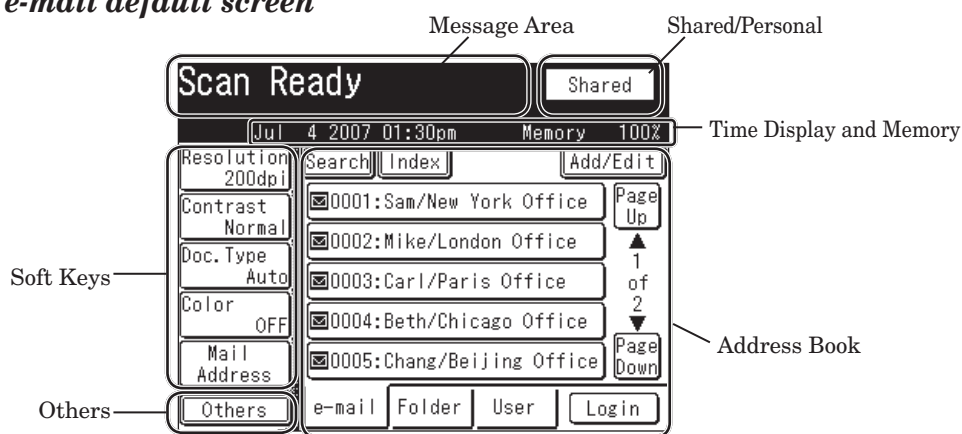
# Scan to e-mail


## Display description

You can directly touch keys on the control panel for machine operation.

Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to e-mail default screen

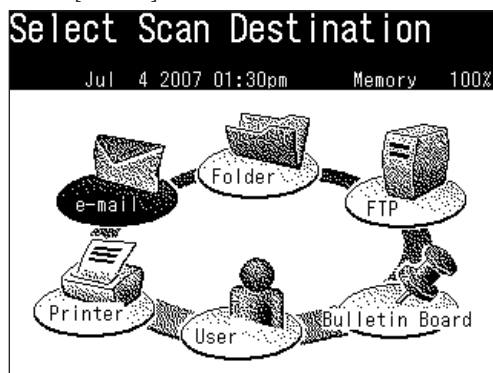


Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Shared/Personal	Indicates whether the displayed address book is shared or personal address book. To display the personal address book, press [Login] and then select your user account.
Time Display and Memory	Displays the current date, time and amount of memory available.
Address Book	Displays the registered destinations.
[Search]	Press this to search the destination from the Address Book or an LDAP server.
[Index]	Displays the destinations in alphabetical, group or numeric order.
[Add/Edit]	Adds or edits a destination.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  <ul style="list-style-type: none"> <li>• The displayed soft key will vary depending on the “e-mail”, “Folder” and “User” tabs.</li> <li>• You can assign other functions to the soft keys according your needs. (See “Soft keys” on page 9-77.)</li> </ul>
Others	Press this to display the various functions.

## Sending a document by e-mail

You can send a hardcopy document to an e-mail inbox.

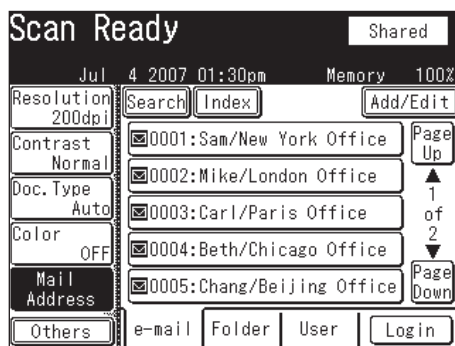
- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail].



- 4 Adjust any scan settings or set any advanced functions.  
For more information about those functions, see “Before scanning” on pages 6-3 to 6-11 and “Advanced functions” on pages 6-48 to 6-60.
- 5 To insert a text message into your e-mail, see pages 6-18 to 6-21.
- 6 Specify the destination.

### ☐ Directly enter an e-mail address

(1) Press [Mail Address].



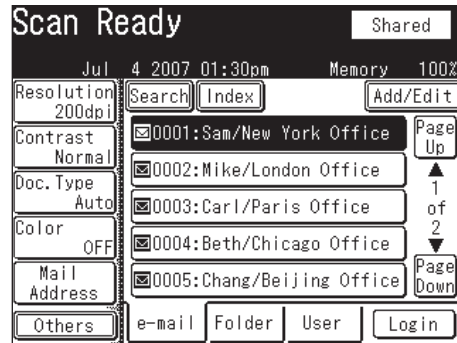
- (2) Use the QWERTY keypad to enter the e-mail address. Then press [Enter].  
The address may contain up to 50 characters.



— or —

#### ❑ Using the address book

- (1) Press [Page Up] or [Page Down] to display the desired destination.
- (2) Press the destination. The document is scanned immediately and transmission starts.  
If you want to specify multiple destinations, use broadcast transmission (see page 4-23) or call group dialing (see page 3-23).



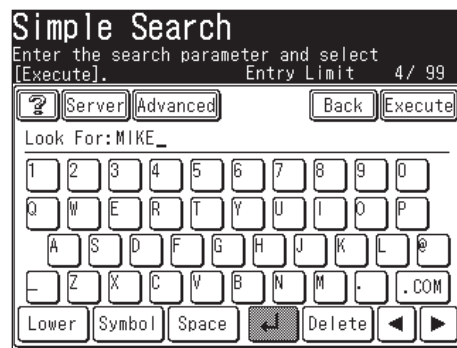
#### NOTE

- To use the address book, you should register the destinations in advance.
- For details on using the address book, see “Using the address book” (page 3-1).

— or —

#### ❑ Search the destination from an LDAP server

- (1) Press [Search].
- (2) Enter the destination name and then press [Execute].



#### NOTE

- To search the destination from an LDAP server, the network settings must be configured by your network administrator.
- For details on searching the destination from the LDAP server, see “User [Search]” on page 3-17.

— or —

#### ❑ Using “E-mail history” (See page 6-15)

— or —

#### ❑ Using “Re-mail” (See page 6-16)

- 7 Press <Start>.

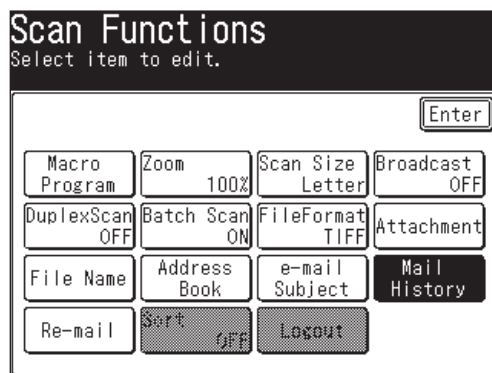
## Sending a document using the mail history

The last 20 manually entered e-mail locations you sent to will be stored in the mail history. You can send documents to these locations by simply selecting them from this listing.

### NOTE

E-mail addresses registered in the address book will not appear in the mail history. Only the last 20 addresses entered manually will be displayed in the order in which they were sent (most recent location listed first). The same location will not appear multiple times on this list, the last time in which it was used.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail].
- 3 Press [Others].
- 4 Press [Mail History].



- 5 Select the desired e-mail address. Use [Prev] or [Next] to toggle through the e-mail history.



- 6 If you want to edit an existing e-mail address, use the QWERTY keypad or numeric keys to do so.

**Mail Address**  
Enter the recipient's e-mail address and select [Enter]. Entry Limit 29/ 50

Register Back Enter

e-mail:33333333@muratec.co\_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . , .com

Upper Symbol Space [Left Arrow] Delete [Right Arrow]

- 7 Press [Enter].

## Re-mail

This button will recall the last e-mail address you sent to.

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail].
- 4 Press [Others].
- 5 Press [Re-mail].

**Scan Functions**  
Select item to edit.

Enter

Macro Program	Zoom 100%	Scan Size Letter	Broadcast OFF
DuplexScan OFF	Batch Scan ON	FileFormat TIFF	Attachment
File Name	Address Book	e-mail Subject	Mail History
Re-mail	Sort OFF	Logout	

- 6 The last e-mail address that you sent to will be displayed.

**Scan Ready** Shared

Select [Location] to confirm/delete recipient  
To:abdefg@muratec.com

Resolution 200dpi Search Index Location Add/Edit

Contrast Normal

Doc.Type Auto

Color OFF

Mail Address

Others e-mail Folder User Login

0001:Sam/New York Office Page Up

0002:Mike/London Office 1 of 2

0003:Carl/Paris Office

0004:Beth/Chicago Office

0005:Chang/Beijing Office Page Down

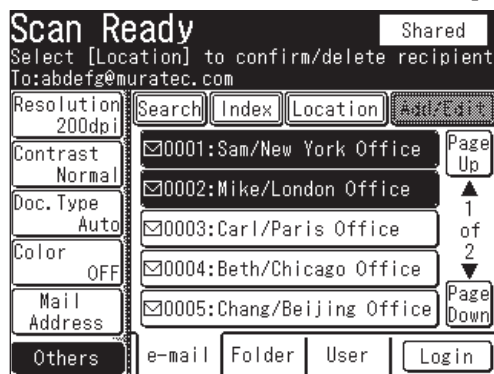
## Reviewing or changing your selected destinations

If you have entered multiple destinations, you can review, cancel or change the broadcast status of the destinations.

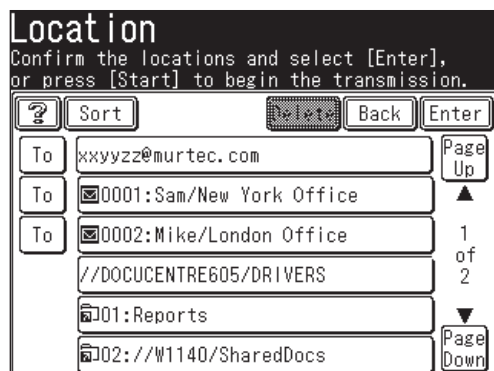
### NOTE

This function is only available prior to scanning the document.

- 1 After the destinations have been entered, press [Location].



- 2 Press [Page Up] or [Page Down] and review all the entered e-mail and folder destinations.



- 3 Every time you press [To], the status changes from [To] to [Cc], then [Bcc] in that order. Press the key until it changes to your desired status.

Pressing [Sort] will sort the e-mail destinations in [To], [Cc] and [Bcc] order.

- 4 To delete e-mail or folder destinations, select the destinations to delete and press [Delete].
- 5 Press [Enter] to return to the screen on step 1.

6

SCANNER FUNCTIONS

## Adding a text message to your e-mail

When you send a document to an e-mail address, the following fixed subject and text are entered automatically.

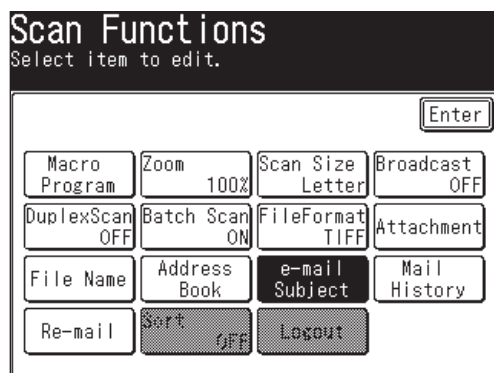
Subject: *This is an E-mail message.*

Text: *Please see the file attached.*

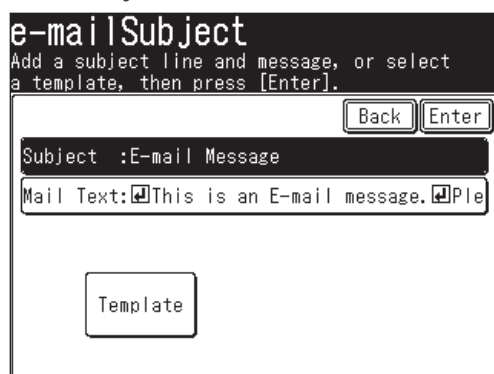
However you can change the e-mail subject line and text message for each transmission.

### *Editing the subject line and text message*

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail].
- 4 Press [Others].
- 5 Press [e-mail Subject].



- 6 Press [Subject].





- 7 Enter the subject. The subject can contain up to 80 characters.

- 8 Press [Enter].

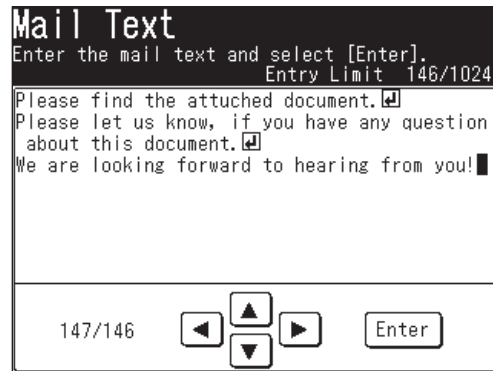
- 9 Press [Mail Text].

- 10 Enter the text message.

#### NOTE

The mail text can contain up to 1024 characters.  
☒ (Return) is counted as two characters and can be used twice.

- 11 To view the entire text message, press [View Text]. Use the arrows to view all the text. Press [Enter] to close to return to the QWERTY keypad.



- 12 Press [Enter] until address book appears.
- 13 Select a destination(s).
- 14 Press <Start>.

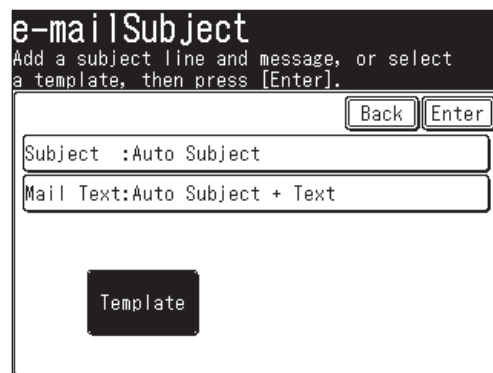
### ***Using a registered template***

You can select a registered template to simplify the entry process. You can register up to ten templates.

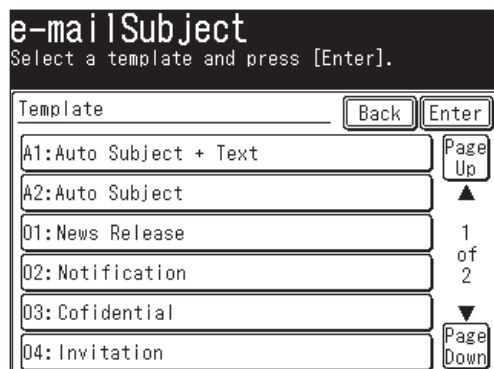
#### **NOTE**

The template should be registered in advance. (See "E-mail setting" in Chapter 4, "Using the Admin Tools," in the *PC User's Guide* for instruction.)

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail].
- 4 Press [Others].
- 5 Press [e-mail Subject].
- 6 Press [Template].



- 7 Select the desired template.  
If the desired template is not shown on the display, press [Page Up] or [Page Down] to go to the next page.



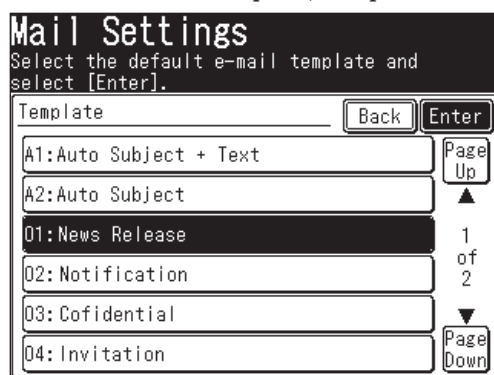
- 8 Press [Enter].
- 9 If you want to edit the subject or the text message, select either [Subject] or [Mail Text] and edit it. Refer steps 6 to 12 of “Editing the subject line and text message” on pages 6-18 to 6-21 for instructions.
- 10 Select a destination(s).
- 11 Press <Start>.

6

SCANNER FUNCTIONS

### *Changing the default text message*

- 1 Press <Setting> on the control panel.
- 2 Press [Mail Settings].
- 3 Press [Subject].
- 4 Press [ON], then [Enter].
- 5 Select the desired template, and press [Enter].



- 6 To return to the standby mode, press <Reset>.

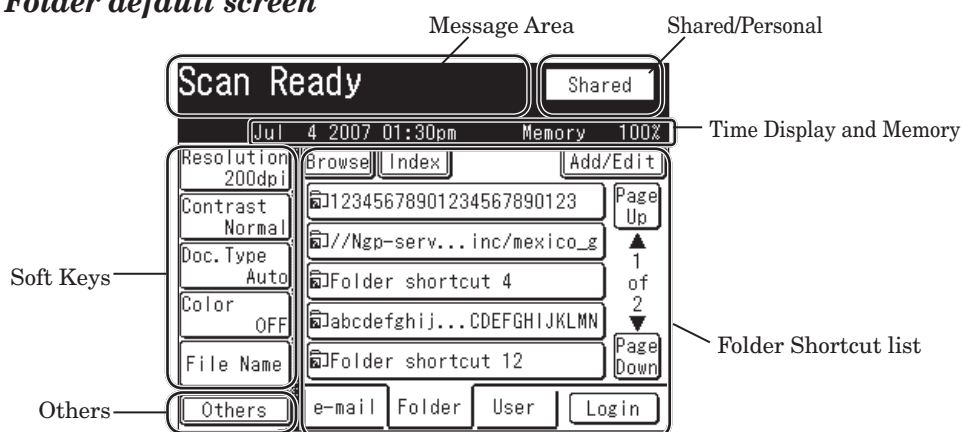
# Scan to folder


## Display description

You can directly touch keys on the control panel for machine operation.

Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to Folder default screen



Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Shared /Personal	Indicates whether the displayed folder shortcut list is shared or personal. To display the personal shortcut list, press [Login] and then select your user account.
Time Display and Memory	Displays the current date, time and amount of memory available.
Folder Shortcut list	Displays the registered folder shortcuts.
[Browse]	Press this to browse the network to specify the folder.
[Index]	Displays the shortcuts in alphabetical or numeric order.
[Add/Edit]	Adds or edits a destination.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  <ul style="list-style-type: none"> <li>• The displayed soft key will vary depending on the "e-mail", "Folder" and "User" tabs.</li> <li>• You can assign other functions to the soft keys according your needs. (See "Soft keys" on page 9-77.)</li> </ul>
Others	Press this to display the various functions.

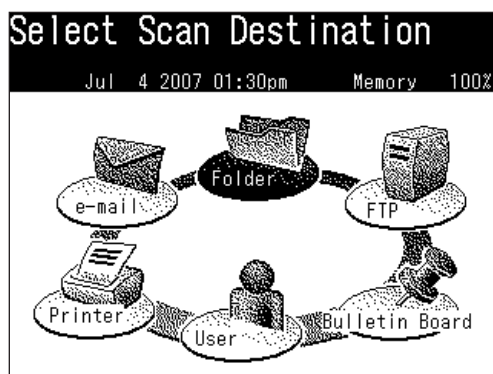
## Scanning documents into a folder

You can scan a document directly into a network folder.

### NOTE

To save a scanned document to a folder, you should have a shared folder in your computer. Create a shared folder in advance, referring to your PC manual if necessary.

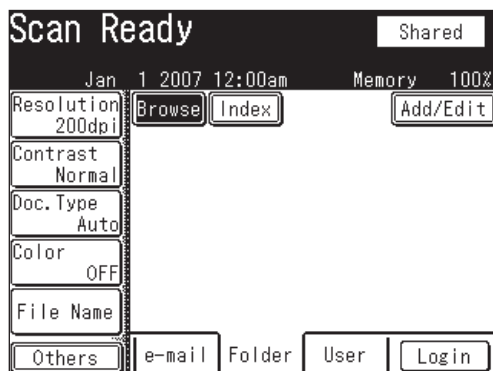
- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [Folder].



- 4 Adjust the scan settings, or set advanced functions.

For more information about those functions, see “Before scanning” on pages 6-3 to 6-11 and “Advanced functions” on pages 6-48 to 6-60.

- 5 Press [Browse]. The “Network Navigation” screen will be displayed.

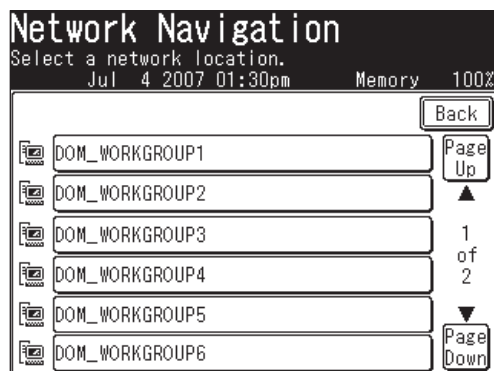


### NOTE

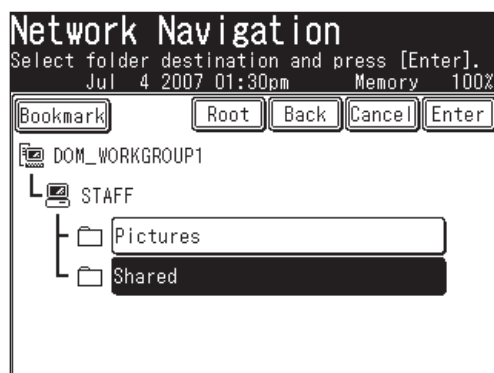
You cannot browse the following folders from the machine:

- Folders that are not in the same segment with your machine.
- Folders that name contain 13 or more characters.
- Folders whose link contains more than 100 characters in length.

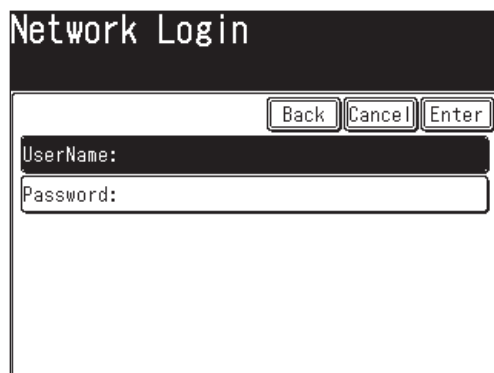
- 6 All accessible networks will be displayed. To scroll, use [Page Up] and [Page Down].



- 7 Select the network that contains your desired folder.
- 8 Search through the network folders until you find the specific folder you wish to scan to.



- To go back one step, press [Back].
  - To return to the first screen, press [Root].
- 9 If the user name and password are required to login to the file server, press [UserName]. Otherwise skip to step 13.



**10** Enter the user name, then press [Enter].

If your machine is on a windows domain controlled network, add the domain name after the user name with an “@”, like “sam@dom\_muratec”.

The user name can contain up to 50 characters.

All ASCII characters are available.

The screenshot shows a terminal window titled "Network>UserName". Below the title, it says "Enter the User Name and select [Enter]. Entry Limit 0/ 50". There are three buttons at the top: "Back", "Cancel", and "Enter". Below these is a text input field labeled "UserName:\_" which is currently empty. Below the input field is a virtual keyboard with rows of characters: numbers 1-0, lowercase letters a-p, lowercase letters q-z, and symbols including space, arrow, and delete. There are also buttons for "Upper", "Symbol", "Space", "Delete", and navigation arrows.

**11** Press [Password].

The screenshot shows a terminal window titled "Network Login". Below the title, there are three buttons: "Back", "Cancel", and "Enter". Below these is a text input field labeled "UserName: MURATEC". Below that is a text input field labeled "Password:" which is currently empty. The rest of the screen is blank.

**12** Enter the password, then press [Enter].

The password can contain up to 32 characters.

All ASCII characters are available.

The screenshot shows a terminal window titled "Network>Password". Below the title, it says "Enter the Password and select [Enter]. Entry Limit 0/ 32". There are three buttons at the top: "Back", "Cancel", and "Enter". Below these is a text input field labeled "Password:\_" which is currently empty. Below the input field is a virtual keyboard with rows of characters: numbers 1-0, lowercase letters a-p, lowercase letters q-z, and symbols including space, arrow, and delete. There are also buttons for "Upper", "Symbol", "Space", "Delete", and navigation arrows.

**NOTE**

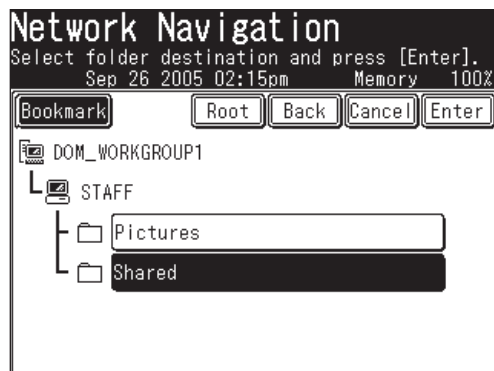
The entered password is displayed using asterisks.

**13** Press <Start>.

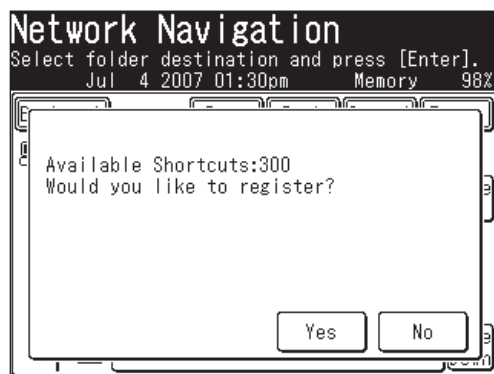
### ***Registering a folder shortcut from the browse screen***

After you find the folder you wish to scan to you may register it as a folder shortcut, allowing for instant network scanning to a specified folder. Up to 300 shortcuts can be registered.

- 1 After you locate your desired folder, select the location and press [Bookmark].



- 2 Press [Yes].



- 3 Register the [Shortcut Name], [User Name], [Password] and [Automatic Network Login] as needed.
  - **Shortcut Name** — This is the name that will be displayed on the shortcut key. The name can contain up to 24 characters. If you do not register a shortcut name, the folder link will be displayed on the shortcut key.
  - **User Name, and Password** — If you have entered a user name and password they will be displayed (the password will be displayed using asterisks).
  - **Automatic Network Login** — Whenever a folder requiring a password and a user account is accessed, the machine will automatically send them to the PC when in the “ON” setting, but will ask you to enter them when in the “Off” setting.



Select item to edit.

Back Cancel Enter

Shortcut Name :  
Link ://AEGIS/share  
UserName :ABC  
Password :\*\*\*\*\*  
Automatic Network Login:ON

4 To enter the Shortcut name, press [Shortcut Name].

5 Enter the shortcut name, then press [Enter].

The name can contain up to 24 characters. If you do not register a shortcut name, the folder link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with "." and only the beginning and ending of the link will be displayed.

Folder>Shortcut Name

Enter the Shortcut Name and select [Enter].  
Entry Limit 6/ 24

Back Cancel Enter

Shortcut Name:Sample\_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . , .com  
Upper Symbol Space Delete

6 Press [Enter].

Select item to edit.

Back Cancel Enter

Shortcut Name :SAMPLE  
Link ://AEGIS/share  
UserName :ABC  
Password :\*\*\*\*\*  
Automatic Network Login:ON

- To finish without registering the shortcut, press [Cancel].
- To return to the screen in step 3, press [Back].

7 To return to the standby mode, press <Reset>.

#### NOTE

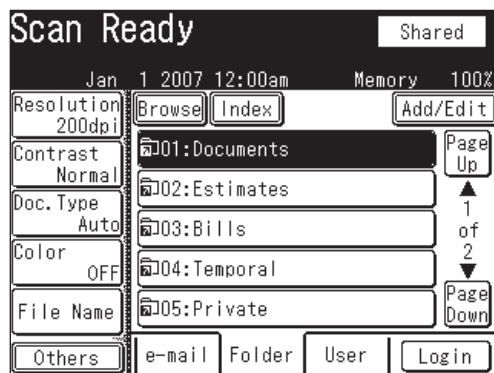
To edit or delete the shortcut information, see "Registering or editing a folder shortcut" on pages 9-13.

## Scanning documents using a folder shortcut

### NOTE

- The folders should be registered in advance. To register the folder shortcut, see “Registering or editing a folder shortcut” on page 9-13, or “Registering a folder shortcut from the browse screen” on page 6-26.
- Scanning will begin once the shortcut key has been pressed. If you want to scan to multiple folder shortcuts, select [Broadcast] prior to destination selection.

- 1 Set the document. (See page 1-33, 1-34.)
- 2 Press <SCAN> on the control panel.
- 3 Press [Folder].
- 4 Select the desired shortcut key on the display.  
If it is not displayed, press [Page Up] or [Page Down].



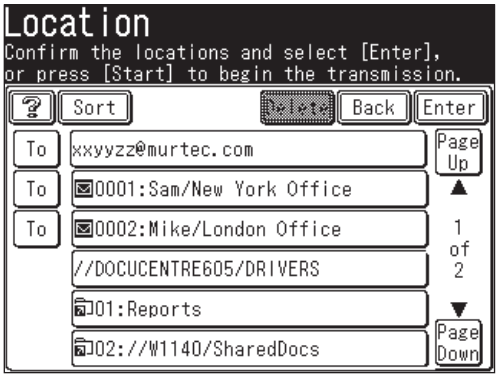
# Reviewing or canceling selected folders

You can quickly review or cancel the folders you selected.

**NOTE**

This function is only available prior to scanning the document.

- 1 After the destinations have been selected, press [Location].
- 2 Press [Page Up] or [Page Down] and review all the entered folders and e-mail destinations.



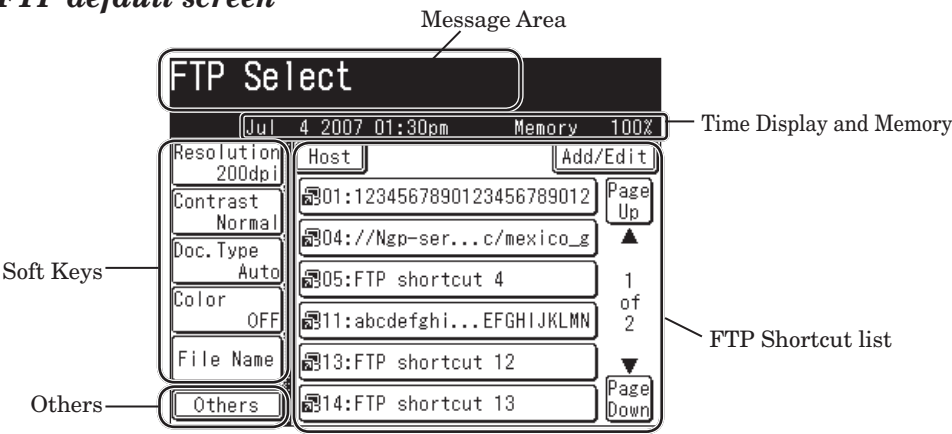
- 3 Every time you press [To], the status changes from [To] to [Cc], then [Bcc] in that order. Press the key until it changes to your desired status.  
Pressing [Sort] will sort the e-mail destinations in [To], [Cc] and [Bcc] order.
- 4 To delete e-mail or folder destinations, select the destinations to delete and press [Delete].
- 5 Press [Enter] to return to screen 1.

# Scan to FTP

## Display description

You can directly touch keys on the control panel for machine operation.  
Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to FTP default screen

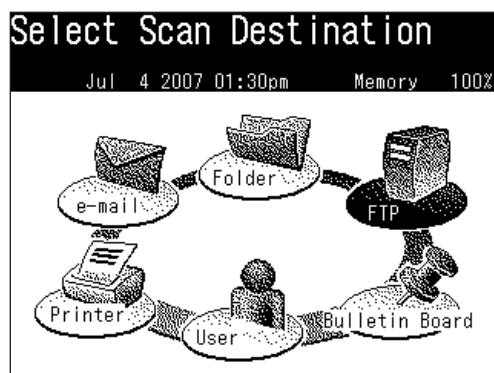


Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Time Display and Memory	Displays the current date, time and amount of memory available.
FTP shortcut list	Displays the registered FTP shortcuts.
[Host]	Press this to specify the FTP server.
[Add/Edit]	Adds or edits a FTP shortcut information.
Soft Keys	Displays five functions frequently used. <b>NOTE</b> • You can assign other functions to the soft keys according your needs. (See “Soft keys” on page 9-77.)
Others	Press this to display the various functions.

## Scanning documents to an FTP server

You can easily scan a document(s) to an FTP server.

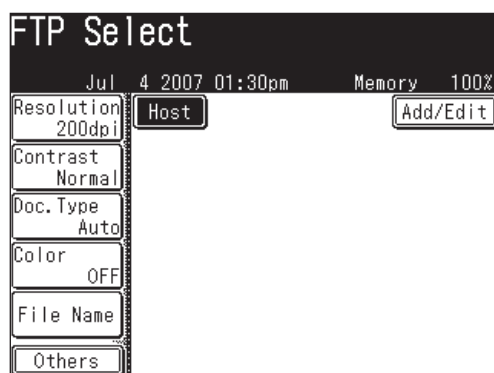
- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [FTP].



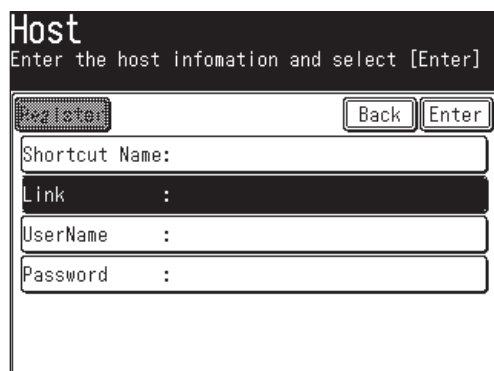
- 4 Adjust the scan settings, or set any advanced functions.

For more information about those functions, see “Before scanning” on pages 6-3 to 6-11 and “Advanced functions” on pages 6-48 to 6-60.

- 5 Press [Host].



- 6 Press [Link].



- 7 Enter the link to the FTP server. The entry can contain up to 100 characters.

Begin your entry with “//”.

The “/(slash)” is found in the [Symbol] menu. To switch back to the alphabet, press [Alpha].

Link

Enter the Link and select [Enter].

Entry Limit 0/100

Back Cancel Enter

Link: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

\_ z x c v b n m . .com

Upper Symbol Space ← Delete →

- 8 Press [Enter].

- 9 Press [User name].

Host

Enter the host information and select [Enter]

Register Back Enter

Shortcut Name:

Link : //muratec.com/FTPXYZ

UserName :

Password :

- 10 Enter the user name using the QWERTY keypad and numeric keys. The user name can contain up to 50 characters. All ASCII characters are available.

FTP>UserName

Enter the User Name and select [Enter].

Entry Limit 0/ 50

Back Cancel Enter

UserName: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

\_ z x c v b n m . .com

Upper Symbol Space ← Delete →

- 11 Press [Enter].

- 12 Press [Password].

- 13 Enter the password using the QWERTY keyboard and numeric keys. The password can contain up to 32 characters. All ASCII characters are available.

**NOTE**

The entered password is displayed using asterisks.

- 14 Press [Enter].

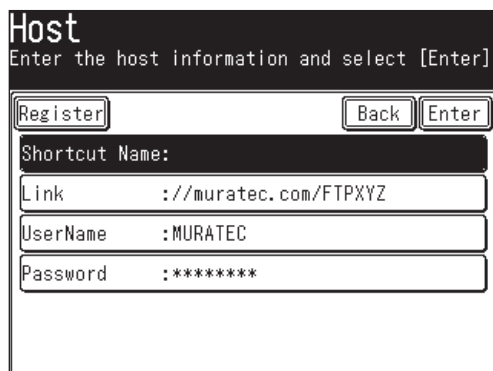
- 15 Press [Enter].

- 16 Press <Start>.

## Registering an FTP server to a shortcut


After you entered an FTP link, you may register it as a shortcut for instant recall. Up to 20 shortcuts can be registered.

- 1 After you enter the [Link], [User Name] and [Password], press [Shortcut Name].



- 2 Register the [Shortcut Name].

- **Shortcut Name** — This is the name that will be displayed on the shortcut key. The name can contain up to 24 characters. If you do not register a name, the FTP link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with “.” and only the beginning and ending of the link will be displayed.
- **User Name, and Password** — If you have entered an user name and password they will be displayed (the password will be displayed using asterisks).
- **Automatic Network Login** — Whenever a folder requiring a password and a user account is accessed, the machine will automatically send them to the PC when in the “ON” setting, but will ask you to enter them when in the “Off” setting.



- 3 Press [Enter].



- 4 Press [Register].

- 5 Select a shortcut number using [▲] [▼] or the numeric keys. You can select either a new number, or overwrite a number that has been registered.

- 6 Press [Yes].
- 7 To return to the standby mode, press <Reset>.

#### NOTE

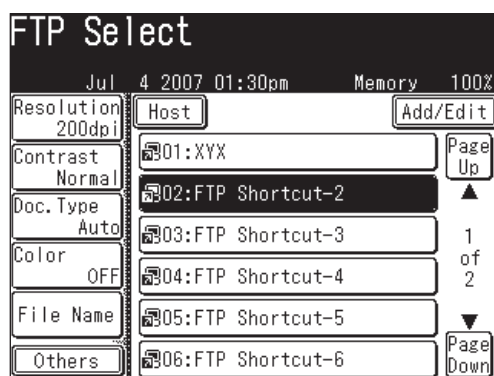
To edit or delete the shortcut information, see “Registering or editing an FTP server shortcut” on page 9-18.

## Scanning documents using an FTP shortcut

### NOTE

- The FTP server shortcut should be registered in advance. For more information, see “Registering or editing an FTP server shortcut” on page 9-18, or “Registering an FTP server to a shortcut” on page 6-34.
- Scanning will begin once the shortcut key has been pressed. If you want to scan to multiple FTP shortcuts, select the [Broadcast] prior to destination selection.

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [FTP].
- 4 Select the desired shortcut. If it is not displayed, press [Page Up] or [Page Down].



# Reviewing or canceling selected FTP servers

You can quickly review or cancel the FTP servers you have selected.

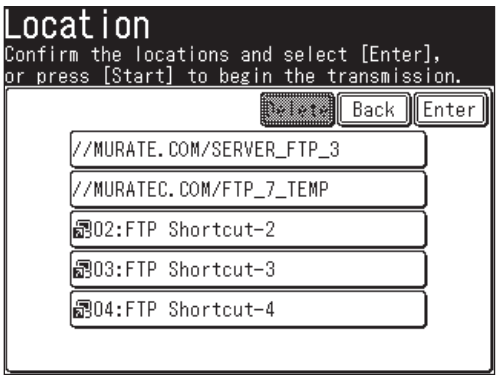
**NOTE**

This function is only available prior to scanning the document.

- 1 After the FTP servers have been selected, press [Location].



- 2 Review the entered FTP servers.



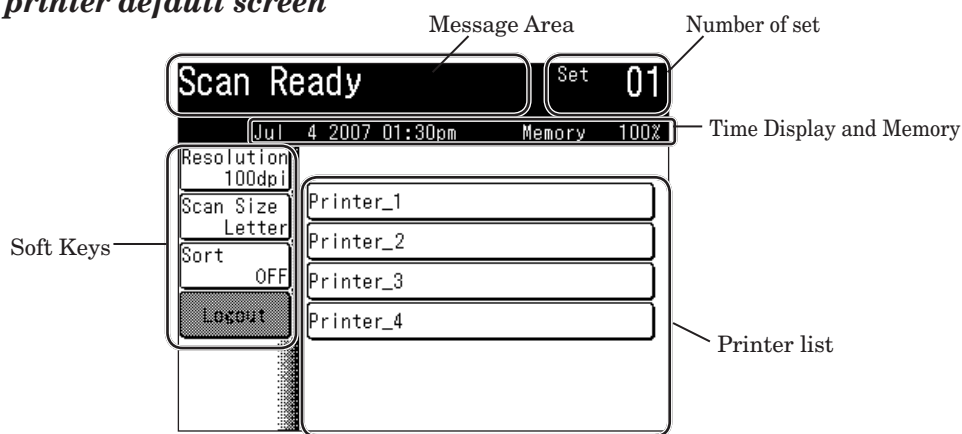
- 3 To delete a server(s), select the destination(s) you wish to delete and press [Delete].
- 4 Press [Enter] to return to the screen on step 1.

# Scan to printer

## Display description

You can directly touch keys on the control panel for machine operation.  
Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to printer default screen



Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Number of sets	Indicates the print quantity entered from the control panel.
Time Display and Memory	Displays the current date, time and amount of memory available.
Printer list	<p>Displays the registered printers.</p> <p><b>NOTE</b></p> <p>To register a printer, you need to install the "Scan to Print Monitor" in your computer and register the desired printers. For more details on how to install and set the "Scan to Print Monitor", see Chapter 5, "Using the utility programs," in the <i>PC User's Guide</i>.</p>
Soft Keys	Displays the function you can use for "Scan to Printer".

## Printing scanned documents on a networked color printer

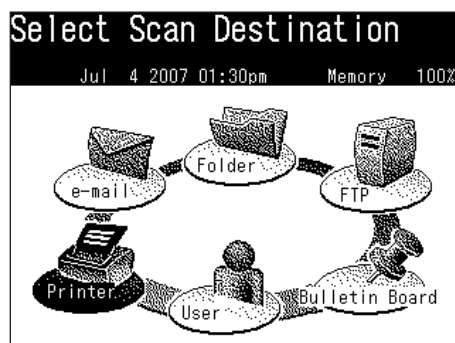
You can scan a color document on your machine and have it print on a color network printer.

### NOTE

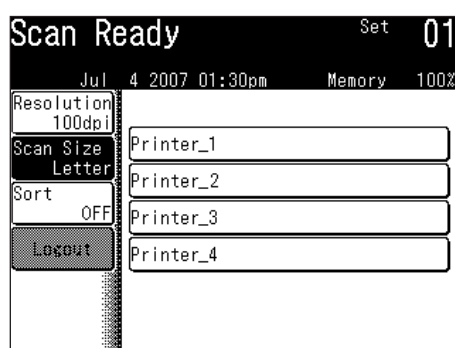
To use this function, set the printer using "Scan to Print Monitor" in advance. For details, see Chapter 5, "Using the utility programs," in the *PC User's Guide*.

- 1 Set the document.

- 2 Press <SCAN> on the control panel.
- 3 Press [Printer].



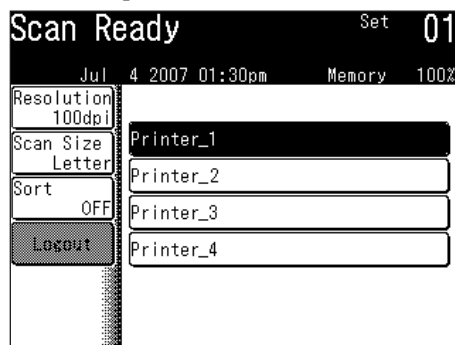
- 4 Press [Scan Size] to set the scan size. You can select either Letter, Legal, or Half-letter size.



