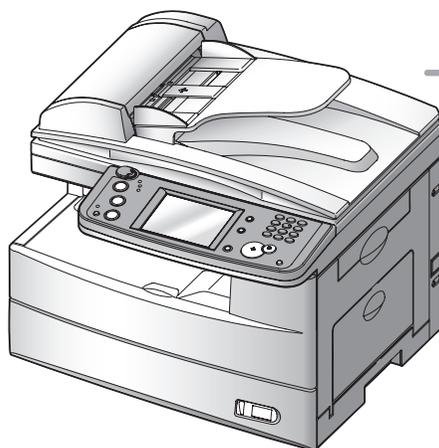

Quick Reference

For MFX-2030/1430 F-560/520

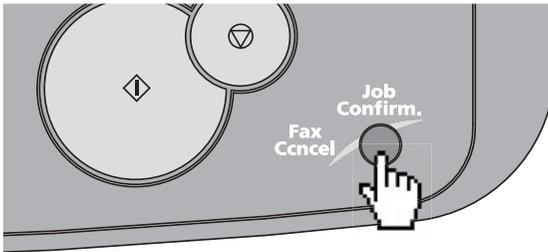
Canceling the transmission.....	1
Sending a Fax using the Address Book.....	2
Sending to an e-mail address using the Address Book.....	4
Basic copy	6
Scan to an e-mail address.....	7
Scan to a network folder	9
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NOTE: MFX-1430 and F-520 are sold in North America market only.

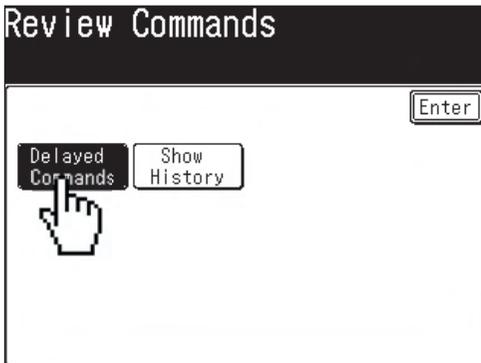
Canceling the transmission

1 Press [**Fax Cancel /Job Confirm.**].



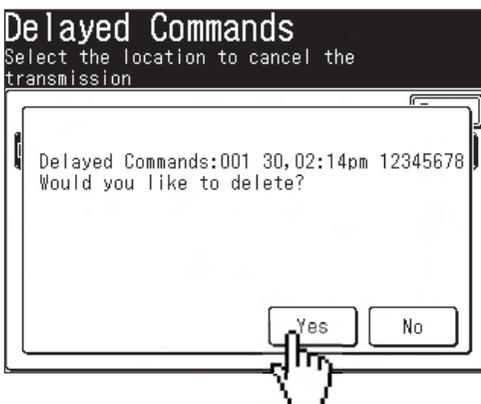
2 If your machine is currently transmitting, skip to step 5.
To cancel a scheduled job, proceed to the next step.

3 Press [**Delayed Commands**].



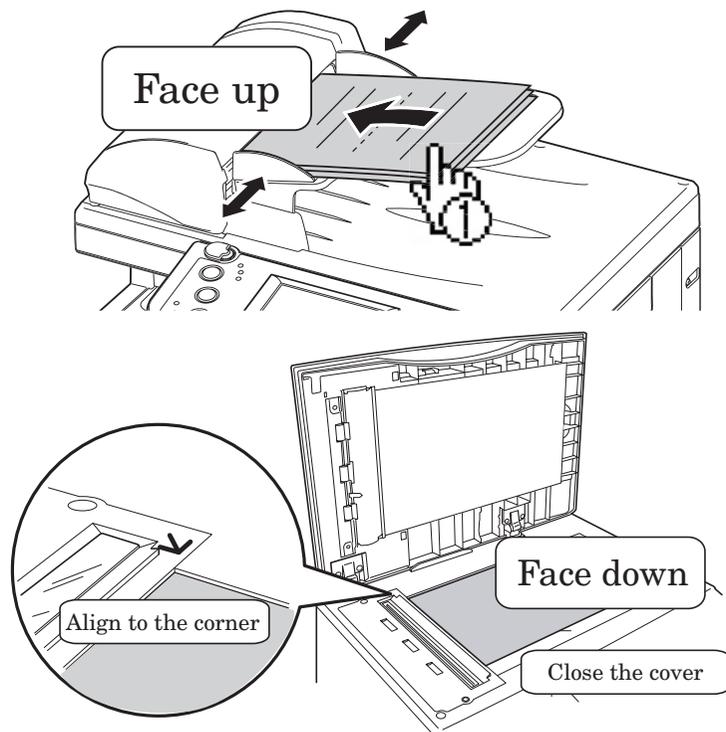
4 Select the command to be canceled.

