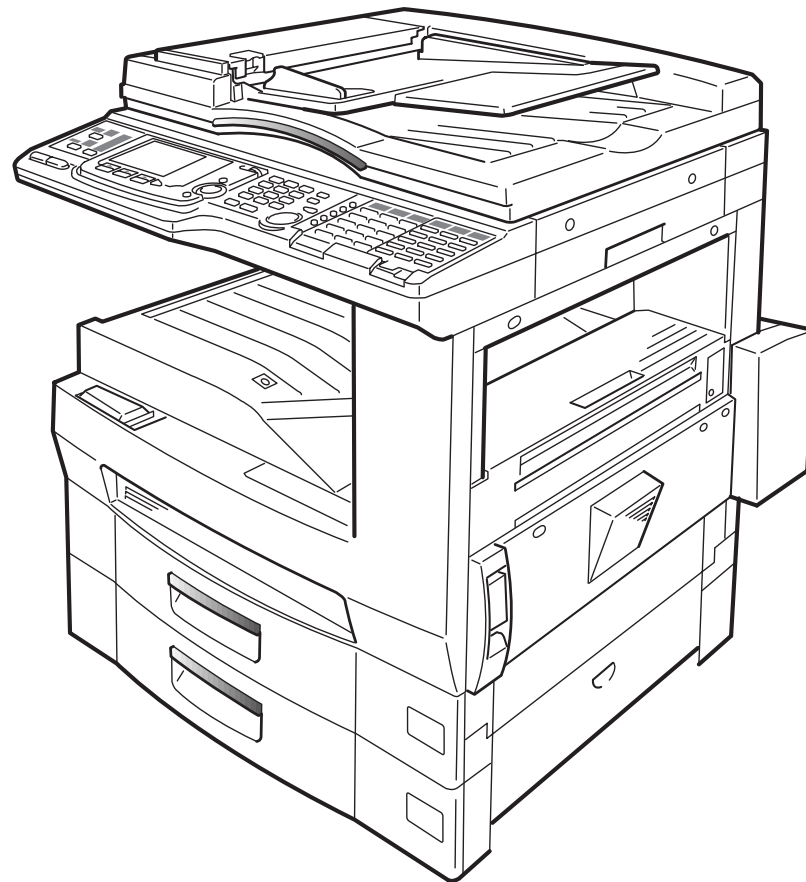# Muratec MFX-2500
Operating Instructions

General Reference

muratec
the fax specialists

Welcome …

Trademarks

Muratec, the Muratec logo and all Muratec fax product names contained herein are trademarks of Murata machinery, Ltd. and Muratec UK, Ltd.

ENERGY STAR is a registered mark of the United States Environmental Protection Agency.

Copyright

⊂€ Statement

The MFX-2500 carries the CE mark.

This indicates that the machine complies to EN55022 1998 (Class B), EN55024 1998, EN61000-3-2 1995 +A1 +A2, and EN61000-3-3 1995 in accordance with EEC directive 89/336/EEC.
In addition the machine has been safety tested to IEC60950 1991 +A1 +A2 +A3 +A4 in accordance with EEC directive 73/23/EEC.

The MFX-2500 is a Class 1 LASER product conforming to IEC60825-1 1993 +A1.

This equipment is suitable for connection to analog PSTN telephone networks that conform to the signaling requirements of CTR21. In case of a problem for further information please contact your supplier.

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

SUPER G3
WITH JBIG COMPRESSION

Super G3 is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T V.34 bis 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.

Safety information

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Average Radiant Power: 36.7 (μW) at the laser aperture of the print head unit.

Wavelength: 770-810 nm

This product employs a Class IIIb Laser Diode that emits an invisible laser beam.

The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM.

Therefore, the print head unit should not be opened under any circumstances.

Print Head

Laser Aperture of the Print Head Unit
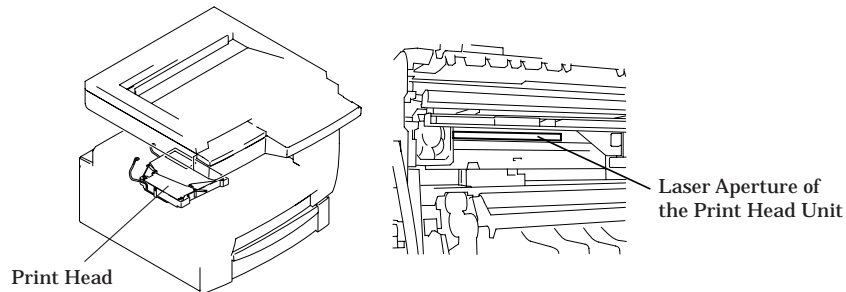
This figure shows the view inside the Right Door with the Imaging Unit removed.

For the United States

CDRH regulation

This machine is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.
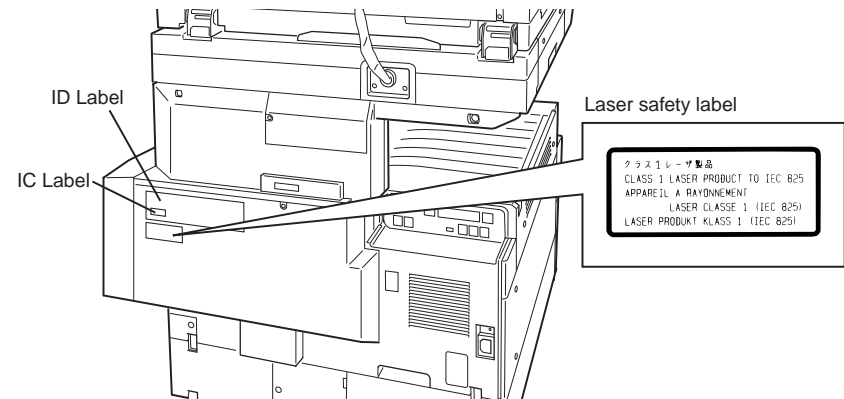
The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

> **CAUTION:** Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-810nm.

Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.

ID Label

IC Label

Laser safety label

クラス1レーザ製品
CLASS 1 LASER PRODUCT TO IEC 825
APPAREIL A RAYONNEMENT
        LASER CLASSE 1 (IEC 825)
LASER PRODUKT KLASS 1 (IEC 825)

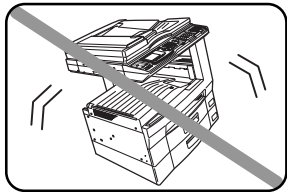# Before using your Muratec machine

Where to set up your machine

Follow these guidelines when setting up your machine:
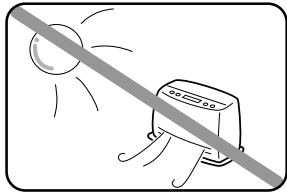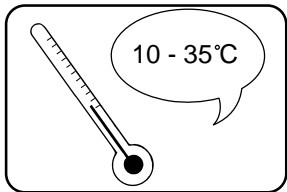
Away from direct sunlight

To avoid overheating, set up your machine away from direct sunlight or a heater.
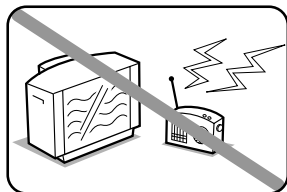
Level, and vibration-free

To avoid damages to the machine or injuries, set the machine up in a level, vibration-free location.
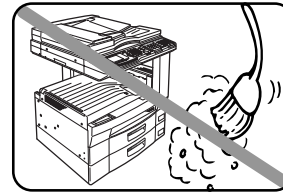
Avoid extreme high / low temperature

10 - 35℃

Use your machine within the temperature range of 10ºC to 35ºC.

Away from a television or radio

Many appliances and office equipment, including televisions, radios, copy machines, air conditioners and computers, can generate electronic noise that can interfere with the operation of your machine.
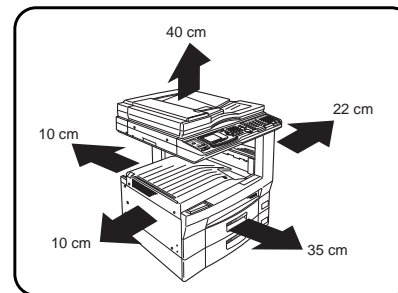
Clean

Dust buildup can damage your machine. Periodically clean your machine as described in the operating instructions. ***Do not use a dust cover***, which can cause damaging overheating.
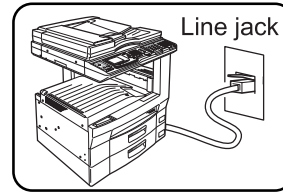
Near a phone jack

Line jack

Your machine uses a standard (modular) telephone jack, also known as an LJU.

Space around the machine

40 cm

22 cm

10 cm

10 cm

35 cm

To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance as illustrated.
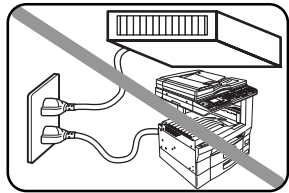
Power requirements
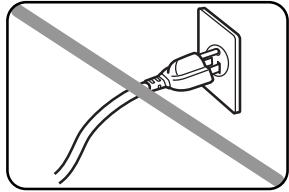
Plug in the power cord

Plug the power cord carefully and completely into a wall outlet. Do not leave any portion of the electrical cord's metal plugs exposed. Doing so could cause a fire and poses a risk of electrical shock.
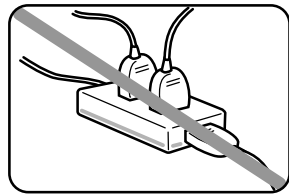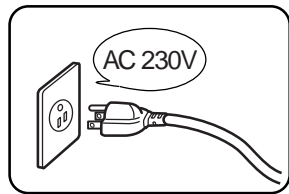
Do not share an extension cord connector with other plugs

It can cause electrical shock.

Do not share an outlet with a large appliance

High-consumption appliances such as a refrigerator or air conditioner can cause "draw-downs" which could damage your machine.

230 VAC outlet

Use a standard three-pronged 230 V electrical outlet to power your machine. Using any other electrical outlet will cause damage to your machine.

For domestic use only

Never use your machine outside the country in which you purchased it. Doing so may violate telecommunication and safety regulations of that country, and variations in electrical and telephone standards can cause poor performance and damage to your machine.

General Precautions
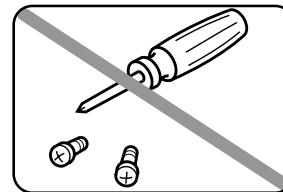
⚠ Never disassemble your machine!

Disassembling your machine can cause serious injury to you and damage to your machine. If service is required, call your authorised Muratec dealer.
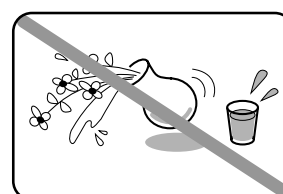
Keep away from liquids

Keep liquids and metal pins or other objects away from your machine. If something falls into the machine, remove the plug from the outlet, and call your authorised Muratec dealer.
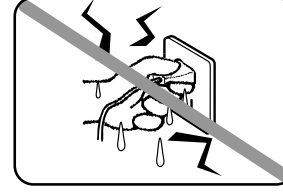
⚠ Never handle your machine or power cord with wet hands

Never touch your machine or power cord if your hands are wet.
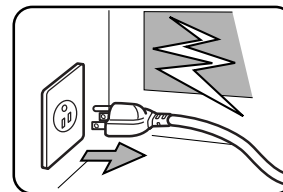
During electrical storms, disconnect the plug from the outlet

Electrical storms can cause electrical shock or damage to the machine.

Do not put furniture or equipment on the power cord

Do not put anything on or over the electrical power cord, and do not route the power cord under rugs or carpets. Doing so can damage the power cord or fax, and can cause fire or electrical shock.
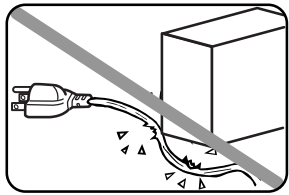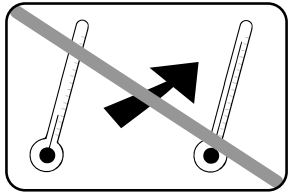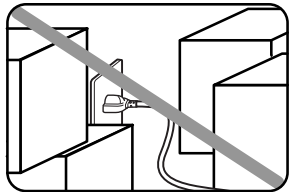
Avoid temperature fluctuations

Sudden changes in temperature can cause damaging condensation to form inside your machine.

Allow clearance around the outlet

Don't stack boxes or furniture around the outlet.

Use supplies manufactured specifically for Muratec machines

Using toner cartridges and other supplies that are not manufactured specifically for Muratec machines may affect the operation of your unit.

Storing and handling toner bottle

To avoid damage to your machine and to assure the best performance possible, follow these guidelines when storing and handling toner bottles:

Store the toner bottle

Store toner bottle at a constant temperature within a range of 10ºC to 35ºC. Do not store bottles in locations subject to extreme fluctuation of temperature and humidity.

Do not stand the bottle on its end and do not store it upside down.

Do not open the protective bag of the bottle until you are ready to install the bottle.

Do not store bottles in areas of:

• Direct sunlight
• Dusty conditions
• Near floppy disks or other computer media, computer screens, or any other materials sensitive to magnetic fields.

⚠ Do not burn toner bottles!

The toner powder is extremely flammable. Exposure to flame can cause toner bottles to burn or explode, causing serious injury.
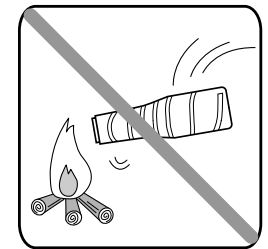
Be careful not to get the toner powder in your eyes.

If the toner powder gets in your eyes, wash your eyes well and see a doctor.