#### NOTE

When you set documents in the ADF, the “Scan Size” setting is set to “Auto”. In this case, the scanned document will be printed on a paper size that specified in the printer driver. If you want to print on the same size paper as the document, please set the “Scan size”.

- 5 Select the printer.



- 6 Press <Start>.  
The scanned document will be printed on the selected network printer.

#### NOTE

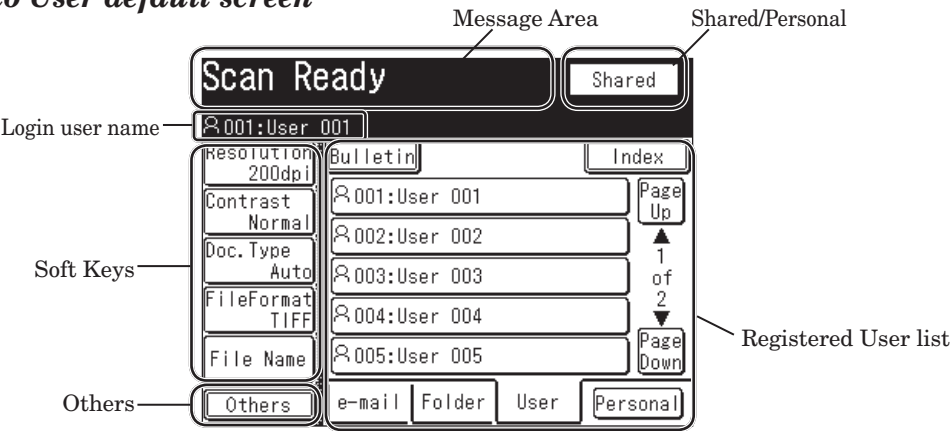
In your computer is having trouble accessing the network and you cannot use the selected printer, use “Scan To Printer Clear” on page 9-27 to delete it.


# Scan to user

## Display description

You can directly touch keys on the control panel for machine operation.  
Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to User default screen



Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Shared /Personal	It is not related to users list. It indicates whether the displayed address book or list is shared or personal.
Login user name	Displays the login user name.
Registered user list	Displays the registered users.
[Bulletin]	Changes to the "Scan to bulletin board" screen.
[Index]	Displays the users in alphabetical or group or numeric order.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  • You can assign other functions to the soft keys according your needs. (See "Soft keys" on page 9-77.)
Others	Press this to display the various functions.

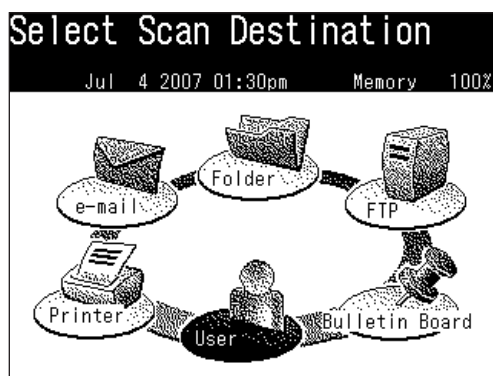
## Scanning documents into a user's scan folder

You can send the scanned image to a OfficeBridge user's scan folder.

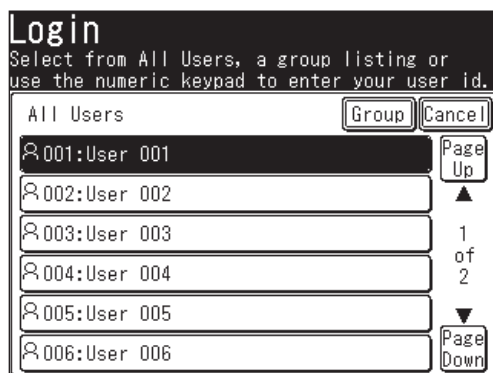
### NOTE

- In order to use the "Scan to user" function, you need to be registered as an OfficeBridge user. For more information about OfficeBridge user registration, see Chapter 4, "Using the Admin Tools," in the *PC User's Guide*.
- Scan to user supports monochrome scanning only.
- If your user name and password for OfficeBridge and the network authentication are the same, and you have logged in to the machine using the authentication function, this operation to login the OfficeBridge can be skipped.

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [User].



- 4 Select the user.



- 5 Enter your password and press [Enter].  
If you have not set a password, press [Enter] without entering any characters.



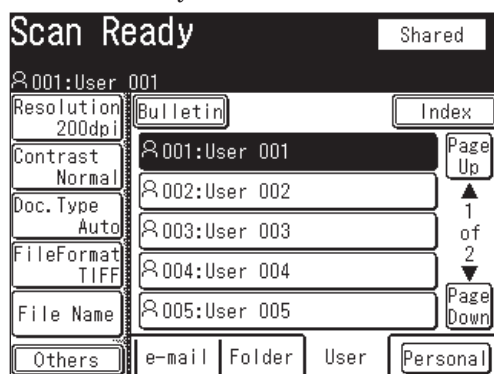
**Login**  
Enter your password and select [Enter].  
Entry Limit 4/ 20

001:User 001 [Back] [Cancel] [Enter]

Password:\*\*\*\*\_

1 2 3 4 5 6 7 8 9 0  
Q W E R T Y U I O P  
A S D F G H J K L @  
\_ Z X C V B N M . , .COM  
Lower Symbol Space [Left Arrow] Delete [Right Arrow]

- 6 Select the user you want to forward the document to.



**Scan Ready** Shared

001:User 001

Resolution 200dpi [Bulletin] [Index]

Contrast Normal

Doc.Type Auto

FileFormat TIFF

File Name 001:User 001

[Others] e-mail Folder User Personal

002:User 002  
003:User 003  
004:User 004  
005:User 005

Page Up  
1 of 2  
Page Down

**NOTE**

Scanning will begin once the user key has been pressed. If you want to scan to multiple users, select [Broadcast] prior to destination selection.



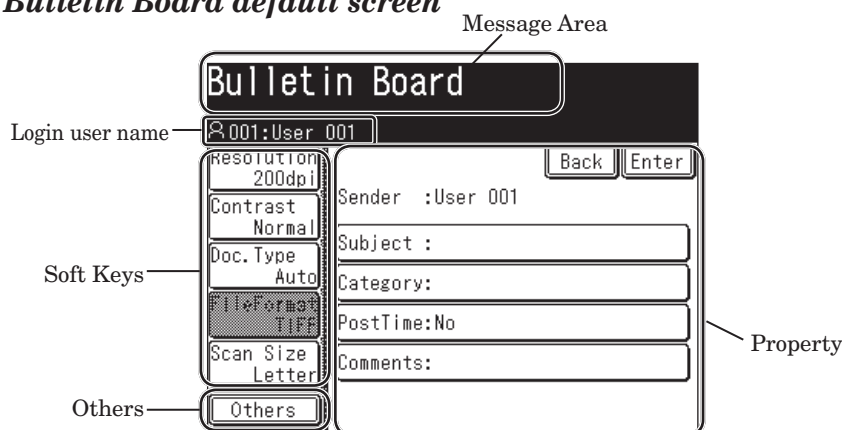
# Scan to bulletin board

## Display description

You can directly touch keys on the control panel for machine operation.


Functions and values can be changed by touching the keys or tabs shown on the display.

### Scan to Bulletin Board default screen



6

SCANNER FUNCTIONS

Name	Function
Message Area	Displays the machine's current status, operation instructions, error messages and other information.
Login user name	Displays the login user name.
Property	This displays items including a subject or category which can be entered in each OfficeBridge function.
Soft Keys	Displays five functions frequently used. <b>NOTE</b>  • You can assign other functions to the soft keys according your needs. (See “Soft keys” on page 9-77.)
Others	Press this to display the various functions.

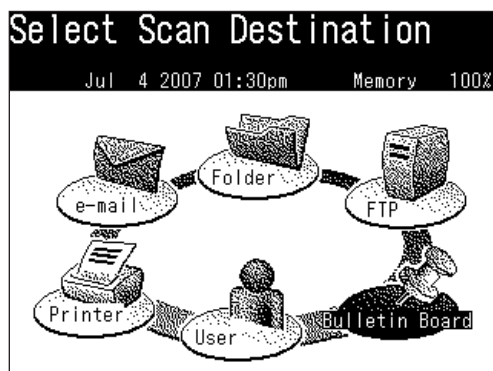
## Posting documents to the bulletin board

Bulletin Board is a function that makes it possible to share information among registered users. Any registered OfficeBridge users can view the scanned documents with a board viewing period set.

### NOTE

- In order to use the “Scan to bulletin board” function, you need to be registered as an OfficeBridge user. For more information about OfficeBridge user registration, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.
- Scan to bulletin board supports monochrome only.
- If your user name and password for OfficeBridge and the network authentication are the same, and you have logged in to the machine using the authentication function, this operation to login the OfficeBridge can be skipped.

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [Bulletin Board].



- 4 Press [Subject].

A screenshot of a form titled "Bulletin Board". At the top left, it says "001:User 001". Below this, there are several fields and buttons. On the left, there are buttons for "Resolution" (set to "200dpi"), "Contrast" (set to "Normal"), "Doc.Type" (set to "Auto"), "FileFormat" (set to "TIFF"), "Scan Size" (set to "Letter"), and "Others". On the right, there are buttons for "Back" and "Enter". Below these, there are input fields for "Sender :User 001", "Subject :", "Category:", "PostTime:No", and "Comments:". The "Subject :" field is currently empty.

- 5 Enter the subject and press [Enter].

- 6 Press [Category].

- 7 Enter the document category and press [Enter].

#### NOTE

- If you register a category in advance, you can press [List] to select a pre-registered category.  
See “Registering or editing category” on page 9-11 how to register a category.

- 8 Set the posting period.  
 (1) Press [PostTime].

**Bulletin Board**  
 001:User 001

Resolution 200dpi	Sender :User 001	Back	Enter
Contrast Normal	Subject :Report		
Doc.Type Auto	Category:Document_1		
FileFormat TIF	PostTime:No		
Scan Size Letter	Comments:		
Others			

- (2) When you do not set the posting period (post indefinitely), press [No] and [Enter]. When you set it, press [Yes] and [Enter].

**Bulletin Board**  
 Select YES/NO and press [Enter].

Posting Time Limit

No Yes

Back Enter

- (3) When you press [Yes], set the posting period using the numeric keys or [▲] [▼] [◀] [▶], and press [Enter]. The setting range is from 1 to 99 days.

**Bulletin Board**  
 Enter the length of time the document will be posted and select [Enter].

Posting Time Limit

Input range:01-99

30  
(Days)

▲  
◀ ▶  
▼

Back Enter

- 9 Press [Comment].

- 10 Enter the comment and press [Enter].

- 11 Press <Start>.

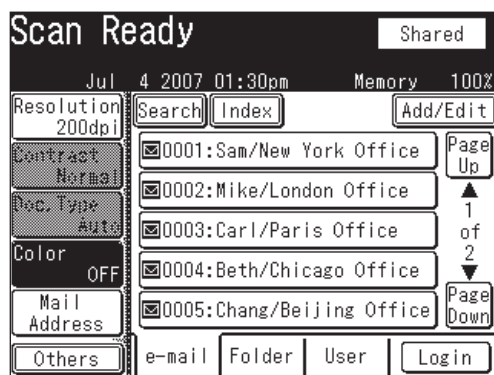
# Advanced functions

## Color

Use this key to toggle between to monochrome and color scan modes.

**NOTE**

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder] or [FTP].
- 3 Press [Color].



The color scan mode has been activated.

- 4 Press [Color] again to return to the monochrome scan setting.

## Zoom

Use this function to reduce or enlarge the document image.

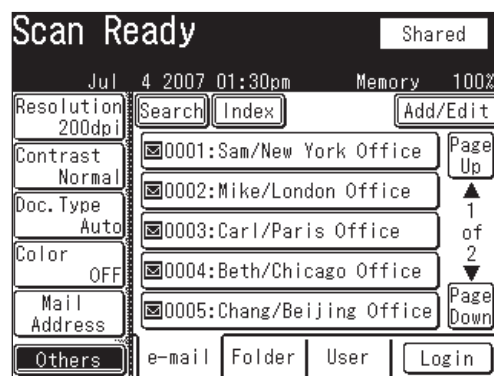
The available zoom ratios are as follows:

Zoom ratio	Resolution	ADF	Document glass
Range	300dpi, 600dpi	50-100%	50-200%
	200dpi	75-100%	75-200%
Preset ratio	300dpi, 600dpi	50%, 64%, 78%, 100%	50%, 64%, 78%, 100%, 121%, 129%, 154%
	200dpi	78%, 100%	78%, 100%, 121%

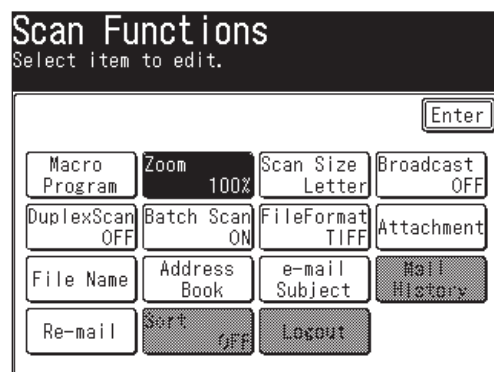
### NOTE

- For enlargement copy, you can only use the document glass (MFX-2050, MFX-1450 only).
- This function is not available when color scan mode has been activated.

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [User], or [Bulletin Board].
- 3 Press [Others].

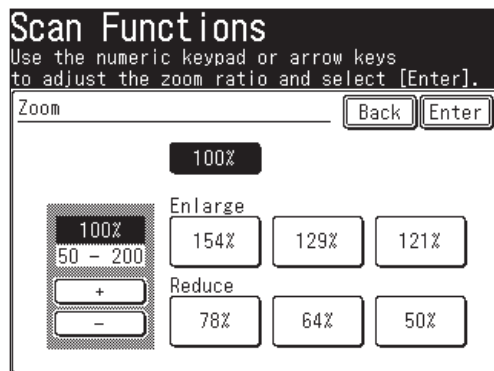


- 4 Press [Zoom].



## 5 There are three ways to enter the zoom ratio.

Select a preset zoom ratio key.

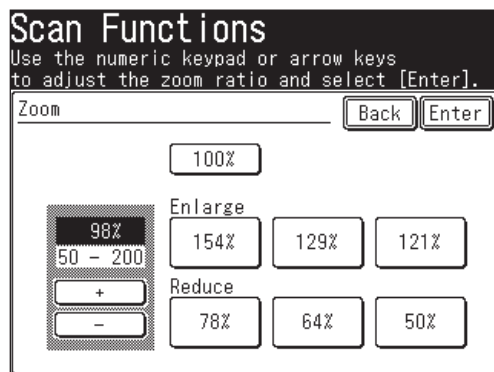


- 50%
- 64%: Letter (8.5" × 11") → Half-letter (5.5" × 8.5")
- 78%: Legal (8.5" × 14") → Letter (8.5" × 11")
- 100%
- 121% : Legal (8.5" × 14") → 11" × 17"
- 129% : Letter (8.5" × 11") → 11" × 17"
- 154% : Half-letter (5.5" × 8.5") → Legal (8.5" × 14")

– or –

Press [+] or [-] until your desired ratio is displayed.

(50 to 200% for the document glass, 50 to 100% for the ADF.)



– or –

Enter your desired ratio using the numeric keys.

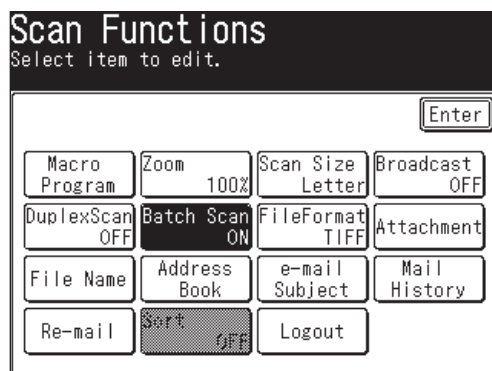
## 6 Press [Enter].



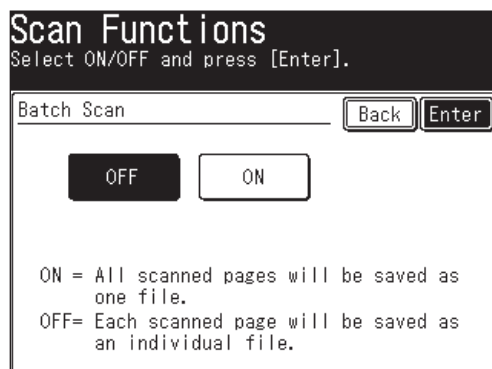
## Batch scanning

When the “Batch Scan” function is on, it means that all scanned pages will be saved as one file. If you turn this function off, each scanned page will be saved as an individual file. Here is how:

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], [FTP], [User], or [Bulletin Board].
- 3 Press [Others].
- 4 Press [Batch Scan].



- 5 Press [OFF].



- 6 Press [Enter].

### NOTE

If you are scanning color documents and select [JPEG] as the file format, batch scanning will not be possible even though the batch scan setting is ON. Each scanned page will be saved as an individual JPEG. If you select batch scan when sending documents to an e-mail address, all of the scanned pages will appear as individual files but they will be sent in one e-mail.

## Duplex scanning

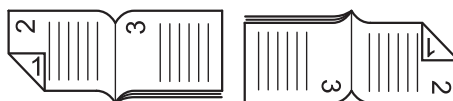
You can easily scan a two-sided document using this mode. Just load page one of the duplex document in the ADF and press <Start>, the machine will prompt you on the following steps. The machine will automatically sort the pages into the correct order.

### NOTE

To use this function, the document type should be set first. The illustration below shows the alternative binding type of the duplex document.

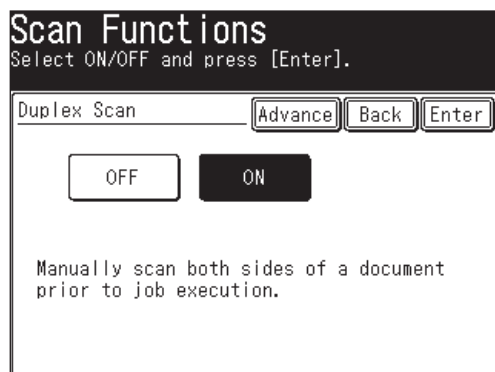


Top binding

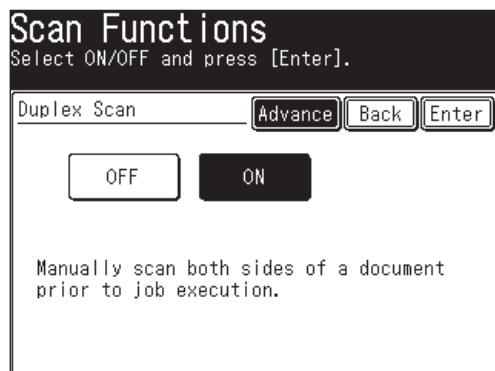


Right & Left binding

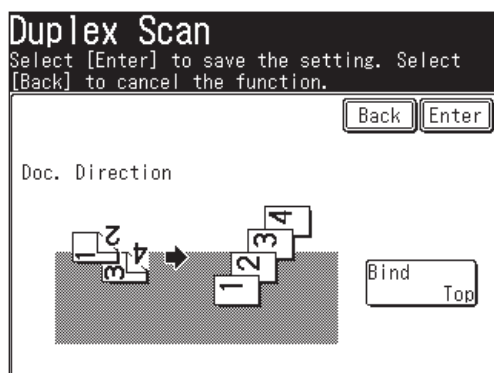
- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail], [Folder], [FTP], [User], or [Bulletin Board].
- 4 Press [Others].
- 5 Press [DuplexScan].
- 6 Select [ON].



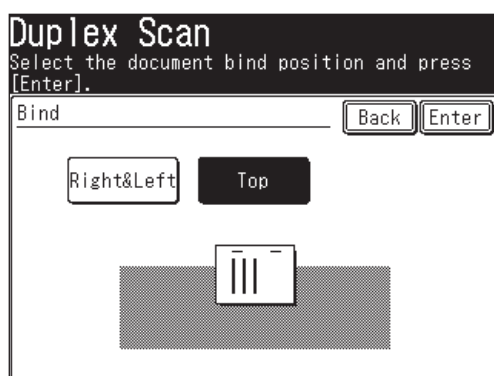
- 7 Press [Advance].



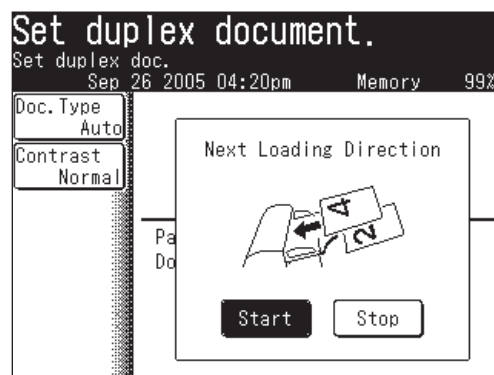
- 8 Press [Bind].



- 9 Select the binding position that suits your document.



- 10 Press [Enter] three times.
- 11 Specify the destination to send to.
- 12 Press <Start>.
- 13 After the first side has been scanned, remove the document(s) from the output tray and insert them in the same direction as before.



- 14 Press <Start> either using the key on the control panel or on the display. The machine will automatically sort the documents, you do not have to do this manually.

## Broadcasting

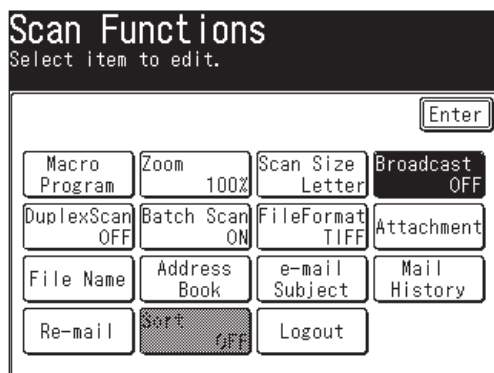
Using this key, you can simultaneously send documents to multiple destinations.

### NOTE

Broadcasting is available for e-mail, Folders, Users and Bulletin board, or for FTP servers. You cannot broadcast a document to an FTP server and other destinations (e-mail, Folders, Users and Bulletin board) together.

One broadcast can handle all 1000 Address Book entries as well as 30 manually entered locations, 5 folders, 50 users, 1 bulletin board. An FTP broadcast can handle up to 5 FTP servers.

- 1 Set the document.
- 2 Press <SCAN> on the control panel.
- 3 Press [e-mail], [Folder], [User], or [FTP].
- 4 Press [Others].
- 5 Press [Broadcast] and toggle the switch to [ON].



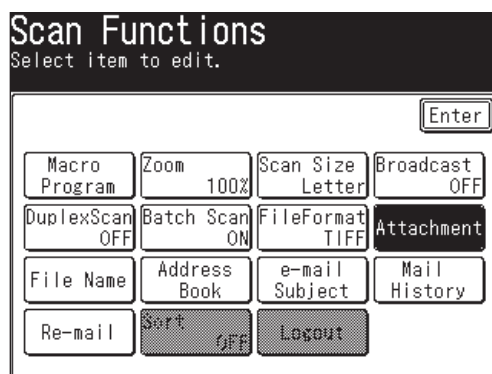
- 6 Press [Enter].
- 7 If you select a destination from the address book or a folder/FTP shortcut, that location will be highlighted on the display.
- 8 To review or cancel a destination(s), press [Location]. If you want to cancel a destination(s), select the destination(s) you want to remove and press [Delete]. For more information about this display, see page 4-24.
- 9 When all the desired destinations are selected, press <Start>.

## Attaching additional files to the scanned document

In addition to the document you are scanning, you may add up to 10 network files (or up to 10 MB files worth of files) to the job.

To attach a file:

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], or [FTP].
- 3 Press [Others].
- 4 Press [Attachment].



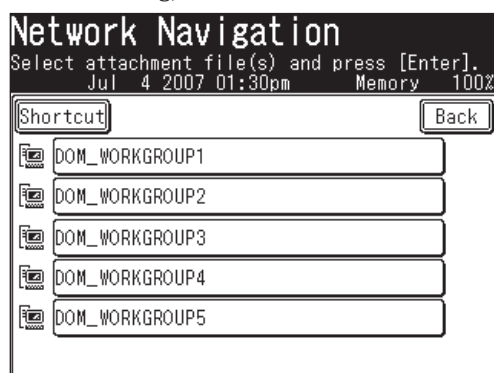
- 5 Press [Browse].



### NOTE

- The folder shortcut list will be displayed if they are registered. For registering the folder shortcut, see “Registering or editing a folder shortcut” on page 9-13.
- After you specify the file to be attached, the file list will be displayed on this screen.

- 6 After browsing, all accessible networks will be displayed.



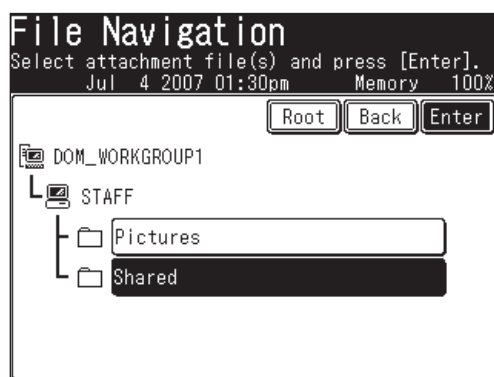
- 7 Select the network that contains your desired file. To scroll, use [Page Up] and [Page Down].

**NOTE**

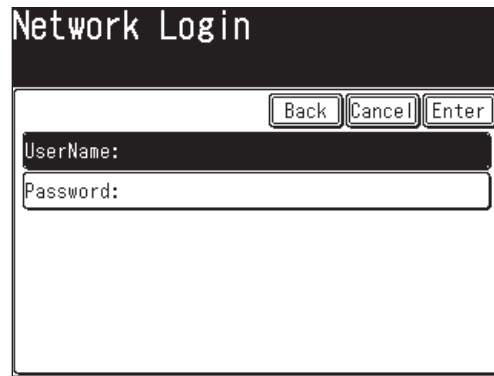
The file should be under a shared folder that meets the following requirements:

- The folder should be in the same segment with your machine.
- The shared folder name should contain 12 or characters less.
- The link to the folder should contain 100 characters or less in length.
- The link to the file should be 128 characters or less in length.

- 8 Search through the network folders until you find the folder containing the desired file.

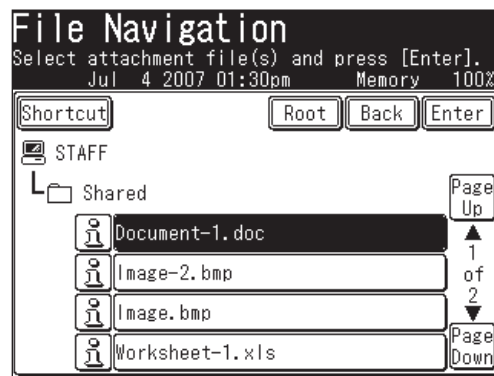


- To go back one step, press [Back].
  - To return to the first screen, press [Root].
  - To return to the screen on step 5, press [Shortcut].
- 9 If the user name and password are required to login to the file server, enter [UserName] and [Password].



- Press [User Name], then enter the user name and press [Enter].
- Press [Password], then enter the password and press [Enter].

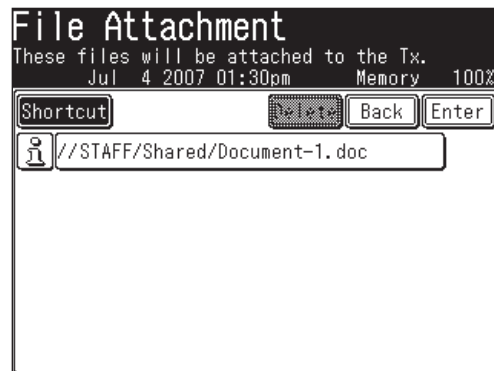
**10** Select the file you want to attach by touching it (It will become highlighted).



To review the document properties, press the  located next to the file.

**11** Press [Enter].

**12** To attach more files, press [Shortcut] and repeat steps 5 to 11. Otherwise proceed to step 13.



#### NOTE

The machine can display the file address up to 128 characters.

**13** To remove attachments, select the file you want to remove and press [Delete].

**14** Press [Enter].

## Registering or editing a folder shortcut

After you find the folder you wish to scan to you may register it as a folder shortcut, allowing for instant network scanning to a specified folder. Up to 300 shortcuts can be registered.

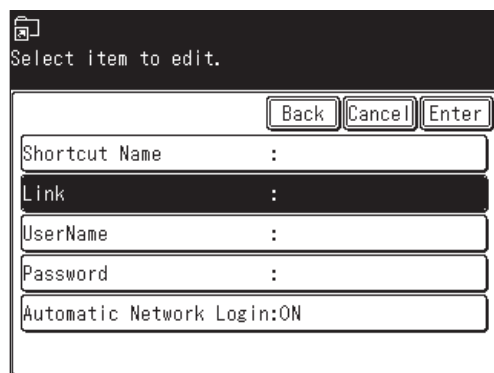
- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], or [FTP].
- 3 Press [Others].
- 4 Press [Attachment].
- 5 Press [Add/Edit].



- 6 Press [Add].



- 7 Press [Link].



- 8 Specify the folder location.



- 9 After specifying the folder location, register the [Shortcut Name], [User Name], [Password] and [Automatic Network Login] as needed.
- **Shortcut Name** — This is the name that will be displayed on the shortcut key. The name can contain up to 24 characters. If you do not register a shortcut name, the folder link will be displayed on the shortcut key.
  - **User Name and Password** — If you have entered a user name and password they will be displayed (the password will be displayed using asterisks).
  - **Automatic Network Login** — Whenever a folder requiring a password and a user account is accessed, the machine will automatically send them to the PC when in the “ON” setting, but will ask you to enter them when in the “Off” setting.

- 10 To enter the Shortcut name, press [Shortcut Name].

- 11 Enter a shortcut name, then press [Enter].

The name can contain up to 24 characters. If you do not register a shortcut name, the folder link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with “.” and only the beginning and ending of the link will be displayed.

- 12 Press [Enter].

Select item to edit.

Back Cancel Enter

Shortcut Name :SAMPLE

Link ://AEGIS/share

UserName :ABC

Password :\*\*\*\*\*

Automatic Network Login:ON

- To finish without registering the shortcut, press [Cancel].
- To return to the screen in step 4, press [Back].

**13** To return to the standby mode, press <Reset>.

### *Deleting a folder shortcut*

- 1 Press <SCAN> on the control panel.
- 2 Press [e-mail], [Folder], or [FTP].
- 3 Press [Others].
- 4 Press [Attachment].
- 5 Press [Add/Edit].
- 6 Press the folder shortcut you want to delete.

Folder Shortcut Add/Edit

Available Shortcuts (295)

Add Enter

Documents

Estimates

Bills

Temporal

Private

- 7 Press [Delete], then [Yes] to delete the shortcut.

Documents

Select item to edit.

Delete Back Cancel Enter

Shortcut Name :Documents

Link ://AEGIS/share

UserName :ABC

Password :\*\*\*\*\*

Automatic Network Login:ON

- 8 Press <Reset> to return to standby mode.

# Chapter

# 7

## Printer Functions

---

<b>Before using the printer functions.....</b>	<b>7-2</b>
User authentication .....	7-2
Online / Offline .....	7-2
<b>Print on demand .....</b>	<b>7-3</b>
Printing a file from a shared folder .....	7-3
<b>Print OfficeBridge Documents .....</b>	<b>7-6</b>
Printing a bulletin board document .....	7-6
Printing documents from an OfficeBridge user's scan folder .....	7-7
<b>PC printing.....</b>	<b>7-10</b>
Installing the driver .....	7-10
PC printing .....	7-10
<b>Secure printing .....</b>	<b>7-11</b>
<b>Cancelling a print job.....</b>	<b>7-13</b>

# Before using the printer functions

## User authentication

---

### NOTE

- When the “Authentication mode” feature is activated, you will be required to authenticate yourself using your domain user name and password prior to accessing the machine functions. (Refer to “Network authentication settings” on page 9-49.)
- When the “User Access/Cost Accounting” feature is activated for the fax mode, you will be required to login as an OfficeBridge user prior to accessing the fax functions. (Refer to “User Access/Cost Accounting” on page 8-8.)
- When the “User Login Setting” feature is activated, you will be required to login as an OfficeBridge user prior to accessing the machine functions. (Refer to “User Login Setting” on page 9-27.)

## Online / Offline

---

### □ Online

The state in which the machine can receive data from a personal computer and can print the data is called “Online”. When the printing data is coming from a personal computer, it is necessary that the machine is online. Make sure that the machine is online when you print. If the machine is not online, set the machine to the online state using the following procedure.

- 1 Press <PRINTER>.
- 2 Press [On Line].

### □ Offline

The state in which the machine cannot receive data is called “Offline”.

It is necessary that the machine is offline when you cancel a print job from a personal computer.

### NOTE

If you try to print data from a personal computer while the machine is offline, the message “Press the [Online] button to print” is shown and the machine is not available for printing.

# Print on demand

Documents scanned by your machine can be stored in a shared folder in a personal computer. You can then browse your network from your machine and initiate a print job.

## NOTE

“Print on Demand” only supports documents that were originally scanned by your machine as a TIFF or PDF file.

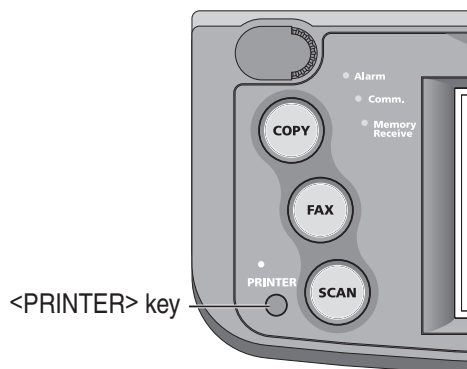
The following files are not compatible with this feature:

- File format other than TIFF or PDF.
- TIFF or PDF images created by another device or program
- Color PDF images

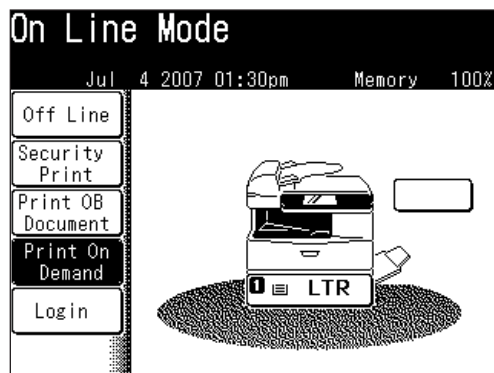
## Printing a file from a shared folder

Files stored in a shared folder can be printed using the following procedure.

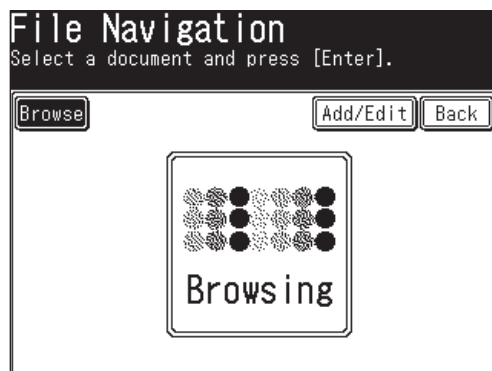
- 1 Press <PRINTER>.



- 2 Press [Print On Demand].



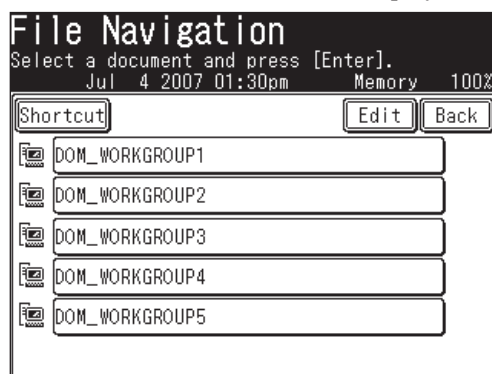
- 3 Press [Browse] to specify a folder.  
The machine will start browsing your network.



**NOTE**

The folder shortcut list will be displayed if they are registered. For registering the folder shortcut, see “Registering or editing a folder shortcut” on page 9-13.

- 4 All accessible domain(s) will be displayed.



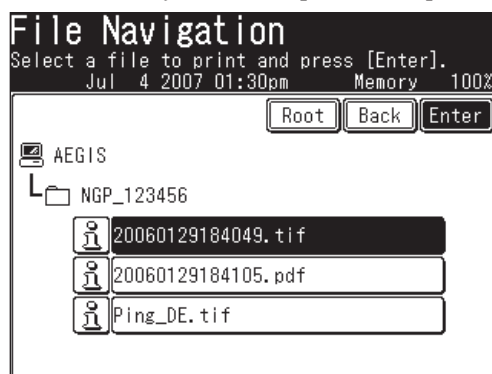
**NOTE**

Press [Shortcut] to return to the folder shortcut list display.


- 5 Browse the network folder(s) until you find the file you want to print.  
If you want to directly specify a folder using the QWERTY keypad, press [Edit].  
Enter the exact file path and press [Enter].

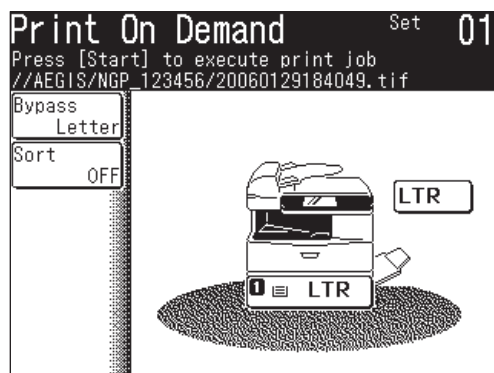
If a user name and password are required to login to the file server, enter your login user name and password.

- 6 Select the file you want to print, then press [Enter].



**NOTE**

- To review the document properties, press the  located next to the file.
- You cannot select multiple files at the same time.



- 7 Change the printing function as required.  
You can change the following functions:  
Number of copies, electronic sorting and paper source.
- 8 Press <Start>.  
The document will be printed.

**NOTE**

To cancel the printing, press [Off Line], and then [Yes].

**7****PRINTER FUNCTIONS**

# Print OfficeBridge Documents

You can print a document stored in the OfficeBridge bulletin board or in a user's scan folder.

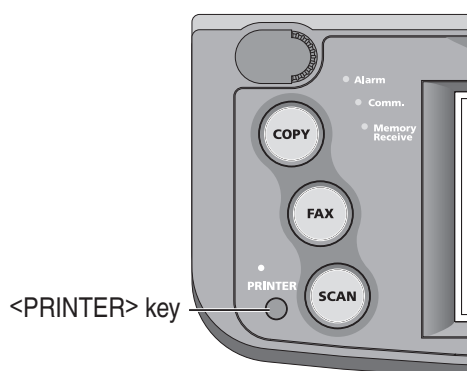
## NOTE

- To store a document into the bulletin board, see “Scan to bulletin board,” on page 6-43.
- To store a document into the user scan folder, see “Scan to user,” on page 6-40.

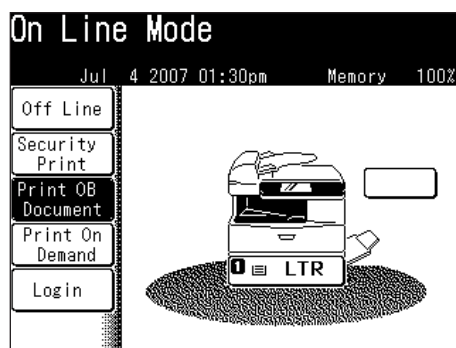
## Printing a bulletin board document

Files stored on the bulletin board can be printed using the following procedure.

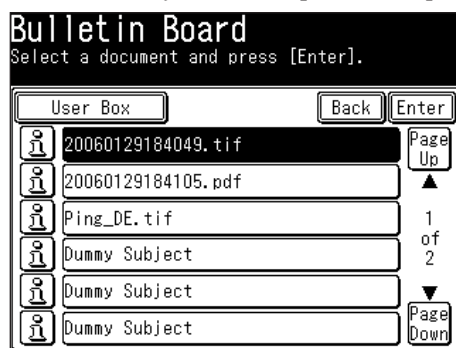
- 1 Press <PRINTER>.



- 2 Press [Print OB Document].




- 3 Select the file you want to print, then press [Enter].





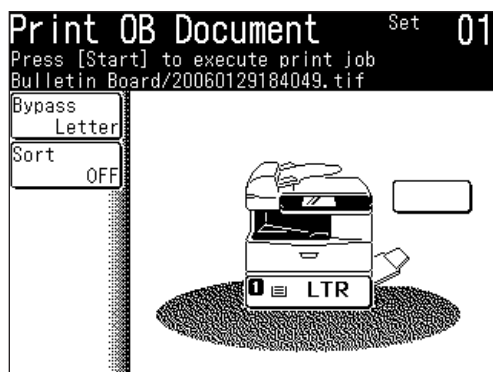
#### NOTE

- To review the document properties, press the  located next to the file.
- You cannot select multiple files at the same time.
- When you press [User Box], the machine shows the OfficeBridge user list. To print a document from an OfficeBridge user scan folder, see “Printing the file in OfficeBridge user’s scan folder,” below.

#### 4 Change the printing function as required.

You can change the following functions:

Number of copies, electronic sorting and paper source.



- #### 5 Press <Start>.
- The document will be printed.

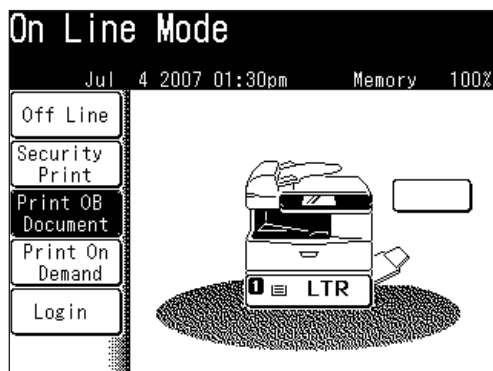
#### NOTE

To cancel printing, press [Off Line], and then [Yes].

## Printing documents from an OfficeBridge user’s scan folder

Files stored in the user scan folder can be printed using the following procedure.

- 1 Press <PRINTER>.
- 2 Press [Print OB Document].



- 3 Press [User Box].

**Bulletin Board**  
Select a document and press [Enter].

User Box		Back	Enter
	20060129184049.tif	Prev	
	20060129184105.pdf		
	Ping_DE.tif		
	Dummy Subject		
	Dummy Subject		
	Dummy Subject		

- 4 Select the user.