5 Press [**Yes**].



Sending a Fax using the Address Book

1 Set the document.

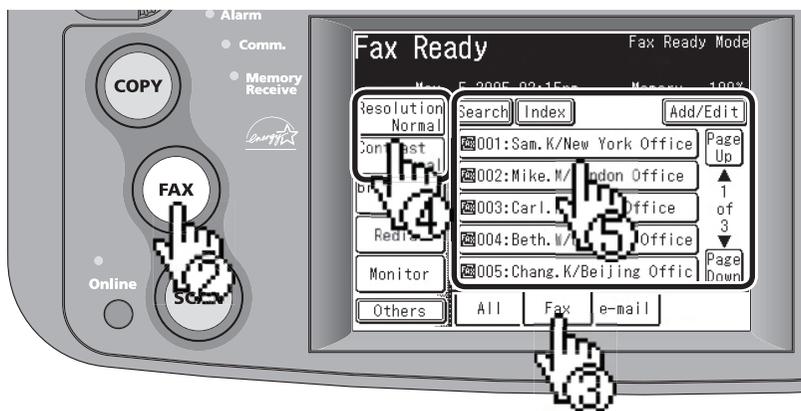


2 Press **[Fax]** on the control panel.

3 Select the “Fax” tab at the bottom of the display.

4 Adjust any additional fax settings (ex. Resolution, Contrast).

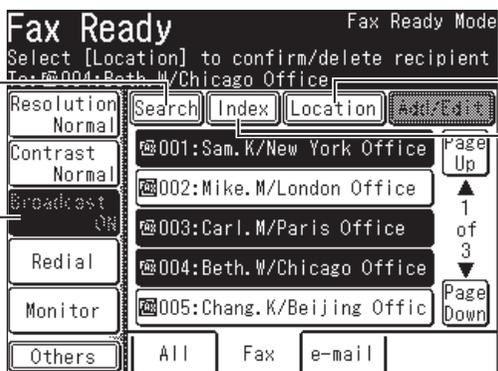
5 Select the destination.



Operating Tip

Search

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



Location

You can review or delete your selected destination by press this.

Index

Displays the destination in alphabetical, group or numeric order.