Keep bottles away from water or oil.

Do not expose bottles to direct sunlight.

Do not expose toner bottles to static or other electrical shock.

Introduction

Thank you for choosing Muratec MFX-2500.

The Muratec MFX-2500 is a multi-function machine, combining facsimile and copier features.

The operating instructions for this machine is divided into three books. Please read the instructions you need.

- **"General Reference"** (This book) — Describes the basic operations and basic caring of your machine. Covers what you have to know to use your machine immediately.
- **"Fax Reference"** — Describes the various faxing features.
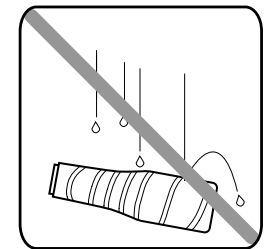- **"Copy Reference"** — Describes the various copying features.

Find your serial number and write it down

Please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Use the blank at the bottom of this column to copy this down *before* you set up your machine.

Note: The *IC label* and *ID* label *do not* contain serial number information.

Bar code label for scanner

Bar code label for printer
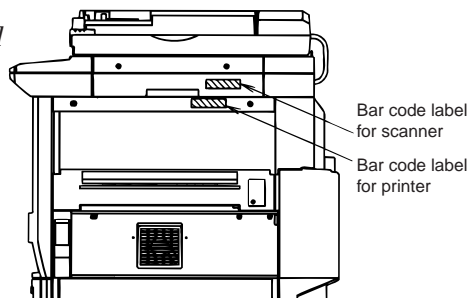
Close up, the bar code label looks something like this, but with a different set of numbers:

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

Please copy down your machine's serial number below for future reference, and note the machine's model number:

My machine's serial number (scanner): _____

My machine's serial number (printer): _____

My machine's model number: Muratec MFX-2500

Pick an installation spot

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

- **Clean** — Dust buildup can damage your machine. (However, do not use a cover!)
- **In the open** — Allow at least 30 cm of clearance around your machine. Be sure that you never cover the machine. Its vents must be able to "breathe."
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free**.
- **Near a phone jack** — Your fax machine uses a standard (modular) telephone jack, also known as an LJU.
- **Near an AC power outlet** — The AC power cord is about 1.5 meters long when stretched to its limit, and the power cord should never be stretched to its limit.

Power tips
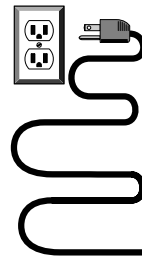
- **Use a standard three-pronged 230 VAC outlet.**
- **Make sure the outlet isn't controlled by a wall switch.** If it is, you'll risk occasional shutoffs to the machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance**, such as a refrigerator or air conditioner. Such high-consumption appliances can cause "draw-downs" (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- **Use an electrical surge suppressor**, preferably one which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

Voltage requirements: 230 VAC ± 10%, 50–60% Hz.

Power consumption:

Sleep mode	Standby	Transmission	Reception	Copying	Maximum*
5 W	43 W	88 W	860 W	860 W	1,170 W

* ; simultaneous copying, communicating and scanning

Symbol and terms (Operating tips)

In this manual, the following symbols and terms are used, and make sure you know what they mean.

⚠ *CAUTION* This symbol indicates how to avoid personal injury.

Important: This instruction describes conditions or incorrect operations that could cause damage to your machine.

Note: A note describes helpful hints, restrictions, or how to avoid difficulties.

[   ] Keys that appear at the lower parts on the LCD. To press this key, use the item select key.

"   " Items that appear on the LCD.

BOLD WORDS Keys built into the machine's operation panel.

LCD The Liquid Crystal Display. It shows the machine's status, error messages and function menu, etc.

Document A document is the original sheet(s) of paper you send or copy on your machine.

Paper A paper is the recording paper for printing.

▯, ▱ It means that the direction of the document or paper. See "About ▯ and ▱ symbol" next column.

<Operating tips>

Here's an example. If we say "press MENU, J, 0, 7, [Enter]" …

… you'd press	MENU
… then	J
… then	0 (the numeric key *zero)*
… then	7
… and then	Item select key correspond to [Enter].

Important: Even though our example above includes commas, do not enter them into the machine. Those characters appear in our instructions to separate one number from the other. They do *not* need to be entered into your machine.

About ▯ and ▱ symbol

▯ and ▱ symbol indicates the direction of your document or recording paper.

When the document or paper has a width longer than its length, we use symbol ▯.
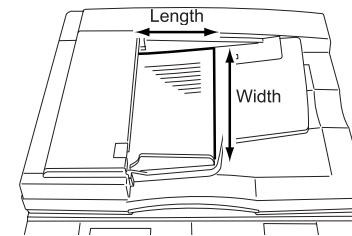
When the document or paper has a width shorter than its length, we use symbol ▱.

Table of Contents

Getting started

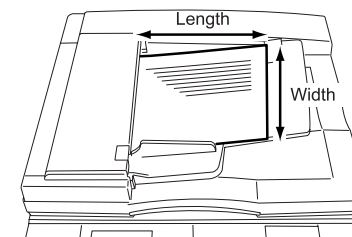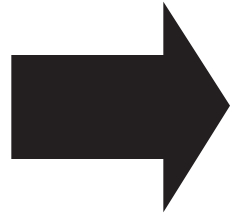# Packaging contents

Main unit (Scanner unit)   Main unit (Printer unit)   2nd paper cassette   Toner bottle

Drum cartridge   Telephone line cord   Line cable adapter   AC power cord

Paper size / Cassette No. stickers   One-touch labels   Soft Key labels   Operating instructions

Included in your machine's packaging:

- ❑ Main unit (Scanner part)
- ❑ Main unit (Printer part) with Multi purpose cassette
- ❑ 2nd paper cassette
- ❑ Toner bottle
- ❑ Drum cartridge
- ❑ Telephone line cord
- ❑ Line cable adapter
- ❑ AC power cord
- ❑ Paper size / Cassette No. stickers
- ❑ One-touch labels
- ❑ Soft Key labels
- ❑ Operating instructions
  - • General Reference
  - • Fax Reference
  - • Copy Reference

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

Parts of the machine

Note: Any terms used here that are unclear to you right now will be explained in detail in the coming pages.
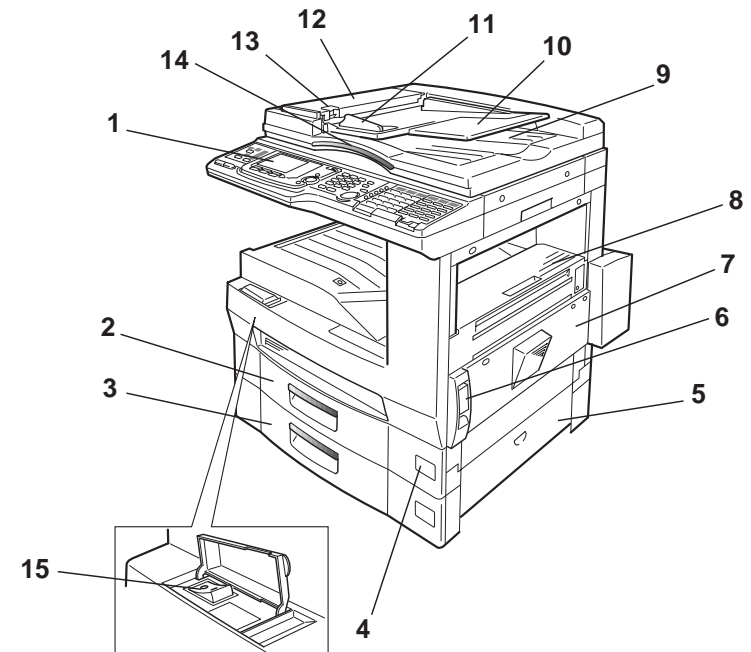
1   **Control Panel** — The keys you use to operate your machine. (See pages 1.4–1.5 for more details.)

2   **Multi purpose cassette** — Where you put the recording paper. Holds up to 250 sheets of various sized paper.

3   **2nd paper cassette** — Where you put the recording paper. Holds up to 500 sheets.

4   **Recording paper size / level indication lamp** — Put the paper size sticker on this place. The lamp shows the level of the current paper supply without requiring you to open the paper cassette. It will blink when the remaining papers become few and it will light when the paper is completely gone.

5 Side cover — Open this to fix printout jams in the cassette.

6 Printer cover release — Pull up this to open the printer cover.

7 Printer cover — Open this to fix printout jams or change the drum cartridge.

8 Fuser cover — Open this to fix printout jams in the fuser.

9 Original document exit — Where the original document comes out.

10 Document tray — Holds original documents.

11 Document guide — Adjust this to fit the width of the original document so it will feed properly into the machine.

12 ADF cover — Open this by using the ADF cover release to remove original document paper jams.

13 ADF cover release — Pull up this to open the ADF cover.

14 Platen cover — Open this to scan an original document using the flatbed scanner (FBS).

15 AC power switch — Turns your machine on and off. Usually it should be on. (If it is off, the machine cannot receive a fax message.)

16 Toner bottle cover — Open this to change the toner bottle.

17 RS-232C interface port — Where you plug in the RS-232C cable, when you use the optional RS-232C interface kit.

18 LINE / PHONE jack for option — Where you plug in the telephone line cord and the optional handset, when you use the optional second phone line module.

19 LAN-FAX ETHERNET jack — Where you plug in the network cable, when you use the optional total server kit.

20 PRINTER PARALLEL port — Where you plug in the printer cable, when you use the optional printer controller kit.
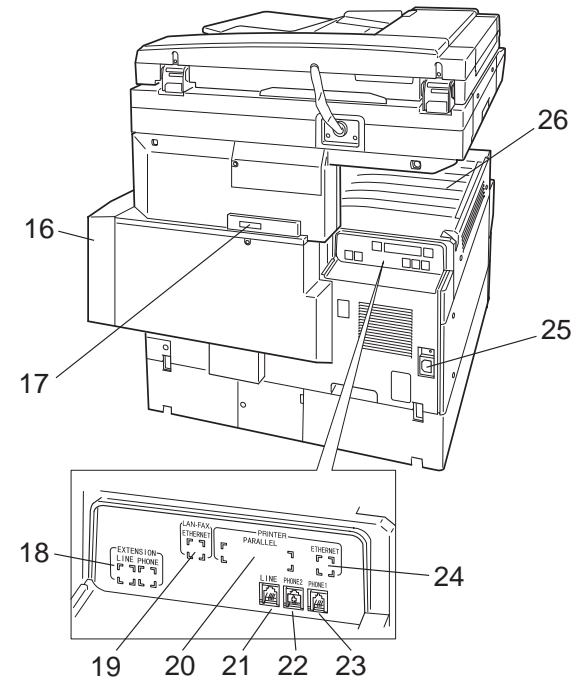
21 LINE jack — Where you plug in the telephone line cord. (The other end of the cord plugs into a wall telephone jack.)

22 PHONE2 jack — If you connect a second telephone to your machine, this is where you plug in the cord.

23 PHONE1 jack — Where you plug in the optional handset.

24 ETHERNET jack — Where you plug in the network cable, when you use the optional network printer controller.

25 AC power jack — Where you plug in the AC power cord.

26 Paper tray — Where the received fax message or copied paper emerges.

Options

1 **Paper cassette (3rd, 4th, 5th)** — Each cassette capacity is 500 sheets.

2 **Large capacity cassette** — Its capacity is 2,500 sheets.

3 **Bypass tray** — Where you put the recording paper for copying. Holds only one sheet.

4 **Handset** — Used for voice communication.

5 **Shift tray** — Shifts and sorts printed papers in sort copy.

6 **2-Bin tray** — Sorts copied papers and received fax messages.

7 **Duplex unit** — Used for duplex copy or booklet copy.

8 **Page counter** — Counts the total printed pages.

9 **Second phone line module (AL-250)** — Adds one more line and makes it possible to communicate with two machines at the same time with super G3.