**Login**  
Select from All Users, a group listing or use the numeric keypad to enter your user id.

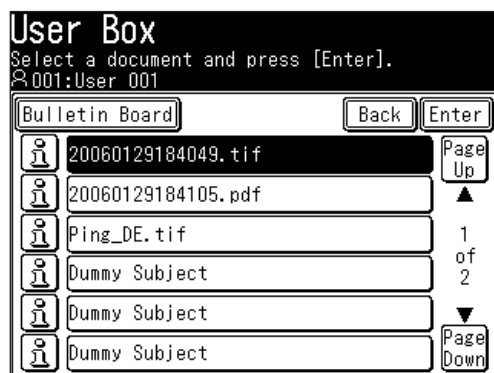
All Users		Group	Cancel
	001:User 001	Page Up	
	002:User 002	▲	
	003:User 003	1 of 2	
	004:User 004		
	005:User 005	▼	
	006:User 006	Page Down	

- 5 Enter your password and press [Enter].  
If you have not set a password, press [Enter] without entering any character.


**Login**  
Enter your password and select [Enter].  
Entry Limit 4/ 20

001:User 001		Back	Cancel	Enter
Password:****_				
1	2	3	4	5
6	7	8	9	0
Q	W	E	R	T
Y	U	I	O	P
A	S	D	F	G
H	J	K	L	@
-	Z	X	C	V
B	N	M	.	.COM
Lower	Symbol	Space	Delete	◀ ▶

- 6 Select the file you want to print, then press [Enter].

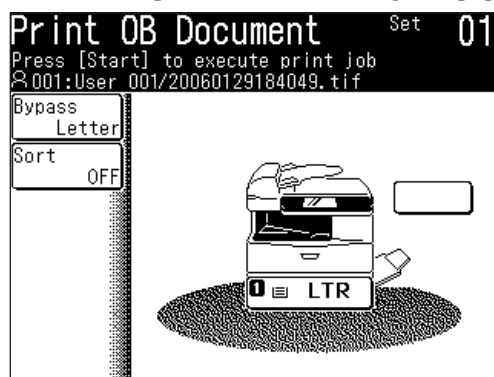


**NOTE**

- To review the document properties, press the  located next to the file.
- You cannot select multiple files at the same time.
- When you press [Bulletin Board], the machine shows the files stored on the bulletin board. To print a file from the bulletin board, see “Printing the file in the bulletin board,” on page 7-6
- The machine can display the file address up to 128 characters.

- 7 Change the printing functions as required.

You can change the following functions:  
Number of copies, electronic sorting and paper source.



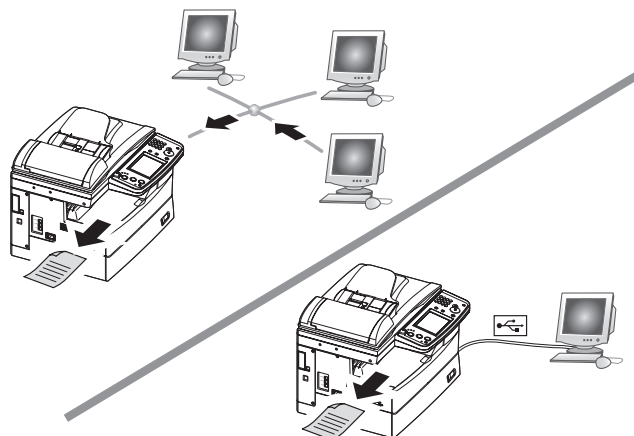
- 8 Press <Start>.  
The document will be printed.

**NOTE**

To cancel the printing, press [Off Line], and then [Yes].

# PC printing

Your machine can be used as a printer, either locally through the USB port or through the network via the Ethernet port.



## Installing the driver

In order to use your machine as a local or network printer you should have the applicable print driver installed on a personal computer.

The drivers are located on the CD supplied with your machine. The CD also contains “Printer and Scanner Driver Manual”, please refer to this guide for the local printer installation instructions. For network printer driver installation instructions, see “Installing OfficeBridge on your PC” in Chapter 1, “Getting Started,” in the *PC User’s Guide*.

## PC printing

After the network or local print driver is installed on the personal computer, you can printout documents from virtually any software application.

The following steps describe the typical process when printing documents out of Windows-based applications. The exact process may vary depending on the software application you are using.

- 1 Verify that your machine is properly connected to the computer, the power has been turned on and the cassette is full of paper.
- 2 Verify that you have installed the print driver on your computer.
- 3 Start the desired application program and create/open a document.
- 4 Click “Print” or “Print Setup” from the File menu.  
Make sure that “Muratec \*\*\*” is selected as the printer. (\*\*\*) indicates your machine’s model name, ex. “Muratec MFX-2050/F-565”.)  
If you want to make any adjustments, click “Properties” or “Setup”.
- 5 Click “OK” or “Print” to start the print job.

### NOTE

For more information on printing, refer to “Printer and Scanner Manual” located on the CD for local printer instruction, and the *PC User’s Guide* for network printer instructions.

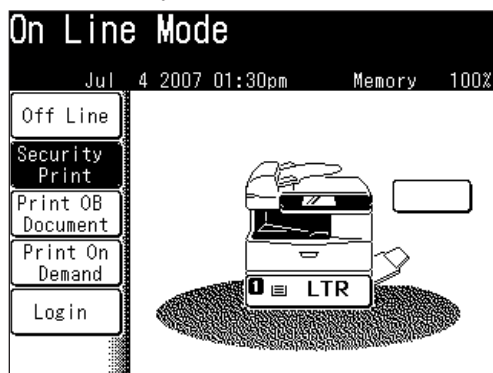
# Secure printing

Using the “Security Print” function, the machine will not print data from a personal computer until you release the job from the machine. You can print them by the following procedure.

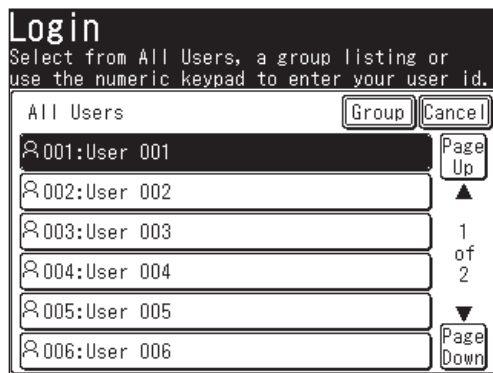
## NOTE

For details of the “Security Print” function, see “Printing a document from a PC” on Chapter 2, “Using the OfficeBridge,” in the *PC User’s Guide*.

- 1 Press <PRINTER>.
- 2 Press [Security Print].



- 3 Login to OfficeBridge.  
(1) Select the user.



- (2) Enter your password and press [Enter].  
If you have not set a password, press [Enter] without entering any character.

**NOTE**

When you are already logged in to OfficeBridge, the user login screen will not appear.

- 4 Press [Print] to print all of the documents in the security print box.

**NOTE**

- If you want to delete the documents, press [Delete]. All of the documents in the security print box will be deleted.
- You cannot print or delete the document individually.

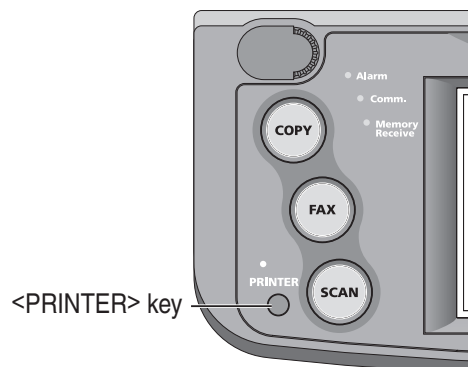
# Cancelling a print job

After you cancel a print job from your software application, the machine may still have data remaining in the machine's memory. Follow the procedure below to cancel a print job from the machine control panel.

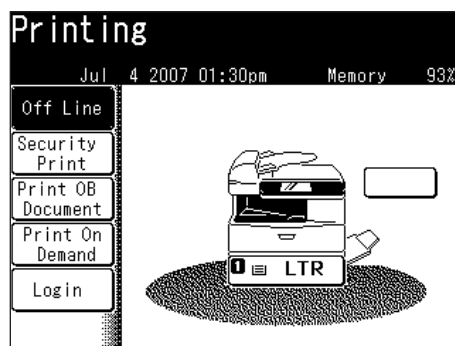
- 1 Cancel the print job from a personal computer. For details, refer to your software application user's guide.

If the data flow from the personal computer is not stopped, the machine will continue to print.

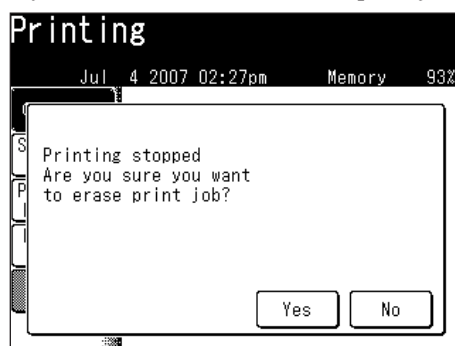
- 2 Press <PRINTER>.



- 3 Press [Off Line].



- 4 To cancel the print job, press [Yes].  
If you do not wish to cancel the print job, press [No].



---

## 7-14 CANCELLING A PRINT JOB



# Chapter

# 8

## Usage Management Settings

---

<b>Managing Communications .....</b>	<b>8-2</b>
Journal Report.....	8-3
<b>User Access/Cost Accounting .....</b>	<b>8-8</b>
Registering the charge per page.....	8-8
Setting User Access/Cost Accounting .....	8-10
Printing a User Access/Cost Accounting list.....	8-11
Resetting the User Access/Cost Accounting counter .....	8-13
Protect the User Access/Cost Accounting setting .....	8-14
Accepting print jobs from personal computers .....	8-15
<b>Viewing the page counters .....</b>	<b>8-16</b>
Checking the number of printed pages .....	8-16

# Managing Communications

The following functions are used to manage communication:

## ☐ **Journal Report**

You can print the communication status for 100 communications including the latest transmission and reception.

This machine memorizes the communication management records of 100 communications including the latest transmission and reception, and automatically erases the oldest communications.

### **“Fax Transmit Journal”**

Print the transmission records of the last 100 communications.

### **“Fax Receive Journal”**

Print the reception records of the last 100 communications.

### **“Mail Transmit Journal”**

Print the e-mail transmission records of the last 100 communications.

### **“Mail Receive Journal”**

Print the e-mail reception records of the last 100 communications.

In case of the auto print set, when the total of the latest transmissions and receptions reaches 100 communications, the Journal reports are printed automatically.

## ☐ **Transmission confirmation report (see page 4-21)**

- You can print or send the transmission confirmation report to confirm the transmission results per transmission. (See page 4-21)
- You can switch whether or not to automatically print this report per communication as well (page 9-7).

## ☐ **Communication history display (see page 4-32)**

You can check the communication history for the last 75 communications on the screen, and also print the communication result per communication.

## ☐ **Command List (See page 4-30)**

You can print the command list.

## ☐ **Printing command documents (see page 4-30)**

You can print documents from the machine's memory, such as delayed transmissions.

## Journal Report

Just as a checkbook records your daily financial transactions, your machine keeps an activity journal which records the 100 most recent fax, internet fax and scan to e-mail transactions. The activity journal lists the following information for each transaction:

- Assigned number, starting each day at 001 (fax only)
- Remote location called
- Resolution mode (fax only)
- Starting date and time
- Duration, in minutes and seconds (fax only)
- Number of pages (fax only)
- User name (See page 8-8.)
- Result of the call — If preceded by an asterisk (\*), this signifies an ECM communication. If preceded by a pound (#), this signifies communication was via a highspeed V.34 modem.
- Any special operations (fax only) — For example, “Manual” will appear if you made a fax call using an external telephone.

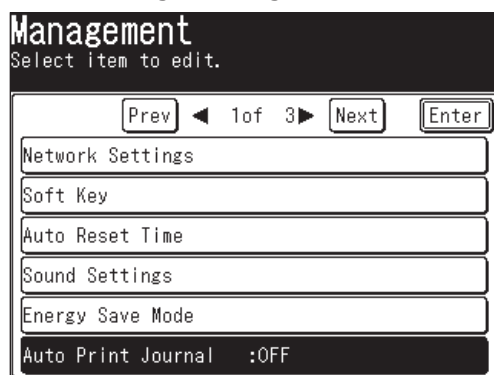
### Setting the Journal Report

Your machine will print a journal report automatically after 100 transactions.

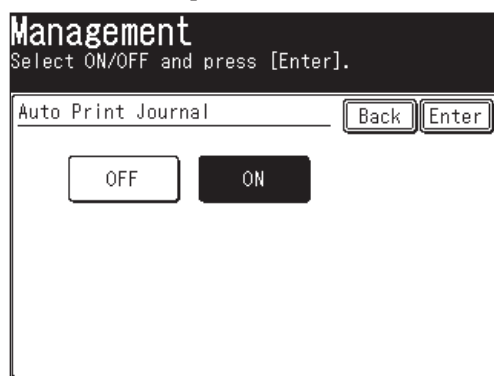
#### NOTE

The machine will print either [Tx Report] and [Rx Report] automatically.

- 1 Press <Setting>, [Management], [Auto Print Journal].



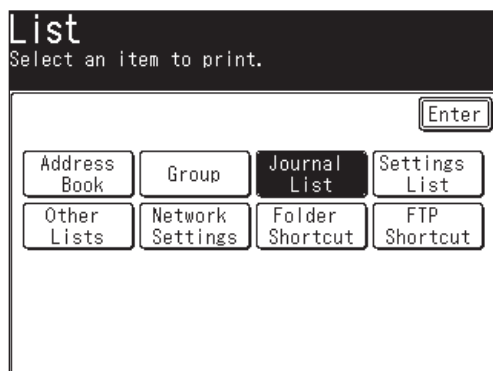
- 2 Select "ON" and press [Enter].



## ***Printing a journal report manually***

To print an activity journal immediately without waiting for 100 transmissions:

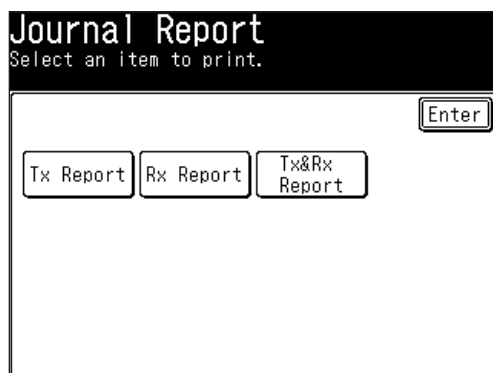
- 1 Press <Setting>, [List], [Journal List].



- 2 Press [Journal Report].



- 3 Select the journal type you want to print.
  - [Tx Report] prints fax/Internet fax/scan to e-mail transmission reports only.
  - [Rx Report] prints fax/Internet fax/scan to e-mail reception reports only.
  - [Tx & Rx Report] prints both fax/Internet fax/scan to e-mail transmission and reception reports.



- 4 When the confirmation message appears, press [Yes] to print it.

## Setting the order on the activity journal

Your machine will list every fax transmission (and attempt) on the activity journal. For example, if your machine has to redial a call the redials will appear on the journal.

If you want to list those activities by the executed time, you can change the order on the activity journal.

To change the order:

- 1 Press <Setting>, [Management], [Next], [Journal Line Up].

The screenshot shows a menu titled "Management" with the instruction "Select item to edit." Below the title are navigation buttons: "Prev", "2 of 3", "Next", and "Enter". A list of settings is displayed, with "Journal Line Up :OFF" at the top. Other settings include "Protect Passcode :", "User Access/Cost Account", "Security Reception :OFF", "Display Jobs in Queue", and "Copy Protect :OFF". The "Journal Line Up" option is highlighted.

- 2 Select "ON" or "OFF".

The screenshot shows a screen titled "Management" with the instruction "Select ON/OFF and press [Enter].". Below the title is a label "Journal Line Up" and two buttons: "OFF" and "ON". The "ON" button is highlighted. At the bottom, a message states: "The machine will print the activity journal based on the assigned number."

If you want the activity journal to print listing the transmissions by the executed time, press [ON].

Otherwise, The machine lists the fax transaction per command.

- 3 Press [Enter].

## Reading a Journal Report

### □ Fax transmission and reception journal

Printout sample

ABC##### Inc. Sales Dept. Service Dept.		Fax 123#####	
<b>** Fax Receive Journal **</b>			
P.1		Jul 4 2007 01:30pm	
No. Name/Fax No.	Mode	Start Time	Time Page User Result Note
003 NewYork Office	Normal	07/04 01:33pm 0'16"	1 # 0 K
002 London Office	Fine	07/04 01:32pm 0'17"	1 # 0 K
001 NewYork			

ABC##### Inc. Sales Dept. Service Dept.		Fax 123#####	
<b>** Fax Transmit Journal **</b>			
P.1		Jul 4 2007 02:30pm	
No. Name/Fax No.	Mode	Start Time	Time Page User Result Note
005 Human Resources Dep.	S-Fine	07/04 02:25pm 1'05"	1 User 002 # 0 K
004 Movies Inc.	Normal	07/04 01:22pm 7'49"	2 User 001 # 0 K BrdCast
003 Copiers USA	Normal	07/04 01:21pm 0'53"	2 User 001 # 0 K BrdCast
002 1234567890	Normal	07/04 01:20pm 0'26"	1 User 003 # 0 K
001 Plano National Bank	Fine	07/04 01:10pm 0'33"	2 User 001 # 0 K
1	2	3	4 5 6 7 8 9

#### 1. No.

The number of the communication.

#### 2. Name/Fax No.

Recorded in the following order.

- (1) Destination name registered in the speed dials etc. (Transmission only)
- (2) Telephone number registered in the speed dials etc. or specified using the numeric keys. (Transmission only)
- (3) Sender ID registered in the other party
- (4) Sender number registered in the other party
- (5) Blank

#### 3. Mode

Resolution in the communication.

#### 4. Start Time

Time to start the communication.

#### 5. Time

Time required from the start to the end of the communication.

#### 6. Page

Number of pages communicated normally.

If a transmission error occurs, the other party may have printed the page on which an error occurred.

#### 7. User

When a user login to the machine as an Office-Bridge user, the user name is recorded here.

#### 8. Result

Communications results.

OK ..... Completed normally.

\* ..... Communicated in ECM mode.

# ..... Communicated via Super G3.

Error codes..... Finished abnormally Transmit again. (For more details about the error code, refer to page 11-23.)

#### 9. Note

- Polling..... Indicates the polling.
- FCode..... Indicates the F-code transmission.
- FCodePolling . Indicates the F-code polling.
- Security Box .. Indicates the F-code security box communication.
- Bulletin Box... Indicates the F-code bulletin box communication.
- Brdcast..... Indicates the broadcast communication.

## ❑ e-mail transmission and reception journal

Printout sample

ABC##### Inc.  
Sales Dept.  
Servicd Dept.

Fax 123#####

\*\* Mail Receive Journal \*\*

P.1 Name/e-mail	Date	Subject	User	Jul 4 2007 01:30pm Result
"Copiers USA" <Johns@cop	07/04 01:15pm	Re: E-mail Message		Completed

ABC##### Inc.  
Sales Dept.  
Servicd Dept.

Fax 123#####

\*\* Mail Transmit Journal \*\*

P.1 Name/e-mail	Date	Subject	Jul 4 2007 01:30pm User	Result
"Movies Inc." <Chirsj@moviesinc.co	07/04 01:20pm	E-mail Message from ABC#	User 002	Failed
"Human Resources Dep." <maryp@plan	07/04 01:15pm	E-mail Message from ABC#	User 003	Completed
"Copiers USA" <Johns@copiersusa.co	07/04 01:10pm	E-mail Message from ABC#	User 001	Completed

1

2

3

4

5

### 1. Name/ e-mail

The destination name and e-mail address

### 2. Date

Date and time to send an e-mail.

### 3. Subject

Time required from the start to the end of the communication.

### 4. User

When a user login to the machine as an OfficeBridge user, the user name is recorded here.

### 5. Result

Completed.....Completed normally.

Failed.....Enished abnormally.  
Transmit again.

# User Access/Cost Accounting

This function enables you to check the amount of paper and fax communication time used by each user, for management purposes. You can also assign costs to each user.

While the “User Access/Cost Accounting” is active, the machine prompts the user to login prior to job execution.

Operation flow:

- (1) Registering the charge per page for faxing, copying, scanning, and/or printing.  
(See below)

↓

- (2) Set the User Access/Cost Accounting ON. (See page 8-10.)

↓

- (3) Use the machine's function after logging in as an OfficeBridge user

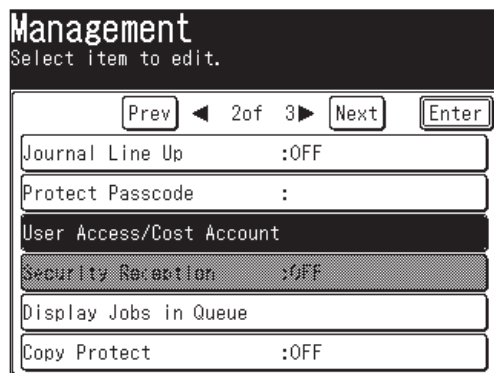
↓

- (4) Printing counter information for management purposes. (See page 8-11.)

## Registering the charge per page

Register a cost per page for copying, faxing, scanning, and/or printing.

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], [User Access/Cost Account].



- 3 Press [Cost] to register the charge.





- 4 Select the item in which you want to register the charge per page.

**Cost**  
Select item to edit.

Copy \$ 0.00	Fax \$ 0.00	Scan \$ 0.00	Print \$ 0.00
-----------------	----------------	-----------------	------------------

Enter

- 5 Use [▲] [▼] or the numeric keys to enter the cost per page.

**Copy Management**  
Enter the per sheet copy charge and select [Enter].

Cost Management Back Enter

Input range: 0.00-99.99

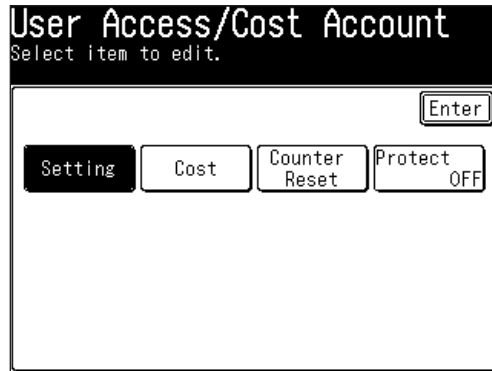
\$00.00 /Page ▲ ▼

- 6 Press [Enter].
- 7 Press <Reset> to return to the standby mode.

## Setting User Access/Cost Accounting

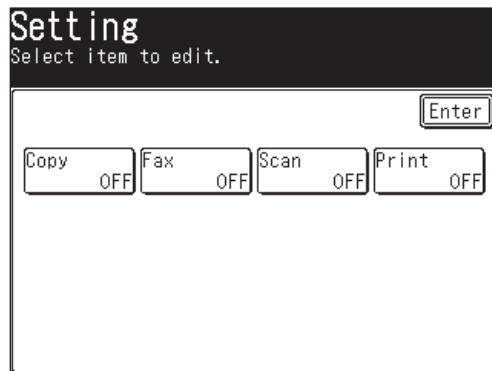
---

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], [User Access/Cost Account], then [Setting].



- 3 Press [Copy], [Fax], [Scan], or [Print] to set the user access/cost accounting status.

ON and OFF will toggle each time you press the key. To use the "User Access/Cost Accounting" function, set it to ON.



- 4 Press <Reset> to return to the standby mode.

## Printing a User Access/Cost Accounting list

You can check the amount of paper and fax communication time used by each user after setting the “User Access/Cost Accounting” function.

The “User Access/Cost Accounting” list includes the following information for each user:

- The charge per page for Copy, Fax, Scan, and Print
- Total of charge and communication time of all users
- Registered user name
- Total communication time (in hours, minutes and seconds; h:mm:ss) for each user
- Total of fax charges and pages printed of each user
- Total of copy charges and pages copied of each user
- Total of scan charges and pages scanned of each user
- Total of print charges and pages printed of each user

### NOTE

- Counts the pages up to 999999 pages, and the communication time up to 9:59:59 (9 hours:59 minutes:59 seconds). If the count exceeds the maximum limit, it will stop counting.
- If you want to reset the counter, see “Resetting the User access/Cost Accounting” on page 8-13.

Sample of User Access/Cost Account list:

ABC##### Inc. Fax 123#####  
Sales Dept.  
Servicd Dept.

**\*\* User Access/Cost Accounting \*\***  
Jul 4 2007 07:17pm

P.1  
[Charge]  
Copy : \$0.50/Page  
Fax : \$0.30/Page  
Scan : \$0.30/Page  
Print: \$0.50/Page

TOTAL

Fax Time	0:00:29
Fax Charge(Page)	\$0.30(1)
Copy Charge(Page)	\$0.00(0)
Scan Charge(Page)	\$0.00(0)
Print Charge(Page)	\$0.00(0)

001:User 001

Fax Time	0:00:29
Fax Charge(Page)	\$0.30(1)
Copy Charge(Page)	\$0.00(0)
Scan Charge(Page)	\$0.00(0)
Print Charge(Page)	\$0.00(0)

002:User 002

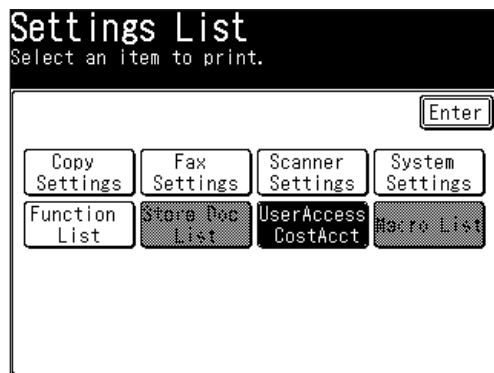
Fax Time	0:00:00
Fax Charge(Page)	\$0.00(0)
Copy Charge(Page)	\$0.00(0)
Scan Charge(Page)	\$0.00(0)
Print Charge(Page)	\$0.00(0)

## To print the list

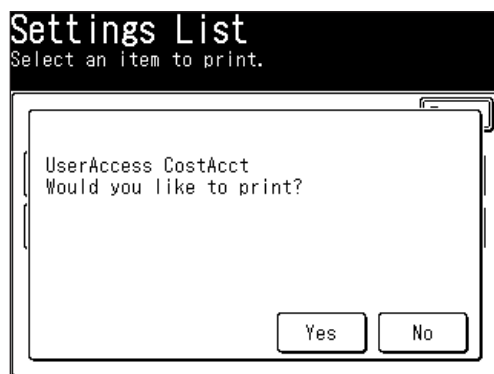
### NOTE

The “User Access/Cost Accounting” list printed by the following procedure prints the machine usage of all users. If you want to print the machine usage of one user, print this list from the web browser (see “User Access/Cost Accounting” in Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*).

- 1 Press <Setting> on the control panel.
- 2 Press [List], [Settings List], then [UserAccessCostAcct].



- 3 Press [Yes].



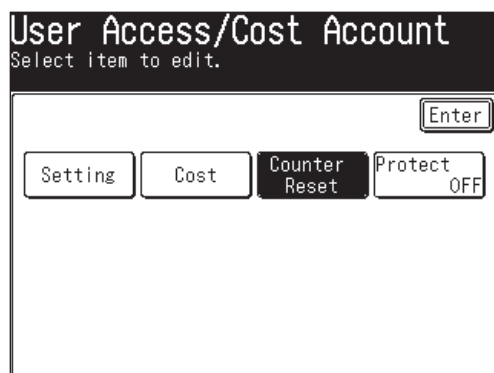
### NOTE

If the “User Access/Cost Account” settings has been protected, you cannot print the “User Access/Cost Account” list. You will have to deactivate the password protection in order to print.

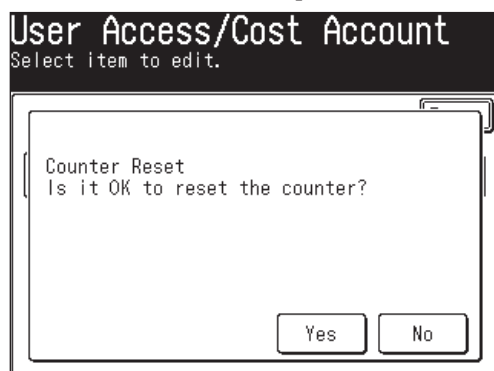
## Resetting the User Access/Cost Accounting counter

To delete the current counts for user usage management:

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], [User Access/Cost Account].
- 3 Press [Counter Reset].



- 4 Press [Yes] to reset the counter for each user.  
Press [No] to return to step 2.



- 5 Press <Reset> to return to the standby mode.

## Protect the User Access/Cost Accounting setting

This feature protects the “User Access/Cost Account” settings from unauthorized access.

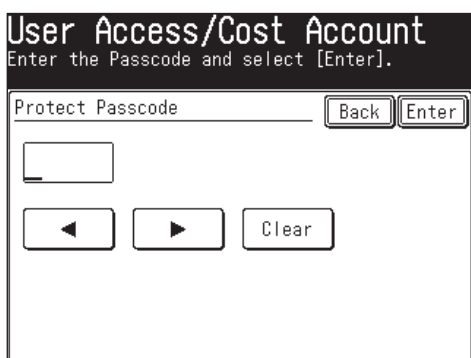
### NOTE

To use this feature, register a protect passcode in advance. (See page 9-88.)

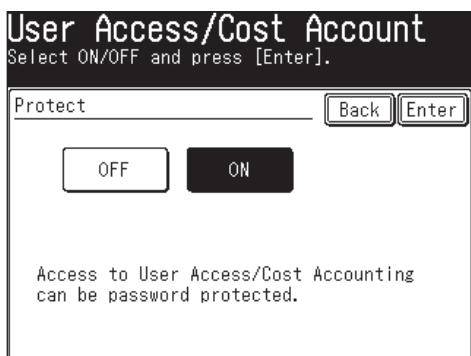
- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], [User Access/Cost Account], [Protect].



- 3 Use the numeric keys to enter the passcode, and then press [Enter].



- 4 Press [ON] to protect User Access/Cost Accounting.
  - Press [OFF] to cancel the function.



- 5 Press [Enter] to save the setting.
- 6 Press <Reset> to return to the standby mode.

## Accepting print jobs from personal computers

---

When the “User Access/Cost Accounting” setting for Print mode is set to ON, the machine will reject the print jobs from computers that do not correspond with a registered user account.

To enable printing from personal computers while the “User Access/Cost Accounting” setting for Print mode is ON, register the PC information on the User setup screen. For details on the registration of PC information, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

# Viewing the page counters

You can check the total number of pages printed and scanned on this machine.

- If the machine is used for duplex printing, each side of the document will count as one print, which meaning a two-sided document counts as two prints.
- If the documents are legal-sized, the machine will count 5 pages for every 4 sheets.

## Checking the number of printed pages

You can check the total number of pages printed and scanned on your machine.

- 1 Press <Setting>, [Counter].
- 2 Press [Print Total] or [Scan Total].



- 3 The number of pages used for each function will be displayed.

Print Total	Shows the total number of copies, fax receptions, lists and PC printouts made.
Copy	Shows the total number of copies printed.
Fax/List	Shows the total number of fax receptions and internet fax receptions and lists printed.
PC Print	Shows the total number of printouts.

Scan Total	Shows the total number of scanned pages.
Copy	Shows the total number of copy scans.
Fax	Shows the total number of fax scans and internet fax scans.
PC Scan	Shows the total number of PC scans and scan to e-mail.

- 4 Press <Reset> to return to the standby mode.



# Chapter

# 9

## Machine Settings

---

<b>Initial setup.....</b>	<b>9-3</b>
<b>Paper settings.....</b>	<b>9-3</b>
Accessing the paper settings .....	9-3
<b>Copy settings .....</b>	<b>9-5</b>
Accessing the copy settings .....	9-5
<b>Fax settings .....</b>	<b>9-6</b>
Accessing the default fax settings .....	9-6
Accessing other fax settings .....	9-7
<b>Scanner settings.....</b>	<b>9-10</b>
Accessing the default scan settings.....	9-10
Registering or editing a file name .....	9-11
Registering or editing a category .....	9-11
Registering or editing a folder shortcut.....	9-13
Registering or editing an FTP server shortcut.....	9-18
<b>Mail settings.....</b>	<b>9-22</b>
Accessing the mail settings .....	9-22
<b>Management settings.....</b>	<b>9-24</b>
Accessing the management settings .....	9-24
<b>Network settings.....</b>	<b>9-28</b>
TCP/IP settings .....	9-28
SMB settings .....	9-36
Verifying the IP settings .....	9-41
Viewing the MAC address .....	9-42
Archive Settings .....	9-43
Automatic Logout time .....	9-46
Print Server Data.....	9-47
Clear the “Network Filtering” setting.....	9-48

<b>Network authentication settings</b> .....	<b>9-49</b>
Setting up the Authentication Mode.....	9-49
Using the authentication mode .....	9-52
<b>LDAP server settings</b> .....	<b>9-54</b>
Registering an LDAP server.....	9-54
Setting the default LDAP server.....	9-65
Modifying the LDAP server settings.....	9-66
Deleting an LDAP server.....	9-67
LDAP parameter settings.....	9-68
<b>E-mail settings</b> .....	<b>9-70</b>
SMTP/POP Settings.....	9-70
E-mail settings .....	9-73
<b>Soft keys</b> .....	<b>9-77</b>
Soft key functions.....	9-77
Programming a soft key.....	9-80
<b>Macro keys</b> .....	<b>9-82</b>
Registering or editing a Macro .....	9-82
Deleting a Macro key .....	9-85
Changing the Macro key speed .....	9-86
Editing macro key titles.....	9-86
Executing a Macro command .....	9-87
<b>Protection passcode</b> .....	<b>9-88</b>
Protect passcode .....	9-88
Network settings code.....	9-89
<b>Copy protection</b> .....	<b>9-92</b>
<b>Registering a domain name extension</b> .....	<b>9-93</b>
<b>Personal setting</b> .....	<b>9-95</b>

# Initial setup

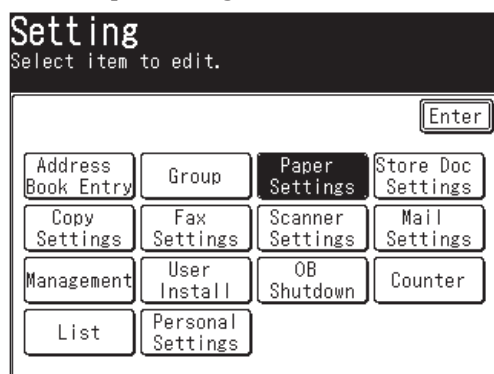
You can setup the basic setting by using the “User Install” function.  
For details, see “Initial Setup (User Install)” on page 1-23.

## Paper settings

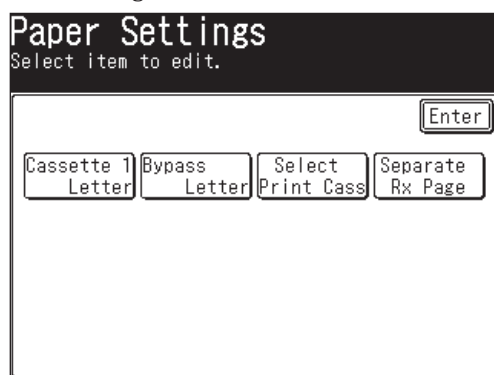
You can customize the paper settings to match your needs.

### Accessing the paper settings

- 1 Press <Setting>
- 2 Press [Paper Settings].



- 3 Set or change the selected items.



For details on each setting, refer to the following table:

- 4 When you are finished, press <Reset> to return to the standby mode.

Function	Description	Setting
Cassette 1 (or 2) Paper	You can register the size of paper used in the cassette. Operation can be simplified by registering the paper size frequently used when using the cassette.	See “Setting the paper size” on page 1-40.
Bypass Tray Paper	You can register the type or size of paper used in the bypass tray. Operation can be simplified by registering the paper size frequently used when using the bypass tray.	See “Setting the paper size” on page 1-40.
Select Print Cassette	<p>You can set the cassette using range for cassette 1, cassette 2 and bypass tray respectively.</p> <p>“Not Use” This cassette is not used for receiving faxes and copying. You can use it for PC printing and separate reception page.</p> <p>“Fax” Use this cassette when receiving faxes or internet faxes, and printing a list.</p> <p>“Copy” Use this cassette when copying.</p> <p>“Fax&amp;Copy” Use this cassette when receiving faxes or internet faxes, printing a list and copying.</p> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• Priority of cassette to be used is cassette 1 -&gt; cassette 2 (option) -&gt; bypass tray.</li> <li>• When you set “Separate Reception Page” to ON, you cannot select [Not Use] or [Copy] for the cassette specified in “Separate Reception Page”.</li> <li>• 2nd cassette is displayed when installed in the machine.</li> </ul>	<p>Not Use</p> <p>Fax</p> <p>Copy</p> <p><u>Fax&amp;Copy</u></p>
Separate Reception Page	Partition each received document by inserting a separator page.	See page 5-48.

The underlined settings are factory defaults.

**NOTE**

The settings for the various functions set under Paper Settings are printed out in the System Settings List. (See page 10-2.)

# Copy settings

The copy settings allow you to customize various copy settings to match your needs.

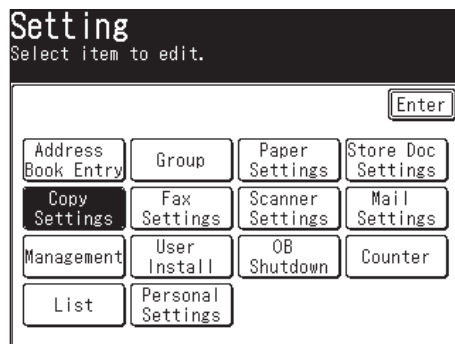
## NOTE

You can also change the copy settings using a web browser.

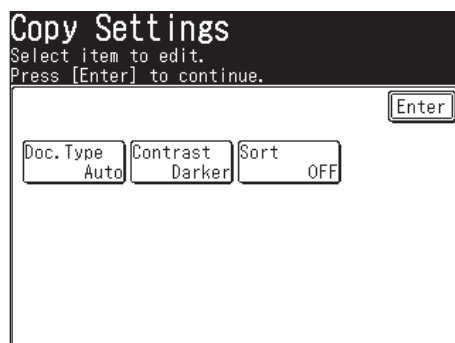
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

## Accessing the copy settings

- 1 Press <Setting>, [Copy Settings].



- 2 Set or change the selected items.



For details on each setting, refer to the following table:

- 3 When you are finished, press <Reset> to return to the standby mode.

Function	Description	Setting
Doc. Type	This sets the default setting for the resolution of the document to be copied. Matching the settings to the frequently copied documents can shorten the time required to adjust settings.	Text, <u>Auto</u> , Photo, Text High-Res, Text&Photo High-Res, Photo High-Res
Contrast	This sets the default setting for the contrast of the document to be copied. Matching the settings to the frequently copied documents can shorten the time required to adjust settings.	Lightest, Lighter, Normal, <u>Darker</u> , Darkest
Sort	Sort will be defaulted to “Sort”. [ON] and [OFF] toggle every time you press [Sort].	ON, <u>OFF</u>

The underlined settings are factory defaults.

# Fax settings

You can customize the fax settings to match your needs.

This section describes “Default Settings” and “Other Settings”. For details on other items, see below.

- Program One-Touch (See page 5-50.)
- Fax Forward (See page 5-42.)
- Cover Page (See page 5-6.)
- Batch Tx Box (See page 5-8.)
- F-Code Box (See page 5-24.)

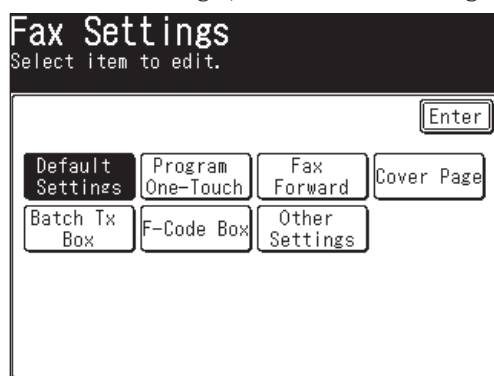
## NOTE

You can also change the fax settings using a web browser.

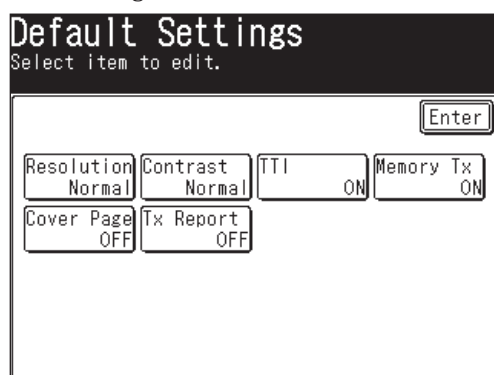
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

## Accessing the default fax settings

- 1 Press <Setting>.
- 2 Press [Fax Settings], then [Default Settings].



- 3 Set or change the selected items.



For details on each setting, refer to the following table:

- 4 When you are finished, press <Reset> to return to the standby mode.

Function	Description	Setting
Resolution	This sets the default setting for the resolution of the document to be scanned. By setting it to a level suitable for the most commonly sent document type, you can reduce the time and effort required when making changes.	<u>Normal</u> Fine S-Fine Photo
Contrast	This sets the default setting for the contrast of the document to be scanned. By setting it to a level suitable for the most commonly sent document type, you can reduce the time and effort required when making changes.	Lightest Lighter <u>Normal</u> Darker Darkest
TTI	Set to ON to send the TTI information. ON and OFF toggle every time you press [TTI].	<u>ON</u> OFF
Memory Tx	This sets whether to give the priority to memory transmission or to real-time transmissions when sending faxes. Memory transmissions are prioritized when ON is set and real-time transmissions when OFF is set. You can also select to give the priority to memory transmissions or to real-time transmissions each time you send a fax. ON and OFF toggle every time you press [Memory Tx].	<u>ON</u> OFF
Cover Page (See page 5-6.)	Set to ON to add a cover page containing a simple message to every fax. ON and OFF toggle every time you press [Cover Page].	ON <u>OFF</u>
Tx Report (See page 4-21.)	Set to ON to print out a transmission report for each fax. ON and OFF toggle every time you press [Tx Report].	ON <u>OFF</u>

The underlined settings are factory defaults.

## Accessing other fax settings

- 1 Press <Setting>.
- 2 Press [Fax Settings], then [Other Settings].
- 3 Set or change the selected items.

Other Settings  
Select item to edit.

Prev ◀ 1 of 3 ▶ Next Enter

Redial Attempts : 2 Times

Redial Interval : 1 Min

Block Junk Fax


Number of Rings : 2 Times

Dialing Pause : 2 Seconds

S-Fine Resolution : 400dpi

For details on each setting, refer to the following table:

- 4 When you finish, press <Reset> to return to the standby mode.