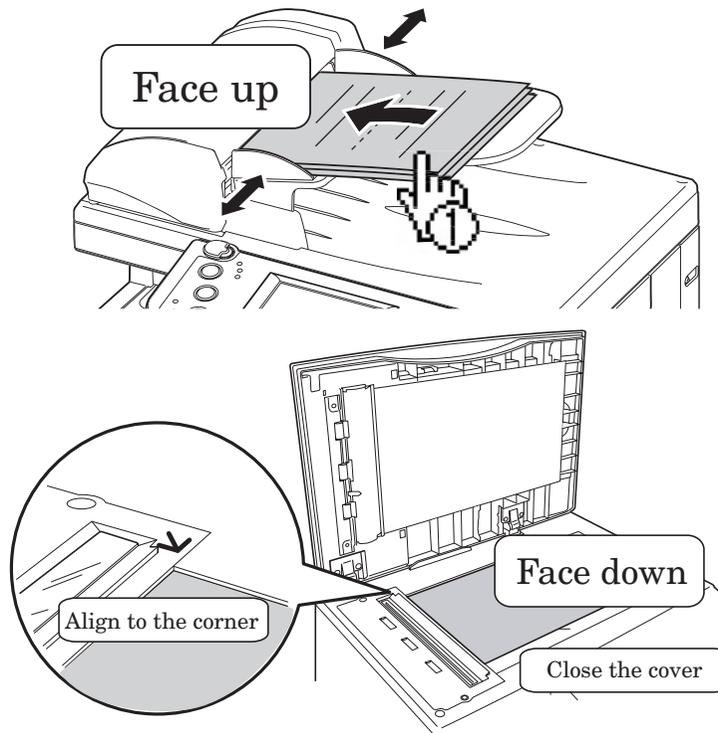
Broadcast

You can send a fax or e-mail to multiple destinations, press [Broadcast]:

- 1 Press [Broadcast] and toggle this button to [ON].
- 2 Select multiple locations by simply touching them.
- 3 Press [Start] on the control panel to begin the transmission.

Sending to an e-mail address using the Address Book

1 Set the document.

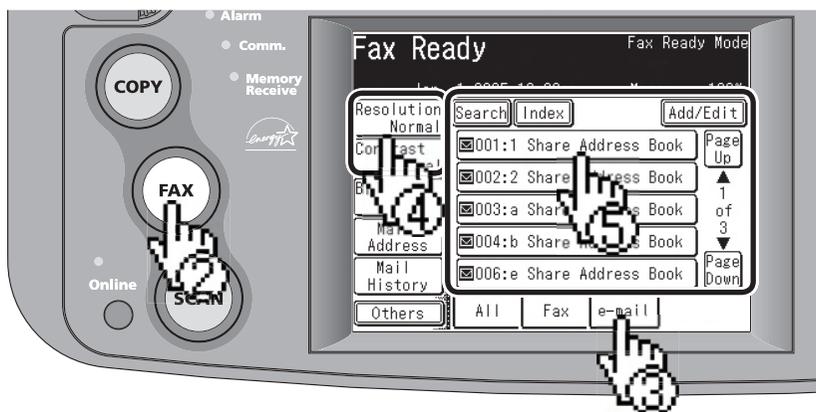


2 Press [FAX] on the control panel.

3 Select the “e-mail” tab at the bottom of the display.

4 Adjust any additional settings (ex. Resolution, Contrast).

5 Select the destination.



Operating Tip

Search

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



Location

You can review or delete your selected destination by press this.

Index

Displays the destination in alphabetical, group or numeric order.

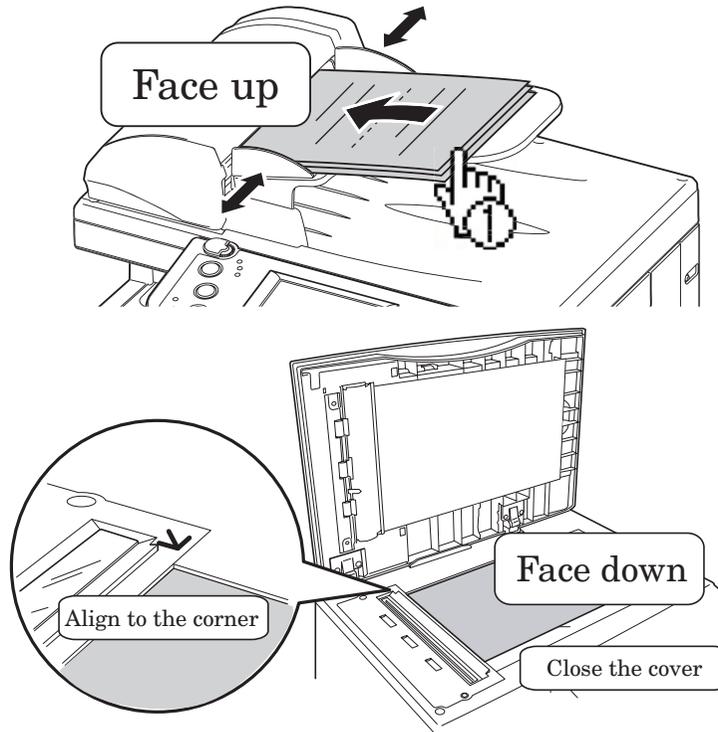
Broadcast

You can send a fax or e-mail to multiple destinations, press [Broadcast]:

- 1 Press [Broadcast] and toggle this button to [ON].
- 2 Select multiple locations by simply touching them.
- 3 Press [Start] on the control panel to begin the transmission.