10 **Additional Memory (8 MB, 24 MB)** — Able to add one or two memories to the standard 16 MB memory.
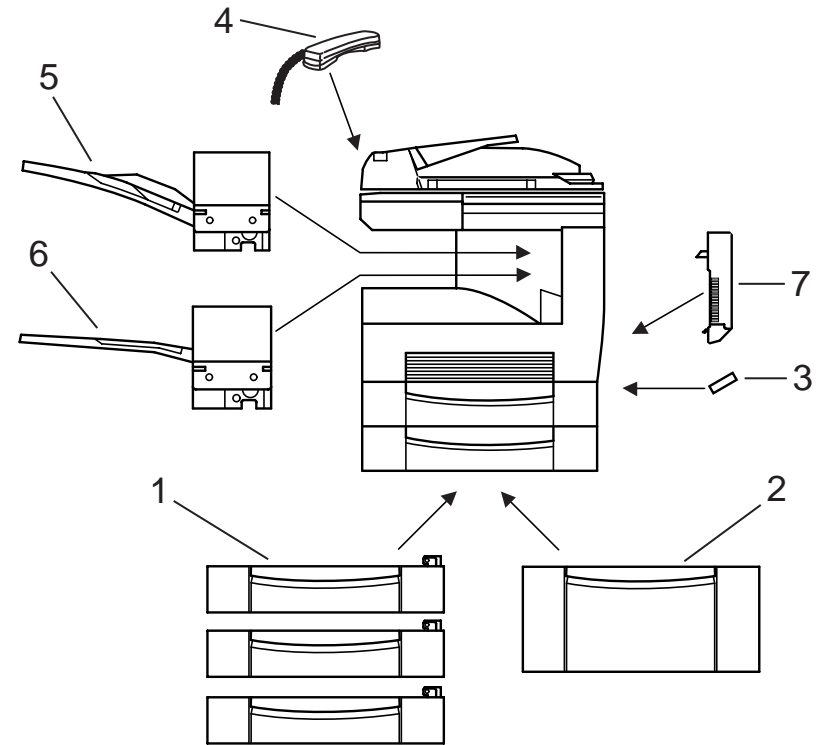
Control panel
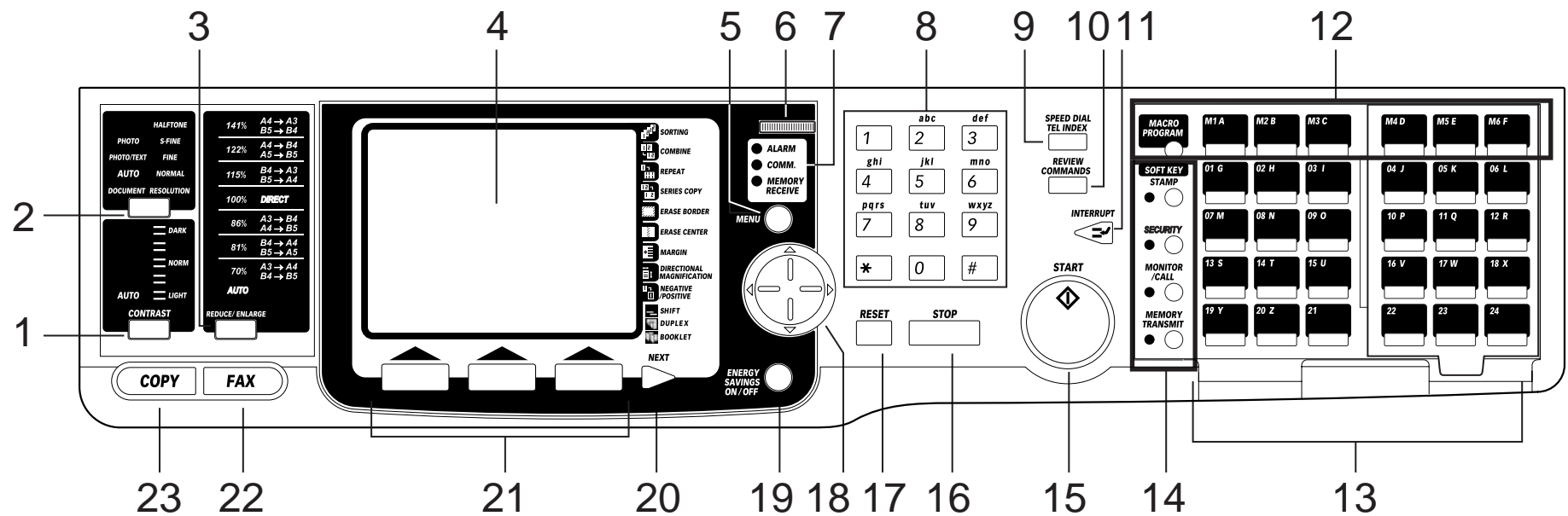
1 CONTRAST — Press to adjust the contrast level.

2 RESOLUTION —
In Fax mode: RESOLUTION
Press to toggle among the three resolution modes and 256-level grayscale.

In Copy mode: DOCUMENT
Press to toggle among PHOTO, PHOTO/TEXT and AUTO.

3 REDUCE/ENLARGE — Press this key to choose one of several preset reduction/enlargement rates for copy or enlarge transmission. (See page 1.8 in "Copy Reference" or page 2.20 in "Fax Reference" for more information.)

4 **Liquid crystal display (LCD)** — Shows the machine's status and lets you see what you're programming into the machine.

5 MENU — Press to set the advanced futures or settings.

6 LCD **contrast volume** — Use to adjust the contrast of the LCD.

7 **Status lights**
ALARM **light** — Glows when a problem occurs during fax communication, printing or scanning.

COMMUNICATION **light** — Glows when the fax machine is communicating with another machine.
MEMORY RECEIVE **light** — Glows when the machine is receiving an incoming fax document into its electronic memory.

8 **Numeric keypad** — Just like the numeric keys on a regular tone-dialling phone. Use these to dial phone and fax numbers and to enter numbers when you're setting up the machine.

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

10 REVIEW COMMANDS — Press to review pending fax commands or to view a brief description of delayed commands.

11 INTERRUPT — Press to interrupt the current printing job and make copies.

12 **Macro keys** — Programming the Macro keys (M1 – M6) can reduce many steps of the operation to a simple press of a key. You can "teach" the Macro keys to carry out one of the several operations (see page 2.16 in "Fax Reference" or page 2.12 in "Copy Reference").

13 **One-touch keys** — The keys labeled **01-78** offer one-touch dialling convenience. You also can use the keys labeled **79-84** for programmable functions: this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.

14 **Soft Keys** — Shortcut keys. Any function that can be turned on or off can be programmed into these four keys. If the light above one of these keys glows, this indicates the setting that's been programmed into it (see page 2.15 in "Fax Reference" or page 2.11 in "Copy Reference") is turned on. These keys are programmed at the factory to turn the following functions on or off:

Soft Key 1: STAMP — Press this key to set the machine to *stamp* each original document or page automatically when the machine transmits it successfully.

Soft Key 2: SECURITY — Press to turn the security reception feature on or off.

Soft Key 3: MONITOR/CALL — Press to turn the *monitor speaker* off or on. When it's on, it allows you to hear the call you're making. When using this feature, you can only hear the communication taking place. You cannot be heard unless you use a handset (optional). When sending a fax, this key also activates the *call request* feature.

Soft Key 4: MEMORY TRANSMIT — Selects which transmission mode your machine uses, whether from memory or from the document feeder.

15 START — Press to begin a fax communication or copying.

16 STOP — An all-purpose "Whoa!" key. Stops the current operation and ejects a document from the document feeder.

17 RESET — Press to cancel the settings.

18 **Cursor key** — Use in various scenes, to select an item on LCD or the enter the numbers when you are setting up the machine.

19 ENERGY SAVING — Press to enter the Sleep mode. If you press it for 3 seconds, it will be in the Auto power off mode. Press this key again to return to standby mode. (See page 1.7 for details.)

20 NEXT — When the frame of the item at the lower part on LCD is shown with double or more lines, it means that you can select more items. Press this key to show the more items.

21 **Select function keys** — These keys correspond to the items at the lower part on the LCD. Press to choose item at the lower part on LCD.

22 FAX — Press to change from Copy mode to Fax mode.

23 COPY — Press to change from Fax mode to Copy mode.

Panel display (Liquid Crystal Display)

Changing Fax/Copy mode

When you use your machine as a copier, for making copies or setting copy functions, press **COPY**. As a facsimile, for fax transmission or setting fax functions, press **FAX**.

The LCD shows the machine's status, error messages and function menu.

Copy standby display
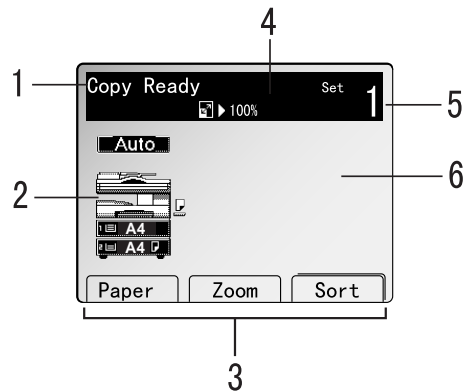
1 Operational status or messages, paper size currently selected and reduce/enlarge ratio.

2 Currently selected paper cassette and the machine's status.

3 Various items are displayed according to the operation. When it is shown with double or more lines, it means that you can select more items. Press **NEXT** to show the more items.

4 Copy reduction or enlargement ratio.

5 Number of copies.

6 In this area, displays the selected function's icon or error message. When you set the copy function(s), the icon corresponds selected function is displayed. See page 1.2 in "Copy Reference" for details.

Fax standby display
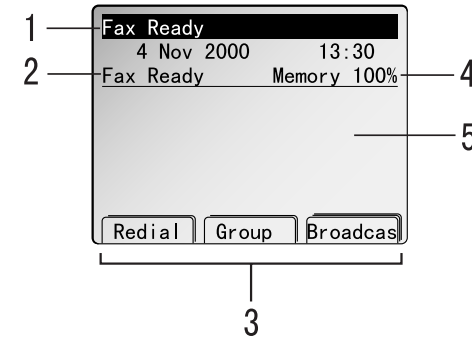
1 Machine's status.

2 Fax reception mode.

3 Various items are displayed according to the operation. When it is shown with double or more lines, it means that you can select more items. Press **NEXT** to show the more items.

4 Amount of memory available.

5 In this area, displays the operational status, items and any messages.

Power On

Your machine has the AC power switch and **ENERGY SAVING** key as the power switch.

AC power switch

When you use your machine for the first time, turn on the AC power switch. It should be always On. Only when your machine will be not used for a long time or will be moved, turn it off.

Note: If you turn it off, your machine will be not able to receive a fax message.
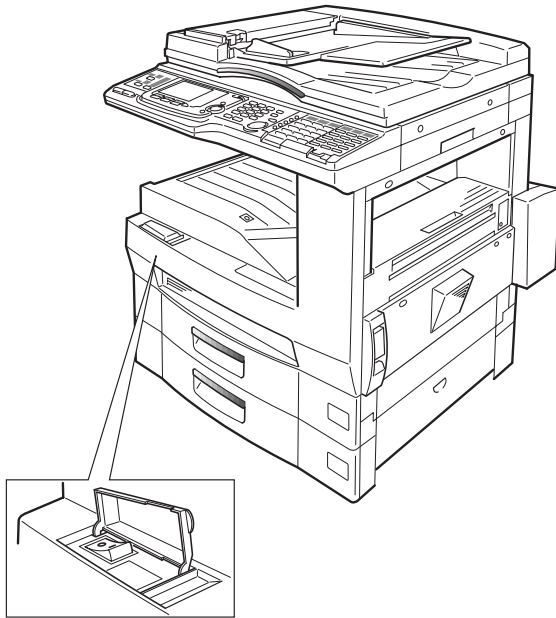
ENERGY SAVING key

Sleep mode

When pressing **ENERGY SAVING**, it will put out lights of the LCD display and all lamps and the printer will be stopped (in the Sleep mode). It cuts down the power consumption. When the Sleep mode is On, your machine will be in the Sleep mode automatically when 15 minutes has passed after you pressed any key last. (The time can be set within 1 - 100 minutes, see page 1.23.)

ENERGY SAVING key will turn to green during the Sleep mode.

As any key is pressed in the Sleep mode, your machine will wake up.

Auto Power Off mode

When pressing **ENERGY SAVING** for 3 seconds, your machine will be in the Auto power off mode. Also when your machine has been in the Sleep mode for 60 minutes, it will be in the Auto power off mode automatically. (The time can be set within 30 - 120 minutes, see page 1.23.)

All power switches will be turned off in the Auto power off mode, however your machine can transmit the data stored in the memory and print out the received document. It is effective for cutting down the power consumption at night or on holidays.

ENERGY SAVING key will turn to red during the Auto power off mode.

As **ENERGY SAVING** is pressed in the Auto power off mode, your machine will wake up.

Loading paper

Recording paper size and capacity

Cassette	Paper size	Capacity
Multi purpose cassette	A3▱, B4▱, A4▱ ▱, B5▱ ▱, A5▱ ▱, A6▱, F4▱, Letter▱ ▱, Legal▱, Ledger▱, Half-letter▱ ▱, Postcard▱, Custom-sized*¹, DL▱, COM10▱, Monarch▱, Executive▱ ▱	250 sheets
2nd - 5th*² paper cassette	A3▱, B4▱, A4▱ ▱, B5▱ ▱, F4▱, Executive▱ ▱ Letter▱ ▱, Legal▱, Ledger▱	500 sheets
Large capacity cassette*³	A4▱, B5▱, Letter▱	2,500 sheets

*¹ 90-297 mm × 140-432 mm (Width × Length)

*² 3rd, 4th and 5th paper cassettes are optional.

*³ Large capacity cassette is optional.

Loading paper

Your machine's multi purpose cassette can hold up to 250 sheets and the 2nd cassette can hold up to 500 sheets at a time.

Loading the multi purpose cassette, 2nd, 3rd, 4th or 5th paper cassette

1 Pull the cassette toward you.

2 Push down the bottom plate inside the cassette so it clicks and the plate and the bottom of the cassette are even.
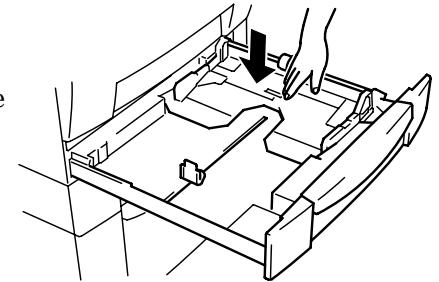
3 Insert the paper into the cassette with face up.
If it is the multi purpose cassette, proceed to step 4.
If it is the 2nd, 3rd, 4th or 5th cassette, skip to step 5.

   Note: Make sure the stack of paper isn't higher than the limit mark.

4 Adjust the side guide and the rear guide for the paper by sliding them.

   Note: Slide the side guide with pressing the green part. Slide the rear guide with pressing the both side of it.
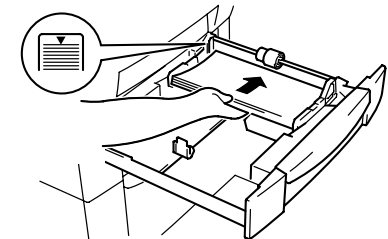
5 Close the cassette.