Function	Description	Setting
Redial Attempts	This sets the number of redial attempts the machine will make if the destination line is busy. The interval between redial attempts is set at "Redial Interval".	0–14 times: <u>2 times</u>
Redial Interval	This sets the interval between redial attempts.	0–5 minutes: <u>1 minute</u>
Block Junk Fax	This function enables you to block receipt of unnecessary faxes.	See page 5-20.
Number of Rings	This sets the number of times the machine will ring before fax reception when the reception mode is set to Fax or Tel/Fax.	0–10 times: <u>2 times</u>
Dialing Pause	This sets the default for the dialing interval when the pause symbol is activated.	0–10 sec.: <u>2 seconds</u>
Super-Fine Resolution	This sets the dpi for resolution when a document is scanned for "S-Fine" transmission. If 600 dpi is set, the scan is sharper than with 400 dpi; however, it may result in memory overflow when the document is sent.	600 dpi <u>400 dpi</u>
Rx Reduction Rate (See page 4-40.)	Select from "Auto", which automatically selects the magnification according to the length of the received document, or "100%" to have all faxes printed out at the same rate of reduction.	<u>Auto</u> 100%
Reduction Margin (See page 4-40.)	This sets at what point the document printout will extend to the following page if the received document cannot fit within the effective recordable area.	0.0–3.3 in.: <u>1.5 inches</u>
Paper Saving (See page 4-41.)	<p>This sets the print method for the received documents. If it is set to "H-Page Rx" and 2 pages of Half-Letter is received in succession, the two pages will be reduced at the appropriate rate and printed out on one sheet of paper. If it is set to "Duplex Rx*", both sides of each sheet of paper will be used for printouts.</p> <p><b>NOTE</b>  A duplex printing unit is required for duplex reception.</p>	<u>OFF</u> H-Page Rx Duplex Rx*
Quick Memory Tx	If this is set to ON, fax transmission for multiple documents will begin in the page order when it has been scanned and stored.	<u>ON</u> OFF
ECM Mode	Any part of a fax that was not send correctly due to the line error will automatically be resent. (The destination must have the same function for it to work.)	<u>ON</u> OFF
Service Mode	Do not set.	ON <u>OFF</u>
Prefix	The connection number as Dial PreFix No. can be registered to allow easy access to other phone networks.	See page 5-18.



Function	Description	Setting
Receive Time Stamp	<p>If this is set to ON, the received date (year, month, day) and time can be printed with the word “Received” at the header of the received document.</p> <div><p>Received Time your machine prints.</p><p>Sender name   Received   Fax: Sender fax number   Jul 4 2007 2:16 pm Jul 4 2007 2:15 pm P.001/001</p><p><b>THE SLEREXE COMPANY LIMITED</b></p><p>SAPORS LANE - BOOLE - DORSET - BH25 8ER TELEPHONE BOOLE (94513) 51617 - TELEX 123456</p><p>Sender information send from the remote fax.</p></div> <p><b>NOTE</b> <input type="radio"/></p> <p>If the receiving reduction rate is fixed to 100% and the reduction margin setting is small, the received document could be divided into 2 sheets by attaching the Receive Time Stamp.</p>	<u>OFF</u> ON

The underlined settings are factory defaults.

# Scanner settings

You can customize the scanner functions to match your needs.

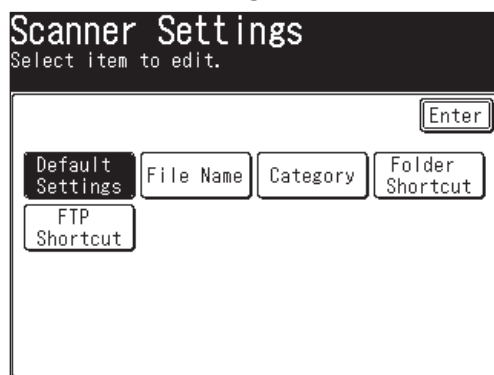
## NOTE

You can also change the scanner settings using a web browser.

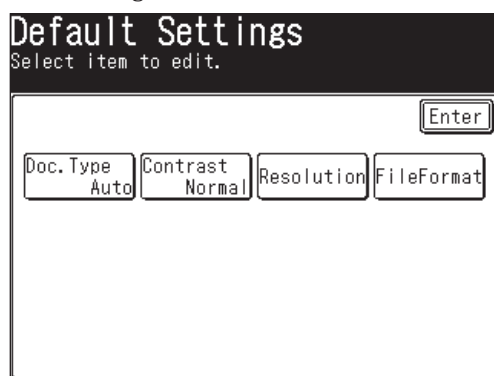
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

## Accessing the default scan settings

- 1 Press <Setting>.
- 2 Press [Scanner Settings], then [Default Settings].



- 3 Set or change the selected items.



For details on each setting, refer to the following table:

- 4 When you are finished, press <Reset> to return to the standby mode.

Function	Description	Setting
Doc. Type	This sets the default setting for the resolution of the document to be scanned. Matching the settings to the frequently scanned documents can shorten the time required to adjust settings.	Text <u>Auto</u> Photo

Function	Description	Setting
Contrast	This sets the default setting for the contrast of the document to be scanned. Matching the settings to the frequently scanned documents can shorten the time required to adjust settings.	Lightest Lighter <u>Normal</u> Darker Darkest
Resolution	This sets the default resolution when scanning the document. You can set the different settings for monochrome documents and color documents.	<ul style="list-style-type: none"> <li>Monochrome <ul style="list-style-type: none"> <li><u>200 dpi</u></li> <li>300 dpi</li> <li>600 dpi</li> </ul> </li> <li>Color <ul style="list-style-type: none"> <li><u>100 dpi</u></li> <li>200 dpi</li> <li>300 dpi</li> <li>600 dpi</li> </ul> </li> </ul>
File Format	Select the default file format for scanning. You can set the different file format for monochrome documents and color documents respectively.	<ul style="list-style-type: none"> <li>Monochrome <ul style="list-style-type: none"> <li><u>TIFF</u></li> <li>PDF</li> </ul> </li> <li>Color <ul style="list-style-type: none"> <li><u>JPEG</u></li> <li>PDF</li> </ul> </li> </ul>

The underlined settings are factory defaults.

## Registering or editing a file name

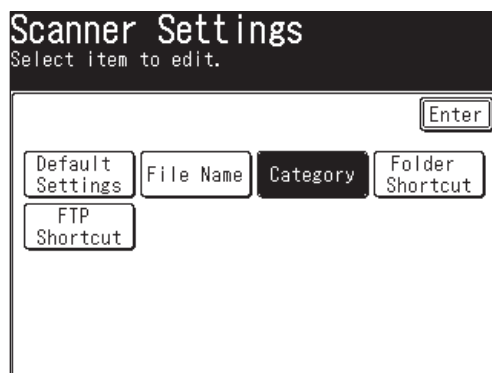
See "Registering or editing file names" on page 6-10.

## Registering or editing a category

### NOTE

You can register up to 10 categories.

- 1 Press <Setting>
- 2 Press [Scanner Settings], then [Category].



- 3 To register a new category, select an empty key. To edit a category, select the desired category to edit.

**Category**  
Select the box number to enter/edit.

Prev ◀ 1 of 2 ▶ Next Enter

01:Document  
02:Bill  
03:Private  
04:  
05:  
06:

- 5 Enter or edit the category name, then press [Enter].  
The name can contain up to 20 characters.

**Category**  
Enter the category and select [Enter].  
Entry Limit 8/ 20

Back Enter

Category:Document\_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . .com  
Upper Symbol Space ↵ Delete ◀ ▶

- 6 To return to the Standby mode, press <Reset>.

#### NOTE

You can also register or edit a category using a web browser.  
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.



## Registering or editing a folder shortcut

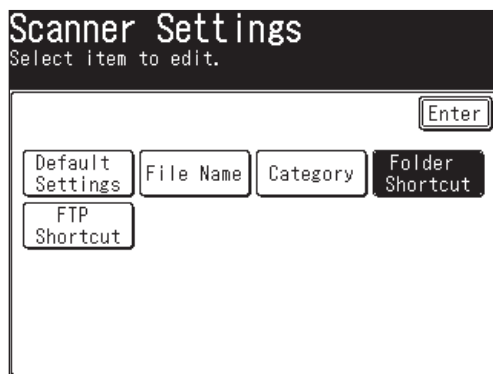
### Registering or editing a folder shortcut

You can create a folder shortcut on your machine.

#### NOTE

You can register up to 300 shortcuts. The combined total of folder shortcut between the shared and personal is 300. If you need to register more than 300 folder shortcuts, please contact your authorized Muratec dealer for memory upgrade.

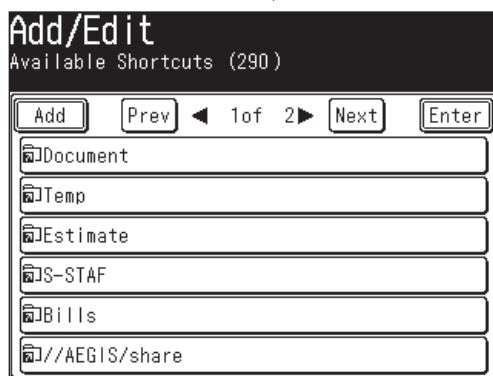
- 1 Press <Setting>.
- 2 Press [Scanner Settings], then [Folder Shortcut].



- 4 Press [Add/Edit].



- 5 To register a new folder shortcut, press [Add].  
To edit a folder shortcut, select the desired folder shortcut to edit.



**6** Press [Shortcut Name].

Select the line item you want to edit.  
Press [Enter] to continue.

Back Enter

Shortcut Name :  
Link :  
UserName :  
Password :  
Automatic Network Login:ON

**7** Enter a shortcut name, then press [Enter].

The name can contain up to 24 characters. If you do not register a shortcut name, the folder link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with “.” and only the beginning and ending of the link will be displayed.

Shortcut Name

Entry Limit 0/ 24

Back Enter

Shortcut Name: \_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l ;  
\_ z x c v b n m . , .com  
Upper Symbol Space Delete

**8** Press [Link]. The “Network Navigation” screen will be displayed.

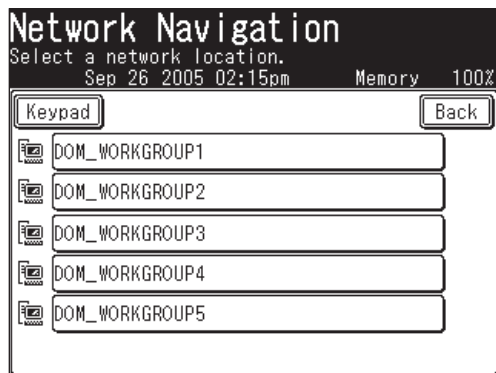
Select the line item you want to edit.  
Press [Enter] to continue.

Back Enter

Shortcut Name : Temp  
Link :  
UserName :  
Password :  
Automatic Network Login:ON



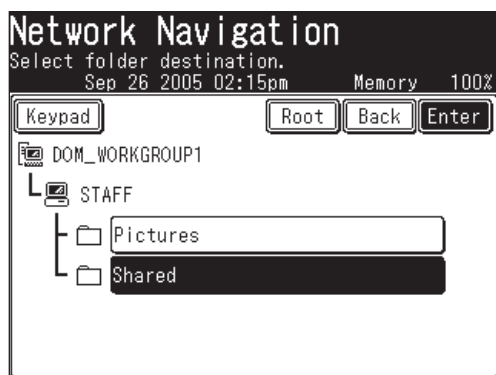
- 9 All accessible networks will be displayed. To scroll, use the [Page Up] and [Page Down].



**NOTE**

If you want to directly specify a folder using the QWERTY keypad, press [Keypad]. Then enter a link and press [Enter].

- 10 Search through the network folders until you find the specific folder you wish to register to, and press [Enter].

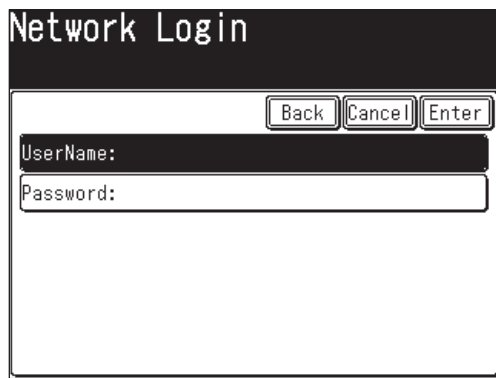


- To go back one step, press [Back].
- To return to the first screen, press [Root].

**NOTE**

The link should be within 100 characters in length.

- 11 If the user name and password are required to login to the file server, press [UserName]. Otherwise skip to step 17.



**12** Enter the user name, then press [Enter].

If your machine is on a windows domain controlled network, add the domain name after the user name with an “@”, like “sam@dom\_muratec”.

The user name can contain up to 50 characters.

All ASCII characters are available.

Network>UserName  
Enter the User Name and select [Enter].  
Entry Limit 0/ 50  
Back Cancel Enter  
UserName: \_  
1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . ,  
Upper Symbol Space [Cursor] Delete [Left] [Right]

**13** Press [Password].

Network Login  
Back Cancel Enter  
UserName: MURATEC  
Password:

**14** Enter a password, then press [Enter].

The password can contain up to 32 characters.

All ASCII characters are available.

Network>Password  
Enter the Password and select [Enter].  
Entry Limit 0/ 32  
Back Cancel Enter  
Password: \_  
1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . ,  
Upper Symbol Space [Cursor] Delete [Left] [Right]

**NOTE**

The entered password is displayed using asterisks.



**15** Press [Enter].

A screenshot of a configuration menu. At the top, it says "Select the line item you want to edit. Press [Enter] to continue." Below this are five input fields, each with a label and a value, separated by a colon. The fields are: "Shortcut Name" with value "Temp", "Link" with value "// STAFF/Temp", "UserName" with value "ABC", "Password" with value "\*\*\*\*\*", and "Automatic Network Login" with value "ON". At the top right of the menu are two buttons labeled "Back" and "Enter".

Select the line item you want to edit. Press [Enter] to continue.	
Shortcut Name	: Temp
Link	: // STAFF/Temp
UserName	: ABC
Password	: *****
Automatic Network Login	: ON

**16** Set the automatic network login setting. Whenever a folder requiring a user name and password is accessed, the machine will automatically send them to the PC when in the "ON" setting, but will ask you to enter them when in the "OFF" setting.

**17** Press [Enter].

**18** If you want to register more shortcuts, repeat the procedures from step 5.

**19** To return to the standby mode, press <Reset>.

### ***Deleting a folder shortcut***

- 1** Press <Setting>.
- 2** Press [Scanner Settings], [Folder Shortcut], [Delete].
- 3** Select the shortcut you want to delete.
- 4** Press [Yes] to delete.
- 5** To return to the standby mode, press <Reset>.

## Registering or editing an FTP server shortcut

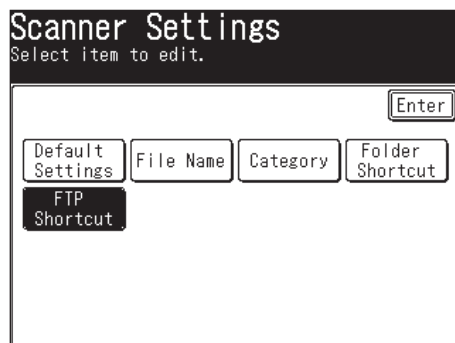
### *Registering or editing an FTP server shortcut*

You can create an FTP (File Transfer Protocol) shortcut on your machine.

#### NOTE

You can register up to 20 shortcuts.

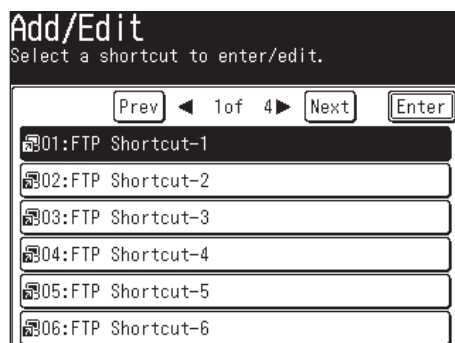
- 1 Press <Setting>.
- 2 Press [Scanner Settings], then [FTP Shortcut].

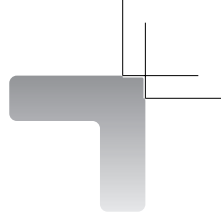


- 3 Press [Add/Edit].



- 4 To register a new FTP shortcut, select an empty key. To edit a FTP shortcut, select the desired FTP shortcut to edit.





**5** Press [Shortcut Name].

01:  
Select a number to enter/edit.

Back Enter

Shortcut Name:

Link :

UserName :

Password :

**6** Enter a shortcut name, then press [Enter].

The name can contain up to 24 characters. If you do not register a name, the FTP link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with “.” and only the beginning and ending of the link will be displayed.

Shortcut Name  
Enter the FTP shortcut name and select [Enter]. Entry Limit 0/ 24

Back Enter

Shortcut Name: \_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l ;  
\_ z x c v b n m . ,  
Upper Symbol Space Delete

**7** Press [Link].

01:  
Select a number to enter/edit.

Back Enter

Shortcut Name:FTP Shortcut-1

Link :

UserName :

Password :

**8** Enter link, then press [Enter].

Begin your entry with “/”.

The “/(slash)” is found in the [Symbol] menu. To switch back to the alphabet, press [Alpha].

**9**

**Link**  
Enter the Link and select [Enter].  
Entry Limit 0/100

Back Enter

Link: \_

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	@
-	Z	X	C	V	B	N	M	.	.COM

Lower Symbol Space Delete

**9** Press [UserName].

**01:**  
Select a number to enter/edit.

Back Enter

Shortcut Name:FTP Shortcut-1

Link ://FTP1/DEMO

UserName :

Password :

**10** Enter the user name, then press [Enter].

The user name can contain up to 50 characters. All ASCII characters are available.

**UserName**  
Enter the user name and select [Enter].  
Entry Limit 0/ 50

Back Enter

UserName: \_

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	@
-	Z	X	C	V	B	N	M	.	.COM

Lower Symbol Space Delete

**11** Press [Password].

**01:**  
Select a number to enter/edit.

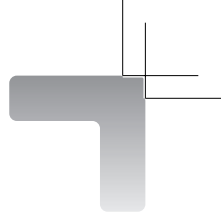
Back Enter

Shortcut Name:FTP Shortcut-1

Link ://FTP1/DEMO

UserName :MURATEC

Password :



**12** Enter the password, then press [Enter].

The password can contain up to 32 characters. All ASCII characters are available.

**NOTE**

The entered password is displayed using asterisks.

**13** Press [Enter].

**14** If you want to register another shortcut, repeat the procedure from step 5.

**15** To return to the standby mode, press <Reset>.

**NOTE**

We recommend that you test your FTP shortcut by performing a test scan. It is the best way to verify that the registered shortcut is valid.

**NOTE**

You can also register or edit a category using a web browser.  
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

### ***Deleting an FTP shortcut***

- 1** Press <Setting>.
- 2** Press [Scanner Settings], [FTP Shortcut], then [Delete].
- 3** Select the shortcut you want to delete.
- 4** Press [Yes] to delete.
- 5** To return to the standby mode, press <Reset>.

# Mail settings

You can customize the mail settings to match your needs.

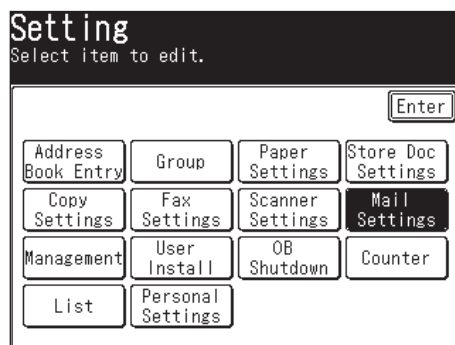
## NOTE

You can also change the scanner settings using a web browser.

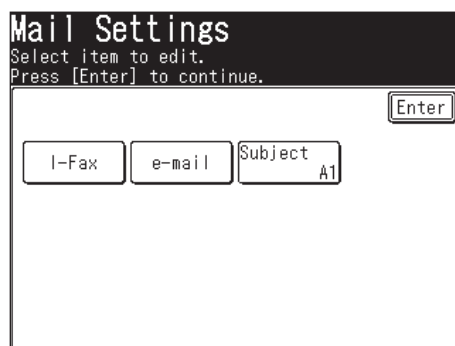
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

## Accessing the mail settings

- 1 Press <Setting>
- 2 Press [Mail Settings]



- 3 Press [I-Fax] or [e-mail] to set the individual Internet fax and e-mail settings.  
Set or change the selected items.



For details on each setting, refer to the following table:

- 3 When you are finished, press <Reset> to return to the standby mode.

### I-Fax setting

Function	Description	Setting
File Format	Select the default file format for scanning.	<u>TIFF-S</u> TIFF-F PDF
Batch Scan	When you set it to OFF, you can divide the scanned documents into page units and send them as separate e-mails.	<u>ON</u> OFF

The underlined settings are factory defaults.

### ***e-mail setting***

Function	Description	Setting
File Format	Select the default file format for scanning. You can set the different file format for monochrome documents and color documents respectively.	<ul style="list-style-type: none"><li>• Monochrome <u>TIFF</u> PDF</li><li>• Color JPEG <u>PDF</u></li></ul>
Batch Scan	When you set it to OFF, you can divide the scanned documents into page unit to send it as a separate e-mail respectively.	<u>ON</u> OFF

The underlined settings are factory defaults.

### ***Subject setting***

Function	Description	Setting
Subject	When you set it to ON, you can select the subject and the message attached to e-mail. The selected subject and message will be attached to all e-mails to be sent if you have not entered them for an e-mail transmission. The e-mail template can be registered using the web browser. (See Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .)	<u>ON</u> OFF See page 5-78, 6-18.

The underlined settings are factory defaults.

# Management settings

You can customize settings on your machine to match your needs.

## NOTE

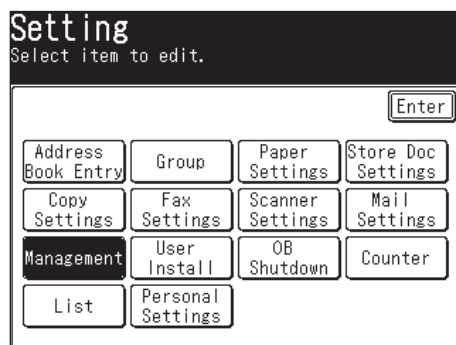
You can also change the scanner settings using a web browser.

For details, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

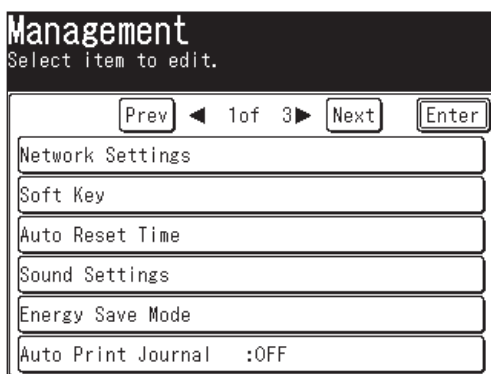
## Accessing the management settings

1 Press <Setting>.

2 [Management].



3 Set or change the selected items using [Prev] and [Next].





For details on each setting, refer to the following table:

3 When you are finished, press <Reset> to return to the standby mode.



Function	Description	Setting
Network Settings	You can configure the network settings to use your machine on a TCP/IP network.	See “Network Settings” on page 9-28.
Soft Key	You can change the “Soft keys” displayed in the standby mode.	See “Soft keys” on page 9-77.
Auto Reset Time	<p>This sets the period of time before the copy/fax/scanner display returns to the standby mode.</p> <p><b>Copy and Scanner screens</b>  “Reset time” ..... When the machine does not operate for a set period of time after copying or scanning is complete, the selected settings will be reset (returned to their original values). The reset time can be set.</p> <p>“Reset After Scan” .. Setting it to [ON] resets the resolution, resizing, and other settings after the document is scanned. Setting it to [OFF] resets the values after the selected reset time has elapsed.</p> <p><b>Fax screen</b>  When the machine does not operate for a set period of time after faxing, the selected settings are reset (returned to their original values). You can set the reset time.</p>	<ul style="list-style-type: none"> <li>• Reset time 1 to 10 minutes: <u>3 minutes</u></li> <li>• Reset After Scan <u>ON</u> <u>OFF</u></li> <li>• Reset time 1 to 10 minutes: <u>3 minutes</u></li> </ul>
Sound Settings	<p>You can set the various sounds.</p> <p><b>Buzzer and Key Touch Volume</b>  You can adjust the volume of the various sounds emitted by the machine.</p> <p><b>Key Touch Tone</b>  You can change the tone emitted when pressing the buttons.  Different tones can be set for fax, copy and scanner.</p> <p><b>Fax Ringer</b>  You can set the ringer for fax reception even if the optional handset is not used.</p> <p><b>Complete beep</b>  You can confirm when each operation (copy, fax, e-mail, scan etc.) is completed by sound.</p> <ul style="list-style-type: none"> <li>• Copy Complete When copying has finished.</li> <li>• Transmission Complete When a fax/an internet fax/a scan to e-mail/a scan to folder/a scan to FTP have been sent.</li> </ul>	<p>OFF Low <u>Middle</u> High</p> <p>High Mid <u>Low</u></p> <p><u>OFF</u> ON</p> <p>OFF <u>Type 1</u> Type 2 Type 3</p>

Function	Description	Setting
Sound Set-tings	<ul style="list-style-type: none"><li>• Reception Complete .....When a fax has been received.</li><li>• Rx Print Complete .....When printing a received docu-ment has finished.</li><li>• PC Print Complete.....When printing a received docu-ment has finished.</li><li>• List Print Complete .....When printing a received docu-ment has finished.</li></ul> <p><b>NOTE</b> </p> <p>Press [Test] to hear the selected sounds.</p> <p><b>Paper Jam Alarm</b></p> <p>Sound an alarm tone when a paper jam occurs.</p>	OFF <u>Type 1</u> Type 2 Type 3  <u>ON</u> OFF
Energy Save Mode (See page 1-17.)	<p>You can set the transition time to the energy save mode and whether to enable the transition time you set.</p> <p><b>NOTE</b> </p> <p>You can put the machine into energy save mode by pressing [Energy Save], regardless of this settings.</p> <p><b>Energy Save Mode.....</b>When you set it to OFF, the “Energy Save Time” setting is disabled. To enter the energy save mode, press [Energy Save].</p> <p><b>Energy Save Time .....</b>If the machine is not used for the period of time set here, it auto-matically switches to the energy save mode.</p>	                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       

Function	Description	Setting
Protect Passcode	You can register the protect passcode required for using the security functions. To change the protect code, you must enter the old one first. Enter 0000 to delete the protect passcode.	See "Protection passcode" on page 9-88.
User Access/Cost Accounting	You can limit machine access by requiring a passcode prior to usage. Also, you can register the charge per sheet of copy, fax, scan, and printer if you want to collect charges and bill users.	See "User Access/ Cost Accounting" on page 8-8.
Security Reception	You can use this function to receive and store faxes in memory, but not print them. This function is useful when no one is in the office, for example, at night. You can print them later.	See "Security reception" on page 5-58.
Display Jobs in Queue	<b>Fax Receive Document</b> Displays the number of out-of-paper receptions. <b>Reserved Copy</b> Displays the copies waiting to be printed is displayed.	—
Copy Protect	Prohibits copying. When pressed ON, the display will not switch to the copy mode even if [COPY] is pressed. Fax & copy mode will not be possible.	ON OFF See "Copy protection" on page 9-92.
PIN Mode	When pressing [Mode 1] or [Mode 2] if required to enter the PIN (personal identification number) for making a long distance call, the PIN will not appear in a journal, error message printout or a transmit confirmation report.	OFF Mode 1 Mode 2 See "PIN masking" on page 5-62.
e-mail Gateway	When this function is activated, you can send documents to an e-mail gateway (fax server) by simply entering the fax number.	ON OFF See "Send documents to an e-mail gateway" on page 5-56.
Scan Lamp Sleep Mode	You can specify the sleep period of the scanner lamp to prolong its life. While scanner lamp is in the sleep mode, it will take a few moments to light the scanner lamp completely to scan a document.	ON OFF Start Time: <u>10:00 pm</u> Reset Time: <u>06:00 am</u>
Domain Name Extensions	You can register up to 10 domain name extensions for your convenience	See "Registering a domain name extension" on page 9-93.
User Login Setting	When this function is activated, the machine prompts the users to login to the machine prior to using the machine. So, you can restrict that only the OfficeBridge user can use the machine.	ON OFF
Scan to Printer Clear	Clear the printer registered for "Scan to Printer". In case the personal computer is in trouble accessing the network, use this function to delete the registered printer.	—

The underlined settings are factory defaults.

# Network settings

## NOTE

You can also change the network settings using a web browser.  
For details, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

## TCP/IP settings

This machine uses TCP/IP protocol to communicate over the LAN, meaning the TCP/IP settings described in this section must be registered prior to using the machine on the LAN.

## NOTE

Contact your network administrator if you are unsure about these settings.

## IMPORTANT

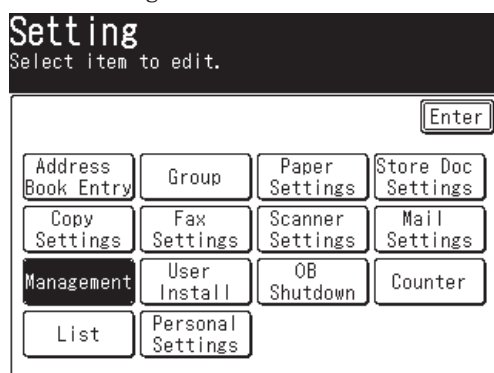
In order to activate new settings, the machine must be rebooted after new settings have been entered. First, shutdown the OfficeBridge, then turn the machine OFF and after three or more seconds, turn the machine back ON.

See “Turning off the power,” on page 1-18.

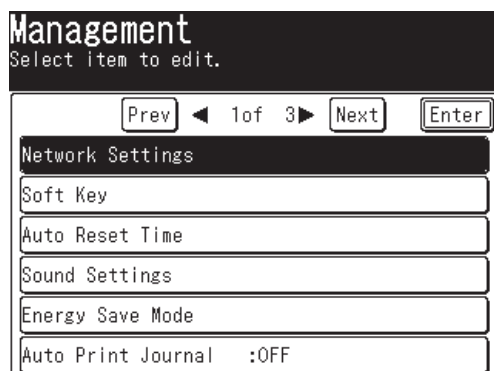
### Opening the TCP/IP setting menu display

1 Press <Setting> on the control panel.

2 Press [Management].



3 Press [Network Settings].



**NOTE**

If the network settings code (see page 9-89) has been set, you must enter the proper four-digit passcode using the numeric keys and press [Enter].

The screen is titled "Management" with the instruction "Select item to edit." Below this is a "Passcode" label followed by a four-digit input field. To the right of the input field are "Back" and "Enter" buttons. Below the input field are three buttons: a left arrow, a right arrow, and a "Clear" button.

- 4 Press [TCP/IP Settings].

The screen is titled "Network Settings" with the instruction "Select item to edit." Below this is a list of options: "Network Settings Code", "Ping", "LDAP Settings", "TCP/IP Settings" (highlighted), "Show MAC Address", and "SMB Settings". An "Enter" button is located to the right of the list.

- 5 The TCP/IP setting menu appears.

The screen is titled "TCP/IP Settings" with the instruction "Select item to edit." Below this is a list of options: "DHCP Setting:ON", "IP Address :192.168. 1. 10", "Subnet Mask :255.255.255. 0", "Gateway1 : . . .", "Gateway2 : . . .", and "DNS Setting". An "Enter" button is located to the right of the list.

- 6 Register these settings.  
(Refer to the next page for details.)
- 7 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See "Turning off the power," page 1-18.)

## DHCP setting

If a DHCP (Dynamic Host Configuration Protocol) server is installed on your network, the machine will automatically be assigned an IP address and Subnet Mask the first time the machine is turned on. According to the DHCP server setting, a Gateway address and DNS server address may be assigned as well.

### IMPORTANT

- Once the DHCP server has assigned the IP address to your machine, that IP address **MUST** be reserved within the specific DHCP scope. Failure to do so could result in failed operation when the IP address lease expires.
- After an IP address is assigned to your machine, please turn DHCP to OFF. (For instruction, see step 1 and 2 of “IP Address,” below.)

### NOTE

- You can view the assigned addresses on the TCP/IP setting menu display.
- The IP address and Subnet Mask assigned from the DHCP server cannot be modified.
- A “Gateway Address” and “DNS server address” will not be assigned if the primary and secondary address have already been registered.

### NOTE

If you are not utilizing a DHCP server, please turn DHCP to OFF and manually assign the IP address and Subnet Mask.

## IP Address

Assigning an IP address to your machine enables network communication and machine access via your web browser.

### NOTE

If your server is DHCP compliant, the IP address will be assigned automatically and it cannot be edited. If a DHCP server is not installed on your network, you can assign an IP address manually as described below.

To assign an IP address manually:

- 1 Open the TCP/IP setting menu display. (Refer to page 9-28.)
- 2 Press [DHCP Setting], then press [OFF] and [Enter].
- 3 Press [IP Address].

TCP/IP Settings  
Select item to edit.

Enter

DHCP Setting:OFF

IP Address :192.168. 1. 10

Subnet Mask :255.255.255. 0

Gateway1 : . . .

Gateway2 : . . .

DNS Setting



- 4 Enter the appropriate IP address using the numeric keys. Press the arrow keys to navigate the IP address fields. To delete a number, press the [Clear] button.

**TCP/IP Settings**  
Enter the IP address and select [Enter].

IP Address: 192.168. 1. 10

Back Enter

← → Clear

- 5 Press [Enter]. The display returns to the TCP/IP setting menu. You may configure additional settings. To return to the Standby mode, press <Reset>.
- 6 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)

## Subnet Mask

The subnet Mask specifies the IP address range of the subnet.

### NOTE

If your server is DHCP compliant, the subnet mask will be assigned automatically and it cannot be edited. If the DHCP server is not installed on your network, you can assign a Subnet mask manually as described below.

To assign a Subnet mask manually:

- 1 Open the TCP/IP setting menu display. (Refer to page 9-28.)
- 2 Press [DHCP Setting], then press [OFF] and [Enter].
- 3 Press [Subnet Mask].

**TCP/IP Settings**  
Select item to edit.

Enter

DHCP Setting:OFF

IP Address :192.168. 1. 10

Subnet Mask :255.255.255. 0

Gateway1 : . . .

Gateway2 : . . .

DNS Setting

- 4 Enter the appropriate IP address of the subnet mask using the numeric keys. Press the arrow keys to navigate the IP address fields. Press the [Clear] to delete a number.

**TCP/IP Settings**  
Enter the subnet mask and select [Enter].

Subnet Mask Back Enter

255.255.255. 0

◀ ▶ Clear

- 5 Press [Enter]. The display returns to the TCP/IP setting menu. You may configure additional settings. To return to the Standby mode, press <Reset>.
- 6 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)

### ***Gateway address***

Register the gateway address. The gateway acts as a router that connects one subnet to other subnets to enable communication between them.

- 1 Open the TCP/IP setting menu display. (Refer to page 9-28.)
- 2 Press [Gateway1].

**TCP/IP Settings**  
Select item to edit.

Enter

DHCP Setting:ON

IP Address :192.168. 1. 10

Subnet Mask :255.255.255. 0

Gateway1 : . . .

Gateway2 : . . .

DNS Setting

- 3 Enter the appropriate IP address using the numeric keys and press [Enter]. Press the arrow keys to navigate the IP address fields. To delete a number, press [Clear].



- 4 In the same way, enter the IP address of [Gateway2] (secondary gateway).

**NOTE**

If you do not wish to set a secondary Gateway, enter “0.0.0.0” or press [Clear] to delete the IP address.

- 5 Press [Enter]. The display returns to the TCP/IP setting menu. You may configure additional settings. To return to the Standby mode, press <Reset>.
- 6 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)

## DNS Settings

**NOTE**

“Dynamic DNS” is not supported on your machine.

### □ DNS server address

- 1 Open the TCP/IP setting menu display. (Refer to page 9-28.)
- 2 Press [DNS Setting].

- 3 Press [DNS1].

- 4 Enter the appropriate IP address of the primary DNS (Domain Name System) server using the numeric keys. Press the arrow keys to navigate the IP address fields. To delete a number, press [Clear].

- 5 Press [Enter]. The display returns to the DNS setting menu.

- 6 If necessary, enter the IP address of [DNS2] (secondary DNS server).

#### NOTE

If you do not wish to set a secondary DNS server, enter “0.0.0.0” or press [Clear] to delete the IP address.

- 7 When you are finished, press <Reset> to return to the standby mode.

### □ DNS Suffix

- 1 Open the TCP/IP setting menu display. (Refer to page 9-28.)
- 2 Press [DNS Setting] → [DNS Suffix].

- 3** Enter the appropriate DNS suffix.

DNS Suffix

Enter the DNS suffix and select [Enter].  
Entry Limit 0/ 50

Back Enter

DNS Suffix: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

z x c v b n m . .com

Upper Symbol Space ← Delete →

**NOTE**

You can specify only one DNS suffix.

- 4** Press [Enter]. The display returns to the DNS setting menu.
- 5** Press <Reset> to return to the standby mode.
- 6** After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)

## SMB settings

These settings are required if your LAN uses “NetBIOS over TCP/IP” protocol.

### NOTE

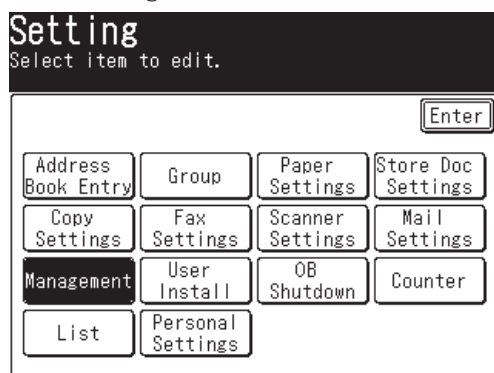
Contact your network administrator if you are unsure about this setting.

### IMPORTANT

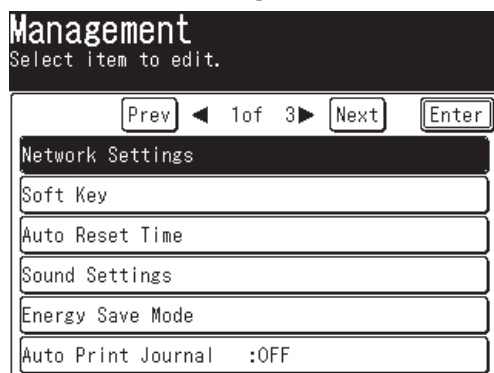
In order to activate new settings, the machine must be rebooted after the new settings have been entered. Turn the machine “Off” and after three or more seconds, turn the machine back “On”.

### *Opening the SMB setting menu display*

- 1 Press <Setting> on the control panel.
- 2 Press [Management].



- 3 Press [Network Settings].



**NOTE**

If the network settings code (see page 9-89) has been set, you must enter the proper four-digit passcode using the numeric keys and press [Enter].

The screen displays the title "Management" and the instruction "Select item to edit." Below this is a "Passcode" input field. To the right of the field are "Back" and "Enter" buttons. Below the input field are three buttons: a left arrow, a right arrow, and a "Clear" button.

- 4 Press [SMB Settings].

The screen displays the title "Network Settings" and the instruction "Select item to edit." Below the title is a list of settings: "Protect Code", "Ping", "LDAP Settings", "TCP/IP", "Show MAC Address", and "SMB Settings". The "SMB Settings" option is highlighted. An "Enter" button is located to the right of the list.

- 5 The SMB setting menu appears.

The screen displays the title "SMB Settings" and the instruction "Select item to edit." Below the title is a list of settings: "NetBIOS : 005081200895", "WorkGroup: WORKGROUP", "WINS1 : . . .", and "WINS2 : . . .". An "Enter" button is located to the right of the list.

- 6 Configure the settings.
- 7 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See "Turning off the power," page 1-18.)

## NetBIOS name

Register a NetBIOS name to identify your machine to other users on the network.

### NOTE

- You can give your machine a unique name containing up to 15 characters. The name cannot include symbols and/or blank spaces. The name can include alphanumeric characters and the “-” symbol.
- The workgroup cannot contain duplicate NetBIOS names..

**1** Open the SMB setting menu display. (Refer to page 9-36.)

**2** Press [NetBIOS].

The screenshot shows the 'SMB Settings' menu with the instruction 'Select item to edit.' Below this, there are four input fields: 'NetBIOS : 005081200895', 'WorkGroup: WORKGROUP', 'WINS1 : . . .', and 'WINS2 : . . .'. An 'Enter' button is located at the top right of the menu.

**3** Enter a NetBIOS name. (Enter a name for your machine.)

The screenshot shows the 'NetBIOS' entry screen with the instruction 'Enter the NetBIOS and select [Enter]. Entry Limit 0/ 15'. At the top right are 'Back' and 'Enter' buttons. Below is a label 'NetBIOS: \_' followed by a numeric keypad (0-9), an alphanumeric keypad (a-z, .com), and a bottom row of function keys: 'Upper', 'Symbol', 'Space', a left arrow key, 'Delete', and a right arrow key.

**4** Press [Enter]. The display returns to the SMB setting menu.

You may configure additional settings.

To return to the Standby mode, press <Reset>.

**5** After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)



## WorkGroup

Enter an existing workgroup name to identify the group of computers that your machine is associated with.

- 1 Open the SMB setting menu display. (Refer to page 9-36.)
- 2 Press [WorkGroup].

SMB Settings  
Select item to edit.

Enter

NetBIOS : 005081200895

WorkGroup: WORKGROUP

WINS1 : . . .

WINS2 : . . .

- 3 Enter an existing workgroup name.

WorkGroup  
Enter the workgroup and select [Enter].  
Entry Limit 0/15

Back Enter

WorkGroup: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

- z x c v b n m . , .com

Upper Symbol Space Delete

### NOTE

- If there is not workgroup in your network, enter a domain name or NetBIOS domain name of your network. For example, if your domain is muratec.local, enter “muratec” in the Workgroup setting. Consult your network administrator about the domain name.
- 4 Press [Enter]. The display returns to the SMB setting menu.  
You may configure additional settings.  
To return to the Standby mode, press <Reset>.
  - 5 After you have registered the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)

## WINS server address

Specifies that you want to use Windows Internet Naming Service (WINS) resolution. To enable WINS resolution, enter the WINS server address.

- 1 Open the SMB setting menu display. (Refer to page 9-36.)
- 2 Press [WINS1].

SMB Settings  
Select item to edit.

Enter

NetBIOS : 005081200895

WorkGroup: WORKGROUP

WINS1 : . . .

WINS2 : . . .

- 3 Enter the appropriate IP address of the WINS server using the numeric keys. Press the arrow keys to navigate the IP address fields. To delete a number, press [Clear].

SMB Settings  
Enter the IP address and select [Enter].