Basic copy

1 Set the document.

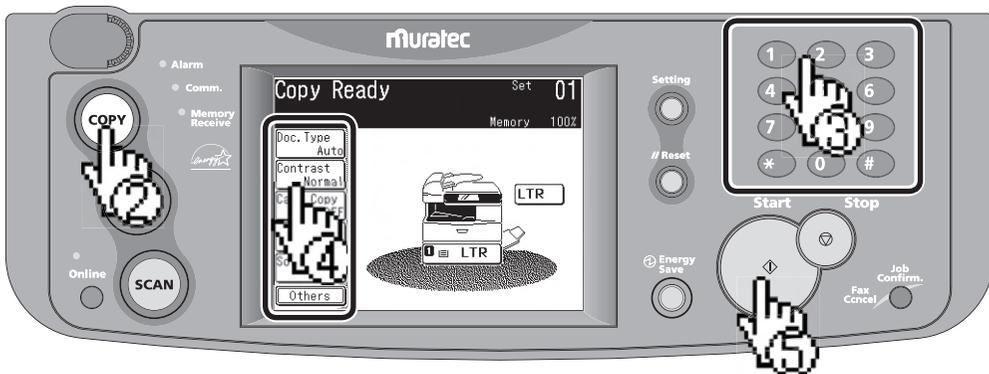


2 Press [COPY] on the control panel.

3 Enter the number of copies using the numeric keys.

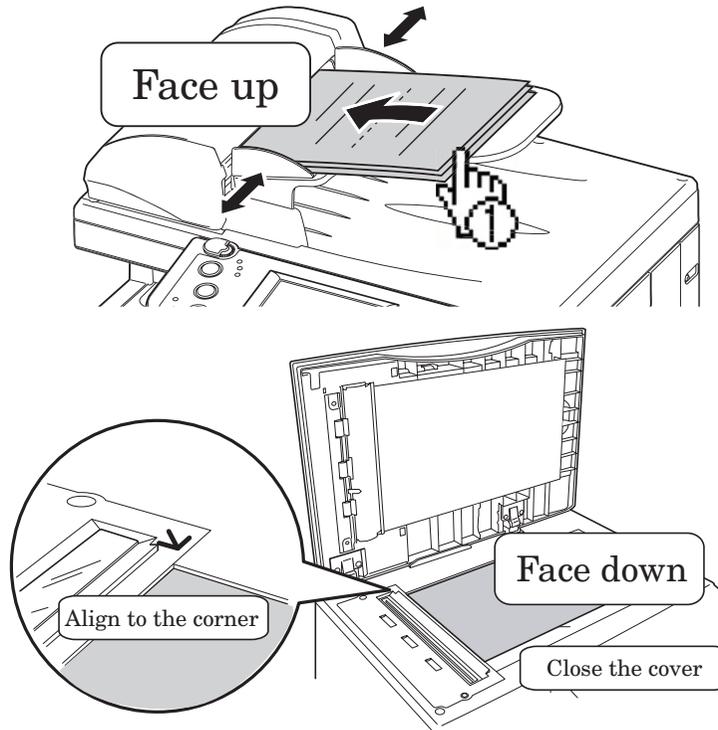
4 Adjust any additional settings (ex. Resolution, Contrast).