Loading the large capacity cassette (Option)

1 Pull the cassette toward you.

2 Push down the bottom plate inside the cassette so it clicks and the plate and the bottom of the cassette are even.

3 Insert the paper into the cassette along the right side with face up.

> **Note:** Make sure the stack of paper isn't higher than the limit mark.
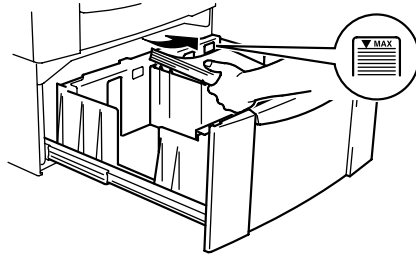
4 Insert the paper into the cassette along the left side with face up.

> **Note:** Make sure the stack of paper isn't higher than the limit mark.
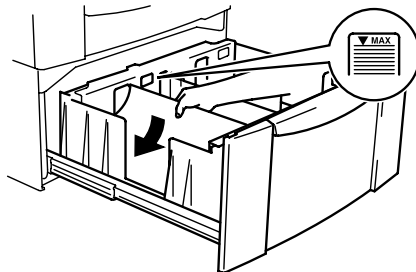
5 Close the cassette.

Changing the paper size

You should tell the paper size to the machine, when you change the paper size. Set the paper size *after* loading new papers in the cassette.

Note: When you want to change the paper size of the 2nd, 3rd, 4th or 5th paper cassette, please contact your authorised Muratec dealer.

Changing the paper size of the multi purpose cassette

You can change the paper size of the multi purpose cassette only by moving the guides in the cassette (See page 1.8).

To set the paper size:

1 When you put papers in the cassette, the LCD shows:
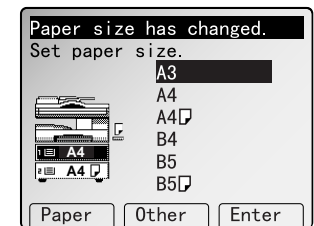
When using the standard paper size:

(1) Select the paper size using the cursor key.

(2) Press **[Enter]**.

When using the non standard paper size:

(1) Press **[Other]**.

(2) Select the paper size using the cursor key.
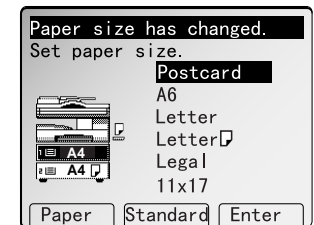
(3) Press **[Enter]**.

> **Note:** If you want to go back to the standard paper select display, press **[Standard]**.

When using the special sized paper:

(1) Press **[Other]**.

(2) Select **"Custom"** using the cursor key.

(3) Press **[Enter]**.

(4) Enter the horizontal and vertical size of the paper using the numeric keypad.

> **Note:** You can also enter the paper size using ▲ and ▼ of the cursor key.

> **Note:** To change Horizontal / Vertical, use ◄ and ► of the cursor key.

(5) Press **[Enter]**.

```
┌──────────────────────────────┐
│ Paper size has changed.      │
│  ⊙ Move cursor and enter     │
│  ⊖ value.                    │
│ ─────────────────────────────│
│ Paper range      ┌──┐ 297mm  │
│ H. (140-432)     │  │↕       │
│ V. ( 90-297)     └──┘        │
│              210mm           │
│                   ┌───────┐  │
│                   │ Enter │  │
│                   └───────┘  │
└──────────────────────────────┘
```

2 The machine returns to standby mode.
When you set the "Custom" paper, press **RESET** for standby mode.

Setting the paper type

When you set transparency films or thick papers in the multi purpose cassette, set the paper type.

1 Press **COPY** to change to the copy mode, if needed.

2 Press **NEXT**, then press **[Chg.Ppr.]**.

3 Press **[Ppr.Type]** after confirming the 1st cassette is selected.

4 Select the paper type using the cursor key. Then press **[Enter]**.

> **Note:** Pressing **RESET**, the machine returns to standby mode.

```
┌──────────────────────────────┐
│ Paper Size Select            │
│ Set paper type.              │
│                              │
│                  Plain       │
│              ┌── PasteBoard  │
│              │   OHP         │
│    A4        │   Env./Post   │
│    A4        │               │
│                   ┌───────┐  │
│                   │ Enter │  │
│                   └───────┘  │
└──────────────────────────────┘
```
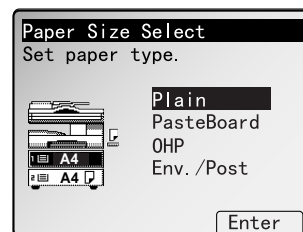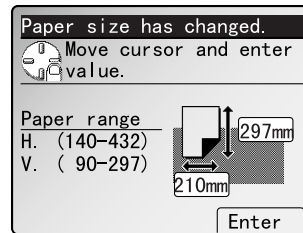
Installing / Changing the printing supplies

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

- The *drum cartridge* — It yields 67,000 normal A4-sized printouts (see "Specifications," page AI.1). By "normal," we're referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The *toner bottle* — It yields 11,000 "normal", A4-sized printouts (see "Specifications," page AI.1).

Unpacking

1 Unpack the new drum cartridge from its carton. Then remove the seal from the cartridge.

Seal
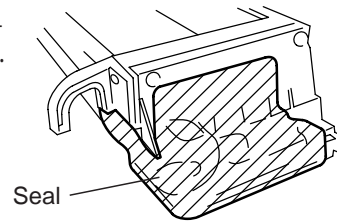
2 Remove the packing materials (securing tapes and sponge(rear)) from the drum cartridge.

Tapes

Sponge
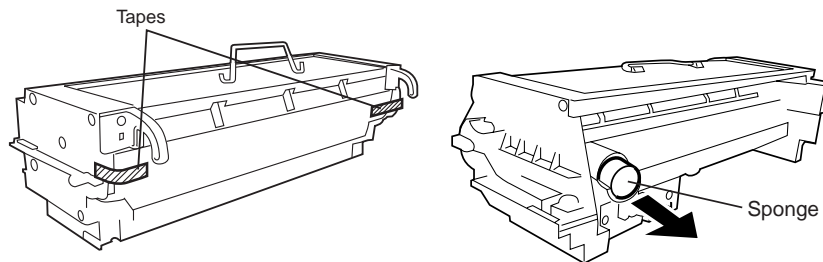
Installing / changing the drum cartridge

1 Pull up the printer cover release and open the printer cover.
If you change the old drum cartridge to the new one, proceed to step 2. Otherwise, skip to step 3.
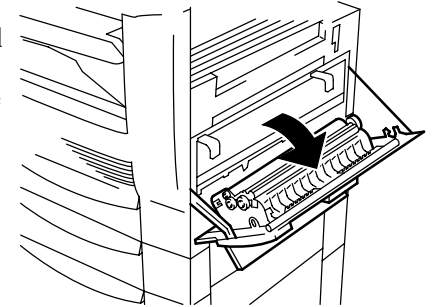
Important: **Never** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.

Electrical Contacts
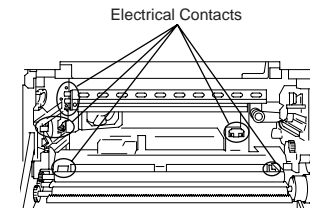
2 Grasp the green handles and gently pull out the old drum cartridge. Then lift it out by the handle on top.

1.11
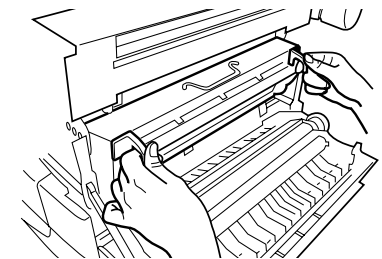
3 Shake the new drum cartridge horizontally.
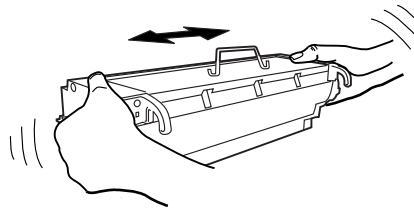
4 Align the green labels on both ends of the new drum cartridge with the green labels on the rails of the machine and set it to the machine.
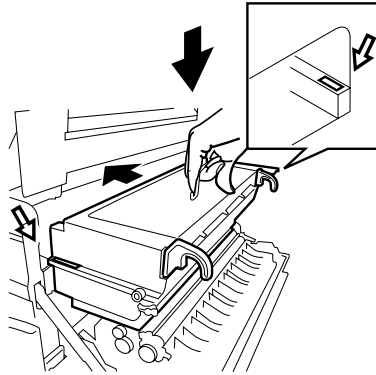
5 Grasp the handles and push the drum cartridge into the machine until it clicks.
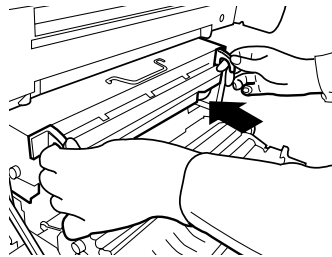
6 Close the printer cover.

Installing the toner bottle

Note: Use **ONLY** the specified toner for this machine. Using any other toner could result in trouble.

Note: Be careful not to drop the toner bottle from 1 m or more height. It may cause damage to the toner bottle.

1 Open the toner bottle cover.
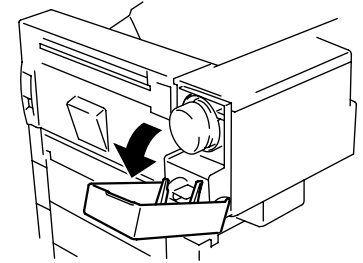
2 Gently pull out the used bottle.

> **Note:** If the toner bottle cover is opened while the bottle is turning, the bottle may be locked in place. If this happens, close the cover, wait for the bottle to stop, and try again.
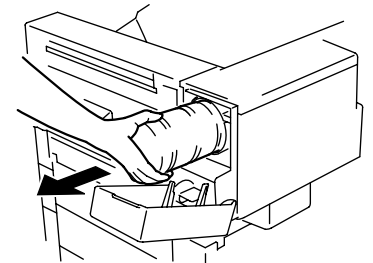
3 Sharply tap the new toner bottle against a desk or other hard surface four or five times. Then turn the toner bottle upside down and tap it the same way again.
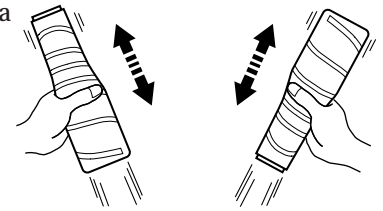
4 Shake the new toner bottle well and turn it over lengthwise five times.

Note: Make sure to carry out the procedure above to agitate the toner well before installing the toner bottle in case the toner has settled.
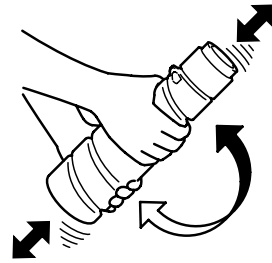
5 With the seal on the toner bottle facing up, slowly peel off the seal as shown at right:

Note: Be careful, some toner may puff out from the bottle.
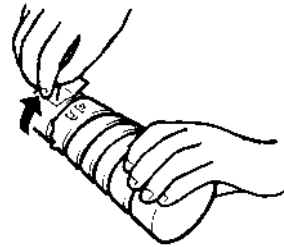
6 With the "UP" marking on top, insert and push the bottle up to the black line on it.

7 Close the toner bottle cover.

Note: When the toner bottle cover is closed, the machine automatically starts replenishing the supply of toner. During this period, do not attempt to turn off the power switch or open the printer cover.
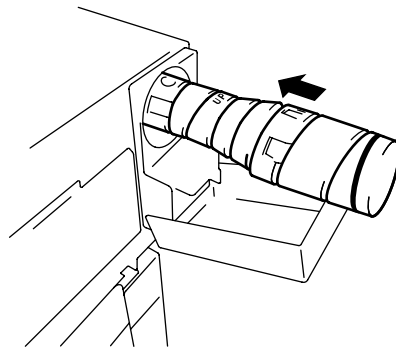
Entering characters

Some settings give you a chance to enter characters; for TTI, remote fax's name or others. To enter letters or other characters, use one-touch keys, numeric keypad or code keys.

Using one-touch keys to enter characters

Use the one-touch keys to enter letters and other non-numeric characters.

To type an upper-case letter, press **[Chara.]** and select "Upper case" by using the cursor key, and then press **[Enter]**. You'll see the display as shown at right:
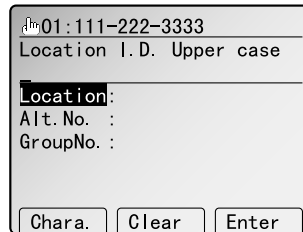
The word "Upper case" means the machine will enter only upper-case letters. If you press **R**, the machine will see it as an **R** (not an r).

```
 01:111-222-3333
Location I.D. Upper case

Location:
Alt.No. :
GroupNo. :

[Chara.] [Clear] [Enter]
```

To type a lower-case letter, press **[Chara.]** and select "Lower case" by using the cursor key, and then press **[Enter]**. You'll see the display as shown at right:
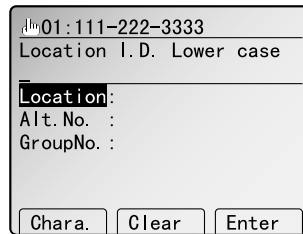
This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an r (not an **R**) on the display.

```
 01:111-222-3333
Location I.D. Lower case

Location:
Alt.No. :
GroupNo. :

[Chara.] [Clear] [Enter]
```

To switch back for upper-case entries, press **[Chara.]** and select "Upper case" by using the cursor key, and then press **[Enter]**.