WINS1

Back Enter

.

◀ ▶ Clear

- 4 Press [Enter]. The display returns to the SMB setting menu.
- 5 If necessary, repeat the above steps to enter the [WINS2] address (secondary WINS server).

### NOTE

If you do not wish to set a secondary WINS server enter “0.0.0.0” or press [Clear] to delete the IP address.

- 6 When you have finished, press <Reset> to return to the Standby mode.
- 7 After you have finished registering the network settings please reboot the machine to enable the new settings. To reboot the machine, shutdown the OfficeBridge first, then turn the machine OFF and after three or more seconds, turn the machine back ON. (See “Turning off the power,” page 1-18.)





## Verifying the IP settings

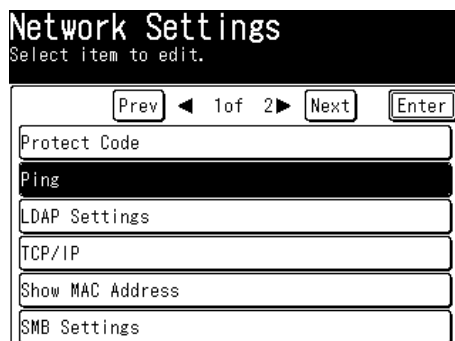
You can ping the IP address and verify that it responds.

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

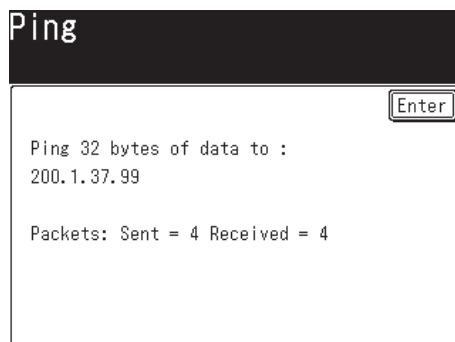
- 4 Press [Ping].



- 5 Enter the IP address you want to verify and then press [Execute].



If the IP address is active on the network, you will receive a reply.



If you do not receive a reply, refer to the “TCP/IP setting” to check the IP address settings.

- 6 Press <Reset> to return to the Standby mode.

## Viewing the MAC address

The MAC (Media Access Control) address is a certain physical address on the network card.

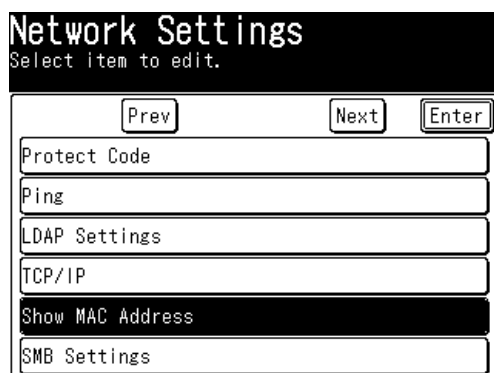
You can view the MAC address of your machine by:

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

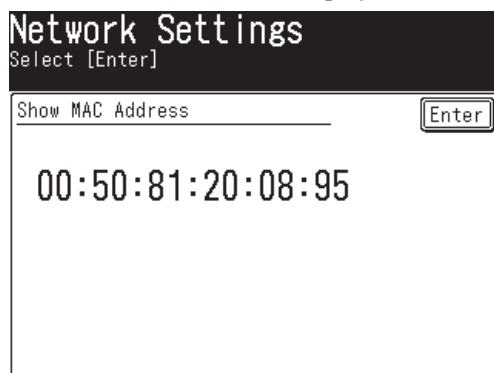
### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 4 Press [Show MAC Address].



- 5 The MAC address will be displayed.



- 6 Press <Reset> to return to the Standby mode.

## Archive Settings

### NOTE

When you set “Archive Settings” to ON, the following transmissions will be disabled:

- Non-memory transmissions
- Transmissions using the [Monitor] key or an optional handset
- F-code security receptions
- F-code bulletin box receptions

Polling communications will not be archived.

### NOTE

If the machine fails to archive, a “Check Message” report will print and indicate that the transmission failed. You may want to inform users that if this report prints it does not mean that the transmission failed, it simply means this function is ON.

Check Message		
P.1	Jul 4 2007 04:30pm	
Transmission failed		
T.2.1	Check condition of remote fax.	Archive

1 Press <Setting> on the control panel.

2 Press [Management].

3 Press [Network Settings].

### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

4 Press [Next], then [Archive Settings].

Network Settings	
Select item to edit.	
Prev	2 of 2
Next	Enter
Authentication Settings	
Archive Settings	
Automatic Logout Time: After 3 Minutes	
Print Server Data	
Clear Network Filtering Data	

5 Select archive item you want to set.




Item	Description
Transmitted Fax	Archive outbound fax documents.
Transmitted I-Fax	Archive outbound Internet fax documents.
Transmitted e-mail	Archive outbound “Scan to e-mail” documents.
Received Fax	Archive inbound fax documents.
Received I-Fax	Archive inbound Internet fax documents.

6 Specify an archive destination.

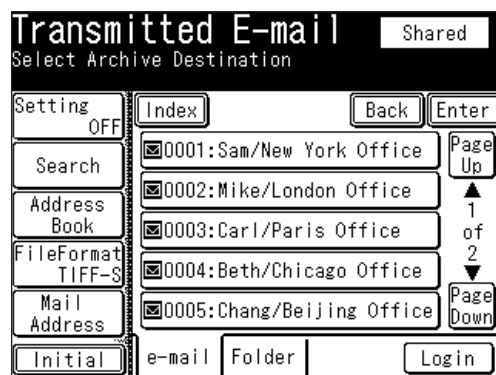
**NOTE**

- You can specify an archive destination from a fax destination, e-mail address, or folder
- In the “Transmitted e-mail” setting, it cannot send to a fax destination for archive.

Item	Description
[Setting]	Specifies whether to enable this archive setting.
[Search]	Search the destination from an LDAP server. <div> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• In order to search an LDAP server, the server must be registered in advance. For set-up information, see page 9-54 of this manual, or Chapter 4, “Using the Admin Tools,” in the <i>PC User’s Guide</i>.</li> <li>• This setting is only available when archive destination is “Fax” or “E-mail”.</li> </ul> </div>

[Address Book]	<p>If you know the address book number, you can quickly send to that location by entering that number.</p> <p><b>NOTE</b> </p> <p>This setting is only available when archive destination is "Fax" or "E-mail".</p>
[File Format]	<p>Selecting the file format that the document will be sent as.</p> <p><b>NOTE</b> </p> <p>This setting is only available when archive destination is "E-mail" or "Folder".</p>
[Mail Address]	<p>Press this when specifying an e-mail address.</p> <p><b>NOTE</b> </p> <p>This setting is only available when archive destination is "E-mail".</p>
Initialize	Clear the archive settings.

7 Press [Enter] to save the setting.



8 Press <Reset> to return to the standby mode.

## Automatic Logout time

This sets the time for automatic Network (Network Authentication) and OfficeBridge logout. If the machine has been inactive for the set period of time, it will automatically logout the users from the Network and OfficeBridge.

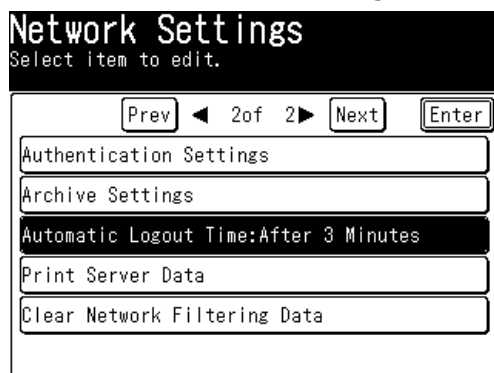
To set the time for automatic logout:

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

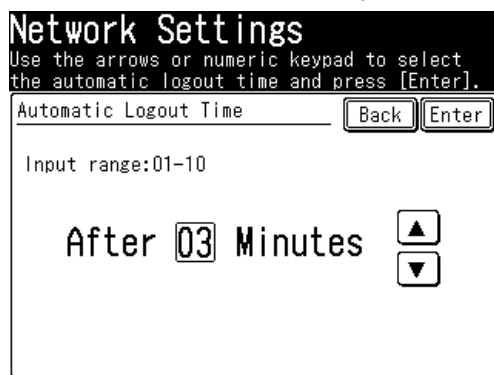
### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 4 Press [Next], then [Automatic Logout Time].



- 5 Use [▲] [▼] or the numeric keys to enter the logout time.



- 6 Press [Enter] to save the setting.
- 7 Press <Reset> to return to the standby mode.

## Print Server Data

### *Forced printing of received documents*

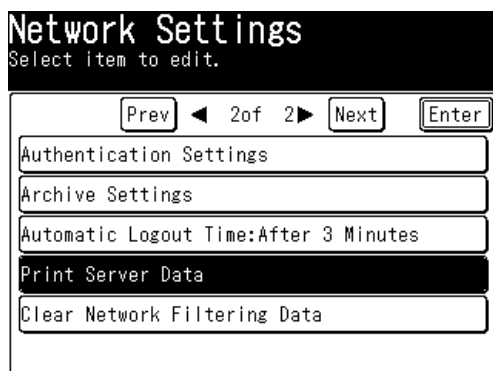
In case you are unable to read received documents on your computer because OfficeBridge is not accessible, and the received documents are not set to printout using “Received fax forwarding setting” (see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*), the received document can be forced to print by following this procedure from the machine’s control panel.

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

#### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 4 Press [Next], then [Print Server Data].



#### NOTE

If a protection passcode (see page 9-88) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 5 Press [Yes].

The machine will print all of the documents that were received into memory.

## Clear the “Network Filtering” setting

---

If you cannot clear the “Network Filtering” settings from your web browser, please use the following procedure to clear them.

### NOTE

The “Network Filtering” function restricts OfficeBridge access from specific client PC's.

For details on the “Network Filtering” setting, see Chapter 4, “Using the Admin Tools,” in the *PC User's Guide*.

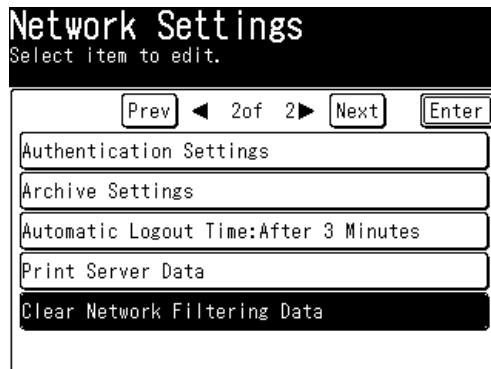
To clear the network filtering setting:

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 4 Press [Next], then [Clear Network Filtering Data].



- 5 Press [Yes] to clear the setting.
- 6 Press <Reset> to return to the standby mode.





# Network authentication settings

This setting allows you to limit machine access to authorized users only.

This feature is compatible with Active Directory or Windows NT Server 4.0.

The Network Authentication feature also supports Kerberos, the highest security level within Active Directory. This product includes RSA BSAFE® Cryptographic software from RSA Security Inc.

When the setting is activated, users should enter their domain user name and password to authenticate themselves and access the machine.

The administrator can check who has logged in the network using the machine.

In Active Directory, the user's information will be acquired through the LDAP v3 (using encrypted authentication) when the user is authorized.

If the user has logged in with their OfficeBridge profile the "Reply To:" field in all outbound e-mail (and Internet fax) communication will be tagged with the e-mail address registered in their OfficeBridge profile. If the user does not login with their OfficeBridge profile the "Reply To:" in all outbound e-mail (and Internet fax) communication will be tagged with the e-mail address registered in Active Directory.

If the user name and password is the same for both network authentication (Active Directory) and OfficeBridge, the login procedure for network authentication will be skipped.

## Setting up the Authentication Mode

The following four items must be registered prior to using the authentication mode:

- Server Type..... Select either Active Directory or Windows NT.
- Domain Name..... Enter the domain name.
- Mode Authentication..... Select which mode(s) will require authentication copy, fax and/or scan.

### NOTE

- The DNS server should be set up when using the authentication mode with Active Directory (Windows 2000 server and Windows Server 2003).
- The "Windows Time Service" should be activated in Active Directory when using the authentication mode with Active Directory.
- The WINS settings should be set up when using the authentication mode with Windows NT Server 4.0.
- When using Windows NT Server 4.0, the version must be Service Pack 4 or later.
- When you change the Server Type, the Domain Name will be cleared. Reenter the Domain Name after changing the Server Type.

## Locating the authentication setting

- 1 Press <Setting> on the control panel.
- 2 Press [Management].
- 3 Press [Network Settings].

### NOTE

If a network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].

- 4 Press [Next], then [Authentication Settings].

The screenshot shows a terminal window titled "Network Settings" with the instruction "Select item to edit." Below the title is a navigation bar with buttons for "Prev", "2 of 2", "Next", and "Enter". A list of menu items is displayed: "Authentication Settings" (highlighted), "Archive Settings", "Automatic Logout Time: After 3 Minutes", "Print Server Data", and "Clear Network Filtering Data".

#### ❑ Selecting the Server Type

Select the server type from Active Directory and Windows NT Server 4.0.

- 5 Press [Server Type].

The screenshot shows a terminal window titled "Authentication Settings" with the instruction "Select item to edit." Below the title is a navigation bar with an "Enter" button. A list of menu items is displayed: "Server Type :None" (highlighted), "Domain Name :", and "Mode Authentication".

- 6 Select the server type and press [Enter].

The screenshot shows a terminal window titled "Authentication Settings" with the instruction "Select the Server Type and press [Enter].". Below the title is a navigation bar with "Back" and "Enter" buttons. A list of server types is displayed: "Active Directory" (highlighted), "Windows NT", and "None".

#### NOTE

If you select "None", the authentication settings will be turned off.

## ❑ Registering the Domain Name

Enter the domain name.

**7** Press [Domain Name].

**8** Use the QWERTY keypad to enter the domain name.

### NOTE

- In Active Directory, the domain name may contain up to 64 characters.
- In Windows NT Server 4.0, the domain name may contain up to 15 characters.



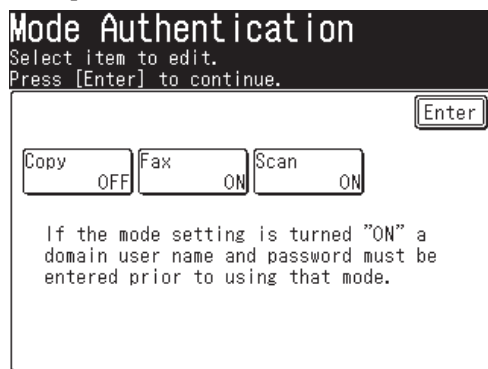
**9** Press [Enter].

## ❑ Setting the Authentication Mode

Select which mode(s) will require authentication – Copy, Fax and/or Scan.

**10** Press [Mode Authentication].

**11** Toggle the button and select ON or OFF for each mode.  
Then press [Enter].



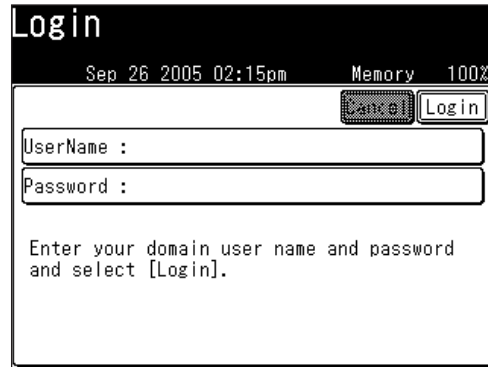
**12** Press <Reset> to return to the standby mode.

## Using the authentication mode

When the Network Authentication feature is activated users will be required to authenticate themselves, using their domain user name and password, prior to accessing selected machine functions.

### *Login*

- 1 When you press [COPY], [FAX], or [SCAN] the following screen will appear:



#### **NOTE**

Authentication will be required for each mode which has been set to “ON” in “Mode Authentication”. (See “Setting the Authentication Mode” on page 9-51.)

- 2 Press [User Name].
- 3 Use the QWERTY keypad to enter the domain user name.

#### **NOTE**

If you are a user outside the domain, but have a trusted link with the registered machine’s domain, enter the domain name after the user name with an “@”, like “Sam@dom\_company”.

- 4 Press [Enter].
- 5 Press [Password].
- 6 Use the QWERTY keypad and numeric keys to enter the password.

#### **NOTE**

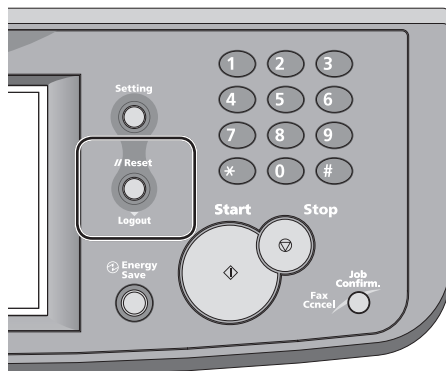
The entered password will be displayed using asterisks (\*) for security reasons.

- 7 Press [Enter].
- 8 Press [Login].
- 9 Please wait while the machine authorizes you.



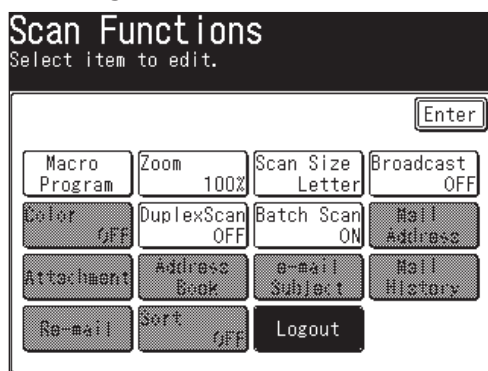
## Logout

- 1 Press <Logout> on the control panel.

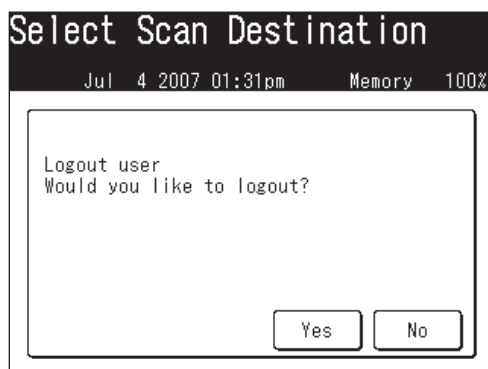


— or —

Press [Logout] on the touch screen.



- 2 Press [Yes].



### NOTE

- The user will be logged out automatically, when the machine comes to the “Logout Time”. See page 9-46 how to set the time.
- If you are logged in to OfficeBridge, you will be logged-out after this operation.
- You cannot logout in copy mode until the copy jobs are complete. If a paper jam occurs while copying, clear all the reserved jobs, and then logout. Follow the instructions which will be displayed on the touch screen.

# LDAP server settings

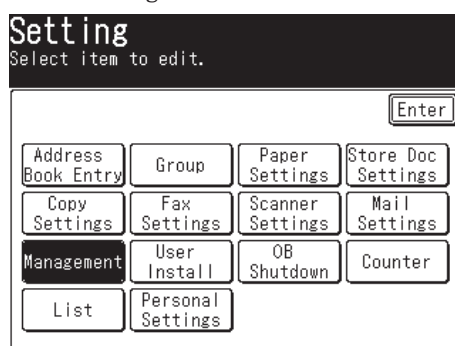
## Registering an LDAP server

When an LDAP (Light Directory Access Protocol) server is registered, directory information (ex. e-mail address) residing on the LDAP server can be searched. Addresses from the LDAP server can then be registered in the Address Book.

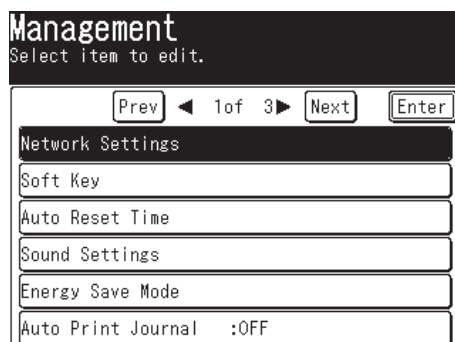
### NOTE

Up to five LDAP servers can be registered on your machine. Not all five servers may be searched at the same time, only one server may be searched at a time.

- 1 Press <Setting> on the control panel.
- 2 Press [Management].

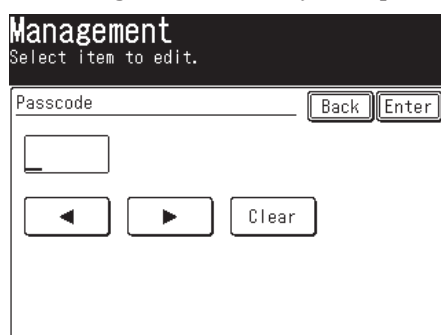


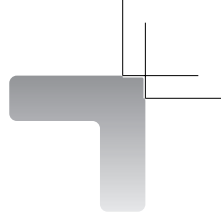
- 3 Press [Network Settings].



### NOTE

If the network settings code (see page 9-89) has been set, you must enter the proper passcode using the numeric keys and press [Enter].





- 4 Press [LDAP Settings].

Network Settings  
Select item to edit.

	Enter
Network Settings Code	
Ping	
LDAP Settings	
TCP/IP Settings	
Show MAC Address	
SMB Settings	

- 5 Press [LDAP Server Setting].

LDAP Settings  
Select item to edit.

	Enter
LDAP Server Setting	
LDAP Parameter Settings	

- 6 Press the LDAP number you want to register (01-05).

LDAP Server Setting  
Select item to edit.

Default Server	Enter
01:	
02:	
03:	
04:	
05:	

- 7 Press [Name].

01:  
Select item to edit.

Prev ◀ 1 of 2 ▶ Next		Enter
Name	:	
Server Name	:	
IP Address	:	. . .
Port Number	:	389
Account	:	
Password	:	

- 8 You can enter a unique name for the LDAP server setting.  
Enter the name using up to 23 characters and press [Enter].

Name

Enter the name and select [Enter].

Entry Limit 0/ 23

Back Enter

Name: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

z x c v b n m . , .com

Upper Symbol Space ← Delete →

- 9 Press [Server Name].

01:LDAP\_01

Select item to edit.

Prev 1 of 2 Next Enter

Name :LDAP\_01

Server Name :

IP Address : . . .

Port Number :389

Account :

Password :

- 10 Enter the LDAP server name and press [Enter].  
You can enter up to 99 characters.

Server Name

Enter the server name and select [Enter].

Entry Limit 0/ 99

Back Enter

Server Name: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

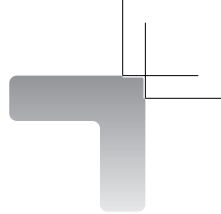
z x c v b n m . , .com

Upper Symbol Space ← Delete →

**NOTE**

If you do not know the LDAP server name consult your network administrator.





**11** Press [IP Address].

**12** Enter the LDAP server's IP address using the numeric keys and press [Enter].

**NOTE**

- The IP address is given priority when both the LDAP server name and IP address are registered.
- If you do not know the LDAP server address consult your network administrator.

**13** Press [Port Number].

- 14** Enter the port number using the numeric keys. The port number can range from 0001–65535.  
The default port number is 389.

01:LDAP\_01  
Use the arrows or numeric keypad to enter the port number and select [Enter].  
Port Number  Back Enter  
Input range:00000-65535  
▲  
▼

- 15** If the LDAP server requires authentication in order to access it, please register an account name (user name) and passcode. Otherwise go to the step 22.

**NOTE**

When the “User Login” (see step 22) is set to “Yes”, the “Account” and “Passcode” cannot be entered here. You will register them in the OfficeBridge User Set-up screen, then you can use the LDAP server after logging-in as OfficeBridge user. Otherwise, you must enter them manually when you want to access an LDAP server.

For more information on the OfficeBridge User Set-up screen, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

- 16** Press [Account].

01:LDAP\_01  
Select item to edit.  
Prev ◀ 1 of 2 ▶ Next Enter  
Name :LDAP\_01  
Server Name :FIREWORK  
IP Address :200. 1. 37. 1  
Port Number :389  
Account :  
Password :

- 17** Enter the account name (user name) and press [Enter].  
You can enter up to 49 characters.

Account  
Enter the account name and select [Enter].  
Entry Limit 0 / 49  
Account:\_ Back Enter  
1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l ;  
\_ z x c v b n m . , .com  
Upper Symbol Space Delete ◀ ▶

18 Press [Password].

19 Enter the passcode using the numeric keys and press [Enter].  
You can enter up to 29 characters.

20 Press [Next], then press [Login Required].

21 If the LDAP server requires login information (an account and passcode), press [Yes]. Otherwise, press [No]. Then press [Enter].

**22** Press [User Login].

01:LDAP\_01  
Select item to edit.

Prev ◀ 2 of 2 ▶ Next Enter

Login Required	:YES
User Login	:NO
Search Base	:
Maximum Results	:50
Time Limit	:Unlimited
Optional Settings	

**23** Press [YES] and press [Enter].

01:LDAP\_01  
Select YES/NO and press [Enter].

User Login Back Enter

YES NO

**NOTE**

When it is set to “Yes”, the users will be prompted to enter an account name and password when they access the LDAP server. This account name and password can be registered on the OfficeBridge User Set-up screen, in advance.

About the OfficeBridge User Set-up screen, see Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

**24** Press [Start Base].

01:LDAP\_01  
Select item to edit.

Prev ◀ 2 of 2 ▶ Next Enter

Login Required	:YES
User Login	:NO
Search Base	:
Maximum Results	:50
Time Limit	:Unlimited
Optional Settings	



- 25** Enter the search start point and press [Enter].  
You can enter up to 99 characters.

- 26** Press [Maximum Results].

- 27** Using the numeric keypad enter the maximum number of search results you want to display and press [Enter].  
The number can be entered within the range of 001-100.  
The default number is 50.

**28** Press [Time Limit].

01:LDAP\_01  
Select item to edit.

Prev ◀ 2of 2 ▶ Next Enter

Login Required	:YES
User Login	:NO
Start Point	:O=MURATEC, OU=SALES, C=JP
Maximum Results	:50
Time Limit	:Unlimited
Optional Settings	

**29** Using the numeric keypad enter the maximum amount of time you want the machine to search the LDAP server and press [Enter].  
The time can be entered within the range of 0000–9999 seconds.  
The default setting is “0000” (unlimited setting).

01:LDAP\_01  
Enter the search time limit and select [Enter].

Time Limit Back Enter

Input range:0000-9999

0000 ▲ ▼

**NOTE**

If you do not want a time limitation, enter “0000”.

You can configure the search attributes using the “LDAP parameter settings” (see page 9-68). In addition, you can set additional search attributes by:

**30** Press [Optional Setting].

01:LDAP\_01  
Select item to edit.

Prev ◀ 2of 2 ▶ Next Enter

Login Required	:YES
User Login	:NO
Start Point	:O=MURATEC, OU=SALES, C=JP
Maximum Results	:50
Time Limit	:Unlimited
Optional Settings	

- 31** Select [Attribute].

Optional Settings  
Select item to edit.

Back Enter

Attribute:

Value : Any

- 32** Enter the search attribute and press [Enter].  
You can enter up to 23 characters.

Attribute  
Enter the attribute and select [Enter].  
Entry Limit 0/23

Back Enter

Attribute:\_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . , .com  
Upper Symbol Space Delete

- 33** Press [Value].

Optional Settings  
Select item to edit.

Back Enter

Attribute:

Value : Any

- 34** Enter the LDAP search value and press [Enter].  
You can enter up to 23 characters.

Value  
Enter the value and select [Enter].  
Entry Limit 0/23

Back Enter

Value:\_

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l @  
\_ z x c v b n m . , .com  
Upper Symbol Space Delete

- 35** To set the search method, press the key next to [Value].

Optional Settings  
Select item to edit.

Back Enter

Attribute:

Value : Any

- 36** Select the search method and press [Enter].

Optional Settings  
Select the Search Method and press [Enter].

Search Method Back Enter

Any Initial Final

Equal Not Use

This will search any information that has been entered into the line item, including blanks

Any .....Displays the search results that contain the value you entered.  
Initial.....Displays the search results that begin with the value you entered.  
Final .....Displays the search results that end with the value you entered.  
Equal .....Displays the search results that exactly match with the value you entered.  
Not Use...Information entered in this field will not be searched.

- 37** When you have finished press <Reset> on the control panel to return to the Standby mode.



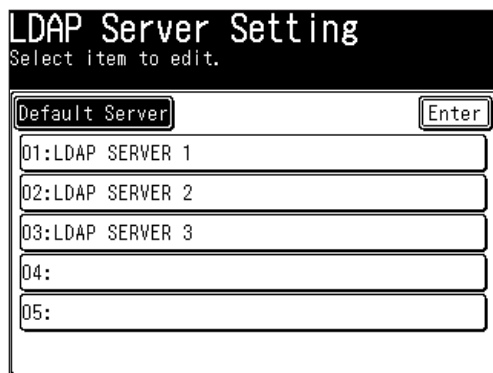
## Setting the default LDAP server

You can set the default LDAP server using the following procedure.

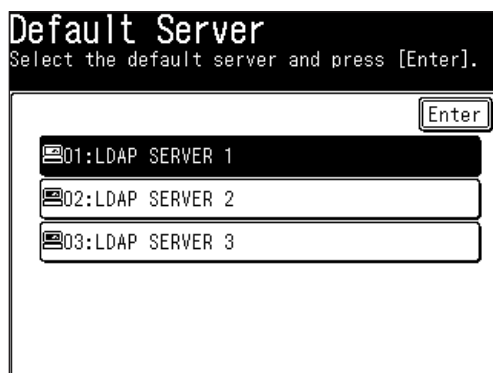
### NOTE

At least one LDAP server should be registered.

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Network Settings], [LDAP Settings], and [LDAP Server Setting] in this order.
- 3 Press [Default Server].



- 4 Select the LDAP server you want to set as the default server.



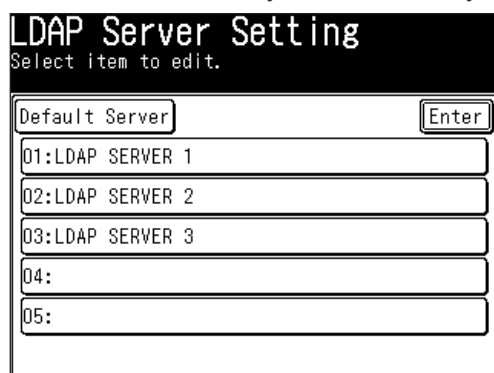
- 5 Press [Enter].
- 6 When you have finished press <Reset> on the control panel to return to the Standby mode.

## Modifying the LDAP server settings

---

If necessary, you can modify the existing LDAP server setting.

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Network Settings], [LDAP Settings], and [LDAP Server Setting] in this order.
- 3 Press the LDAP server you want to modify.



The screenshot shows a menu titled "LDAP Server Setting" with the instruction "Select item to edit." Below the title is a list of five items: "Default Server", "01:LDAP SERVER 1", "02:LDAP SERVER 2", "03:LDAP SERVER 3", "04:", and "05:". Each item is enclosed in a rectangular box. To the right of the "Default Server" box is a button labeled "Enter".

- 4 Modify the items and press [Enter].
- 5 When you have finished press <Reset> on the control panel to return to the Standby mode.



## Deleting an LDAP server

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Network Settings], [LDAP Settings], and [LDAP Server Setting] in this order.
- 3 Select the LDAP server you want to delete.

LDAP Server Setting  
Select item to edit.

Default Server Enter

01:LDAP SERVER 1

02:LDAP SERVER 2

03:LDAP SERVER 3

04:

05:

- 4 Press [Server Name].
- 5 Press [Delete] to clear the server name and press [Enter].

Server Name  
Enter the server name and select [Enter].  
Entry Limit 0/99

Back Enter

Server Name: \_

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l @

z x c v b n m . , .com

Upper Symbol Space Delete

- 6 Press [IP Address].
- 7 Press [Clear] to clear the IP Address and press [Enter].

01:LDAP\_01  
Enter the IP address and select [Enter].

IP Address Back Enter

.

Clear

- 8 When you have finished press <Reset> on the control panel to return to the Standby mode.

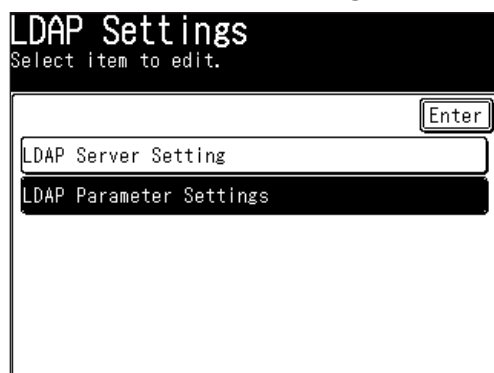
## LDAP parameter settings

### NOTE

If you are unsure about these settings, consult your system administrator.

### Configuring LDAP parameter settings

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Network Settings], and [LDAP Settings] in this order.
- 3 Press [LDAP Parameter Settings].



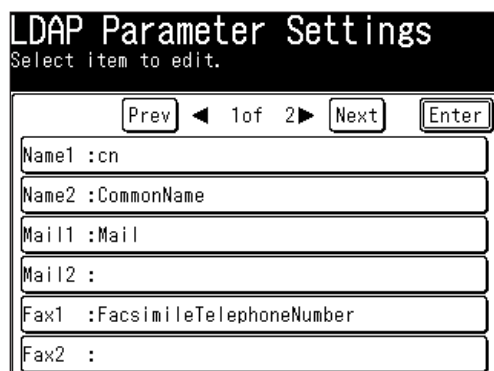
LDAP Settings  
Select item to edit.

Enter

LDAP Server Setting

LDAP Parameter Settings

- 4 Select an attribute you want to configure.



LDAP Parameter Settings  
Select item to edit.

Prev 1 of 2 Next Enter

Name1 : cn

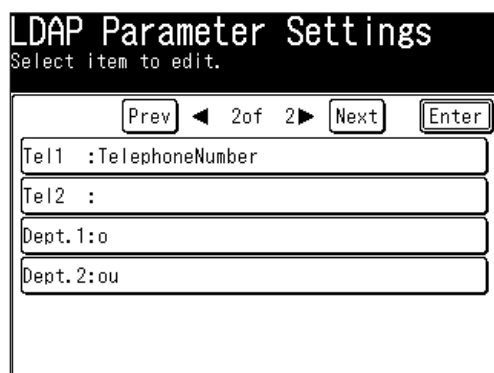
Name2 : CommonName

Mail1 : Mail

Mail2 :

Fax1 : FacsimileTelephoneNumber

Fax2 :



LDAP Parameter Settings  
Select item to edit.

Prev 2 of 2 Next Enter

Tel1 : TelephoneNumber

Tel2 :

Dept.1 : o

Dept.2 : ou

- 5 Enter the attribute and press [Enter].

- 6** When you have finished press <Reset> on the control panel to return to the Standby mode.

**NOTE**

You can register up to two attributes for each search object. When two attributes have been registered, the attribute 1 (ex. “cn”) is used as the search filter. And then, the machine will retrieve the records that include the registered attributes you set.

For example, when the LDAP parameters are set as follows, and you entered a name for the search object, the machine first requests the LDAP server to search the record that includes “cn=(text you’ve entered)”. Then, the machine retrieves the parameters based on all the registered attributes (cn, commonname, mail, facsimiletelephonenumber, telephonenumber, o, ou) from the searched records.

Name1 : cn  
Name2 : commonname  
Mail1 : mail  
Mail2 :  
Fax1 : facsimiletelephonenumber  
Fax2 :  
Tel1 : telephonenumber  
Tel2 :  
Dept.1 : o  
Dept.2 : ou

### ***Printing the LDAP parameter settings***

Print the “Network Settings” list (refer to page 10-4) and view the “LDAP Parameter Settings” that are underneath the heading “LDAP Settings”.

# E-mail settings

## NOTE

In order to use the e-mail and Internet fax function on your machine, the “SMTP/POP” settings and “E-mail Settings” must be setup. These settings can be configured using a Web Browser.

Using a web browser, you can check and configure all the network settings for your machine. For more information on using a web browser, see Chapter 4 “Using the Admin Tools,” in the *PC User’s Guide*.

If you want to change settings through a web browser, you must first register an IP address on the machine. (See page 9-28.)

## SMTP/POP Settings

- 1 Type the machine’s IP address into the URL address field on your web browser (ex. http://200.1.37.99/).
- 2 Click “Admin Tools”.
- 3 Click [SMTP/POP] under the “Configuration” column.
- 4 Enter the e-mail server settings.  
See the following page for a description of each item.


**SMTP/POP Settings** [Save] [Close]

Section	Field	Value
Sender Information	Name:	
	E-mail Address:	
	Reply To:	
Mail Server	Sending mail (SMTP) Server:	0.0.0.0
	Receiving mail (POP3) Server:	0.0.0.0
	UserID for POP3 :	
	Password for POP3 :	
	Check for New Mail:	0 hr 10 min 0 sec ( hr:0-99 min:0-59 sec:0-59 )
	Note:	If all are set to 0 the mail will not be checked.
	<input type="checkbox"/> Receive before Send.	
	SMTP Port No.:	25 (Normal: 25)
	POP3 Port No.:	110 (Normal: 110)
	Select POP3 Auth. Method:	<input checked="" type="radio"/> Normal <input type="radio"/> APOP
Select SMTP Auth. Method:	<input checked="" type="radio"/> Do not use <input type="radio"/> LOGIN <input type="radio"/> PLAIN <input type="radio"/> CRAM-MD5	
SMTP Reception	User ID for SMTP:	
	Password for SMTP:	
	Domain for Receiving:	
	Receiving Port No.:	25 (Normal: 25)

\* Be sure to re-start the device if the SMTP Port No. has been changed.

[Security]

[Initialize]

	Setting	Description
Sender Information	Name	Enter a name that is displayed in the sender field of the e-mail sent from your machine. Up to 40 characters can be registered.
	E-mail Address	Enter an e-mail address assigned to your machine. Up to 50 characters can be registered.
	Reply to	If you want the "Reply To:" e-mail address to be different than the machine's e-mail address, enter the address here. The address will be added to the header attached with "Reply To:". Up to 50 characters can be registered. <b>NOTE</b>  This field can be entered, only when the "E-mail Address" field has been entered.
Mail Server	Sending mail (SMTP) server	Enter the domain name or an IP address of the SMTP server for sending e-mail. When entering a domain name, you can enter up to 50 characters.
	Receiving mail (POP3) server	Enter the domain name or an IP address of the POP3 server for receiving e-mail. When entering a domain name, you can enter up to 50 characters.
	User ID for POP3	Enter the user ID used when logging in to the POP3 server. Up to 50 characters.
	Password for POP3	Enter the password used when logging in to the POP3 server. Up to 50 characters.
	Check for New Mail	This setting establishes the interval at which the mail server is checked for new mail. The minimum value is 5 seconds and the maximum is 99 hr 59 min 59 sec. The initial value is 10 min. To keep this system from checking for e-mail automatically, set all of these values to 0.
	Receive before Send.	For some providers, POP authentication is required before sending (send request to SMTP server). In this case, check this item.
	SMTP Port No.	Enter the SMTP port number. (1–65535) Default: 25
	POP3 Port No.	Enter the POP3 port number. (1–65535) Default: 110
	Select POP3 Auth. Method	APOP (Authenticated POP) is a POP security protocol that encrypts the POP password when connecting with the POP server. If APOP is available on the POP server you are using, select "APOP". Otherwise, select "Normal".

	Setting	Description
Mail Server	Select SMTP Auth. Method	Select the SMTP authentication method if the SMTP server you are using requires authentication.
	User ID for SMTP	Enter the user ID used when logging in to the SMTP server, if necessary. Up to 50 characters can be registered.
	Password for SMTP	Enter the password used when logging in to the SMTP server, if necessary. Up to 50 characters can be registered.
SMTP Reception	Domain for Receiving	When receiving mail with SMTP from the mail server, this sets the accepting domain name. SMTP reception is not possible unless this is set. It can be entered up to 50 characters.
	Receiving Port No.	Input the SMTP port number. Normally, set to "25".
	Security	You can register up to five computer IP addresses or domains for clients allowed to receive. Click the [Security] button, then register in the "Security Settings" dialog.
[Initialize]	Initializes the SMTP/POP settings. The settings will return to the factory default setting.	
[Save]	Saves the current settings and closes the dialog.	
[Close]	Closes the "SMTP/POP Settings" dialog.	



## E-mail settings



- 1 Type your machine's IP address in the URL address field on your web browser (ex. <http://200.1.37.99/>).
- 2 Click "Admin Tools".
- 3 Click [E-mail Settings] under the "Configuration" column.
- 4 Configure the e-mail settings.  
See the following page for a description of each item.