5 Press [Start].



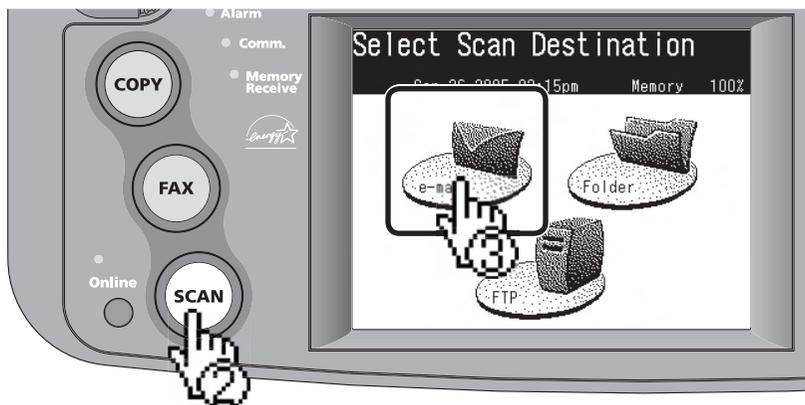
Scan to an e-mail address

1 Set the document.

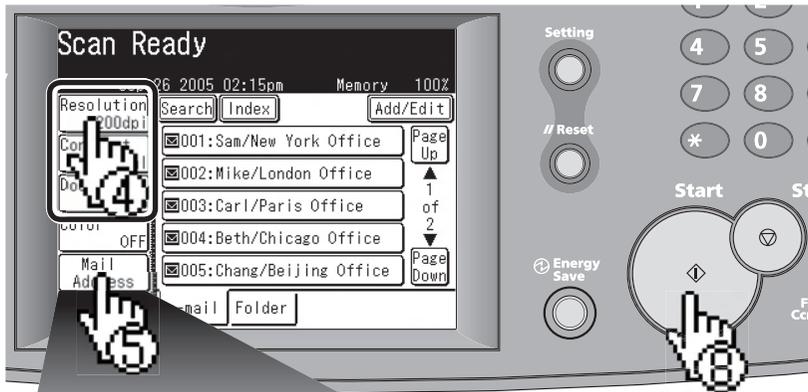


2 Press [SCAN] on the control panel.

3 Press [e-mail].



- 4 Adjust any additional settings (ex. Resolution, Contrast).
- 5 Press [Mail Address].
- 6 Enter the desired e-mail address.
- 7 Press [Enter].
- 8 Press [Start].



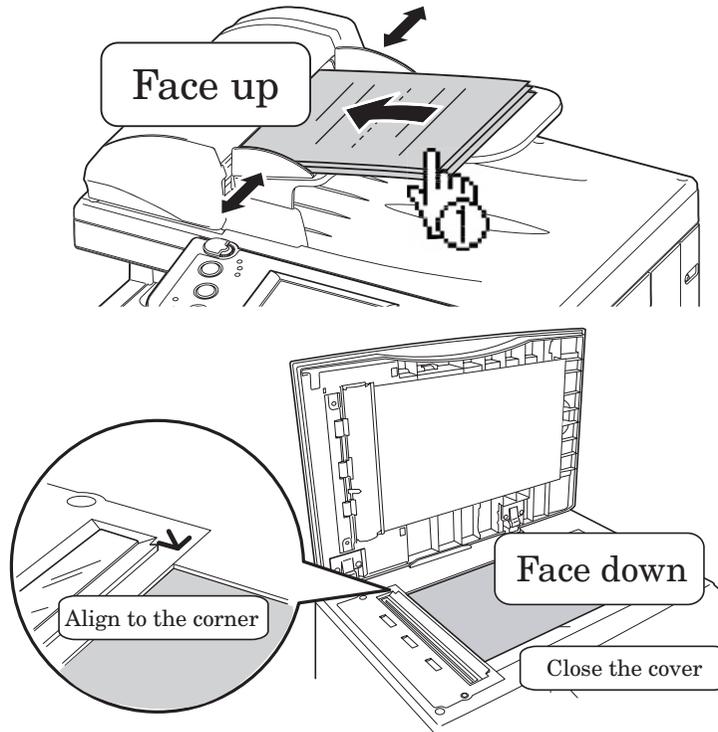
Operating Tip

By pressing [Color], you can scan color images.