To enter spaces, punctuation and symbols, use the one-touch keys.

We'll show you how to use the CODE function to enter even more characters (see next).

Note: If you make a mistake, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

Using CODE to enter characters

You can enter characters with the one-touch key, and also with the CODE.

To use the CODE to enter characters:

1 When the machine prompts you to enter a name, press **[Chara.]** and select "Code" by cursor key, then press **[Enter]**. You'll see the display as shown at right:

```
 01:111-222-3333
Location I.D. Code  [    ]

Location:
Alt.No. :
GroupNo. :

[Chara.] [Clear] [Enter]
```

2 Find the character you want to enter in the chart below.

Second keypress

|	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
2		!	"	#	$	%	&	'	(	)	*	+	,	—	.	/
3	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
4	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5	P	Q	R	S	T	U	V	W	X	Y	Z	[	¥	]	^	_
6	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
7	p	q	r	s	t	u	v	w	x	y	z	{	|	}		
8			,	ƒ	„	…	†	‡	^	‰	Š	‹	Œ			
9		'	'	"	"	•	–	—	~	™	š	›	œ			Ÿ
A		¡	¢	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	¯
B	°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
C	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
D	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
E	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
F	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

First keypress (left vertical label)

The legends in the black border indicate which key you press, and in which order, to get a given character. For example, to get "@" character, you'd press **4, 0.** (The blank areas, for example **2, 0**, indicate spaces.)

3 To enter each character, press the key combination listed on the chart.

Important: Remember, there are three ways to enter characters:

<ins>Enter</ins>	<ins>Using</ins>
Numbers	Numeric keypad
Letters/characters	One-touch keys
Letters/characters/numbers	CODE chart for key combinations

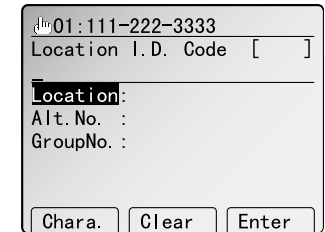**Note:** If you want to erase characters, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

4 Press **[Enter]** to save the name.

Language settings

English is the language your machine initially displays on the LCD and uses to print reports. But you can set it to "speak" French or German, too.
As you give the order for the machine to change languages, it "rolls" from English to French to German, and then back to English.

To make the change from one language to the next, press MENU, #.

EasyStart

EasyStart software is already installed on your Muratec machine. It guides you through the process of entering your machine's settings.
Remember that the settings you make here can always be changed later.

Getting started

Determine the following before you go any further:

The name and fax number you want to appear on your faxes —
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 *name* and a *fax number,* which are called a *Transmit Terminal Identifier (TTI).* The TTI cannot be longer than 22 *characters.*

Clearing stored settings

Before using EasyStart, clear your machine's built-in *user data memory*. This ensures the memory will hold only *your* settings.
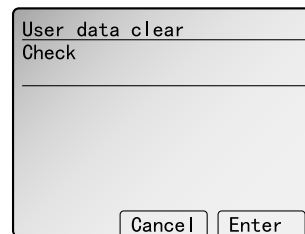
Important: After you use EasyStart, *do not* clear the memory again unless an authorised technician asks you to do so.

To clear the machine's memory:

1 Press **MENU, *, 2.** The LCD now asks if you want to clear the memory.

> **Note:** If you *don't* want to clear the memory, just press **[Cancel]**.

2 If you *do* want to clear the memory, press **[Enter]**.

```
User data clear
Check


                           Cancel   Enter
```

Entering initial settings

Important: If you press **STOP** during EasyStart, your machine returns to *standby mode* (its normal condition). But it will keep the settings you saved by pressing **[Enter]** as described in these instructions.

1 Press **FAX** to change to Fax mode, if the machine is in Copy mode.

2 Press **MENU, [Fax Set], I, [Enter].**
The LCD shows the current calendar/clock setting, with a *cursor* appearing under the first digit.

3 Use the numeric keypad to enter the *correct date and time,* using a *24-hour* format for the *time.* For instance, to set 1:30 PM on July 4, 2000, press **2 0 0 0 0 7 0 4 1 3 3 0.**

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

```
I.User Install
Enter current time.
2000 07/04 13:30


                           Enter
```
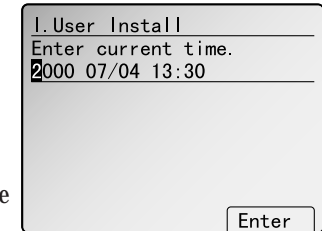
To change a digit, press the cursor key to move the cursor. Then enter the correct digit.

4 Press **[Enter]** to save the clock setting and continue EasyStart.

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

6 Use the numeric keypad to enter the fax number. To insert a dash, as shown here, press **[–]**. The number may contain up to 20 characters (numbers and dashes).

```
I.User Install
Enter your fax number.
123-456-7890_


      –     Clear   Enter
```

> **Note:** If you make a mistake, press **[Clear]** to erase to the left.
> To change just one number, move the cursor by cursor key. Press **[Clear]** to erase the number. Then re-enter the fax number correctly.

7 Press **[Enter]** to save the number and continue.
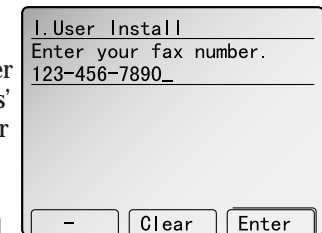
8 The LCD now shows the type of dialling for the machine.

9 Press **[Enter]** to save the setting and continue.

```
I.User Install
  Use cursor to select
  dialing type.
Tone

  ▲        ▼      Enter
```

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

Select TTI 1, 2 or 3 using the cursor key. Then press **[Enter]**.

```
I.User Install
TTI 1          Upper case
Muratec_
TTI 1      :
TTI 2      :
TTI 3      :

  Chara.   Clear   Enter
```

11 Use the one-touch keys to enter letters and other non-numeric characters. Regarding entering characters, see page 1.14.
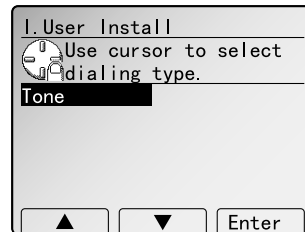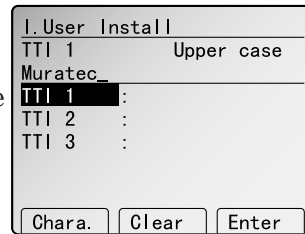
Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

12 Press **[Enter]** to save the setting.
If you *do* want to set or change *another* TTI, go back to step 14.
If you *do not* want to set or change *any other* TTI, press **[Exit]**.

13 The LCD now asks you to set the usual TTI. Select the TTI you want to appear usually on faxes you send using the cursor key.

14 Press **[Enter]** to save the setting and continue.

```
I.User Install
  Use cursor to select
  usual TTI.
1:Muratec
2:Muratec General dept.
3:Muratec Account dept.

  ▲        ▼      Enter
```
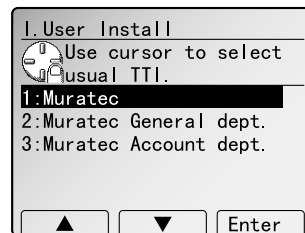
15 The LCD now asks you to set the reception mode.

16 Select desired reception mode using the cursor key. (This setting can always be changed. We'll discuss reception modes further on pages 1.12-1.13 in "Fax Reference".)

```
I.User Install
  Use cursor to select
  reception mode.
Fax Ready
Tel/Fax Ready
Fax/Tel Ready
Ans/Fax Ready
Tel Ready
  ▲        ▼      Enter
```
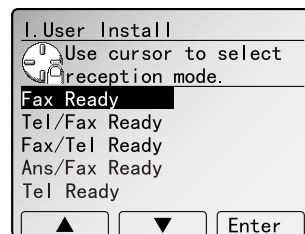
17 Press **[Enter]** to save the setting. Your machine will return to standby mode.

EasyStart is complete!

How to set the document

Acceptable document size

The acceptable dimensions as follows:

Automatic document feeder (ADF) (width × length)

	SINGLE-SHEET	MULTIPLE-SHEET
Maximum:	300 × 900 mm (Tx)	297 × 420 mm
	300 × 450 mm (Copy)	
Minimum:	120 × 100 mm	148 × 105 mm
Weight:	30.2 – 104.7 g/m²	52.3 – 104.7 g/m²

You can set up to about 50 sheets of A4, 40 sheets of B4 or 30 sheets of A3 sized document in the ADF at a time.

Flatbed scanner (FBS) glass (width × length)

Maximum: 297 × 420 mm

Things not to put in your machine

To avoid paper jams and damage to your machine, ***don't* insert:**

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

How to set the document

When set the documents in the Automatic Document Feeder

1 Set your document **face up** into the document feeder. The document should be aligned to the *rear left corner*.

2 Adjust the document guide to fit your documents.

Note: You cannot set the different sized document at a time.
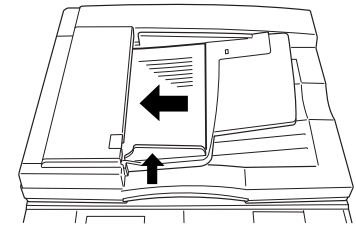
When set the documents on the FBS glass

1 Lift the platen cover fully.

2 Set your document **face down** on the FBS glass. The document should be aligned to the *rear left corner*.

3 Gently close the platen cover.

Note: If you do not lift the platen cover fully, the document size will not be detected automatically.
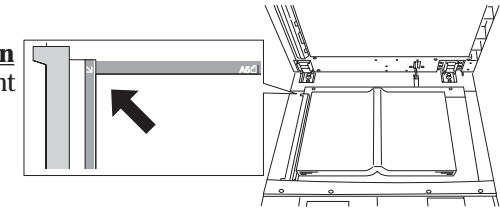
Auto document size detection

The following sized documents are automatically detected.

- A3 (297 × 420 mm)
- B4 (257 × 364 mm)
- A4 (210 × 297 mm)
- B5 (182 × 257 mm)
- A5 (148 × 210 mm)

Using as a Fax

The following is a basic fax features. If you want to use one-touch keys or any other advanced features, See "Fax Reference".

Sending a fax

1 Press **FAX** to change to the Fax mode, if it is in Copy mode.

2 Set the document(s) in ADF or FBS.

3 Adjust resolution and contrast, if necessary.
Press **RESOLUTION** to change the resolution.
Press **CONTRAST** to change the contrast.

4 Adjust memory transmission, if necessary.
Press **MEMORY TRANSMISSION** to toggle memory transmission on and off.

5 Enter the fax number.

6 Press **START**.
If you use FBS, press **[Exit]** *after* scanning is finished.

> **Important:** If you want to *cancel* a transmission while *scanning* the document, press **STOP**.
> If you want to *cancel* a transmission in progress, use the *Review Commands* function. See "Review Commands" next.

Review Commands

The Review Commands function gives you the power to check on each job (or *command*) in your machine's memory. It also lets you *cancel* a command if you decide not to send the document.

To cancel a command:

1 Press **REVIEW COMMANDS.**

2 Select the command you want to cancel by cursor key.

3 Press **[Cancel]**.

> **Note:** If you want to stop reviewing the stored commands, press **RESET** to return the machine to standby mode.

For more information on the Review Commands function, see page 2.11 in "Fax Reference".

Receiving a fax

A received fax is printed automatically even when the machine is in Copy mode or Auto power off mode.

Your machine has five different reception modes — *Tel Ready*, *Fax Ready*, *Fax/Tel Ready*, *Tel/Fax Ready* and *Ans/Fax Ready*. Your machine is set to Fax Ready mode for default. If you want to change the reception mode, see pages 1.12-1.13 in "Fax Reference". We'll explain each of these and the operation of how to set the reception mode in that page.

Using as a Copier

The following is a basic copy features. If you want to use advanced features, see "Copy Reference".

Making copies

1 Make sure the machine is in the Copy mode. To change to the Copy mode, press **COPY**.

2 Press **RESET** to clear the previous setting, if necessary.

3 Set your document. (See page 1.18.)

4 Set any settings you want.

5 If you want to make only one copy of each page of the document, skip to step 7. Otherwise, proceed to step 6.

6 Use the numeric keypad to enter the desired number of copies for each page in your document. You can set up to 99 copies.

  Note: To change the number entered, overwrite it with new number. If you want to enter fewer than 10, enter the reading zero. (For example, 05.)

7 Press **START** to begin the copying process.

Note: To stop the machine during multi copying, press **STOP**.

Note: To return the machine to the initial condition after copying, press **RESET**.

Note: By default, your machine make a copy with the following conditions:
Document type: Auto
Image contrast: Auto
You can change the default of these functions. (See page 3.4 in "Copy Reference.)

Note: If you do not operate the machine for a certain period after copying, the machine returns to the initial display and after certain period, it reset the any setting to the default. This is called "Auto Reset". You can change the auto reset time. (See page 3.5 in "Copy Reference.)

Using as a Phone

Your machine can also be used as a phone, if you have an optional handset installed. The following is a brief look at the machine's telephone features.

Redial

Press **[Redial]** to redial the last number dialled on your machine.

Dialling with the monitor speaker

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

1 Press **MONITOR/CALL**. You'll hear a dial tone (unless you have set your speaker volume to *Off;* see page 3.8 in "Fax Reference"), and you'll see the display as shown at right:

2 Dial the number you want. Use either the numeric keypad, a one-touch key or a speed-dial number to dial.

```
Tel mode
Enter phone number.
_

[Redial]  [Hold]  [Tone]
```
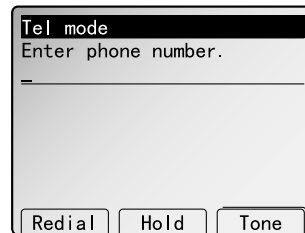
Note: Remember, your machine's monitor speaker is *not* a speaker*phone*. If a person answers the call, pick up the handset to speak.