E-mail Settings


SaveClose

Attach File Format	<input type="radio"/> PDF <input checked="" type="radio"/> TIFF-S (T.37 simple mode) <input type="radio"/> TIFF ( Image Encoding Method: MMR )
Insert Coversheet (I-Fax) or Subject/Text(E-mail)	When mail without a subject or text is sent <input type="radio"/> Do not insert text <input checked="" type="radio"/> Insert text The senders information is: attached
E-mail Template	E-mail Template Registration
Show recipients on Tx e-mail	<input checked="" type="radio"/> Yes - show all recipients <input type="radio"/> No - show one recipient
When mail that cannot be analyzed is received	<input checked="" type="radio"/> Return error notice to the author. <input type="radio"/> Return mail to the author. <input type="radio"/> Forward mail to others. Forwarding E-mail Address:
Request receipt verification when sending mail	<input type="radio"/> Delivery Status Notification (DSN) from receiving server <input type="radio"/> Message Disposition Notification (MDN) showing that recipient read the mail <input type="radio"/> Request both reception notifications. <input checked="" type="radio"/> Do not request either reception notifications.
When mail requesting MDN is received	<input type="radio"/> Do not send MDN. <input checked="" type="radio"/> Send MDN. Specify MDN Recipients
When mail that requests fax forwarding is received	<input type="radio"/> Reject forwarding request. <input checked="" type="radio"/> Accept forwarding request. Return forwarding result : Send Setting security for fax forwarding

Initialize

Setting	Description
Attached File Format	<p>Select whether to convert the documents into a “PDF”, “TIFF-S” or “TIFF” format when sending an e-mail.</p> <ul style="list-style-type: none"> <li>• PDF The document is converted into PDF format. However, a PDF file can only be transmitted to an e-mail inbox.</li> <li>• TIFF-S (ITU-T T.37 simple mode) The document is converted into a TIFF format based on T.37 simple mode. T.37 is an international standard for Internet faxing. When a document is sent in simple mode format, it can be received normally by other Internet fax devices. However, all attached documents are converted to A4 size and 200 dpi resolution.</li> <li>• TIFF (ITU-T T.37 full mode) The document is converted into a TIFF format and is sent at the original document size and resolution selected during scanning. “TIFF Image Encoding Method” sets the image encoding method for sending documents with “TIFF”. Select “MH”, “MR”, “MMR”, or “JBIG”.</li> </ul> <p><b>NOTE</b> </p> <p>This setting is effective only for an e-mail sending from the PC. For the attached file format of an e-mail sending from the machine, you can set it using the machine’s control panel. However, the “TIFF Image Encoding Method” setting is effective for both e-mail sending from PC and machine.</p>
Insert Cover sheet (I-Fax) or Subject/Text (E-mail)	<p>Select whether to attach the following subject line and text message automatically into an e-mail, when these items are not filled in by the user.</p> <p><i>Subject: E-mail Message</i> <i>Text: This is an e-message.</i> <i>Please see the file attached.</i></p> <p>When “Insert text” is selected, you can also select whether to add the sender information to the text. The sender information can be stored in “SMTP/POP Server Settings” dialog.</p> <p><b>NOTE</b> </p> <p>This setting is effective only for e-mail sent from the PC. However, “The sender information” setting is effective for both e-mail sending from PC and machine.</p>
E-mail Template	<p>Up to 10 e-mail templates (subject line and message) can be registered for sending. Registered e-mail templates can be accessed from the machine when sending an e-mail.</p>
Show recipients on Tx e-mail	<p>Select whether or not to write the e-mail destination information (To, Cc, Bcc) in the e-mail header.</p> <p>If a large volume e-mail is broadcasted to multiple addresses, some SMTP servers may not accept the e-mail transmission. If this happens, select “No – show one recipient”.</p>

Setting	Description
When mail that cannot be analyzed is received	<p>In some cases, received e-mail cannot be printed correctly due to the format of a received file. This mode allows you to either return an error message to the sender or have the message forwarded to another inbox. Check any of the options below:</p> <ul style="list-style-type: none"> <li>• <b>Return error notice to author:</b> Returns an error notice to the author</li> <li>• <b>Return mail to author:</b> Returns the original e-mail to the author.</li> <li>• <b>Forward mail to others:</b> Forwards the e-mail to another e-mail address without returning it to the author. You can set just one e-mail address in which to forward mail that cannot be analyzed. The forwarding e-mail address can contain up to 50 characters.</li> </ul>
Request receipt verification when sending mail	<p>Select whether to request the receiver for delivery check or reading check when sending e-mail.</p> <ul style="list-style-type: none"> <li>• <b>Delivery Status Notification (DSN) from receiving server:</b> Requests a delivery confirmation.</li> <li>• <b>Message Disposition Notification (MDN) showing that recipient read the mail:</b> Requests a read receipt.</li> <li>• <b>Request both reception notifications:</b> Requests both a delivery confirmation and a read receipt.</li> <li>• <b>Do not request either notifications:</b> The delivery notification and read receipt will not be requested.</li> </ul> <p><b>NOTE</b> </p> <p>Some mail servers and e-mail reception software will not respond to these requests..</p>
When mail requesting MDN is received	<p>Select whether to return a MDN (Message Disposition Notification) when the received e-mail requests an MDN.</p> <ul style="list-style-type: none"> <li>• <b>Do not send MDN</b> Not reply a MDN.</li> <li>• <b>Send MDN</b> Reply a MDN.</li> </ul> <p><b>[Specify MDN Recipients]</b> Set this to reply to MDN only from specific e-mail addresses or domain names. Click the [Specify MDN Recipients], then register e-mail addresses or domain names. Up to five can be registered.</p> <p><b>NOTE</b> </p> <p>If you check “Send MDN”, but do not set the “Specify MDN Recipients”, MDN replies are sent to all e-mail requesting them.</p>

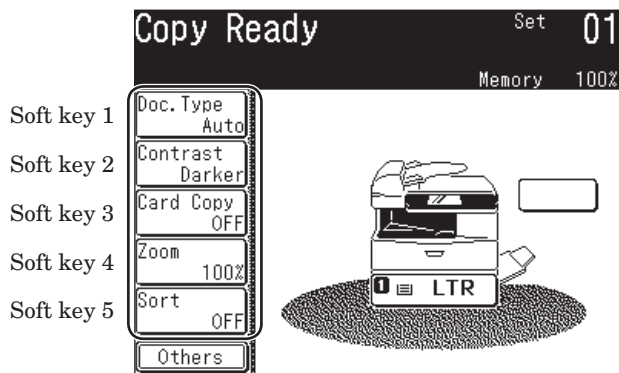
Setting	Description
When mail that requests fax forwarding is received	<p>Select whether or not to honor requests for forwarding received e-mail as faxes.</p> <ul style="list-style-type: none"> <li>• <b>“Reject forwarding request”</b> Denies forwarding requests.</li> <li>• <b>“Accept forwarding request”</b> Accept forwarding requests.</li> </ul> <p><b>[Setting Security for Fax Forwarding]</b> Set this to restrict fax forwarding to specific e-mail addresses and domain names. Up to five can be registered. Click the [Setting Security for fax forwarding], then register in the “Setting Security for Fax Forwarding” dialog.</p> <p><b>NOTE</b> </p> <p>If you check “Accept forwarding requests” but do not set the “Setting Security for Fax Forwarding”, then all e-mails requesting fax forwarding are forwarded.</p>
[Initialize]	Initializes the E-mail settings. The settings will return to the factory default settings.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the “E-mail Settings” dialog.

# Soft keys

A soft key is a shortcut key. By assigning frequently used functions to a soft key you can perform instant recall of this feature. The five soft keys can be displayed on the standby mode.

You can program the soft keys for the copy, fax and scanner displays. Also, the fax and scanner displays have multiple tabs on the bottom of the display that toggle between fax, e-mail, folder, etc. Each of these tabs can contain its own set of soft keys.

## Example of Copy standby mode



## Soft key functions

The following table lists the functions you can assign to a soft key.

### Copy mode

Function name	Descriptions	Reference page
Macro Program	Use this to perform the macro program.	p. 9-82
Doc. Type	Use this to set the document type and resolution for copying.	p. 2-8
Contrast	Use this to set the contrast for copying.	p. 2-9
Zoom	Use this to set the magnification for copying.	p. 2-10
Sort	Makes on/off setting for sort copy.	p. 2-11
Combine	Use this to set the combine copy.	p. 2-14
Duplex Copy *1	Use this to set the duplex copy.	p. 2-16
Card Copy *2	Use this to set the card copy.	p. 2-25
Doc. Size	Use this to select the size of the document to be copied.	p. 2-27
Bypass	Use this to set the paper type on the bypass tray.	p. 2-12
Logout	Use this to logout the network session.	p. 1-20

\*1: The duplex printing unit is required. When the duplex printing unit is not installed, [DuplexScan] will be displayed.

\*2: This function is for MFX-2050/MFX-1450 only.

## ***Fax/I-Fax mode***

Each tab can have the same set of soft keys or you can customize each tab's soft keys.

Function name	Descriptions	Fax	I-Fax	Reference page
Macro Program	Use this to perform the macro program.	✓	✓	p.9-82
Resolution*	Use this to set the scanning resolution.	✓	✓	p.4-17
Contrast*	Use this to set the scanning contrast.	✓	✓	p.4-18
Redial	Use this to specify the destination to redial.	✓	×	p.4-15
Monitor	Use this to obtain a dial tone for on-hook dialing.	✓	×	p.4-12
Address Book	Use this to specify the destination by the address book number.	✓	✓	p.3-16
Fax Forward	Makes on/off setting for fax forwarding.	✓	×	p.5-42
Fax & Copy	Makes on/off setting for Fax&Copy.	✓	✓	p.5-4
Program One-Touch	Use this to perform program one-touch.	✓	×	p.5-50
Group Tx	Use this to make a group transmission.	✓	✓	p.3-25
Security Rx	Makes on/off setting for security reception.	✓	✓	p.5-58
TTI*	Makes on/off setting for TTI sending.	✓	✓	p.4-20
TTI Select*	Select the TTI to be sent.	✓	✓	p.4-19
Cover Page*	Makes on/off setting for cover page.	✓	✓	p.5-6
Tx Report*	Makes on/off setting for print the transmit confirmation report.	✓	✓	p.4-21
Delayed Tx	Use this to make a delayed transmission.	✓	✓	p.5-3
Batch Tx	Use this to store a document for batch transmission.	✓	×	p.5-10
Scan Size*	Use this to specify the scanning size for documents.	✓	✓	p.5-14
Polling	Use this to make a polling reception.	✓	×	p.5-15
FPolling	Use this to make a F-code polling.	✓	×	p.5-41
F-Code Tx	Use this to make a F-code transmission.	✓	×	p.5-40
Memory Tx*	Makes on/off setting for memory transmission.	✓	×	p.4-14
Dialing Options	Use this to enter a dialing character.	✓	×	p.3-3
Broadcast	Use this to make a broadcasting.	✓	✓	p.4-23
Mail Address	Use this when manually entering e-mail address for sending.	×	✓	p.5-72
Mail History	Displays the history of e-mail address manually entered using QWERTY keypad.	×	✓	p.5-75
Re-mail	Displays the e-mail address to which you sent last.	×	✓	p.5-74
e-mail Subject*	Enable to edit a subject line and a message attached to e-mail, if necessary.	×	✓	p.5-78
Batch Scan*	Makes on/off setting for batch scan.	×	✓	p.5-82

Function name	Descriptions	Fax	I-Fax	Reference page
Check Mail	Use this to check new arriving e-mail immediately.	×	✓	p.5-77
File Format*	Use this to select the attachment format.	×	✓	p.5-83
e-mail gateway	Use this to send the document to an e-mail gateway.	✓	×	p.5-56
Logout	Use this to logout the network session.	✓	✓	p.1-20

(✓ : possible to setup. × : impossible to setup.)

\* These functions are only valid for the next transmission. Once that transmission is complete, the setting will return to its default setting. If you want to change the default setting, see “Fax settings” on page 9-6.

## Scan mode

Each scan mode can have the same set of soft keys or you can customize each tab's soft keys.

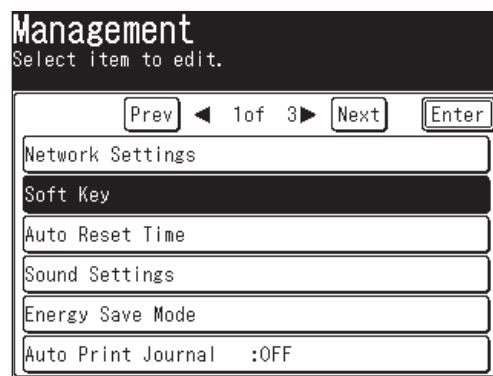
Function name	Descriptions	e-mail	Folder	FTP	Reference page
Macro Program	Use this to enter, edit or perform a macro program.	✓	✓	✓	p.9-82
Doc. Type	Use this to set the document type for scanning.	✓	✓	✓	p.6-6
Contrast	Use this to set the contrast for scanning.	✓	✓	✓	p.6-5
Resolution	Use this to set the scanning resolution.	✓	✓	✓	p.6-4
Zoom	Use this to set the magnification for scanning.	✓	✓	✓	p.6-49
Scan Size	Use this to specify the scanning size for documents.	✓	✓	✓	p.6-7
Broadcast	Use this to make a broadcast.	✓	✓	✓	p.6-54
Color	Use this key to toggle the monochrome and color scan mode.	✓	✓	✓	p.6-48
Duplex Scan	Use this to scan a two-sided document.	✓	✓	✓	p.6-52
Batch Scan	Use this to select the scanned pages saved as one file or individual.	✓	✓	✓	p.6-51
File Format	Use this to select the file format for the scanned document.	✓	✓	✓	p.6-11
Mail Address	Use this when entering e-mail addresses manually.	✓	×	×	p.6-13
Attachment	Enables additional files attached to the scanned document and send.	✓	✓	✓	p.6-55
File Name	Enables to add a file name to the scanned document.	✓	✓	✓	p.6-8
Address Book	Use this to specify the destination by the address book number.	✓	×	×	p.3-16
e-mail Subject	Enables to edit a subject line and a message attached to e-mail.	✓	×	×	p.6-18

Function name	Descriptions	e-mail	Folder	FTP	Reference page
Mail History	Displays the last 20 manually entered e-mail addresses.	✓	×	×	p.6-15
Re-mail	Displays the last e-mail address you sent to.	✓	×	×	p.6-16

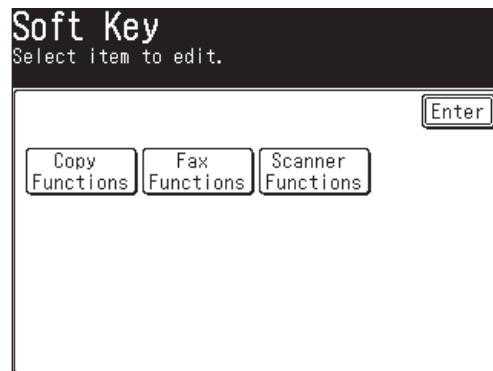
(✓ : possible to setup. × : impossible to setup.)

## Programming a soft key

- 1 Press <Setting>, [Management], [Soft Key].



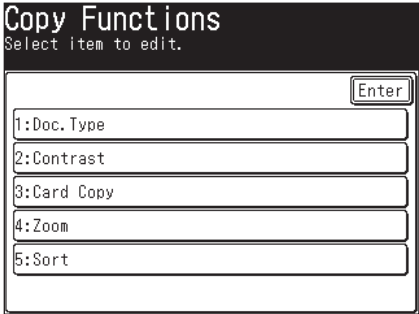
- 2 Select the standby mode.



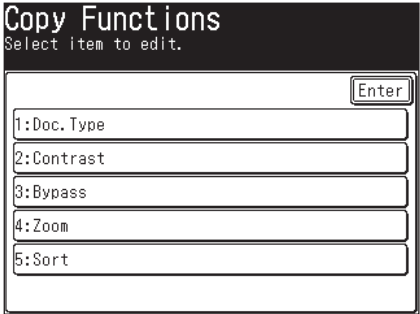




- 3** The machine shows the function currently assigned to the soft key.  
Select the soft key you want to change.

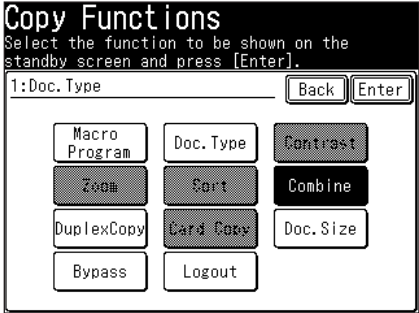


(MFX-2050 / MFX-1450)

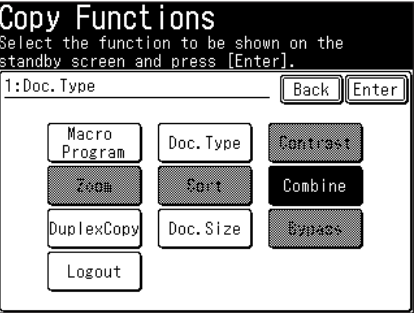


(F565 / F-525)

- 4** (1) Select the function you want to assign to a soft key.



(MFX-2050 / MFX-1450)



(F565 / F-525)

- (2) Press [Enter].  
The selected function is assigned to the corresponding soft key.

- 5** If you want to program another soft key, repeat the procedures from step 3.  
To exit the operation, press <Reset>.

**NOTE**

If a function is already set as a soft key, you cannot register that function into another soft key.

# Macro keys

If you perform the same operation repeatedly, you can automate the operation using a macro. A macro is a series of steps grouped together as a single command to accomplish the operation automatically.

A macro key can record up to 60 steps.

## NOTE

- Press <Reset> first when you use other functions within a few minutes after executing Macro.
- When you set the copy protect to ON, you cannot use the macro program.
- You can execute [Macro Program] from all modes (Copy, Fax, Scan) by pressing [Macro Program].
- You can assign [Macro Program] to a soft key. See “Soft keys” on page 9-77.
- OfficeBridge functions (bulletin board, user scan box) cannot be used for Macro programming.
- Operations using the OB personal address book cannot be entered in a Macro program.
- When “Network authentication settings” (page 9-49), “User Access/Cost Accounting” (page 8-8), or “User Login Setting” (page 9-27) is set to ON, you cannot register or run the macro program.

## Registering or editing a Macro

- 1 In standby mode, press [Others], [Macro Program].

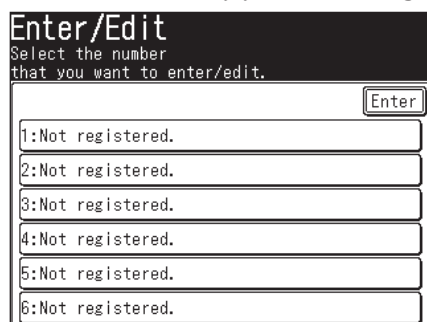
## NOTE

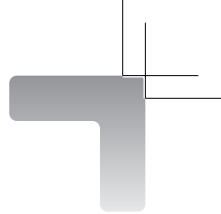
When steps have already been registered in Macros, the corresponding list of steps for that key will be displayed. In that case, press [Enter].

- 2 Press [Enter/Edit].

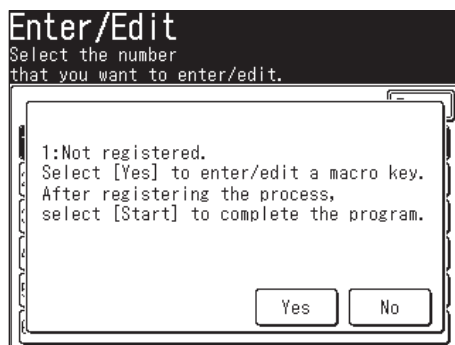


- 3 Select the macro key you want to register.





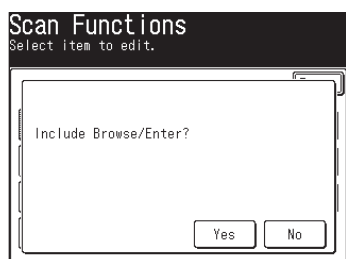
- 4 Press [Yes] to enter or edit a macro key.
  - If you want to cancel, press [No] and go back to step 3.



- 5 Perform the operation you want to register.

#### NOTE

- During the programming, the machine beeps to indicate the machine is in the macro programming mode.
- You can register up to 60 steps. When you exceed 60 steps. “Too many commands. Would you like to enter?” message will appear. If you want to register them, press [Yes]. If you want to abort, press [No].
- During the registration process, any mistakes or procedural changes will be recorded.
- Normally, the key to finish the macro registration is <Start>. However, when your program includes network browsing or directory searches, the button to execute browsing or searching (Yes/No) will be used to finish the program registration.



The last button in the following steps will be used to finish the program registration.

- [SCAN], [e-mail], [Search], ([Advanced]), (Condition entry), [Execute]
- [SCAN], [e-mail], [Others], [Attachment]
- [SCAN], [Folder], [Browse]
- [SCAN], [Folder], [Add/Edit], (Number selection), [Link]
- [SCAN], [Folder], [Others], [Attachment]
- [SCAN], [FTP], [Others], [Attachment]
- <Setting>, [Scanner Settings], [Folder Shortcut], [Add/Edit], (Number selection), [Link]

- 6 Press <Start> to finish the entry.

## 9

### MACHINE SETTINGS

**NOTE**

The following display will appear when you press <Start>.



Press [Yes] to register the operation to include the <Start> command.

Press [No] to register the operation but exclude the <Start> command.

**You can use this function as follows:**

Press [No] while registering the sending operation to exclude <Start> in the Macro command. When the Macro command is selected, all the registered steps will run but you will need to manually select <Start> to begin job execution. This allows you to perform other setting adjustments in addition to the Macro commands.

\* If you press [Yes] and include <Start> in the Macro command, the fax and Internet fax will be sent. Therefore, such settings as delayed transmissions cannot be set.

**7** Enter the title.

- The title can contain up to 60 characters.
- For details on character entry, see page 1-21.



**8** Press [Enter] to complete the entry.

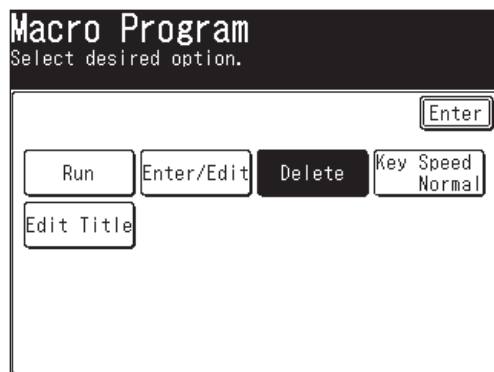
**NOTE**

- Individual operations cannot be changed once registered. You will need to return to the beginning and perform the entire entry again.
- To print a list of macro keys, press <Setting>, [List], [Settings List], [Macro List], then [Yes].

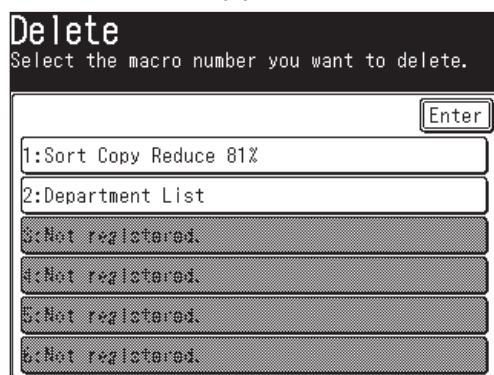
## Deleting a Macro key

1 In any standby mode, press [Others], [Macro Program], [Enter].

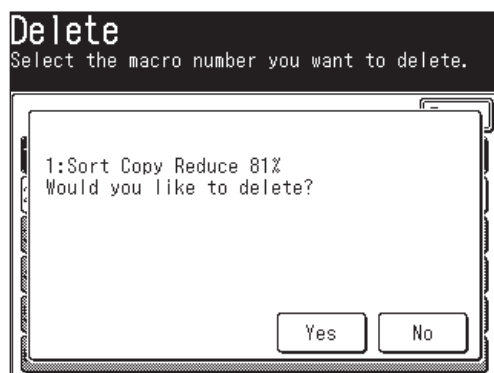
2 Press [Delete].



3 Select the macro key you want to delete.



4 Press [Yes] to delete.  
• If you want to cancel, press [No].



5 Press <Reset> to return to the standby mode.

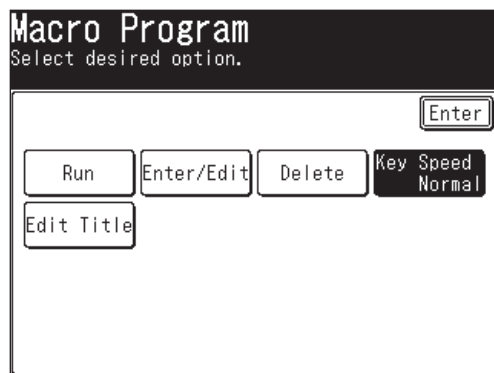
## Changing the Macro key speed

---

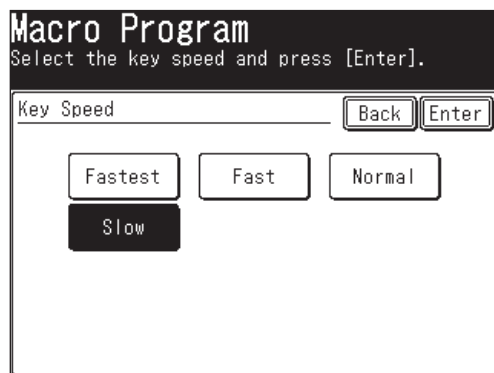
You can adjust the Macro key speed.

The default setting is “Normal”.

- 1 In any standby mode, press [Other], [Macro Program], [Enter].  
If nothing is registered in “Macro No.”, you cannot change this setting.
- 2 Press [Key Speed].



- 4 Select the key speed, and then press [Enter].



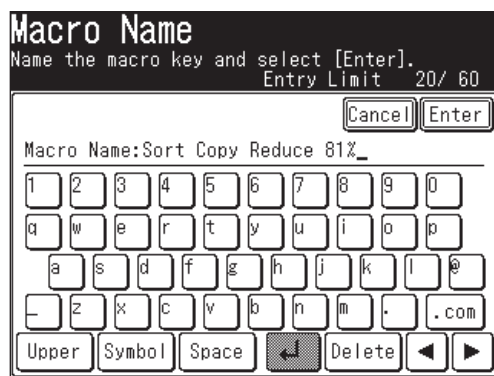
- 5 Press <Reset> to return to the standby mode.

## Editing macro key titles

---

The Macro key titles can be edited.

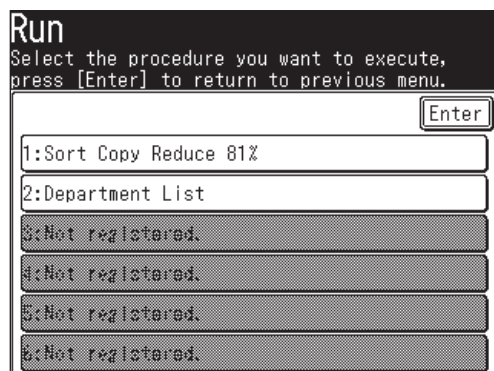
- 1 In any standby mode, press [Others], [Macro Program], [Enter].
- 2 Press [Edit Title].
- 3 Select the macro key whose title you want to edit.
- 4 Edit the macro name as you want.
  - The title can contain up to 60 characters.  
(For details on character entry, refer to page 1-21.)



- 5 Press [Enter] to save the title.  
To edit another title, repeat from step 3.
- 6 Press <Reset> to return to the standby mode.

## Executing a Macro command

- 1 In any standby mode, press [Others], [Macro Program].
- 2 Press the macro key you want to run.  
If you want to stop the macro operation in progress, press [Stop].



# Protection passcode

Your machine has a passcode protection system that secures the security features:

## Protect passcode

When registering a protection passcode, the following features are secured by this passcode.

- Security reception (page 5-58)
- PIN masking (page 5-62)
- User Access/Cost Accounting protection (page 8-14)
- Copy protection (page 9-92)
- Server data print protection (page 9-47)

To set the passcode:

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], then [Protect Passcode].
- 3 (1) Enter the four-digit number.

- (2) Press [Enter].  
The passcode has been registered.

To change or delete the protect passcode, enter the four-digit number already registered. Then enter a new four-digit code to change the protect passcode, or enter "0000" to delete the protect passcode. Then press [Enter].

- 4 Press <Reset> to return to the standby mode.

### NOTE

Write down the passcode, and keep it in a safe place.



## Network settings code

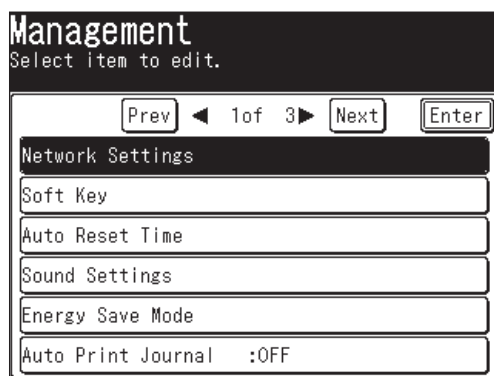
When registering a network setting code, the following feature is secured by this passcode.

- Network settings (page 9-28)

After you set the network settings code, the machine will prompt you to enter the passcode whenever you try to access the network settings menu.

To set the passcode:

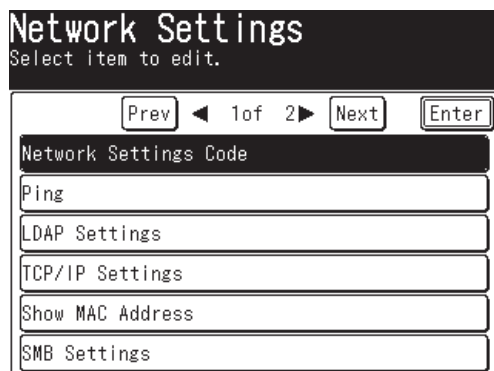
- 1 Press <Setting> on the control panel.
- 2 Press [Management], then [Network Settings].



### NOTE

- If the network settings code is already registered, you must enter the proper four-digit passcode using the numeric keys and press [Enter].
- To edit the setting, enter the “Read/Write” protection passcode.

- 4 Press [Network Settings Code].



- 5 Press [Read/Write Code].

The screenshot shows a screen titled "Network Settings Code" with the subtitle "Select item to edit." Below the title is a list of two options: "Read/Write Code:" and "Read Only Code :". The "Read/Write Code:" option is highlighted. To the right of the list is an "Enter" button. Below the list, there is explanatory text: "Read/Write Code = Ability to view and edit network settings." and "Read Only Code = Ability to view network settings."

- 6 Enter a new four-digit passcode using the numeric keys. If you want to disable passcode protection enter "0000".

The screenshot shows a screen titled "Network Settings Code" with the subtitle "Ability to view and edit network settings." Below the title is a text field labeled "Read/Write Code" containing "\*\*\*\*". To the right of the text field are "Back" and "Enter" buttons. Below the text field are three buttons: a left arrow, a right arrow, and a "Clear" button. At the bottom of the screen, it says "Enter 0000 to delete Passcode."

**NOTE**

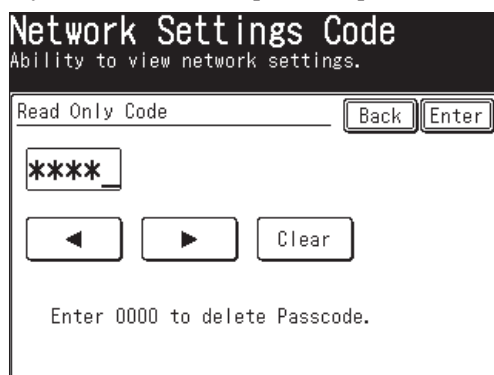
The entered passcode will be displayed as "\*\*\*\*".

- 7 Press [Enter].

- 8 Press [Read Only Code].

The screenshot shows a screen titled "Network Settings Code" with the subtitle "Select item to edit." Below the title is a list of two options: "Read/Write Code:\*\*\*\*" and "Read Only Code :". The "Read Only Code :" option is highlighted. To the right of the list is an "Enter" button. Below the list, there is explanatory text: "Read/Write Code = Ability to view and edit network settings." and "Read Only Code = Ability to view network settings."

- 9** Enter a new four-digit passcode using the numeric keys.  
If you want to disable passcode protection enter “0000”.



**NOTE**

The “Read Only Code” cannot be set unless the “Read/Write Code” has been entered.

- 10** Press [Enter].

- 11** Press <Reset> to return to the Standby mode.

# Copy protection

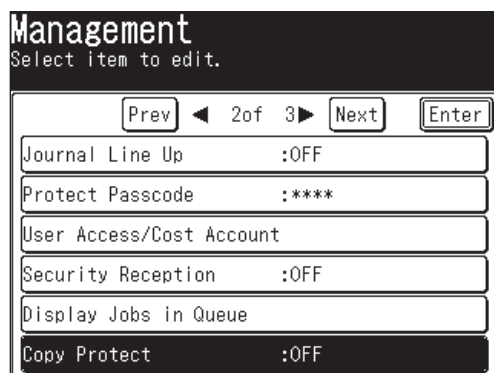
Limit the use of the machine to send, receive, scan, PC print only, meaning the copy mode cannot be used:

## NOTE

- If copy protection is active, whenever someone tries to switch the machine to the copy mode, the machine will beep and display “Copy protected”.
- When you set the copy protect to [ON], you cannot use the macro program.

To set the copy protection:

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Next], then [Copy Protect].

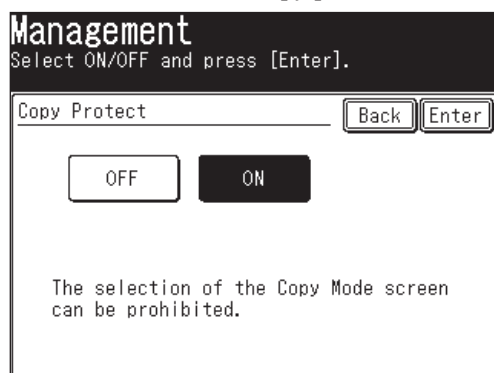


## NOTE

When the protect passcode has been set, use the numeric keys to enter the protect passcode and press [Enter].

When the protect passcode has not been set, proceed to step 3.

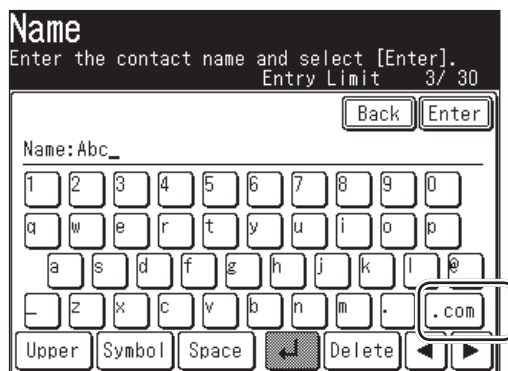
- 3 Press [ON] to activate copy protection.



- 4 Press [Enter] to save the setting.

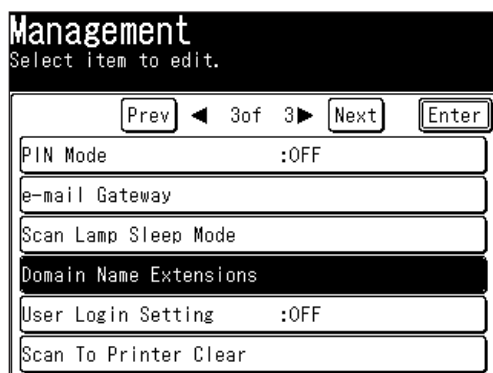
# Registering a domain name extension

You can register up to 10 domain names in the [.com] button on the QWERTY keyboard.

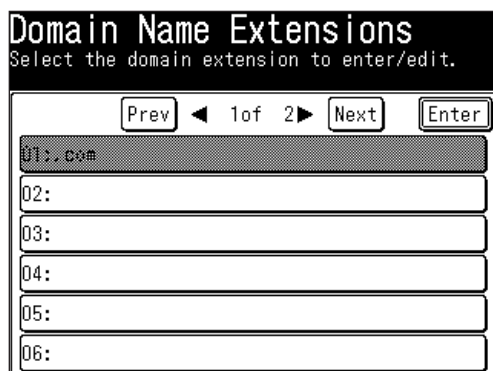


## *To register a domain name extension:*

- 1 Press <Setting> on the control panel.
- 2 Press [Management], [Prev], then [Domain Name Extensions].



- 3 To register a new domain name, select an empty key. To edit a stored domain name, select the desired domain name to edit.



- 4 Enter the desired domain name and press [Enter].

The name can contain up to 20 characters.

Domain Name Extensions  
Enter the domain extension and press [Enter].  
Entry Limit 0/ 20  
Back Enter  
Extension Name: \_  
1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m .com  
Upper Symbol Space ← Delete → ←

- 5 To register or edit another domain name, repeat the procedures from step 3.  
To exit, press <Reset>.

### ***To use a registered domain name extension:***

- 1 Press [.com] on the QWERTY keypad.

Name  
Enter the contact name and select [Enter].  
Entry Limit 0/ 30  
Back Enter  
Name: \_  
1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m .com  
Upper Symbol Space ← Delete → ←

- 2 The registered domain name extensions will be displayed.  
Select your desired domain name extension.

Domain Name Extensions  
Select the domain name extension.  
Enter  
Page Up  
01:.com  
02:.co.uk  
03:.de  
04:.co.jp  
05:.com.cn  
06:.com/de  
Page Down  
1 of 2

- 3 Selected domain name extension will be entered.

# Personal setting

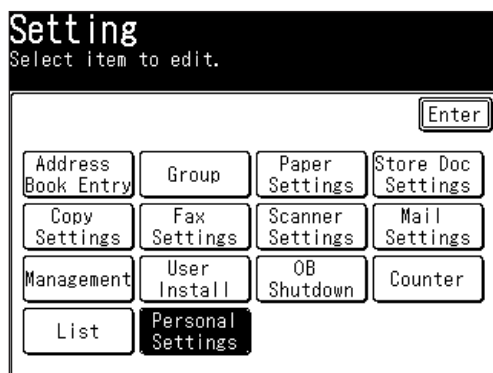
You can customize the following settings for your personal use.

The personal setting will be reflected when you login to the machine as an OfficeBridge user.

- Address book
- Call group
- Folder shortcut
- Soft key
- Transmission confirmation report (Tx Report)
- Default display of the addresses book and folder shortcut
- Lists

To customize the settings for each user:

- 1 Press <Setting> on the control panel.
- 2 Press [Personal Settings].

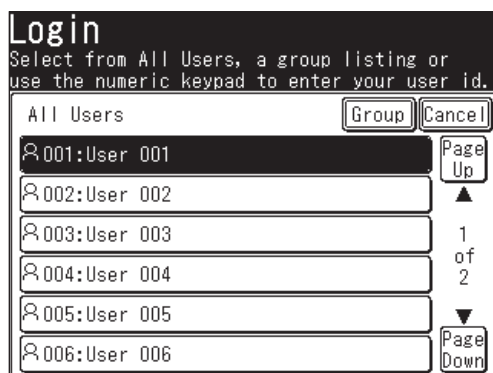


- 3 Login to OfficeBridge.

## NOTE

If you are already logged-in as an OfficeBridge user, the login screen will not appear.

- (1) Select your user name.



- (2) Enter your password and press [Enter].  
If you have not set a password, press [Enter] without entering any character.

- 4 Select the setting you want to customize.

- 5 Refer to page 9-97 through 9-101 for the registration of each item.  
6 After you finish the setting changes, press [Enter]  
7 Press <Reset> to return to the standby mode.



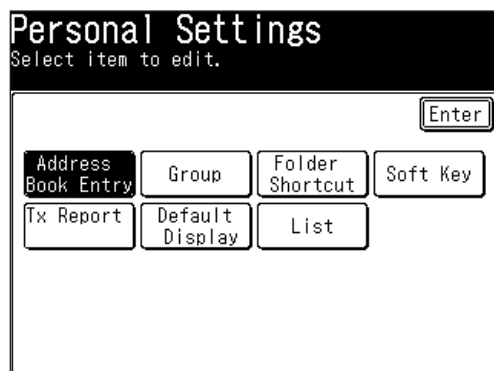
## Address book entry:

### NOTE

To register a destination into the personal address book, you must set the number of destination in the “Personal Available Address” setting from a web browser.

About the “Personal Available Address” setting, see “User Registration” in Chapter 4, “Using the Admin Tools,” in the *PC User’s Guide*.

- 1 Press [Address Book Entry].

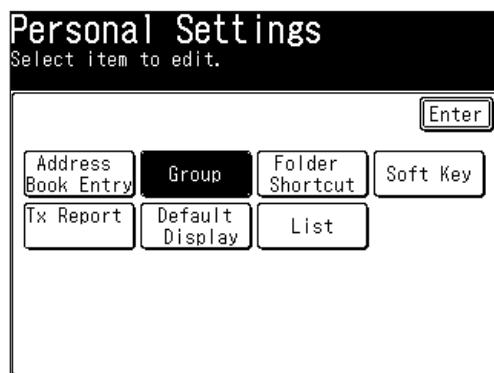


- 2 Following the operation from step 3 in “Registering or editing a destination” on page 3-4.

For more information of address book entry, see Chapter 3, “Using the Address Book”.

## Group:

- 1 Press [Group].



- 2 Following the operation from step 2 in “Registering or editing a call group” on page 3-23.

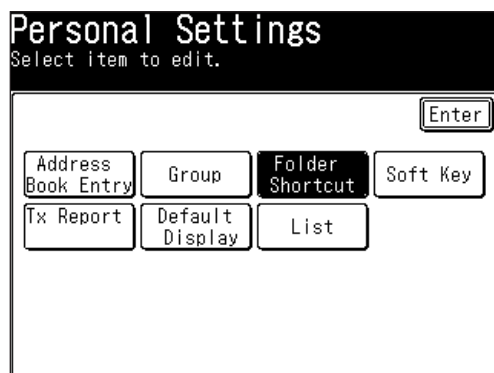
For more information of call group, see “Call group dialing” on pages 3-23 to 3-26.

## Folder shortcut:

### NOTE

You can register up to 300 shortcuts. The combined total of folder shortcut between the shared and personal is 300. If you need to register more than 300 folder shortcuts, please contact your authorized Muratec dealer for memory upgrade.

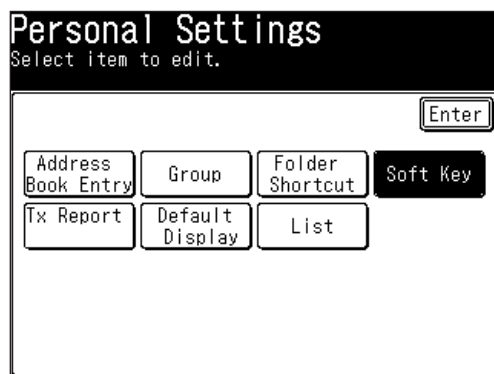
- 1 Press [Folder Shortcut].



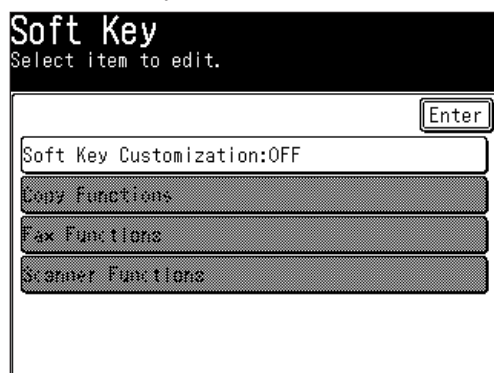
- 2 Following the operation from step 4 in “Registering or editing a folder shortcut” on page 9-13.

## Soft keys:

- 1 Press [Soft Key].



- 2 Press [Soft Key Customization].



- 3 Press [ON].

**NOTE**

To enable the personal soft key setting, set this setting to ON.  
The personal setting will be reflected when you login to the machine as an Office-Bridge user.

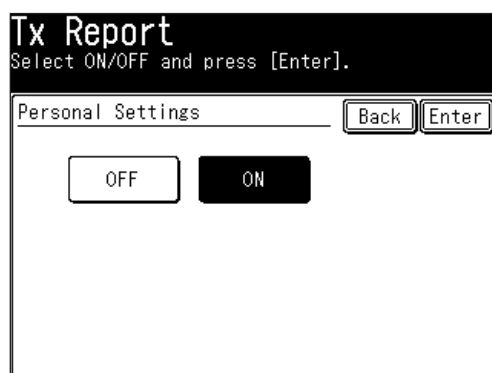
- 4 Following the operation from step 2 in “Programming a soft key” on page 9-80.  
For more information of soft key, see “Soft keys” on page 9-77.

### ***Tx Report:***

- 1 Press [Tx Report].