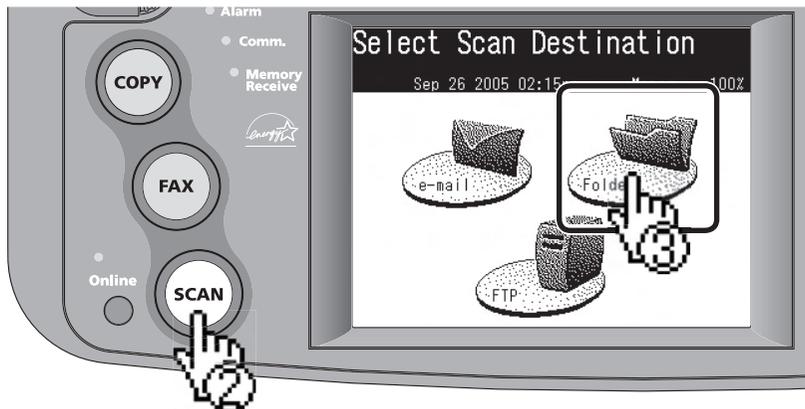
Scan to a network folder

1 Set the document.



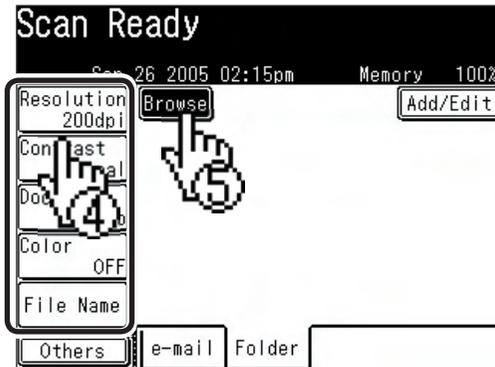
2 Press [SCAN] on the control panel.

3 Press [Folder].



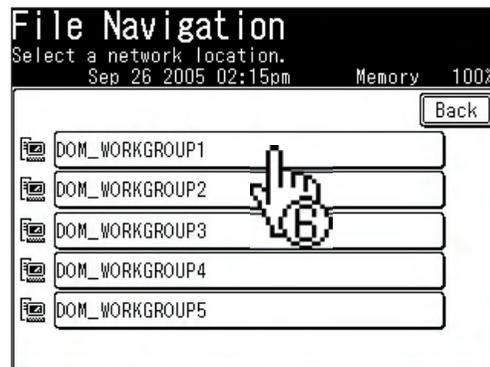
4 Adjust any additional settings (ex. Resolution, Contrast).

5 Press [**Browse**].



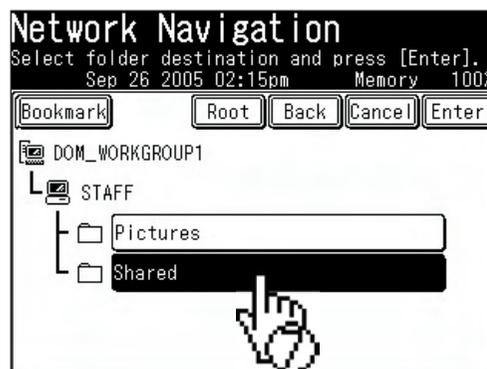
6 Select the network directory that contains your desired folder.

- To scroll, use [**Page Up**] and [**Page Down**].



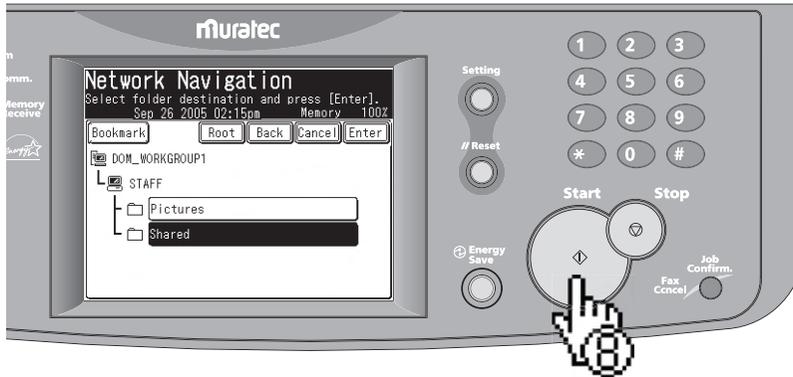
7 Select the folder you wish to scan to.