Note: If the call fails, press **MONITOR/CALL** to hang up.

EasyDial directory dialling

The EasyDial directory feature is available for regular phone calls as well as fax calls. Review the EasyDial instructions on page 2.8 in "Fax Reference" for more information.

Checking the fax reception mode

While using an optional handset for your call, if you press **FAX**, the LCD shows the current fax reception mode. Press **FAX** again to return to the TEL mode.

Hold

You can put a call on hold during a conversation by pressing **[Hold]**. At this point, you can either hang up the handset or leave it off the hook. To return to your conversation:

- If you hung up the handset, pick it up.
- If you did not hang up the handset, press **[Hold]** again.

Note: While holding your conversation, your machine beeps at one minute interval to alert you are holding conversation. If you hold the conversation more than five minutes, the machine will disconnect the call automatically.

Adjust the handset's volume

A small switch on the side of your fax's handset adjusts the ringer volume.

Note: Changing the setting of this switch is only effective after replacing the handset onto its cradle.
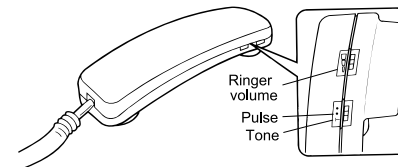
Tone/Rotary Setting — Controls the dialling signals made by the handset's keypad: It does not change the dialling signals produced by the fax machine's autodialler or numeric keypad.

Ringer Volume Control — Adjust the ringer volume to one of three settings: High, Medium, or Low.

Note: The setting of the phone line type (see page 1.17) should be the same as this setting.
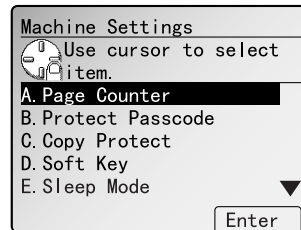
Machine setting

## A. Confirm the Counter for total printed pages

You can confirm the total number of pages you have printed.

Note: It can be different from the number on the optional page counter.

1 Press **MENU**, **[Mach Set]**.

2 Select **"A. Page Counter"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
    Use cursor to select
    item.
A. Page Counter
B. Protect Passcode
C. Copy Protect
D. Soft Key
E. Sleep Mode            ▼
                    Enter
```

3 The LCD shows the total number of pages.

Note: Pressing **RESET**, the machine returns to standby mode.

```
A. Page Counter

Total Print Pages 01234567
```
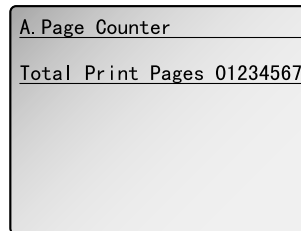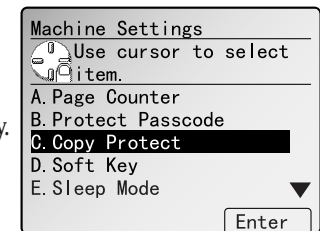
B. Protect passcode

When you use the security reception or the department code protect, you need to set the protect passcode in the machine setting. Regarding the setting of the protect passcode, see "Security features" in "Fax Reference".

C. Copy protect

You can set your machine not to use the copy functions. When you set the copy protect to ON, the machine will not to change to the copy mode even if you press **COPY**.

Note: If it is set to ON, the Fax & Copy feature (see page 2.20 in "Fax Reference") and the setting of the paper size are also not available.

1 Press **MENU**, **[Mach Set]**.

2 Select **"C. Copy Protect"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
    Use cursor to select
    item.
A. Page Counter
B. Protect Passcode
C. Copy Protect
D. Soft Key
E. Sleep Mode            ▼
                    Enter
```

3 Select **"ON"** or **"OFF"** using the cursor key. Then press **[Enter]**.

Note: ON: The copy function is *not* available.
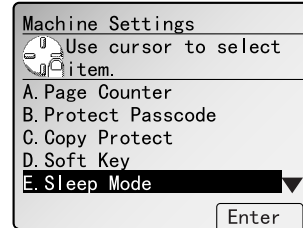OFF: The copy function is available.

D. Soft Key

In the initial setting, the following functions are registered in the Soft keys; transmission confirmation stamp, security reception, hook/call request, memory transmission. When you want to set other function into the Soft key, you should set it in the machine setting. Regarding the setting of the Soft key, see "Soft Key" in "Fax Reference" or "Copy Reference".

E. Sleep mode

Your machine is initially set to be in the Sleep mode automatically when 15 minutes has passed after you pressed any key last. If you want to change the time or to set the Sleep mode to OFF, you can set it here.

Note: Pressing ENERGY SAVING, your machine will be in the Sleep mode immediately, regardless of this setting.

1 Press MENU, **[Mach Set]**.

2 Select **"E. Sleep Mode"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
    Use cursor to select
    item.
A. Page Counter
B. Protect Passcode
C. Copy Protect
D. Soft Key
E. Sleep Mode
                    Enter
```
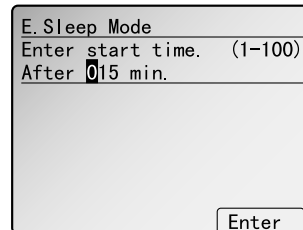
3 Select **"ON"** or **"OFF"** using the cursor key. Then press **[Enter]**.

> **Note:** If you set the Sleep mode to OFF, the Auto power off mode will be also OFF and your machine will return to standby mode.

4 Enter the time for the Sleep mode using numeric keypad. (1 - 100 min.)

> **Note:** Your machine will be in the Sleep mode when the time you set has passed after you pressed any key last.

```
E. Sleep Mode
Enter start time.  (1-100)
After 015 min.

                    Enter
```
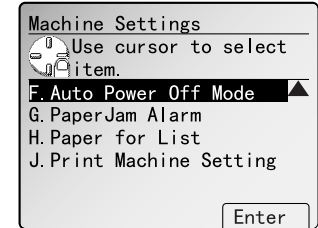
5 Press **[Enter]**.

F. Auto power off mode

Your machine is initially set to be in the Auto power off mode automatically when the machine keeps to be in the Sleep mode for 60 minutes. If you want to change the time or to set the Auto power off mode to OFF, you can set it here.

Note: Pressing ENERGY SAVING for 3 seconds, your machine will be in the Auto power off mode immediately, regardless of this setting.

1 Press MENU, **[Mach Set]**.

**2** Select **"F. Auto Power Off Mode"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
    Use cursor to select
    item.
F. Auto Power Off Mode ▲
G. PaperJam Alarm
H. Paper for List
J. Print Machine Setting
                    Enter
```

3 Select **"ON"** or **"OFF"** using the cursor key. Then press **[Enter]**.

> **Note:** If you set it to OFF, your machine will return to standby mode.

4 Enter the time for the Auto power off mode using numeric keypad. (30 - 120 min.)

> **Note:** Your machine will be in the Auto power off mode when the time you set has passed after the Sleep mode starts.
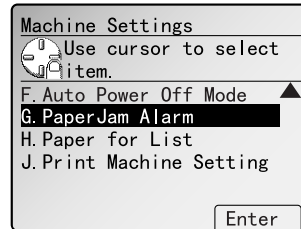
```
F. Auto Power Off Mode
Enter start time.  (30-120)
After 060 min.

                    Enter
```
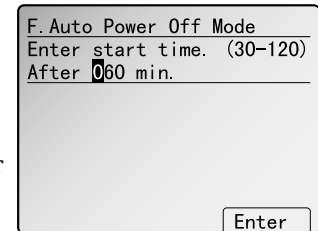
5 Press **[Enter]**.

G. Paper jam alarm

You can set your machine not to sound an alarm when the paper jam occurs.

Note: The alarm light will glow and the LCD will show the error message, regardless of this setting.

1 Press MENU, **[Mach Set]**.

2 Select **"G. PaperJam Alarm"** using the cursor key. Then press **[Enter]**.
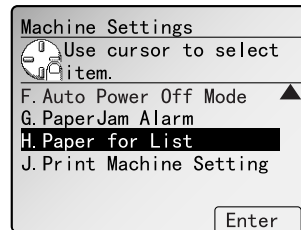
```
Machine Settings
  ⏱ Use cursor to select
     item.
F. Auto Power Off Mode    ▲
G. PaperJam Alarm
H. Paper for List
J. Print Machine Setting
                    Enter
```

3 Select **"ON"** or **"OFF"** using the cursor key. Then press **[Enter]**.

Note: ON: The machine will sound an alarm.
OFF: The machine will *not* sound an alarm.

H. Paper size for list printing

When you print a list, your machine selects a paper automatically. However, you can set the paper size for list printing, if you want.

Note: If the list can not be printed on one sheet with 100% ratio, it may be reduced or rotated. If the paper you set is not in the cassette, it will be printed on other size paper automatically.

1 Press MENU, **[Mach Set]**.

2 Select **"H. Paper for List"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
  ⏱ Use cursor to select
     item.
F. Auto Power Off Mode    ▲
G. PaperJam Alarm
H. Paper for List
J. Print Machine Setting
                    Enter
```
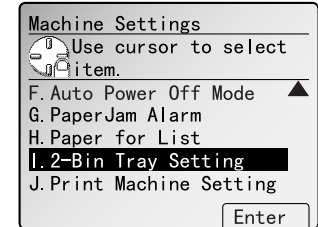
3 Select the paper size using the cursor key and press **[Enter]**.
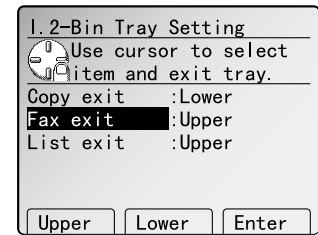
I. 2-Bin tray (Option)

When you have the optional 2-Bin tray, you can set where to exit a copied paper, a received fax message and a list, on the upper tray or the lower tray.

Note: Papers except for the plain paper will be not stacked on the upper tray, even if you set it to "Upper".

1 Press MENU, **[Mach Set]**.

2 Select **"I. 2-Bin Tray Setting"** using the cursor key. Then press **[Enter]**.

```
Machine Settings
  ⏱ Use cursor to select
     item.
F. Auto Power Off Mode    ▲
G. PaperJam Alarm
H. Paper for List
I. 2-Bin Tray Setting
J. Print Machine Setting
                    Enter
```
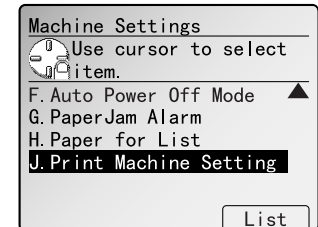
3 Select the item you want to change the setting using the cursor key.

4 Select **[Upper]** or **[Lower]** as you want.

5 After you set all items you want to change, press **[Enter]**.

```
I. 2-Bin Tray Setting
  ⏱ Use cursor to select
     item and exit tray.
Copy exit     :Lower
Fax exit      :Upper
List exit     :Upper

 Upper    Lower    Enter
```
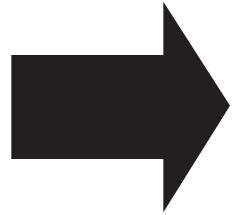
J. Printing of the machine setting list

1 Press MENU, **[Mach Set]**.

2 Select **"J. Print Machine Setting"** using the cursor key. Then press **[List]**.

```
Machine Settings
  ⏱ Use cursor to select
     item.
F. Auto Power Off Mode    ▲
G. PaperJam Alarm
H. Paper for List
J. Print Machine Setting
                     List
```

This page intentionally blank.

Just in case …

➡

Clearing paper jams

If an original document jams

1 If an original document jams, the LCD will show:

Document jam

Open & Check the blinking cover.
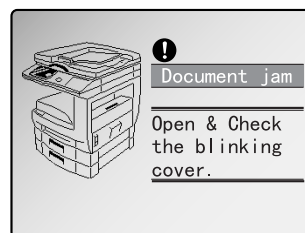
Important: If you wait more than 60 seconds without pressing any key, the machine will delete from memory all pages stored during this operation and the machine will return to the standby mode.

Note: If this document is a non-sorting ADF job (either copying or faxing), the machine will abort the operation anyway; instead, you'll have to perform the job again from scratch.

Note: In Quick memory transmission, the check message will be printed, which has the number of jammed page. Reset the jammed documents and transmit it.

```
Fax Ready          Reserved
  4 Nov 2000         13:30
Fax Ready      Memory   99%

                Continue the
                Storing?