- 2 Press [Personal Settings].

- 3 Press [ON].



**NOTE**

To enable the personal Tx report setting, set this setting to ON.

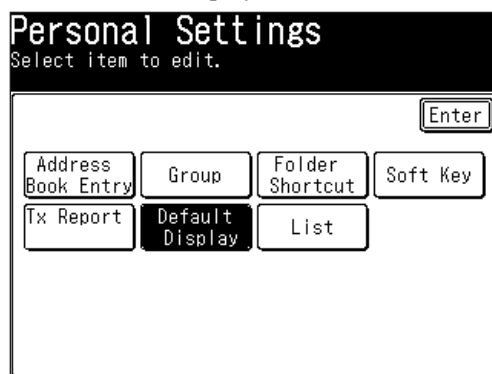
The personal setting will be reflected when you login to the machine as an Office-Bridge user.

- 4 Following the operation from step 2 in “To active the transmission confirmation report” on page 4-21.

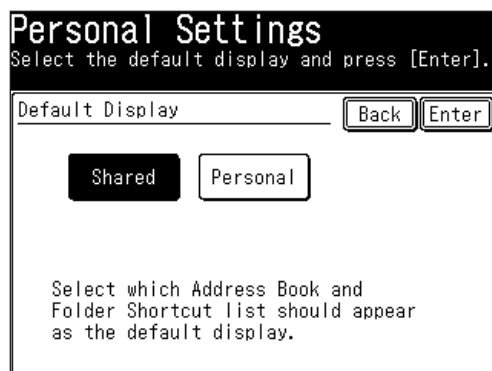
### ***Default Display:***

Set which LCD screen you want to be displayed when you use the machine, either the shared screen or your personal screen.

- 1 Press [Default Display].



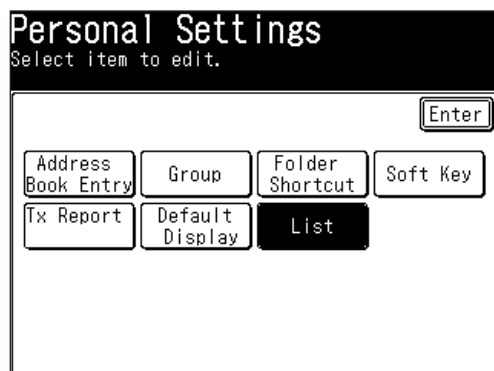
- 2 Select “Personal” or “Shared”, then press [Enter].



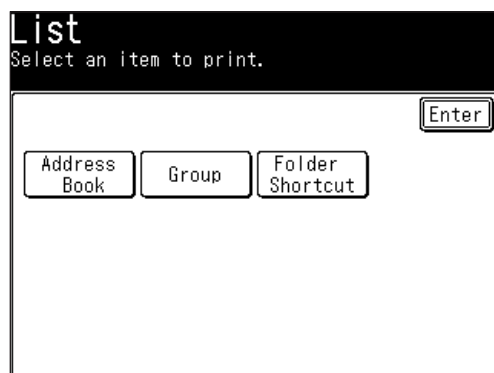
## List:

You can print your personal address book, call groups, and folder shortcut lists.

- 1 Press [List].



- 2 Press the button of the list you want to print.



---

## 9-102 PERSONAL SETTING

# Chapter

# 10

## Reports & Lists

---

<b>Lists and journal reports .....</b>	<b>10-2</b>
<b>Stored document list.....</b>	<b>10-5</b>
<b>Document erased notification .....</b>	<b>10-6</b>

# Lists and journal reports

The following table outlines the lists and journal reports that your machine can print out.

Name		Description	
Address Book List		Lists the address book numbers, names and fax number/e-mail addresses you have stored. To print this list, press <Setting>, [List], [Address Book], then [Yes].	
Group List		Lists the address book numbers, name and fax number/e-mail addresses you have stored into group. To print this list, press <Setting>, [List], [Group], then select the group name and press [Yes].	
Journal List	Command List	Lists the following items: <ul style="list-style-type: none"><li>• Command number</li><li>• Address book numbers, fax numbers and e-mail addresses of the destination</li><li>• Start time (dd, hh:mm format)</li><li>• Note — The specified functions are printed.</li></ul> To print this list, press <Setting>, [List], [Journal List], [Command List], then [Yes].	
	Journal Report	Tx Report	You can print the transmission report for the fax/internet fax/e-mail transmission. To print the report, press <Setting>, [List], [Journal List], [Journal Report], [Tx Report], then [Yes].
		Rx Report	You can print the reception report for the fax/internet fax/e-mail reception. To print the report, press <Setting>, [List], [Journal List], [Journal Report], [Rx Report], then [Yes].
		Tx & Rx Report	You can print the transmission and reception report for the last 100 fax transaction and last 100 internet fax/e-mail transaction. To print the report, press <Setting>, [List], [Journal List], [Journal Report], [Tx&Rx Report], then [Yes].
Settings List	Copy Settings List	Lists the current copy settings. To print this list, press <Setting>, [List], [Settings List], [Copy Settings], then [Yes].	
	Fax Settings List	Lists the current fax settings. To print this list, press <Setting>, [List], [Settings List], [Fax Settings], then [Yes].	
	Scanner Settings List	Lists the current scanner settings. To print this list, press <Setting>, [List], [Settings List], [Scanner Settings], then [Yes].	
	System Settings List	Lists the current machine settings. To print this list, press <Setting>, [List], [Settings List], [System Settings], then [Yes].	



	Name	Description
Settings List	Function List	Prints the functions available on your machine. To print this list, press <Setting>, [List], [Settings List], [Function List], then [Yes].
	Store Doc. List	Prints how much memory each stored document is using. To print this list, press <Setting>, [List], [Settings List], [Store Doc List], then [Yes].
	UserAccess CostAcct	Lists the following information for each user. <ul style="list-style-type: none"> <li>• Copy charge /Fax charge /Scan charge /Print charge (\$/page)</li> <li>• Total charge of all users</li> <li>• User name</li> <li>• Total communication time of each user</li> <li>• Total fax charge and pages printed of each user</li> <li>• Total copy charge and pages copied of each user</li> <li>• Total scan charge and pages scanned of each user</li> <li>• Total print charge and pages printed of each user</li> </ul> To print this list, press <Setting>, [List], [Settings List], [UserAccess CostAcct], then [Yes].
	Macro List	Lists each macro key and the name of the programmed job. To print a program list, press <Setting>, [List], [Settings List], [Macro List], then [Yes].
Other Lists	Program One-Touch List	Lists the program one-touch number, the address book number and the fax number, the time to start transmission, each program one-touch setting assigned to each key for program one-touch. To print the list, press <Setting>, [List], [Other Lists], [Program One-Touch], then [Yes].
	Fax Forward List	Lists each transfer rule's identifier number, remote fax's number where you want documents to be transferred, ON/OFF setting, time period and auto print setting. To print a program list, press <Setting>, [List], [Other Lists], [Fax Forward], then [Yes].
	Cover Page	Prints a sample cover page. To print this list, press <Setting>, [List], [Other Lists], [Cover Page], then [Yes].
	Batch Tx Doc. List	Lists the box names and the documents' file numbers. To print this list, press <Setting>, [List], [Other Lists], [Batch Tx Doc.], then [Yes].
	Batch Tx Box List	Lists each box name, address book number, fax number and the day and time the transmission should start. To print this list, press <Setting>, [List], [Other Lists], [Batch Tx Box], then [Yes].
	F-Code Box List	Lists each box's identifier number, box name (if any), sub-address, password, box type and each box's settings. To print this list, press <Setting>, [List], [Other Lists], [F-Code Box], then [Yes].

Name		Description
Other Lists	F-Code Doc. List	Lists each box's identifier number, box name (if any), box type and each file number (or document number) that is stored. To print this list, press <Setting>, [List], [Other Lists], [F-Code Doc.], then [Yes].
	Block Junk Fax List	Lists blocked phone numbers. To print this list, press <Setting>, [List], [Other Lists], [Block Junk Fax], then [Yes].
Network Settings		Lists the currently network settings. To print this list, press <Setting>, [List], [Network Settings], then [Yes].
Folder Shortcut		Lists each shortcut's identifier number, the shortcut name and the link destination. To print this list, press <Setting>, [List], [Folder Shortcut], then [Yes].
FTP Shortcut		Lists each shortcut's identifier number, the shortcut name and the link destination. To print this list, press <Setting>, [List], [FTP Shortcut], then [Yes].
Tx confirmation report		Prints after document transmission.

# Stored document list

Your machine can print a list of documents stored in memory. It will tell you how much memory each document is using.

The list information includes:

- Type — The document type, such as “Tx Doc”.
- Data (in Kbyte) — How much memory is used for the document.
- Page — Number of pages.
- Note — Other information, such as the command number.

To print the list of documents stored in memory:

Press <Setting>, [List], [Settings List], [Store Doc List], then [Yes].

# Document erased notification

- When documents stored in memory are accidentally erased, a notification will be printed when the power has been restored that outlines the erased documents information.
- The following is an example of a received file that has been erased. In addition, “Command erased”, “Erased Poll Documents” and “F-Code box document erased” may be printed.

NewYork Office      Fax:123-456-4890

Documents Erased

P. 1 May 5 2005 02:15pm

No.	Name/Fax No.	Mode	Start Time	Time	Page	Result	Note
002	L.A Office	Normal	01,12:13am	0'39"	1	# 0 K	
Erased	out-of-paper Rx docs.						

12345678

**1. No.**  
Number of the communication

**2. Name/Fax No.**  
Registered in the following order  
 (1) Destination name registered in the address book.  
 (2) Telephone number registered in the address book or specified using the numeric keys  
 (3) Self node name of the other party  
 (4) Self ID of the other party  
 (5) Blank  
 (6) Space

**3. Mode**  
Resolution used for the communication

**4. Start Time**  
Time the communication started

**5. Time**  
Time required for the communication

**6. Page**  
Number of pages received

**7. Result**  
Communications results.  
**OK:** Completed normally  
**∗:** Communicated in ECM mode  
**#:** Communicated via super G3  
**Error code:** Finished abnormally  
 (For information regarding error codes, refer to page 11-23.)

**8. Note**  
**Manual:** Manual reception  
**Polling:** Polling reception  
**F-Poll:** F-code polling reception  
**I-Fax:** Internet fax reception  
**PC-FAX:** PC fax

# Chapter

# 11

## Maintenance & Troubleshooting

---

<b>Maintenance .....</b>	<b>11-2</b>
Cleaning tips .....	11-2
Cleaning the scanning area .....	11-2
Cleaning the ADF rollers .....	11-3
Cleaning the drum charge wire and the print head .....	11-3
Replacing the toner cartridge .....	11-5
Replacing the drum cartridge .....	11-7
<b>Troubleshooting .....</b>	<b>11-9</b>
Document jams .....	11-9
Paper jams .....	11-12
Displayed error messages .....	11-15
“Check Message” printouts .....	11-22
Error codes .....	11-23
Machine errors .....	11-25
Faxing errors .....	11-25
Scanning errors .....	11-26
Copying errors .....	11-27
PC printing errors * .....	11-27
Local Scanner errors * .....	11-28
Print quality problems .....	11-29
If you cannot solve the problem .....	11-31

# Maintenance

## Cleaning tips

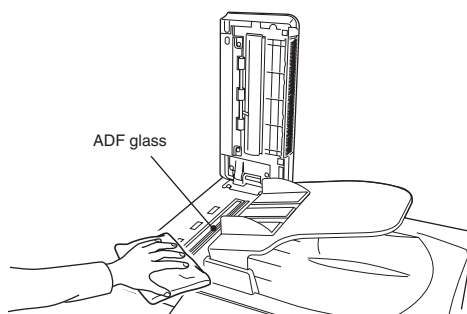
To obtain optimal machine performance please follow these guidelines:

- **Clean your machine regularly!** Dust and dirt, especially around the fax machine's air vents can shorten your machine's life.
- **Always** unplug the machine before you clean it.
- **Never spray any cleaner directly onto your machine.** The drifting spray could damage the components inside.
- **Never try to clean sealed areas inside your machine.** They are sealed for both your safety and the safety of your machine.
- When cleaning the machine's exterior, use a mild cleaning solution sprayed onto a lint-free cloth.
- In areas you cannot reach with a swab, **always** use dry, dust-free compressed air to gently blow away dust and other material.

## Cleaning the scanning area

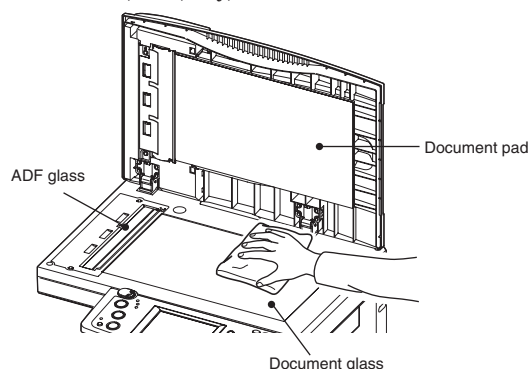
### *F-565/F-525 model*

- 1 Wipe the ADF glass with a clean, soft, lint-free cloth moistened with water.
- 2 Then use a clean, soft, dry, lint-free cloth to dry the glass.



### *MFX-2050/MFX-1450 model*

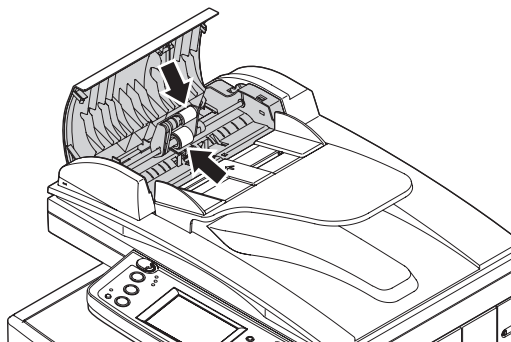
- 1 Wipe the document glass, ADF glass and document pad with a clean, soft, lint-free cloth moistened with water.
- 2 Then wipe it with a clean, soft, dry, lint-free cloth until it is clean and dry.



## Cleaning the ADF rollers

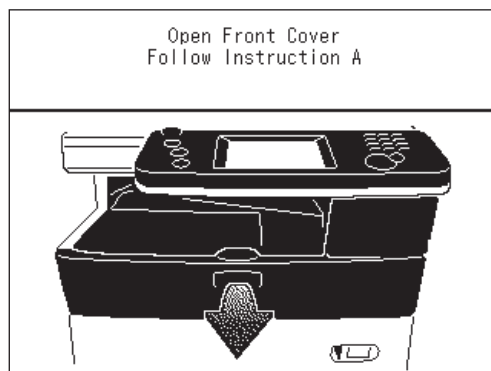
If you are having document feeding issues, try this procedure:

- 1 Turn off the power and disconnect the power cable from the wall outlet.
- 2 Open the ADF cover.
- 3 Use a cloth moistened with a rubber roller cleaner to clean the face of the rollers.  
Rotate the rollers by hand to clean the entire roller surface.



## Cleaning the drum charge wire and the print head

When the following message appears on the display, or you are experiencing poor print quality, the charge wire needs to be cleaned.

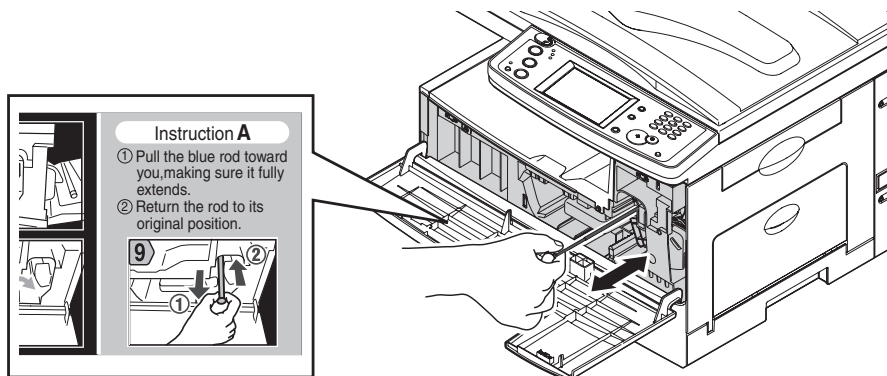


### NOTE

Your machine will print approximately 100 pages after this message appears, after the maximum number of prints has been reached the machine will display a "Printer Not Usable" message and will not allow any further print jobs to take place. This will prevent your machine from becoming permanently damaged.

### *To clean the charge wire*

- 1** Open the front cover.
- 2** Gently pull the blue cleaning rod toward you, making sure it fully extends. Then return the rod to its original position. This operation also cleans the print head.



- 3** Close the front cover.

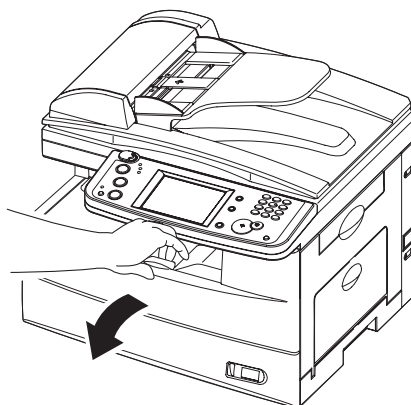


## Replacing the toner cartridge

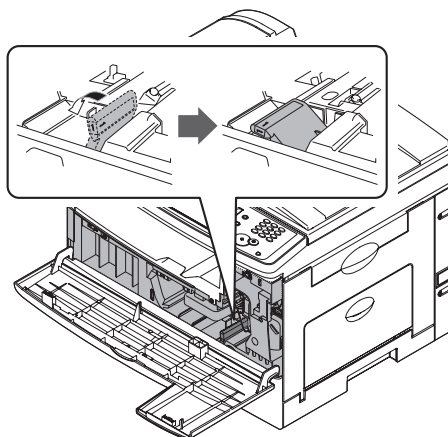
When the toner runs out, your machine will show "Toner should be replaced" on the display and it will not print until the toner cartridge is replaced.

To replace the toner cartridge:

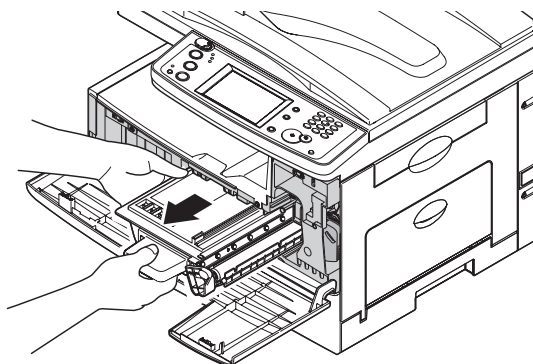
- 1 Open the front cover.



- 2 Turn the toner cartridge locking lever to the left (unlock position).



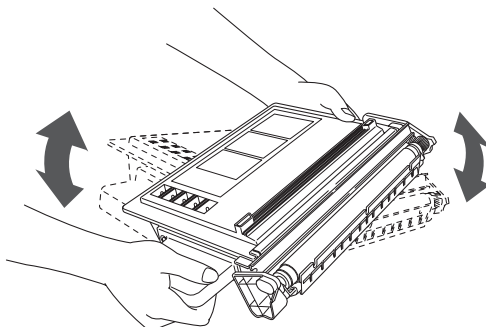
- 3 Pull the used toner cartridge out.



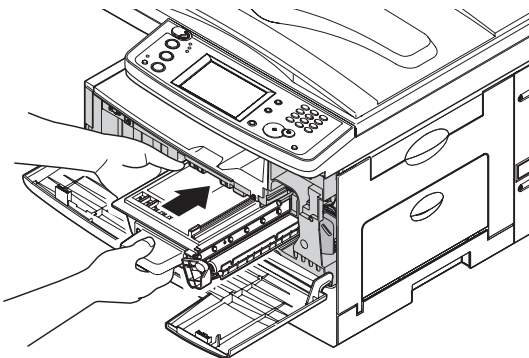
- 4** Unpack the toner cartridge from its carton. Then, holding the toner cartridge with both hands, gently shake it to distribute the toner evenly inside the cartridge.

**NOTE**

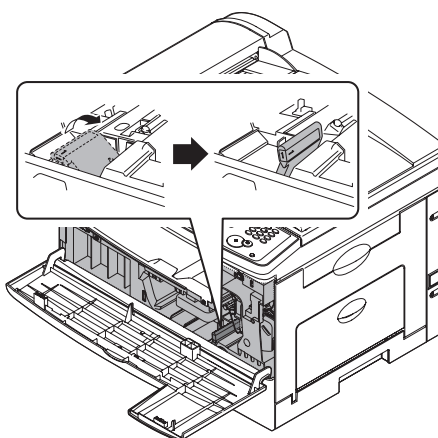
Do not touch the roller on the toner cartridge.



- 5** Slide the toner cartridge into the machine firmly until it locks into place.



- 6** Turn the cartridge locking lever to the right until it locks into place.



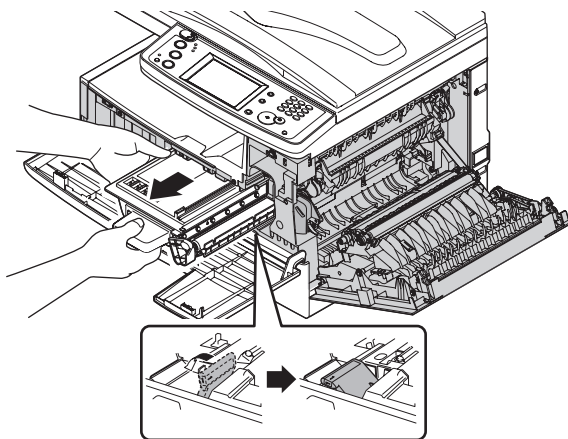
- 7** Close the front cover.

## Replacing the drum cartridge

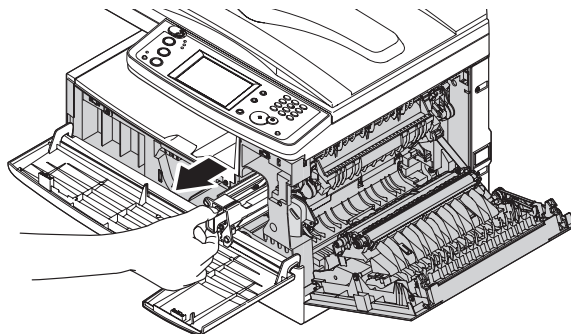
When the drum is near the end of life, the machine will show “The drum is low” on the display. You should obtain a replacement drum cartridge soon. When the machine shows “Drum should be replaced”, it cannot print until the drum cartridge has been replaced.

To replace the drum cartridge:

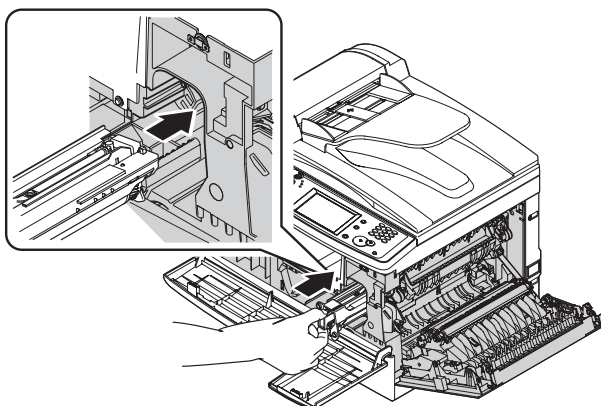
- 1 Open the side cover and front cover.
- 2 Turn the toner cartridge locking lever to the left (unlock position), then pull the toner cartridge out. The toner cartridge must be removed to replace the drum cartridge.



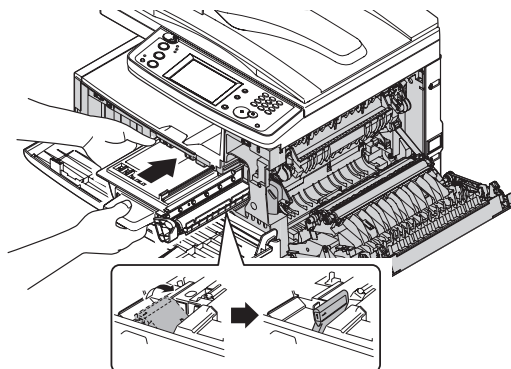
- 3 Pull the used drum cartridge out.



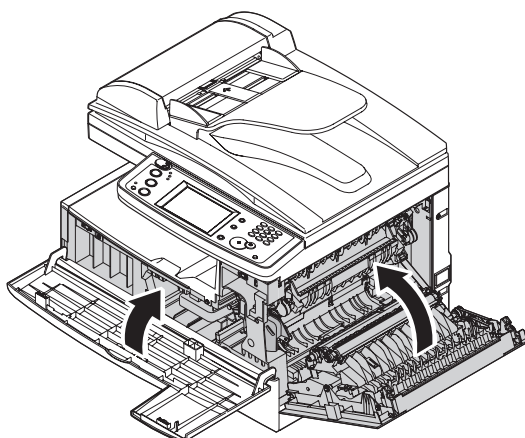
- 4 Unpack the new drum cartridge from its carton and slide it into the machine firmly until it locks into place.



- 5** Reinstall the toner cartridge and turn the cartridge locking lever to the right until it locks into place.



- 6** Close the front and side cover.

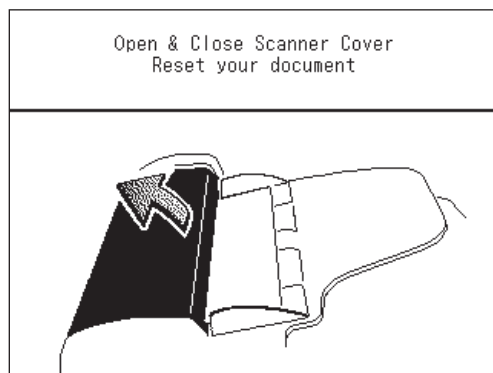


# Troubleshooting

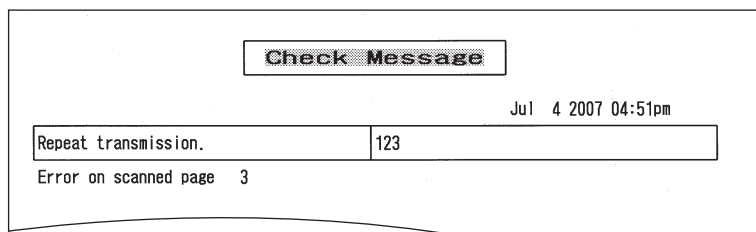
## Document jams

### Case 1:

If a document jams in the ADF, the following display will appear.

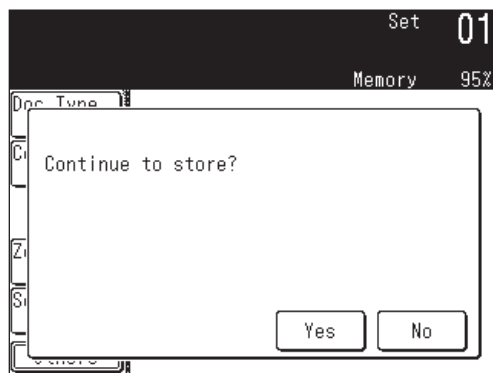


Also, if a document jam occurs during a quick memory transmission or real time transmission, the following message will print and detail which page has jammed.



### Case 2:

If a document jams while scanning into memory for sort copy or normal memory transmission, the machine will show:

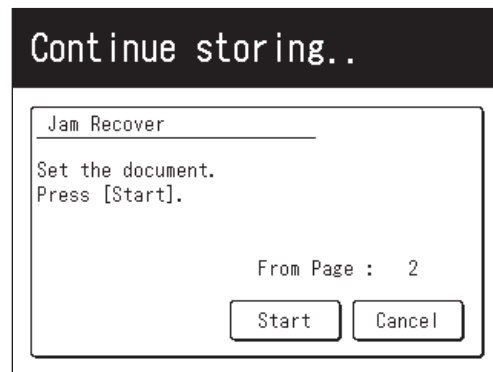


- 1 If you want to continue the operation, press [Yes] and proceed to step 2. To abort the operation, press [No].

#### NOTE

If the machine is left idle for 3 minutes, the machine will abort the operation automatically.

- 2 The machine will show which page (i.e., which page number) is jammed. Clear the document jam and reset the document in the ADF (you do not need to start the entire job over, simply start with the page that was jammed), then press <Start>.

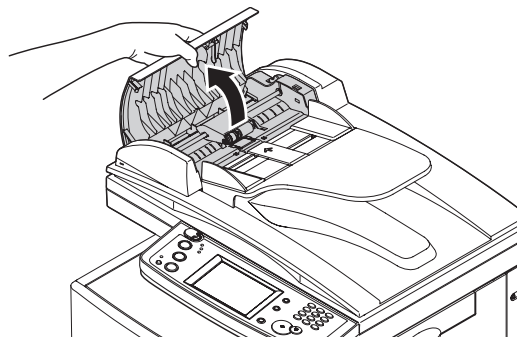


**NOTE**

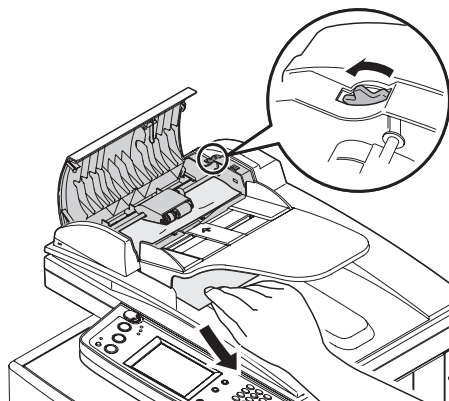
- If the machine is left idle for 3 minutes, the machine will begin to send or copy the document(s) it has stored in memory.
- If you wish to cancel this operation, press [Stop]. The machine will delete the entire job that was stored in memory and then return to the standby mode.

### ***Jam in the document feeder***

- 1 Open the ADF cover.



- 2 Gently remove the document from the ADF.  
If you cannot remove it, turn the release knob to remove the jammed document.



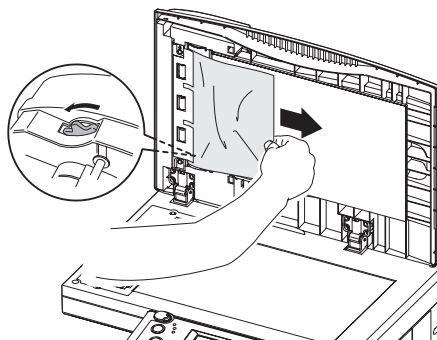
- 3 Close the ADF cover, making sure both sides are snapped down securely.

**NOTE**

To prevent document jams, use the document glass for wrinkled or torn documents.

### *Paper jammed in the feed area*

- 1 Open the platen cover. Open the ADF cover and turn the release knob to remove the jammed document.



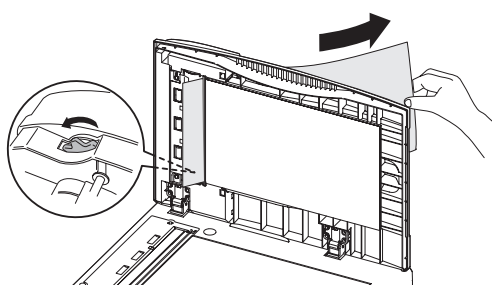
- 2 Close the platen cover and the ADF cover.

**NOTE**

To prevent document jams, use the document glass for wrinkled or torn documents.

### *Paper jammed in the exit area*

- 1 Open the platen cover. Gently pull the jammed document. If you cannot remove it, open the ADF cover and turn the release knob to remove the jammed document.



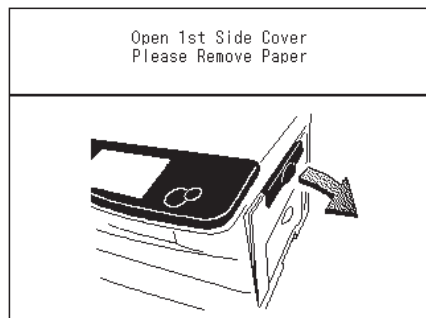
- 2 Close the platen cover and the ADF cover.

**NOTE**

To prevent document jams, use the document glass for wrinkled or torn documents.

## Paper jams

If a paper jam occurs, the following display will appear.



Follow these procedures to clear the paper jam.

If a paper jam occurs during fax reception, the machine will store the received document into memory and print them automatically once the paper jam has been cleared.

### **CAUTION**

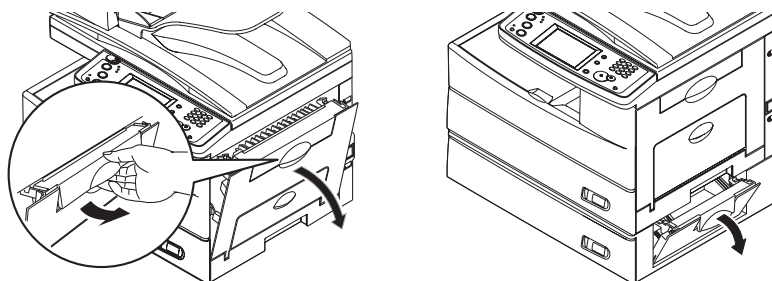
When you open the side cover to remove the paper, **DO NOT** touch the fuser roller. The fuser unit is very hot.

### **IMPORTANT**

Do not touch the drum cartridge surface. Scratches or smudges will result in poor print quality.

## *Removing jammed paper*

- 1** Pull the release lever to open the side cover.  
If the optional second cassette has been attached, open the 2nd side cover as well.



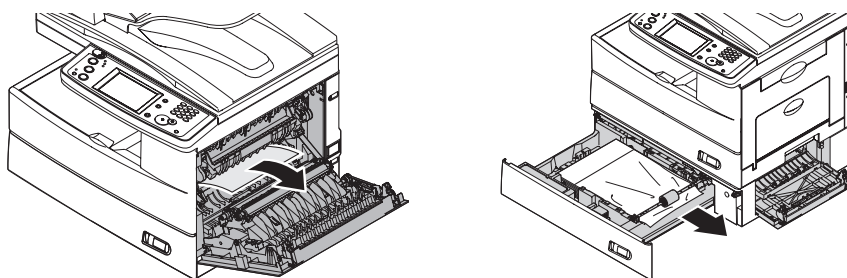
- 2** Carefully remove the jammed paper in the direction shown.

### **NOTE**

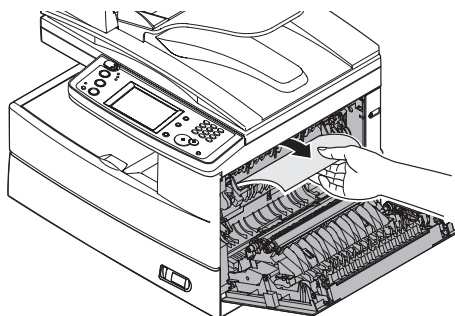
Avoid getting loose toner on your hands and clothes when removing the jammed paper.



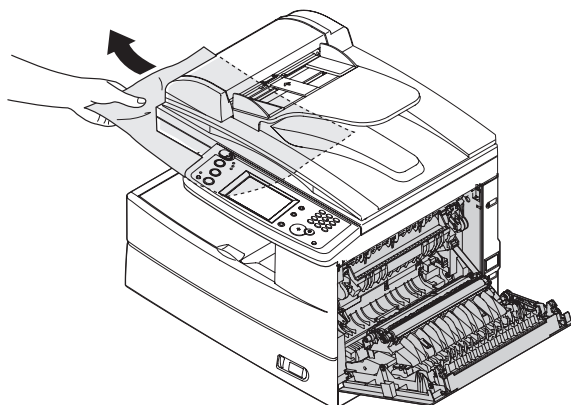
❑ Jam in the feed area



❑ Jam in the fuser area

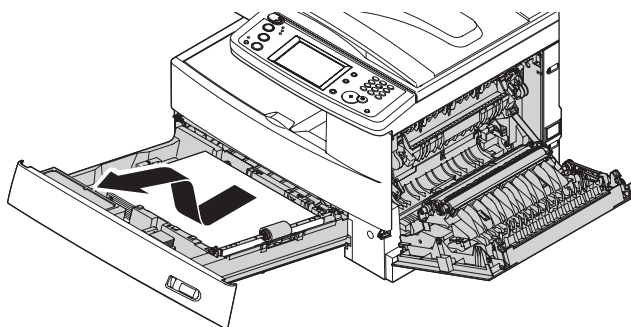


❑ Jam in the paper exit area

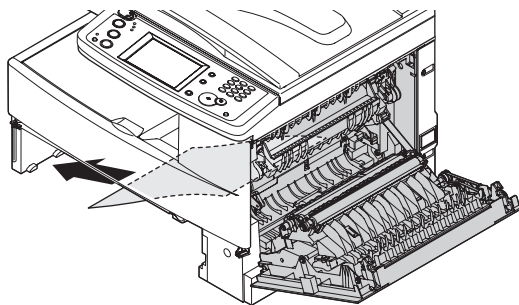


❑ If the jammed paper was partially fed and you cannot remove it easily:

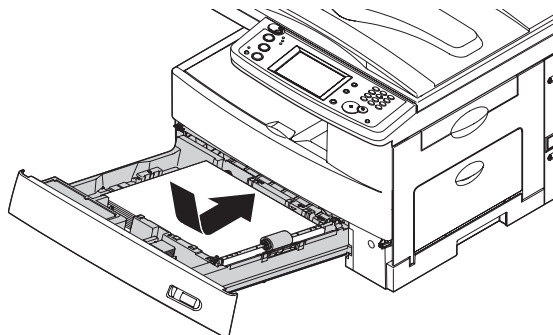
- 3** Open the paper cassette. Pull it out completely, lifting the front part of the cassette up to release the cassette from the machine.



- 4** Carefully remove the jammed paper.



- 5** Close the side cover and the paper cassette. Lower the rear part of the cassette to align with the slot of the machine, then insert it.



## Displayed error messages

Occasionally, your machine encounters some trouble transmitting or receiving documents. When it does an alarm will sound alerting you to the issue. You can identify the problem by reading the displayed or printed messages.

Message on the display	Description / Solution
[Sort] must be turned On when making a duplex copy.	You tried to set [Sort] to [OFF] while Duplex Copy. Duplex Copy should be combined with sort.
Add/Edit cannot be performed.	You cannot add/enter destinations to the Address Book while selecting other destinations.
ADF is unavailable. Set the document on the FBS glass.	You tried to make a Card Copy using the ADF. Use the document glass.
ADF used in the feeder command.	There is a delayed manual transmission to be sent. To edit the Fax Setting or run a Macro program, wait until the job is done or cancel the job.
Already stored.	You tried to select a number that has already been selected. Enter a different number.
An attachment cannot be scanned to the folder from which it was added.	You tried to scan to folder with files attached and save them to the same folder where the attached files are originally saved.
An I.D.Code is needed.	You cannot set "0000" as an I.D. Code for Security box.
An LDAP server has not been registered.Check the LDAP server settings.	The advanced search failed due to an internal machine error. Check the LDAP server setting again, and try the search again. For more information about LDAP server set up, see page 9-54 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
An LDAP server has not been selected.Check the LDAP server settings.	
An LDAP server must be registered	LDAP server has not been set up. To use the advanced search, set up the LDAP server on your machine prior to searching. For more information, see page 9-54 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
Auto ratio is set.	Auto ratio is selected automatically. To specify the zoom ratio, press [Zoom] and enter your desired zoom ratio.
Box in use.	You tried to erase an F-Code box which contains at least one document. Erase the document(s), then try again.
Broadcast cannot be turned off.	You tried to set Broadcast to [OFF] after multiple destinations have been selected.
Calibrating Scanner	The scanner is warming up now.
Call Service :Code	An internal error has occurred. Contact your Muratec dealer.
Cannot change the setting for Rx separator cassette.	The cassette/tray you selected is used for separator page. Select other cassette/tray.
Cannot combine with Card copy.	Your selected function cannot be combined with card copy.
Cannot enter additional commands	The stored commands are full. Wait until one or more jobs are done.
Cannot find the domain	DHCP configuration failed. Check the Network setting. For more information, see page 9-28 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .

Message on the display	Description / Solution
Cannot select mode during Fax&Copy	You tried to switch the mode to others while Fax&Copy mode. Changing mode in Fax&Copy is not available.
Cannot store in a secure box.	You tried to store a document in an F-code Secure box. If you need to store documents, use an F-code Bulletin box.
Cannot use the same code for both Read/Write and Read Only.	You cannot use the same protect code for "Read/Write" and "Read Only". Enter a different one.
Check Paper Source	The selected paper is not suitable for copying or printing. Select other paper source.
Check the paper size. Open & Close Front cover.	The loaded paper does not match the paper registered in the machine. Set correct sized paper or change the paper size setting. Open and close the front cover to reset the printer.
Close XXX Cover	The cover indicated on the display is open or has not been closed securely. Close it properly.
Close XXX cassette	The paper cassette indicated on the LCD is open or has not been closed securely. Close it properly.
Close the Scanner Unit	The scanner unit is open. Close the scanner unit.
Communication error	A communication error disrupted the reception or transmission. If you were transmitting, press [Stop] 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.
Communication in progress.	The function is not available during communication. Wait until it ends.
Contact service for printer option	An internal error has occurred. Contact your Muratec dealer.
Continue to store? [Yes] [No]	The document has jammed while being stored into memory. To continue storing press [Yes], to cancel the job press [No].
Copy protected	Copy is protected. To copy, set [Copy protect] to [OFF]. During copy protection, Macro program is disabled.
Copy reservation has been disabled.	Copy reservation is disable. Wait until the present job is completed.
Cover Open	Close XXX Cover The cover indicated on the LCD is open or has not been closed securely. Close it properly.
DHCP server did not respond.	DHCP configuration failed. Check the network connection. If the LAN cable is not connected, connect it to the machine to connect to the LAN. If the DHCP server is not installed on your network, turn off the "DHCP setting" and register the IP address manually. For more information, see page 9-28 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
Dialing number has not been set.	You are selecting a non-registered address book number. Check the address book number and try again.
Document full	You tried to store a document in a Batch Tx box, but the machine has reached its capacity (40 documents). Delete unnecessary documents stored or use other Batch Tx box.
Document stored	You tried to erase a batch box which contains at least one document. To erase a batch box, erase all the documents stored in the box.
Drum should be replaced.	The drum cartridge has run out. Replace with a new drum cartridge.
Enter location.	No destinations are entered. Enter at least one destination to register the setting.