            Yes        No
```

2 To continue scanning from the jammed page, press **[Yes]**.

Note: If you press **[No]**, only scanned pages before the paper jam occurred will be transmitted or copied.

Note: If you wish to cancel this operation, press stop. The machine will delete all pages from memory and then return to its standby mode.
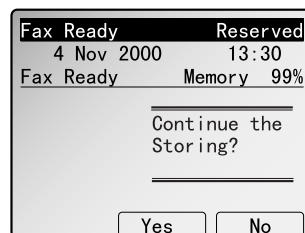
3 Reset the documents from the jammed page and press **START**.

To remove the document:

1 Open the ADF cover by holding the ADF cover release.

2 Remove the original document from the machine. Then skip to step 5.
If you cannot remove the original document, proceed to step 3.
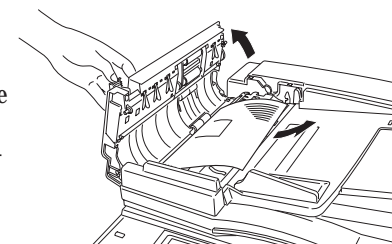
3 Open the inner cover as shown at right, then remove the document. Then skip to step 5.
If you cannot remove the original document, proceed to step 4.
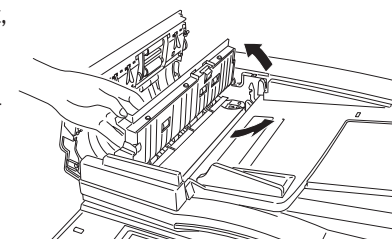
4 Lift the document tray as shown at right, then remove the document.

5 Gently close the inner cover and the ADF cover, making sure both sides are snapped down securely.

**Note:** If the original document has become wrinkled or torn, do not re-send it.
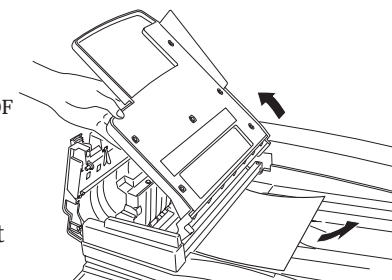
If a printout jams

If a printout jam occurred during printing, an alarm sounds and the part the paper jammed will blink on the LCD. Please remove the jammed paper carefully as below.

⚠ *CAUTION*: The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.
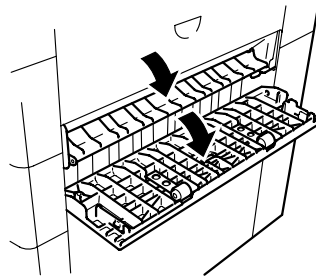
Important: **Do not** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.
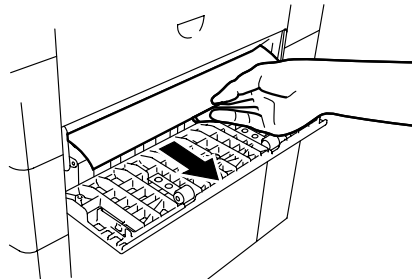
Electrical Contacts
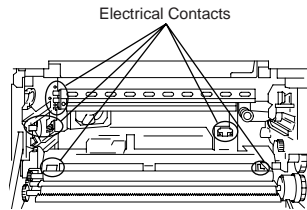
Side cover

When the side cover part is blinking on LCD:

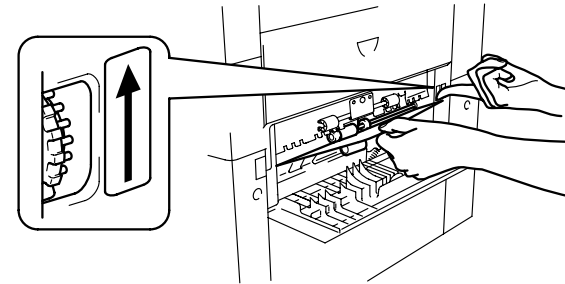**1** Open the side cover and the clear cover.
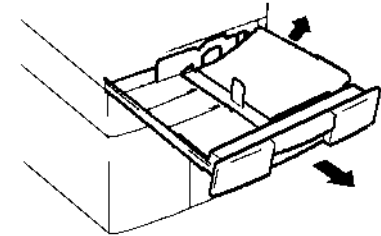
2 Remove the jammed paper.

When using the optional Large capacity cassette:

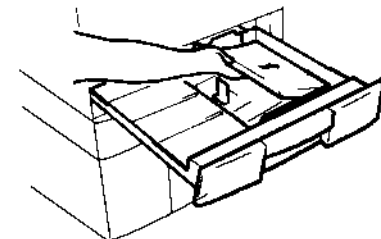Turn the green dial as the arrow indicates and remove the jammed paper.

3 Close the side cover.

4 Pull the cassette toward you and remove the papers in the cassette.
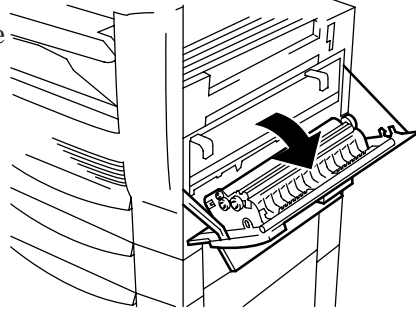
**5** Reset the papers into the cassette and close the cassette.

Printer cover / Fuser cover

When the printer cover or the fuser cover part is blinking on LCD:

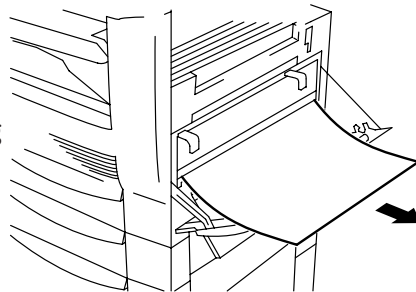**1** Open the printer cover by holding the printer cover release.

Important: **Never** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.

Electrical Contacts
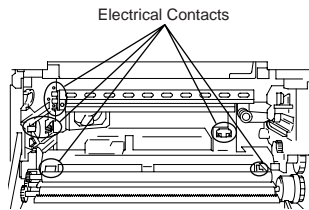
2 When the printer cover part is blinking on LCD, remove the jammed paper, then skip to step 6.

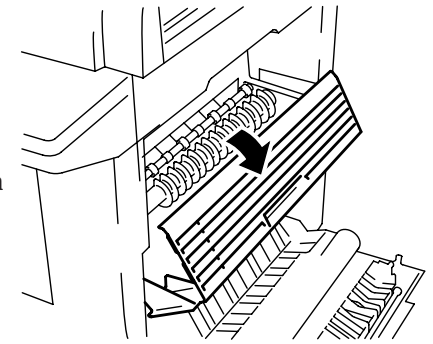When the fuser cover part is blinking on LCD, proceed to step 3.

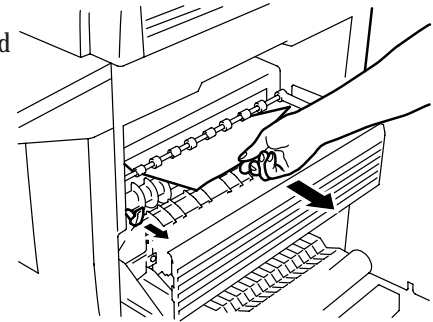**Note:** Do not remove the dram cartridge at this time.

3 Open the fuser cover.

⚠ *CAUTION*:

The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.

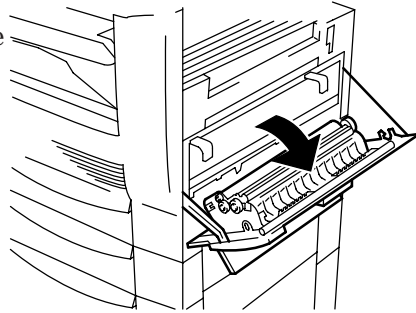**4** Pull the paper jam clear lever toward you and remove the jammed paper.

5 Push the paper jam clear lever back into its normal position and close the fuser cover.
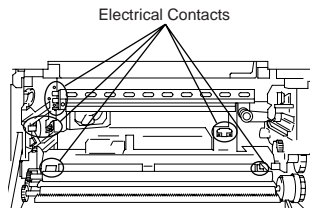
6 Close the printer cover.

The optional Bypass tray

1 Open the printer cover by holding the printer cover release.

Important: **Never** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.

Electrical Contacts

2 Remove the jammed paper.

3 Close the printer cover.

The optional duplex unit

1 Open the duplex unit cover.

2 Remove the jammed paper.
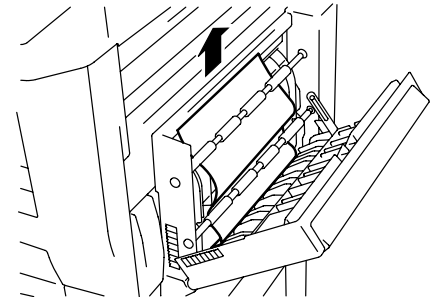
3 Close the duplex unit cover.

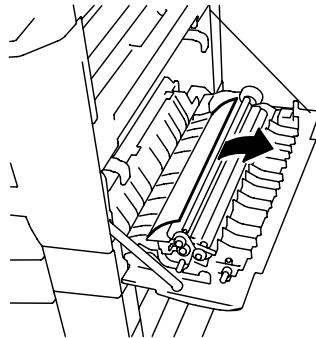## The optional 2-Bin tray or the optional shift tray

1 Open the printer cover by holding the printer cover release.
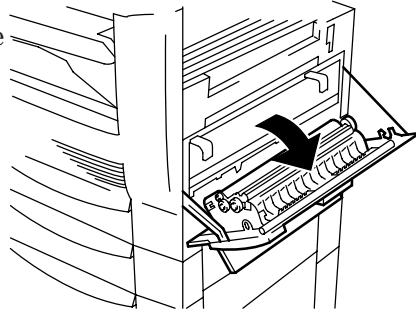
Important: **Never** touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.

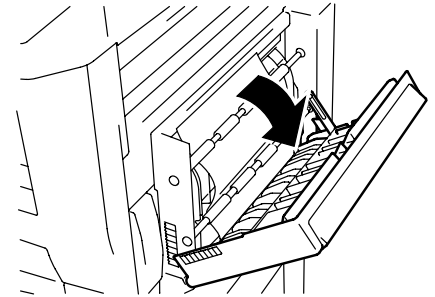Electrical Contacts
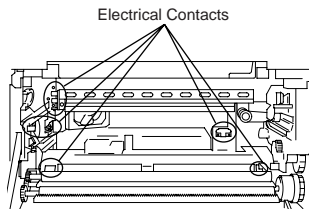
2 Open the fuser cover.
⚠ *CAUTION*:
The fuser unit becomes very hot. Do not touch it.
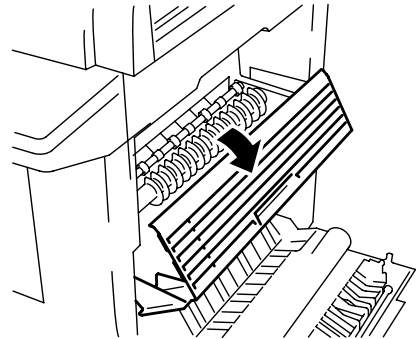
3 Open the 2-Bin tray cover or the shift tray cover.
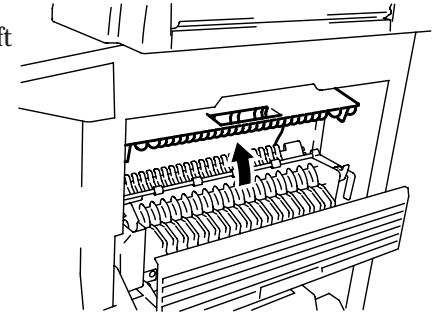
4 Remove the jammed paper.
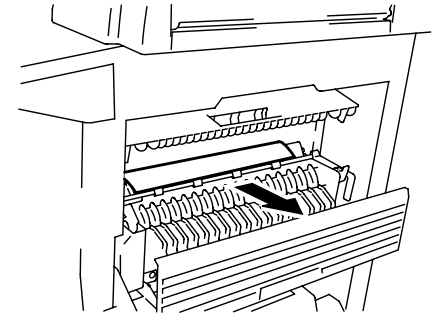
5 Close the 2-Bin tray or the shift tray.

6 Close the fuser cover, and then close the printer cover

Print quality problems

If your machine's printouts develop quality problems, try to find the example below that matches your printout problem. When you find one which is like yours, try the suggested solutions. If they don't work, contact your authorised Muratec dealer.

Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
  Install each cartridge correctly.
- The toner cartridge may be out of toner, or the toner may be very low.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove the toner cartridge and check it for damage.
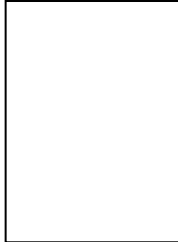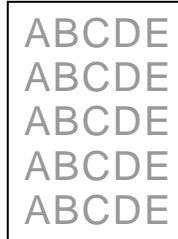 *If the problem persists, replace the toner cartridge.*

Pages are black

- The toner cartridge may be defective.
  Remove the toner cartridge and check it for damage.
  If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
  Call your dealer.

Printouts are too light

- The toner cartridge may be out of toner, or the toner may be very low.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove the toner cartridge and check it for damage.
  If the problem persists, replace the toner cartridge.

Printouts are too dark

- The toner cartridge may be defective.
  Remove the toner cartridge and check it for damage.
  If the problem persists, replace the toner cartridge.
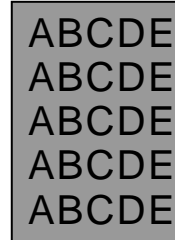
Printouts have a blurred background

- The toner cartridge may be defective.
  Remove the toner cartridge and check it for damage.
  If the problem persists, replace the toner cartridge.

Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
  Remove the drum cartridge and check it for damage.
  If the problem persists, replace the drum cartridge.
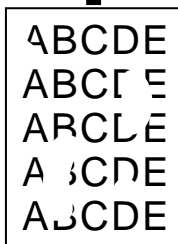
Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply. Toner will not adhere well to wet paper.
  Replace the paper with dry paper and try printing again.

Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.
  Remove the cartridges and check them for damage.
  If the problem persists, replace either or both of the cartridges as indicated.
- The LED print head may be dirty.
  Using the cleaning paper, gently clean the LED print head.
- The charger may be dirty.
  Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorised Muratec dealer.
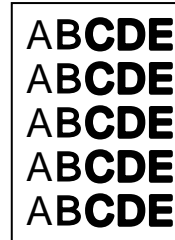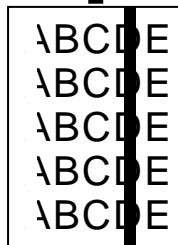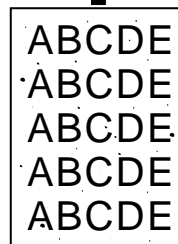
Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.
- The toner cartridge or drum cartridge may be defective.
  Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.
- If you find smudges on the *back* of the printouts, the transport roller may be dirty.
  Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorised Muratec dealer.
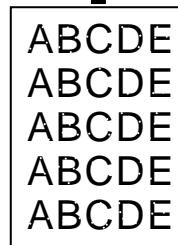
Printouts have white spots

- The charger may be dirty.
  Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorised Muratec dealer.

Caring for your machine

With proper installation and a little maintenance, your machine should give you dependable service for years to come.

Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

- **Always** make sure your machine is installed according to our specifications, including using an electrical surge suppressor. (If necessary, review "Pick an installation spot," page vi in Introduction.)
- **Always** use good, copier-quality paper.
- **Always** clean your machine as needed (see "Cleaning tips," below).
- **Never** install your machine where it can overheat, gather dust or get splashed by any liquids (even water).

Cleaning tips

Some things to keep in mind about cleaning your machine:

- **Do** clean it! Dust and dirt, especially around the 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 components inside.
- **Never try to clean SEALED areas inside your machine.** They're sealed to protect your safety and the machine.
- For cleaning *external* surfaces, such as the cover and handset: use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or swabs) moistened with alcohol to *gently* wipe components inside your machine.
- In areas you can't reach with swabs, **always** use dry, dust-free compressed air to *gently* blow away dust and other material.

Corrective cleaning

Here are some simple cleaning procedures for keeping your machine operating smoothly. Use each as the need arises.

Curing frequent jams in the ADF

If you're having trouble with getting your original documents to feed properly, try this procedure:

1 Turn off your machine.

2 Get two soft, lint-free cloths and moisten them as follows:
- One with a cleaner suitable for use on platen/rubber rollers. In steps 4 and 6, we'll call this the rollers cleaner.
- The other with isopropyl alcohol

3 Open the ADF cover by holding the ADF cover release.
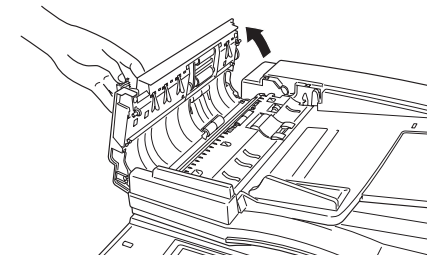
4 Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.
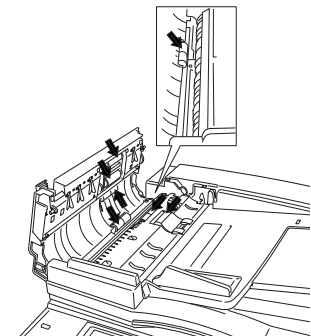