## 11-16 TROUBLESHOOTING

Message on the display	Description / Solution
Enter the end day.	The end forwarding day is not registered in Fax forward setting.
Enter the end time.	The end forwarding time is not registered in Fax forward setting.
Enter the start day.	The start forwarding day is not registered in Fax forward setting.
Enter the start time.	The start forwarding time is not entered in Fax forward setting.
Enter the sub-address	You tried to create an F-code box without entering a sub-address. Sub-address is a required field.
Error	The image transfer failed. Check the printed out "Check Message" to identify the error.
Error On Printing	You cannot print a file that is larger than 10 MB. Use PC print function to print the file. – or – Memory has overflowed during printing. Try again later.
Feeder In Use	There is a manual delayed transmission reserved in the ADF. Wait until the job is finished, or cancel the delayed transmission by removing the document.
Follow Instruction A	Follow the instruction that will be displayed on the screen to clean the charge wire.
Incorrect passcode	The entered passcode is wrong. Enter the correct passcode.
Invalid Address Book Location!	A non-registered address book number was selected. Either choose another number or manually dial the number.
Invalid characters have been entered.	You entered invalid characters. To register a Shortcut, insert the PC name between "/" and "/". To register a File Name, special characters such as "\", "/", ":", ":", ":", ":", "<", ">" or " " cannot be entered. To register NetBIOS characters other than the alphabet and numbers between 1 to 9.
Invalid I.D.code	The F-code box I.D. code you entered is not valid. Try re-entering your F-code box I.D. code.
Invalid number!	You entered a number which is not valid for the current operation.
Invalid Paper Size	The selected paper is not suitable for duplex printing. Select other paper source. Select plain paper in the size of Letter or Legal.
Invalid parameters!	You entered an invalid value or pressed [Enter] without entering a value. – or – The advanced search failed due to an internal machine error. Check the LDAP server setting, and try the search again. For more information about LDAP server set up, see page 9-54 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
Jam Recover. Set the document. Press [Start]. From Page : [Start] [Cancel]	You selected to continue the job. The machine is instructing you from which page to set the document. Set the document again from that page that the machine is indicating you and press <Start>. To cancel and finish the job, press [Cancel].
Lamp error. Call for service.	The scanner lamp is dim or not operating. Make repeated copies to help evaporate any internal moisture. If that doesn't resolve the problem, contact your Muratec dealer.
LDAP reference execution error	The advanced search failed due to an internal machine error. Try the search again.
Link Path is required.	You tried to register a shortcut without entering [Link]. To register a Folder or FTP server shortcut, you should enter the [Link].
Load XXX paper	Load the paper specified by the machine.
Load paper	There is no paper either in the cassette or in the bypass tray. Load paper.
Load paper for reception	The paper ran out during fax reception. Load paper.

Message on the display	Description / Solution
Load paper in the bypass tray	There is no paper either in the cassette or in the bypass tray. Load paper.
Load paper into the XXX cassette	There is no paper in the XXX cassette. Load paper in it.
Macro in use	You cannot press [Macro Program] while you are registering a Macro.
Mail transmission error	The transmission failed. Check the printed out "Check Message" to identify the error.
Memory full. Printing will resume when mem. is free. Press [OnLine] to stop.	There is not enough memory to store the print job. Wait until some reserved jobs are finished and the memory becomes free.
Memory overflow Rx	Memory has overflowed during the fax reception. Press [Stop] to return the standby screen.
Memory overflow.	You tried to enter more pages into memory than your machine could store.
Memory overflow. Number of stored page: Store these pages? [Yes] [No]	You tried to store more pages into memory than your machine could store. Press [Yes] to keep the scanned pages in memory, or press [No] to delete all pages stored during this operation. The display shows how many pages are stored.
Name is required	You need to enter a name for the registration.
No command stored	You pressed [Fax Cancel/Job Confirm.] to review upcoming commands, but your machine has no command stored.
No document stored	You tried to print a document from memory, but your machine has no documents in storage.
No Drum Cartridge	The drum cartridge is missing or has not been properly installed in your machine. Please properly install the drum cartridge."
No Network Connection	The machine is not connected to the network. Check the network cable or the settings. For more information, see page 9-28 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
No paper type set on the PC On XXXX Please set paper (Letter Plain) To cancel select [Cancel]	The cassette/tray selected for printing is empty. Please set the paper indicated in the message and print your job, or press [Cancel] to cancel.
No paper type set on the PC Please set paper (XXXX) To cancel select [Cancel]	The paper selected for printing is not set to the machine. Please set the paper indicated in the message and print your job, or press [Cancel] to cancel.
No polling document	You tried to print out or delete a polling document when there is no polling document in memory.
No protect passcode	To protect the setting of User Accesses/Cost accounting, Security reception, the PIN masking, or copy protection, you need to register the protect passcode in advance.
No report	You requested an activity journal or transmit confirmation report, but your machine has no record of any fax jobs occurring.
No Toner Cartridge	The toner cartridge is missing or has not been properly installed in your machine. Please properly install the toner cartridge.
Not enough memory	The machine cannot store documents into memory any more. Delete unnecessary documents stored or wait until a reserved job is done.

## 11-18 TROUBLESHOOTING

Message on the display	Description / Solution
Not registered	You pressed a key which is not programmed with any command. – or – You tried to delete a non-registered item. Non-registered items cannot be deleted.
Nothing has been selected.	You tried to press [Enter], when nothing has been selected. To change the settings or to select destinations, first select items from the list, then press [Enter].
Nothing has been stored.	You tried to display the jobs in queue, when there is no job.
Open & Close Scanner Cover Reset your document	A document has jammed in the ADF. Follow the instruction on the display and removed the jammed document.
Open front Cover	Open the front cover. The cover position is located on the display.
Paper Count Error	The scanned page numbers for the first side and the back side of the documents did not match. Fan the document to prevent more than one sheet being drawn through at a time, and try the operation again.
Paper size error for XXXX On XXXX Please set paper (YYYY) To cancel select [Cancel]	The cassette/tray selected for printing has no suitable paper for printing the job. Please set the paper indicated in the message and print your job, or press [Cancel] to cancel.
Paper supply empty.	There is no paper that fits the copying document. Select on which paper to copy or load paper.
PC Printing Canceled	In PC printing, the size of paper in the paper cassette does not match up the paper size you specified by the printer driver. Press [Stop] to cancel a print job. Then load the correct paper size and try printing the document again.
Phone connection terminated	The telephone connected to the machine is hanging up. Hang it down.
PIN has not been registered.	You selected "Mode1" in the PIN mask feature and tried to call an address book number in which no PIN has been entered, or to call using numeric keys without a PIN. Enter a PIN.
Please Check File: Decode Error	The file you have tried to print is not compatible with the "Print on Demand" function. "Print on Demand" only supports files that were originally scanned by an F-525, F-565, MFX-1450 or MFX-2050 as a TIFF or PDF file (Color PDF images is not compatible with this feature). Use PC print function to print the file.
Please enter a value between 25-100%	The value you entered exceeds the Zoom range. Enter a value within the range.
Please enter a value between 25-400%	The value you entered exceeds the Zoom range. Enter a value within the range.
Please enter text.	You cannot view the text when there is no text entered. Enter the text in advance.
Please install the drum cartridge correctly.	The drum cartridge is missing or has not been properly installed in your machine. Please properly install the drum cartridge.
Please install the toner cartridge correctly.	The toner cartridge is missing or has not been properly installed in your machine. Please properly install the toner cartridge.
Please Remove Paper	Paper has jammed in the machine. Follow the instruction on the display and removed the jammed paper.
Please set up Security Reception	The Security Reception is not set up. To use this function set up Security Reception in advance.
Please Supply Paper	There is no paper either in the cassette or in the bypass tray. Load paper.
Please wait...	Your machine's printer is either warming up or busy. Please wait until the machine is finished printing and then re-try your command or operation.



Message on the display	Description / Solution
Preparing	Your machine's printer is either warming up or busy. Please wait until the machine is finished printing and then re-try your command or operation.
Press [Stop] to end the job.	Document remains from the operation prior to the interrupt. Press [Stop] to discharge the document.
Press the Fax Cancel key to stop the transmission.	[STOP] is pressed during fax transmission. Cancel the transmission by [Fax Cancel/Job Confirm.].
Printer in use	The machine cannot execute the job while printing. Wait until the printing is finished and re-try the operation.
Printer Jam	Paper has jammed. Follow the guidance on the display and remove the paper.
Ratio is set to 100%.	The zoom ratio is set to 100%. To change the zoom ratio, set it again.
Real time transmissions cannot be archived.	You tried to send a fax using real time transmission or set memory transmission to [OFF] when the archive function is set up. To archive the document, use memory transmission.
Real time TX in progress. Cannot print.	The machine cannot print out the job until the current communication finishes. Please wait.
Replace the drum.	The drum cartridge has run out. Replace with a new drum cartridge.
Reset the document	Remove the document from the ADF, and set them again.
Rx document stored	To set the security reception to [OFF], first print out the stored security received document.
Scanner Adjusting	Your machine's scanner is preparing. Please wait until the machine is ready.
Scanner in use	The machine cannot execute the job until the current job finishes. Please wait.
Select Paper Size	The selected paper is not suitable for the document. Select other paper.
Select paper source	There is no paper that fits the copying document. Select on which paper to copy or load paper.
Select the bypass paper that cannot be used for Rx	The paper in the bypass tray cannot print out a received fax. To use the bypass tray paper as a separator page, change the paper source in the bypass tray.
Server Initializing	The machine's network is now preparing. Please wait until it is ready.
Server issue. Call for service :error code	An internal network error has occurred. Contact your Muratec dealer.
Set document in the ADF.	You tried to make a [2 --> 2side] or [2 --> 1side] copy using the document glass. Those copy are only available from the ADF.
Set individual forwarding numbers first	The Fax Forward is not set up. To use this function, set up the forwarding condition in advance.
Set paper: XXXX	There is no paper in the bypass tray. Load the paper indicated on the display.
Set the Read/Write Code first.	You tired to create a "Read Only" protect code prior to "Read/Write" code. Create a "Read/Write" code first.
Setting must be changed from the browser	When the machine is on the Network, you cannot set Fax Forwarding from the machine side. Use the browser for the setting.
Supply Separator Paper in XXXX	The paper for separator reception has run out. Load paper in the designate cassette/tray.
The drum is low.	Your drum will need to be replaced soon. Please contact your Muratec dealer to purchase a new drum cartridge.
The following data is required: Fax or e-mail	The fax number or e-mail address is not registered to the Address Book. Either fax number or e-mail address must be registered.

## 11-20 TROUBLESHOOTING



Message on the display	Description / Solution
The following data is required: Fax or e-mail, PIN number	The fax number with PIN number or e-mail address is not registered to the Address Book in PIN mask mode 1. Either fax number or e-mail address must be registered. For fax numbers, the PIN number must also be entered after entering the fax number and an "*" (asterisk).
The LDAP server cannot be found. Check the LDAP server settings.	The advanced search failed due to an internal machine error. Check the LDAP server setting again, and try the search again. For more information about LDAP server set up, see page 9-54 on this manual, or "Network Configuration" in Chapter 4, "Using the Admin Tools," in the <i>PC User's Guide</i> .
The NetBIOS name entered is already in use.	The NetBIOS name conflicts with other device. Contact your Network Administrator.
The number of file attachments and/or file size limit has been exceeded. Please delete attachments until you reach the acceptable limit.	You can add up to 10 network files (or up to 10 MB worth of files) to the scanned job. Delete files so that it meets the limit.
The numeric keypad cannot be used.	You cannot use numeric keys while selecting group members.
The storing process has not finished.	The machine cannot execute the job until the current job finishes. Please wait.
The toner is empty.	Toner is empty. Replace with a new toner bottle.
The toner is low.	Your machine is almost out of toner. Please contact your Muretec dealer soon to purchase a new toner cartridge.
There are no vacant numbers.	You have already registered 1000 locations to the Address Book. To register a new location, first delete the unnecessary locations first.
There is no applicable data.	You selected a key on the index, to which no destination is categorized.
This function cannot be used.	You selected a function that is currently not available. Change the function you set prior to this function or cancel this function.
This Resolution cannot fit specified Zoom value.	You try to set a resolution that is not available in the set zoom ratio. Change either the resolution or the zoom ratio to do the job.
This setting is protected	The User Access/Cost accounting setting is protected. To change the setting, release the protection.
To initialize IP address you must shutdown.	IP address is entered or edited. Power off and then on to save the setting.
Toner should be replaced.	Toner is empty. Replace with a new toner bottle.
Too many characters	You entered more characters than the limit. Re-enter them so that it contains the limit.
Too many locations.	You entered more location than the limit. Re-enter them so that it contains the limit.
TTI data has not been registered	The Transmit Terminal Identifier (TTI) is not registered. To select the TTI, register the TTI in advance.
Unable to delete.	The job you selected was carried out before deleting.
Use the scanner glass	You tried to make a zoom up copy using the ADF. To make a zoom up copy, use the document glass.

## “Check Message” printouts

When there is a problem with your machine detects an error, it produces an error printout headed by the words “Check Message”. This printout lists the following information about the fax transaction:

- The resulting error code (See “Error code” next page.)
- A communications error message (See “What error messages can mean” below.)
- The TTI (or phone number) 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 is a brief summary:

Error message	Possible meanings
Check condition of remote fax.	<ul style="list-style-type: none"><li>• Remote machine malfunctioned.</li><li>• No “Handshake” signals from remote fax.</li><li>• Wrong phone number reached.</li></ul>
Repeat transmission.	<ul style="list-style-type: none"><li>• Poor phone line conditions.</li><li>• No “Handshake” signals from remote fax.</li><li>• Document misfeed or miscount.</li><li>• Unable to reach remote machine after attempting specified number of redial tries.</li></ul>
Line is busy.	<ul style="list-style-type: none"><li>• Remote machine’s line was busy.</li><li>• Remote machine’s line didn’t answer.</li></ul>
Check received documents.	<ul style="list-style-type: none"><li>• Remote confirmation signal not received from remote fax.</li><li>• Poor line conditions caused a poor image.</li></ul>
Specified attached file(s) was not found.	<ul style="list-style-type: none"><li>• Network setting is not set up.</li><li>• There is no connection to the network.</li><li>• The user name or password is not entered correctly.</li><li>• The folder is not shared.</li><li>• The folder link is not entered correctly.</li></ul>
Could not connect to the location. (Folder)	<ul style="list-style-type: none"><li>• Network setting is not set up correctly.</li><li>• There is no connection to the network.</li><li>• The user name or password is not entered correctly.</li><li>• The folder is not shared or the folder is write-protected.</li><li>• The folder link is not entered correctly.</li></ul>
Could not connect to the location. (FTP)	
Please confirm the size of attached file(s).	<ul style="list-style-type: none"><li>• The attached files exceeds the limit. (Should be within 10MB.)</li></ul>
Memory full.	<ul style="list-style-type: none"><li>• Remote fax’s memory is full.</li></ul>
Dialing number is not set.	<ul style="list-style-type: none"><li>• Stored phone number failed to dial properly.</li></ul>
Stopped.	<ul style="list-style-type: none"><li>• Someone pressed [Stop] at the remote fax in the middle of the “Handshake”.</li></ul>

## Error codes

---

### *Dialing errors*

- D.0.3, D.0.8** The remote unit didn't respond, the call couldn't be completed or [Stop] was pressed while 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.
- D.0.2** The remote unit is busy. Try the call again.
- D.0.6, D.0.7** Either the remote unit didn't respond, the call somehow didn't go through or [Stop] was pressed while dialing. Try the call again.

### *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 machine sends and receives only ITU-T Group 3 fax communication, the industry standard since the early 1980s.
- R.1.4** [Stop] was pressed on the receiving fax machine.
- R.2.3** Poor phone line conditions made fax communication impossible. Call someone at the remote machine's location.
- 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.4.1** The machine received too much data, overloading the memory.
- R.4.2** Either the line disconnected before transmission or the transmitting fax machine needs maintenance.
- R.4.4** The machine has reached its memory capacity.
- R.5.1, R.5.2** ECM reception failed (perhaps due to line noise).
- R.8.1** A compatibility error occurred.
- R.8.10** Line noise or other problems prevented line probing.
- R.8.11** The fax machine timed out while waiting for the retrain signal.

### *Transmission errors*

- T.1.1** The remote fax machine didn't respond to your machine. Call someone at the remote machine's location.
- T.1.4** [Stop] was pressed during transmission.
- T.2.1** Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. Try the call again.
- T.2.2** The two fax machines were incompatible. Your machine sends and receives only ITU-T Group 3 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 try the call again later.

- T.3.1** The page counter in your fax machine detected a document feeder error during transmission. Carefully reset the document into the feeder and re-try the call.
- T.4.1** The telephone line disconnected during transmission because of excessive modem errors or because the remote unit ran out of paper. Try the call again.
- T.4.2** After transmission began, poor line conditions developed. Try the call again.
- T.4.4** Poor line conditions prevented transmission. Try the call again.
- T.5.1,** ECM transmission failed (perhaps due to line noise). Conditions can  
**T.5.2,** change rapidly, so try the call again later.  
**T.5.3**
- T.8.1** A compatibility error occurred.
- T.8.10** Line noise or other problems prevented line probing.
- T.8.11** The remote fax machine didn't complete the equalizer training phase.

## Machine errors

Symptom	Suggested solutions
The display shows nothing, and the keys are not working.	Check that the power switch is turned on.
The machine is not activated when the power switch is turned on.	Check that the power cord is connected properly.
The machine beeps and shows an error message.	See "Displayed error messages," on page 11-15.
Documents jam frequently	<ul style="list-style-type: none"> <li>• Check for the ADF cover is closed properly.</li> <li>• If there is a foreign matter in the ADF, remove it.</li> <li>• Ensure that the document is an acceptable weight. (See "Document," page 1-31.)</li> <li>• Clean the ADF rollers (see page 11-3.)</li> </ul>
Paper Jams Frequently	<ul style="list-style-type: none"> <li>• Ensure that the paper is an acceptable weight. (See "Paper," page 1-35)</li> </ul>

## Faxing errors

Symptom	Suggested solutions
Cannot send	<ul style="list-style-type: none"> <li>• Check that the phone line is connected properly.</li> <li>• Check that the number or the e-mail address stored in your address book is correct.</li> <li>• Make sure that the machine is in fax mode. If not, change to the mode to the fax mode by pressing [FAX].</li> <li>• Check that the network cable is connected properly.</li> <li>• Check that the network setting is made up properly.</li> </ul>
Cannot stop transmission	Your machine cannot cancel a transmission by pressing [Stop]. To cancel a transmission, press [Fax Cancel/Job Confirm.] and select a job you want to cancel, then press [Enter]. (See "Reviewing or canceling commands" on page 4-26 for more details.)
Cannot receive automatically	<ul style="list-style-type: none"> <li>• Check that the phone line is connected properly.</li> <li>• Check that the machine is in the automatic receiving mode (page 4-37).</li> <li>• The memory may be full. If there is no paper in the cassette, set a paper to print the received document stored in the memory.</li> </ul>
Cannot receive manually	<ul style="list-style-type: none"> <li>• Make sure that the external phone is attached to your machine to receive a fax manually.</li> <li>• In manual receive mode, you must press &lt;Start&gt; before you hang up the phone.</li> <li>• The memory may be full. If there is no paper in the cassette, set paper.</li> </ul>
Cannot store a document into memory	<ul style="list-style-type: none"> <li>• Make sure that the machine is in fax mode. If not, change to the mode to the fax mode by pressing [FAX].</li> <li>• The memory may be full. If there is no paper in the cassette, set the paper to print the received document stored in the memory.</li> <li>• The number of document can be stored in the current operation is full. Delete unnecessary documents.</li> </ul>

## Scanning errors

Symptom	Suggested solutions
Cannot browse a folder / file	<ul style="list-style-type: none"> <li>• Check that your browsing folder / file is in the same segment with your machine.</li> <li>• Check that your folder is under a shared folder that name contains 12 characters or less.</li> <li>• Check that the link to your browsing folder is 100 characters or less in length.</li> <li>• Check that the link to your browsing file is 128 characters or less in length.</li> </ul>
Cannot scan a document	<ul style="list-style-type: none"> <li>• Check that the network cable is connected properly.</li> <li>• Check that the network setting have been properly set.</li> <li>• Check that the e-mail address stored in your address book or the folder/FTP shortcut is correct.</li> <li>• Make sure that the machine is in scan mode. If not, change to the mode to the scan mode by pressing [SCAN].</li> </ul>
Scanned image looks dirty	<ul style="list-style-type: none"> <li>• The document glass or ADF glass may be dirty. Clean the glass (see page 11-2.)</li> <li>• Change the scanning contrast by pressing [Contrast].</li> <li>• Change the scanning resolution by pressing [Resolution].</li> <li>• Change the document type by pressing [Doc.Type].</li> </ul>
A file name or folder name that contains a special character is not correctly displayed and/or cannot open or delete it.	<p>The code page currently using in your Windows does not compatible with a special characters which can be used in your machine.</p> <p>To solve this issue, change the currently using code page to code page 850 on your Windows.</p> <p><b>IMPORTANT:</b></p> <p>To change the code page, you will modify the Windows registry. Before you modify the registry, make sure to back it up and make sure that you understand how to restore the registry if a problem occurs. For information about how to back up, restore, and edit the registry, refer to the article number 256986 in the Microsoft Knowledge Base (<a href="http://support.microsoft.com/kb/256986/en-us">http://support.microsoft.com/kb/256986/en-us</a>).</p> <p><b>⚠ WARNING:</b></p> <p>If you use Registry Editor incorrectly, you may cause serious problems that may require you to reinstall your operating system. We cannot guarantee that you can solve problems that result from using Registry Editor incorrectly. Use Registry Editor at your own risk.</p> <p>To change the code page on your Windows:</p> <ol style="list-style-type: none"> <li><b>1</b> On your computer, click <b>Start</b>, click <b>Run</b>, type <b>regedit</b>, and then click <b>OK</b>.</li> <li><b>2</b> Locate and double-click the following registry key. HKEY_LOCAL_MACHINE\System\CurrentControlSet\Control\Nls\Codepage\OEMCP</li> <li><b>3</b> In <b>Value data</b>, type <b>850</b>, and click <b>OK</b>.</li> </ol>

## Copying errors

Symptom	Suggested solutions
Cannot make a copy	<ul style="list-style-type: none"><li>• Make sure that the machine is in copy mode. If not, change to the copy mode by pressing [COPY].</li><li>• Make sure that the document is loaded correctly. If placing the document on the document glass, the side to be copied should be face down. If placing the document in the ADF, the side to be copied should be face up.</li></ul>
Copy quality is poor	See "Print quality problems," on page 11-29.

## PC printing errors \*

Symptom	Suggested solutions
Cannot print from your computer	<ul style="list-style-type: none"><li>• The USB cable is not connected properly. (When using as a local printer) Check the cable connection.</li><li>• Check that the network cable is connected properly. (When using as a network printer)</li><li>• Check that the network setting is made up properly. (When using as a network printer)</li><li>• The port setting is incorrect. Check the printer port setting in your computer.</li><li>• The applicable printer driver may not be installed properly. Reinstall the printer driver.</li></ul>
Printing is too slow	<ul style="list-style-type: none"><li>• Computer may not have enough memory. Install more RAM in your computer.</li><li>• The print job is large or complex. The machine takes a lot of times when printing a large print jobs. Please wait until the machine finishes the job.</li></ul>
Print quality is poor	See "Print quality problems," on page 11-29.
The printing option does not effect for the printouts.	Some software applications will overwrite the option set on the printer property page. Choose your printing options from the application.

\* In order to use your machine as a local or network printer you should have the applicable print driver installed from CD supplied with your machine.








## Local Scanner errors \*

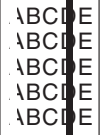

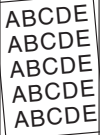
Symptom	Suggested solutions
Cannot scan a document	<ul style="list-style-type: none"><li>• The TWAIN driver may not be installed properly. Reinstall the scan driver.</li></ul>
“Muratec Color TWAIN Scanner” does not appear in the list of the available scanner device on your application software.	<ul style="list-style-type: none"><li>• The TWAIN driver may not be installed properly. Reinstall the scan driver.</li></ul>
Scanned image looks dirty	<ul style="list-style-type: none"><li>• The document glass or ADF glass may be dirty. Clean the glass (see page 11-2.)</li><li>• Change the scanning contrast by pressing [Contrast].</li><li>• Change the scanning resolution by pressing [Resolution].</li><li>• Change the document type by pressing [Doc.Type].</li></ul>

\* In order to use your machine as a local scanner you should have the driver installed from CD supplied with your machine.



## Print quality problems

<p>Pages are blank</p> 	<ul style="list-style-type: none"> <li>The document is loaded incorrectly. Set the document facing up on the ADF or facing down on the document glass.*</li> <li>The toner cartridge may be defective. Remove the toner cartridge and check it for damage. If the problem persists, replace the toner cartridge.</li> </ul>
<p>Pages are black</p> 	<ul style="list-style-type: none"> <li>The drum charge wire may be dirty. Open the front cover. To clean the drum charge wire, pull the blue rod toward you, making sure it fully extends. Then return the rod to its original position. (See page 11-4.)</li> <li>The toner cartridge may be defective. Remove the toner cartridge and check it for damage. If the problem persists, contact Muratec dealer.</li> </ul>
<p>Printouts are too light</p> 	<ul style="list-style-type: none"> <li>Contrast selected was too light. Select a darker contrast setting.</li> <li>The toner cartridge may be out of toner, or the toner may be very low. Replace the toner cartridge.</li> <li>The paper is damp. Replace the paper.</li> </ul>
<p>Printouts are too dark</p> 	<ul style="list-style-type: none"> <li>Contrast selected was too dark. Select a lighter contrast setting.</li> </ul>
<p>Printouts have a blurred background</p> 	<ul style="list-style-type: none"> <li>The document glass* or ADF glass is dirty. Wipe the glass with a dry soft cloth.</li> <li>The drum charge wire may be dirty. Open the front cover. To clean the drum charge wire, pull the blue rod toward you, making sure it fully extends. Then return the rod to its original position. (See page 11-4.)</li> <li>The toner cartridge may be defective. Remove the toner cartridge and check it for damage. If the problem persists, replace the toner cartridge.</li> </ul>
<p>Printouts are of uneven density</p> 	<ul style="list-style-type: none"> <li>The drum cartridge may be defective. Remove the drum cartridge and check it for damage. If the problem persists, replace the drum cartridge.</li> </ul>
<p>Printouts have irregularities</p> 	<ul style="list-style-type: none"> <li>The paper you are using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply. Toner will not adhere well to wet paper. Replace the paper with dry paper.</li> </ul>

<p>Printouts have white and/or black lines</p> 	<ul style="list-style-type: none"> <li>• The ADF glass or rollers of the ADF may be dirty. Clean the ADF glass and/or the rollers of the ADF. (See pages 11-2 to 11-3.)</li> <li>• The drum charge wire may be dirty. Open the front cover. To clean the drum charge wire, pull the blue rod toward you, making sure it fully extends. Then return the rod to its original position. (See page 11-4.)</li> <li>• The toner cartridge or drum cartridge may be defective. Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.</li> </ul>
<p>Printouts have toner smudges</p> 	<ul style="list-style-type: none"> <li>• The document glass* is dirty. Wipe the document glass* with a dry soft cloth.</li> <li>• The document pad* is dirty Clean the document pad* with a soft cloth dampened and a mild detergent.</li> <li>• The drum charge wire may be dirty. Open the front cover. To clean the drum charge wire, pull the blue rod toward you, making sure it fully extends. Then return the rod to its original position. (See page 11-4.)</li> <li>• The toner cartridge or drum cartridge may be defective. Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.</li> <li>• 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 Muratec dealer.</li> </ul>
<p>The image is not aligned properly on the paper.</p> 	<ul style="list-style-type: none"> <li>• The document is not positioned correctly. Correctly adjust the document guides for the size of the document.</li> <li>• The ADF glass is dirty (while using the ADF). Wipe the ADF glass with a dry soft cloth. (See page 11-2.)</li> <li>• The document guides are not slid up against the edges of the document. Slide the document guides against the edges of the document.</li> <li>• Curled paper was loaded into the paper cassette. Flatten the paper before loading it.</li> </ul>

\* The document glass and the document pad is available for MFX-2050/MFX-1450 only.

## If you cannot solve the problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact your local Muratec dealer or call the Muratec Customer Support Center at (800) 347-3296 (from U. S. only).

### **CAUTION**

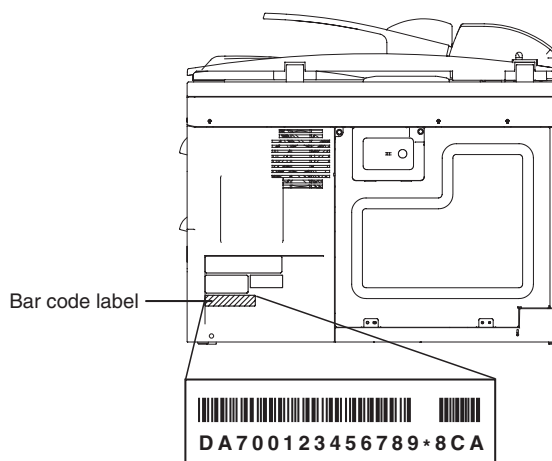
If you detect odd sounds, smoke or odor emitting from your machine, unplug it immediately and contact your local Muratec dealer. Do not attempt to disassemble or repair the machine yourself.

### **IMPORTANT**

Attempting to repair the machine yourself may void the limited warranty.

When you contact the Muratec Customer Support Center, make sure you have the following information ready;

- Product name: F-565 or F-525 or MFX-2050 or MFX-1450
- Serial number (located on the label located at the back of the machine)
- Details of the problem
- Steps taken to try to resolve the problem and the results



---

## 11-32 TROUBLESHOOTING

# Chapter

# 12

## Appendix & Index

---

<b>Specifications.....</b>	<b>12-2</b>
General .....	12-2
Fax.....	12-3
Copy .....	12-3
Printer.....	12-3
Scanner.....	12-4
Consumable items.....	12-4
<b>Index .....</b>	<b>12-5</b>

# Specifications

## General

<b>Multitasking</b>	Quad Access
<b>Scanning method</b>	Flatbed CCD
<b>Printing method</b>	LED
<b>Acceptable document size</b>	(See page 1-31)
<b>Document weight</b>	(See page 1-31)
<b>Printing paper size</b>	(See page 1-35)
<b>Power requirement</b>	120 VAC 50/60 Hz.
<b>Power consumption</b>	Energy save mode: Approx. 15 W Standby: Approx. 50 Wh (MFX-1450/F-525) Approx. 63 Wh (MFX-2050/F-565) Maximum: Approx. 1040 W
<b>Environmental temperature</b>	10 to 32 °C
<b>Relative humidity</b>	20 to 80 %RH
<b>Display (Liquid Crystal Display)</b>	Touch panel display
<b>Image memory capacity</b>	7.8 MB (650 pages* approx.) plus optional 32 MB (additional 2,720 pages* approx.) *Using the ITU-T test document 1 with normal resolution.
<b>Image memory backup time</b>	7.8 MB: 72 hours* 39.8 MB: 24 hours* *Must be charged for at least 24 hours to reach full charge
<b>Weight</b>	MFX-2050: Approx. 48.7 lb. (22.1 kg) MFX-1450: Approx. 48.1 lb. (21.8 kg) F-565: Approx. 44.8 lb. (20.3 kg) F-525: Approx. 44.1 lb. (20.0 kg) (Without consumables and tray)
<b>ADF capacity</b>	Up to 80 sheets (Letter, 75 g/m <sup>2</sup> or 20 lb. paper)
<b>Paper cassette capacity</b>	Paper cassette; 500 sheets (80 g/m <sup>2</sup> or 20 lb. paper) Bypass tray; 50 sheets (80 g/m <sup>2</sup> or 20 lb. paper)
<b>Exit paper tray capacity</b>	250 sheets (80 g/m <sup>2</sup> or 20 lb. paper)
<b>Dimensions (W×D×H)</b>	20.5 × 19.3 × 17.6 in. (520 × 490 × 446 mm)

## Fax

<b>Compatibility</b>	ITU-T Group 3 and Super Group 3
<b>Applicable line</b>	Public Switched Telephone Network (PSTN) or equivalent
<b>Coding method</b>	ITU-T-standard MMR, MR, MH and JBIG
<b>Modem speed</b>	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, 2,400 bps Automatic fallback
<b>Address book</b>	Up to 1000 destinations can be stored
<b>Call group</b>	100 groups
<b>Broadcasting</b>	1030 destinations
<b>Transmission speed</b>	Approx. 3 seconds/page.* * Based on memory-to-memory transmission of ITU-T test document 1 to a Muratec fax machine. Your transmission times will vary, but your machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.
<b>Scanning width</b>	8.2 in. (208 mm)
<b>Grayscale</b>	256-levels
<b>Scanning resolution</b>	Normal (8 dots/mm × 3.85 lines/mm) Fine (8 dots/mm × 7.7 lines/mm) Super-fine (16 dots/mm × 15.4 lines/mm) * * In the case that the remote fax has the ability of "16 dots/mm × 15.4 lines/mm". Otherwise, the superfine resolution is "8 dots/mm × 15.4 lines/mm". Grayscale (8 dots/mm × 7.7 lines/mm)

## Copy

<b>Scanning resolution</b>	600 dpi × 300 lpi or 600 dpi. × 600 lpi.
<b>Scanning width</b>	8.5 in. (216 mm)
<b>Print speed</b>	MFX-2050/F-565: 20 cpm* MFX-1450/F-525: 14 cpm* * Using Letter-sized paper in 1st paper cassette.
<b>Zoom ratio</b>	Automatic document feeder: 25 to 100 % Document glass*: 25 to 400 %
<b>Preset ratio</b>	Automatic document feeder: 100 %, 78 %, 64 %, 50 % Document glass*: 154 %, 129 %, 121 %, 100 %, 78 %, 64 %, 50 % * The document glass is available for MFX-2050 and MFX-1450.

## Printer

<b>Print resolution</b>	600 dpi
<b>Print speed</b>	MFX-2050/F-565: 20 ppm* MFX-1450/F-525: 14 ppm* * Using Letter-sized paper in 1st paper cassette.
<b>Color /Mono</b>	Monochrome
<b>Operating system</b>	Windows 98, 98SE, Me, NT 4.0 workstation, 2000, XP, Server 2003, Vista (English version)
<b>Printer language</b>	GDI (standard), PCL (option)
<b>Interface</b>	USB port Ethernet port

## Scanner

<b>Color/Mono</b>	Color or Monochrome
<b>Scanning resolution</b>	Color: 600 dpi, 300 dpi, 200 dpi, 100 dpi Monochrome: 600 dpi, 300 dpi, 200 dpi
<b>Scanning width</b>	8.2 in. (208 mm)

## Consumable items

<b>MFX-2050/MFX-1450</b>	
<b>Drum cartridge life</b>	Approx. 30,000 pages*
<b>Toner cartridge life</b>	Approx. 16,000 pages*
<b>Starter toner cartridge life</b>	Approx. 2,000 pages*
*Based on 6% document coverage and letter-sized two-page interval printing.	
<b>F-565/F-525</b>	
<b>Drum cartridge life</b>	Approx. 20,000 pages*
<b>Toner cartridge life</b>	Approx. 15,000 pages*
<b>Starter toner cartridge life</b>	Approx. 3,000 pages*
*Based on 4% document coverage and letter-sized two-page interval printing.	

**NOTE:** Specifications are subject to change without notice.



# Index

## A

Activity journal ..... 8-3  
Address book ..... 3-2  
    deleting ..... 3-11, 3-12  
    how to dial ..... 3-13  
    registering/editing ..... 3-4, 3-8, 3-9  
Attached File Format ..... 9-74  
Attachment ..... 6-55  
Auto Reset Time ..... 9-25

## B

Batch scanning ..... 5-82, 6-51  
Batch transmission ..... 5-8  
Block junk fax ..... 5-20  
Broadcasting ..... 4-23, 6-54

## C

Call group ..... 3-23  
    deleting ..... 3-24  
    how to dial ..... 3-25  
    registering/editing ..... 3-23  
Canceling commands ..... 4-26  
Cancelling a print job ..... 7-13  
Card Copy ..... 2-25  
Changing modes ..... 1-15  
Character  
    entering ..... 1-21  
Check message ..... 11-22  
Cleaning  
    ADF rollers ..... 11-3  
    drum charge wire ..... 11-3  
    print head ..... 11-3  
    scanning area ..... 11-2  
Color ..... 6-48  
Combine copy ..... 2-14  
Consumables ..... xx  
Control panel ..... 1-13  
Copy print queue ..... 2-28, 4-39  
Copy protection ..... 9-92  
Copy reservation ..... 2-13  
Copy settings ..... 9-5  
Cover page ..... 5-6

## D

Daylight saving time ..... 1-26  
Default LDAP server ..... 9-65

Delayed transmission ..... 5-3  
DHCP setting ..... 9-30  
Dial prefix ..... 5-18  
DNS Settings ..... 9-33  
DNS Suffix ..... 9-34  
Document handling  
    acceptable documents ..... 1-31  
Document jams ..... 11-9  
Document size ..... 2-27  
Document type ..... 2-8, 6-6  
Domain name extension ..... 9-93  
Drum cartridge  
    replacing ..... 11-7  
DSN ..... 9-75  
Duplex copy ..... 2-16  
Duplex scanning ..... 6-52

## E

e-mail gateway ..... 5-56  
e-mail settings ..... 9-70  
e-mail subject ..... 5-78, 6-18  
ECM mode ..... 9-8  
Energy save mode ..... 1-17, 9-26  
ENERGY STAR ..... xv  
Erased document notification ..... 10-6  
Error codes ..... 11-23  
Error messages ..... 11-15  
Errors  
    copying ..... 11-27  
    faxing ..... 11-25  
    local scanner ..... 11-28  
    machine ..... 11-25  
    PC printing ..... 11-27  
    scanning ..... 11-26

## F

F-code box feature ..... 5-24  
Fax & Copy ..... 5-4  
Fax forwarding ..... 5-42  
Fax reception  
    print settings ..... 4-40  
Fax reception mode ..... 4-36  
    ans/fax ready mode ..... 4-37  
    fax/tel ready mode ..... 4-37  
    fax ready mode ..... 4-37  
    tel/fax ready mode ..... 4-37  
    tel ready mode ..... 4-36  
Fax settings ..... 9-6  
File format ..... 5-83, 6-11  
File name ..... 6-8

## G

Gateway address ..... 9-32

## H

Half-page reception ..... 9-8

How to read this manual ..... xi

## I

Initial settings ..... 1-24

    broadcasting ..... 1-26

    date & time ..... 1-25

    daylight saving time ..... 1-26

    default TTI ..... 1-29

    dial tone detection ..... 1-28

    fax reception mode ..... 1-27

    language ..... 1-25

    phone dialing type ..... 1-27

    registering TTI ..... 1-28

    time zone ..... 1-30

    your fax number ..... 1-29

Initial setup (User Install) ..... 1-23

Installing the machine ..... xviii

Internet Fax functions ..... 5-71

IP Address ..... 9-30

## J

Journal Report ..... 8-3

Journal report ..... 8-2

    sorting the job (Line up) ..... 9-26

Journal reports ..... 10-2

## K

Key displays and functions ..... 1-14

## L

LDAP parameter settings ..... 9-68

LDAP Settings ..... 9-54

Lists ..... 10-2

Loading documents ..... 1-33

Loading paper

    into bypass tray ..... 1-39

    into paper cassettes ..... 1-37

Location display ..... 4-24

Login / Logout ..... 1-19

## M

MAC address ..... 9-42

Macro keys ..... 9-82

Mail history ..... 5-75, 6-15

Mail settings ..... 9-22

Maintenance ..... 11-2

Management settings ..... 9-24

Managing communications ..... 8-2

Manual transmission ..... 4-4

    sending ..... 4-12

MDN ..... 9-75

Memory overflow message ..... 2-3, 4-5

Memory transmission ..... 4-4

## N

NetBIOS Name ..... 9-38

Network authentication settings ..... 9-49

Network scanner functions ..... 6-3

Network Settings Code ..... 9-89

Next document setting ..... 2-5

## O

Out-of-paper reception ..... 4-39

## P

Page counters ..... 8-16

Paper handling ..... 1-35

    acceptable paper sizes ..... 1-35

    paper type setting ..... 1-40

Paper jams ..... 11-12

Paper settings ..... 9-3

Paper size ..... 2-12

Passcode protection ..... 9-88

PC Faxing ..... 5-69

PC printing ..... 7-10

Personal setting ..... 9-95

Phone call ..... 4-43

    call fails ..... 4-44

    how to dial ..... 4-43

    how to receive ..... 4-44

    optional handset volume ..... 4-44

    speaker volume ..... 4-45

Ping ..... 9-41

PIN masking ..... 5-62

Polling reception ..... 5-15

Polling transmission ..... 5-15

Power switch ..... 1-16

Precautions ..... xviii

Print on demand ..... 7-3, 7-6

Print quality problems ..... 11-29

Program one-touch .....	5-50
Protection passcode .....	9-89

## Q

Quick memory transmission .....	4-4, 9-8
QWERTY keypad .....	1-21

## R

Re-mail .....	5-74, 6-16
Real-time transmission .....	4-4
sending .....	4-14
Receive time stamp .....	9-9
Redialing .....	4-15
automatic .....	4-15
manual .....	4-15
Regulatory information .....	xiii
Review commands .....	4-26
results of fax transaction .....	4-32
Routine Maintenance .....	xxi

## S

Scanner settings .....	9-10
Scanning contrast .....	2-9, 4-18, 6-5
Scanning resolution .....	6-4
Scan size .....	5-14, 6-7
Scan to Bulletin Board .....	6-43
Scan to e-mail .....	6-12
sending .....	6-13
Scan to folder .....	6-22
folder shortcut .....	6-28
registering/editing folder shortcut .....	9-11, 9-13
Scan to FTP .....	6-30
registering/editing FTP shortcut .....	9-18
registering FTP shortcut .....	6-34
Scan to Printer .....	6-38
Scan to User .....	6-40
Security features .....	5-58
Security printing .....	7-11
Security reception .....	5-58
Sender Information .....	9-71
Separate reception page .....	9-4
Separator page .....	5-48
SMB setting menu .....	9-36
SMB settings .....	9-36
SMTP/POP Settings .....	9-70
Soft keys .....	9-77
Sorting .....	2-11
Sound settings .....	9-25, 9-26
Speaker volume .....	4-45
Stored document list .....	10-5
Subnet Mask .....	9-31

## T

TCP/IP setting menu .....	9-28
TCP/IP settings .....	9-28
Toner cartridge	
replacing .....	11-5
Trademarks .....	xv
Transmission confirmation report ...	4-21, 8-2
Transporting the machine .....	xx
Troubleshooting .....	11-9
TTI .....	4-19
TTI (Your name)	
registering .....	1-28
Turning off the power .....	1-18

## U

User Access/Cost Accounting .....	8-8
-----------------------------------	-----

## W

WINS server address .....	9-40
Work Group Name .....	9-39

## Z

Zoom .....	2-10, 6-49
------------	------------

---

## 12-8 INDEX