5 Open the inner cover.

> **Important:** You must hold the cover open. It won't stay open by itself.

6 Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.
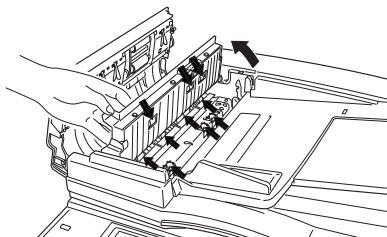
7 Close the inner cover.

8 Close the adf cover, making sure both sides are snapped down securely.

9 Open the platen cover.

10 Use the cloth with isopropyl alcohol to clean the contact glass.

11 Close the platen cover.
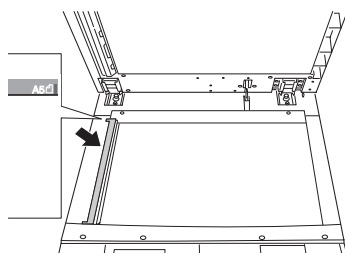
Cleaning the FBS

1 Open the platen cover.

2 Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

> **Important:** Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the FBS.

3 Using the cloth, gently clean the glass surface of the FBS and the white background area on the underside of the platen cover.
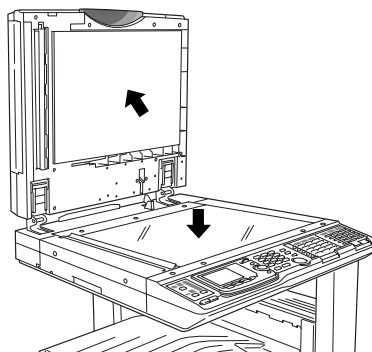
If you have unsatisfactory printout quality

Your machine automatically cleans its charger and transport roller, two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 2.6-2.7), and see whether any of the proposed solutions helps your machine. If none do, please call your authorised Muratec dealer.

In the event of a power failure

Power failure during the machine is working

During telephone call:

You can continue to speak with the handset.

During fax transmission:

The transmission will be cut off. When the power comes back, your machine starts to transmit again automatically if it was the memory transmission. If it was the feeder transmission, you should transmit again.

During fax reception:

The reception will be cut off. When the power comes back, your machine prints the pages which were received before the power failure occurred.

During copying/printing:

The printing will stop.

During power failure

Your machine can make and receive telephone calls even in the event of a power failure if an optional handset is attached. But it cannot send or receive a fax document.

Memory back up

The image data stored in memory will be kept for the following time, even when the power failure occurs or your machine is turned off.

Note: Your machine should be charged for 48 hours continuously before.

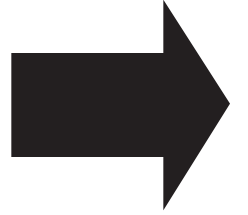| 16 MB:	about 60 hours (Standard)
24 MB:	about 36 hours
40 MB:	about 12 hours
56 MB:	about 5 hours

Power failure report

If any documents in memory were erased due to power failure, the report will be printed when the power comes back. The report tells you what documents were erased.

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Appendix and index

Specifications

Main unit

General

Type:	Console
Photo conductor:	OPC
Copying system:	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing system:	Micro-Toning High-Grade System
Fusing system:	Lamp-Heated Roller
Scanning system:	CCD

Document size :
    (width × length)
    ADF; single sheet:
        Maximum   300 mm × 900 mm (Tx),
                       300 mm × 450 mm (Copy),
        Minimum   120 mm × 100 mm
    ADF; two or more sheets :
        Maximum   297 mm × 420 mm,
        Minimum   148 mm × 105 mm
    FBS
        Maximum   297 mm × 420 mm

ADF capacity:	50 A4-sized sheets, 40 B4-sized sheets or 30 A3-sized sheets (paper weight: 64 g/m²)
Document thickness:	Single-sheet: 30.2-104.7 g/m² Multiple-sheet: 52.3-104.7 g/m²

Printing paper size:
    Multi purpose cassette;
        Fax: A3, B4, A4, B5,
                    A5
        Copy: A3, B4, A4, B5,
                    A5, A6, F4,
                    Letter, Legal, Ledger,
                    Half-letter,
                    Postcard, Custom-sized
                    ((W)90-297mm × (L)140-432mm),
                    DL, COM10, Monarch,
                    Executive

2nd paper cassette;
    Fax: A3, B4, A4, B5
    Copy: A3, B4, A4, B5,
                F4, Executive
                Letter, Legal, Ledger

Paper capacity:
    Multi purpose cassette;
        Plain Paper(60-90 g/m²) : 250 sheets
        Custom-sized paper, Card, OHP, Label: 20 sheets
    2nd paper cassette;
        Plain Paper(60-90 g/m²) : 500 sheets

Total memory capacity:	16 MB(standard), 24 MB, 40 MB, 56 MB

Memory backup time:
    (Total memory capacity: Backup time)
    16 MB: 60 hours
    24 MB: 36 hours, 40 MB: 12 hours, 56 MB: 5 hours
    (Must be charged for at least 48 hours to reach full charge)

Power requirement:	Power: 230v ± 10%, 50–60 Hz.

Power consumption:

Sleep mode:	5 W
Standby:	43 W
Memory Transmit:	88 W
Receive:	860 W
Copy:	860 W
Maximum:	1,170 W

Weight:	60.7 Kg
Dimensions :	Width 603 × Depth 671 × Height 751 (mm)
Environmental temperature:	10ºC to 35ºC
Relative humidity:	15 to 85% RH
Drum cartridge life:	67,000 prints or more

Based on 6% document coverage and three-page interval printing.

Toner bottle life:	11,000 prints or more

Based on 6% document coverage and three-page interval printing.

Dual access:	Multitasking
Document set:	ADF :Face Up FBS :Face down
Original reference position:	Rear left corner

Paper exit system: Face down exit system
Printing margin: Upper: 4 mm, Lower: 4 mm, Right: 4 mm, Left: 4 mm
Smoothing print: Yes
Receiving paper tray capacity: 250 sheets

Fax communication

Compatibility: ITU-T Super Group 3, Group3
Modem speed: 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
Transmission speed: Under 3 seconds per page*
Phone system: Public Switched Telephone Network (PSTN) or equivalent
Coding method: ITU-T-standard JBIG, MMR and MR, Murata-proprietary MSE.
Scanning resolution: (horizontal × vertical):
Transmission:
Normal   8 dots/mm × 3.85 lines/mm
Fine   8 dots/mm × 7.7 lines/mm
Superfine   16 dots/mm × 15.4 lines/mm**
Grayscale   8 dots/mm × 7.7 lines/mm (Memory Tx)
            16 dots/mm × 15.4 lines/mm** (Feeder Tx)
One-touch dial: 78 locations
Speed Dial: 222 locations
Error Correction Mode: Yes
Polling/Broadcasting: 330 locations / 330 locations
Scanning width: A4; 208 mm, B4; 252 mm, A3; 294 mm
Scanning speed: Transmission:
Normal: 0.8 sec/page
Fine: 0.8 sec/page
Super Fine: 1.6 sec/page
Grayscale: 0.8 sec/page (Memory Tx)
Grayscale: 1.6 sec/page (Feeder Tx)
Based on A4-sized sheets.
Grayscale: 256-level
Receive reduction print: Auto (Variable from 100% to 25% by 1% ratio)
Fixed (100%, 97%, 91%, 81% or 75%)
Enlarge transmission: Variable from 100% to 400% by 1% ratio

Copy

Printing resolution: 600 dpi (horizontal) × 600 dpi (vertical)
Warm-up time: 60 sec. or less
First Copy Output Time: 5.4 sec. (Based on A4 ▱)
Print speed: 25 ppm (Based on A4 ▱)
Multiple copies: 1 to 99 copies
Scanning resolution: 600 dpi or 400 dpi
Copy reduction/enlargement: Variable from 25% to 400% by 1% ratio
Fixed (141%, 122%, 115%, 86%, 81%, 70%)
Scanning speed: 600 dpi: 2.5 sec/page
                 400 dpi: 1.7 sec/page
Based on A4-sized sheets.

* Based on transmission of ITU-T Test Document 1 to a Muratec fax machine. Your transmission times will vary, but your fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.

** In the case that the remote fax has the ability of "16 dots/mm × 15.4 dots/mm". If not, the superfine resolution is "8 dots/mm × 15.4 dots/mm", and the grayscale resolution in feeder transmission is "8 dots/mm × 7.7 dots/mm".

Option

Paper Feed Unit (3rd, 4th, 5th paper cassette)

Printing paper size:	Fax:	A3▭, B4▭, A4▯▭, B5▯▭
	Copy:	A3▭, B4▭, A4▯▭, B5▯▭
		F4▭, Executive▯▭
		Letter▯▭, Legal▭, Ledger▭

Paper capacity: Plain Paper(60-90 g/m²) : 500 sheets
Power source: Supplied from Main unit
Power consumption: 10W or less
Weight: 6.9 Kg
Dimensions :   Width 535 × Depth 544.7 × Height 127.5 (mm)

Bypass tray

Printing paper size: A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, A6▭, F4▭,
                         Letter▯▭, Legal▭, Ledger▭, Half-letter▯▭,
                         Postcard▭, Custom-sized ((W)90-297mm ×
                         (L)140-432mm), DL▭, COM10▭, Monarch▭,
                         Executive▯▭

Paper capacity: 1 sheet
Weight: 0.6 Kg
Dimensions :   Width 102 × Depth 386 × Height 58 (mm)

Large Capacity Cassette

Printing paper size: A4▯, B5▯, Letter▯
Paper capacity: Plain Paper(60-90 g/m²) : 2,500 sheets
Power source: Supplied from Main unit
Power consumption: 45W
Weight: 16.7 Kg
Dimensions :   Width 535 × Depth 544.7 × Height 284 (mm)

Duplex Unit

Printing paper size: A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭
Power source: Supplied from Main unit
Power consumption: 21W or less
Weight: 2 Kg
Dimensions :   Width 55 × Depth 411 × Height 255 (mm)

Shift Tray

Shift home position: Rear of unit
Shift position: 40 mm
Paper capacity: Plain Paper(60-90 g/m²) : 250 sheets
                         Custom-sized paper, Card, OHP, Label: 20 sheets
Power source: Supplied from Main unit
Power consumption: 26W or less
Weight: 6.8 Kg
Dimensions :   Width 490 × Depth 556 × Height 201 (mm)

2-Bin Tray

Paper capacity: First tray;
                             Plain Paper(60-90 g/m²) : 100 sheets
                         Second tray (Paper tray of the main unit);
                             Plain Paper(60-90 g/m²) : 250 sheets
                             Custom-sized paper, Card, OHP, Label: 20 sheets
Power source: Supplied from Main unit
Power consumption: 26W or less
Weight: 4.7 Kg
Dimensions :   Width 486 × Depth 500 × Height 201 (mm)

Note: Specifications are subject to change without notice.

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