NOTE: The folder that is highlighted is the folder the machine will scan to.



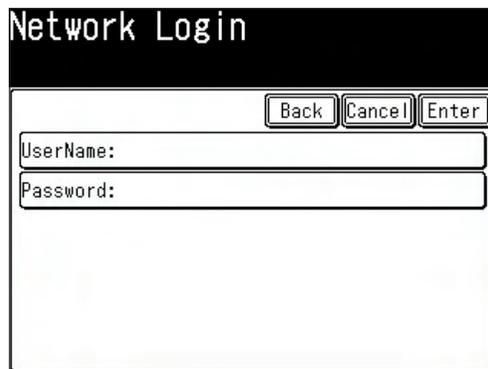
- To go up one step, press [**Back**].
- To return to the first screen, press [**Root**].

8 Press [Start].



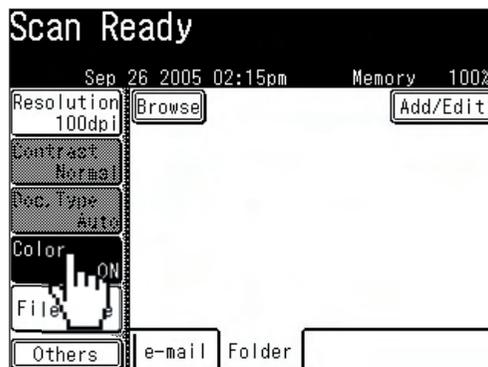
Operating Tip

A user name and password may be required to login folders.



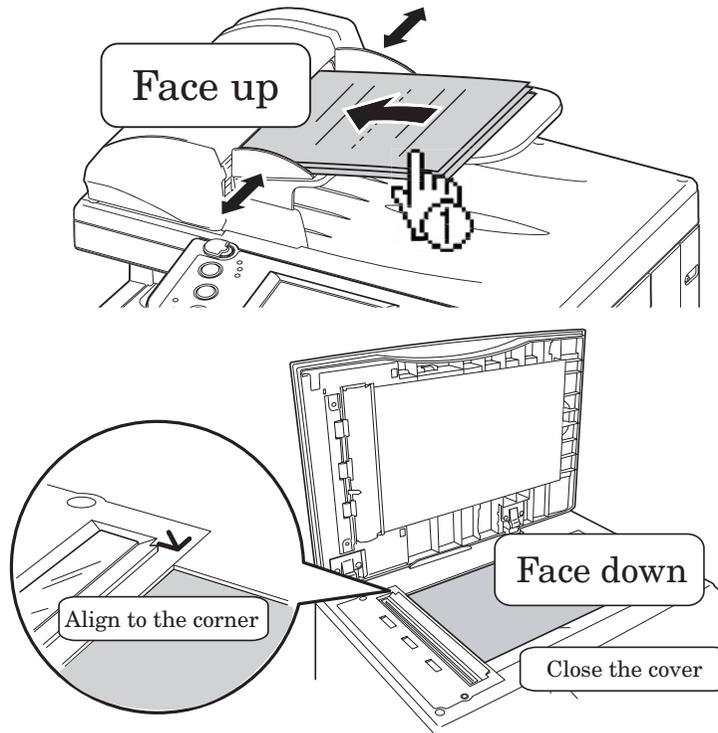
- Select [**User Name**] and enter the user name. Press [**Enter**].
- If your machine is on a windows domain controlled network, add the domain name after the user name by attaching an “@”, like “sam@dom.muratec.com”.
- Select [**Password**] and enter the password. Press [**Enter**].

By pressing [**Color**], you can scan color images.



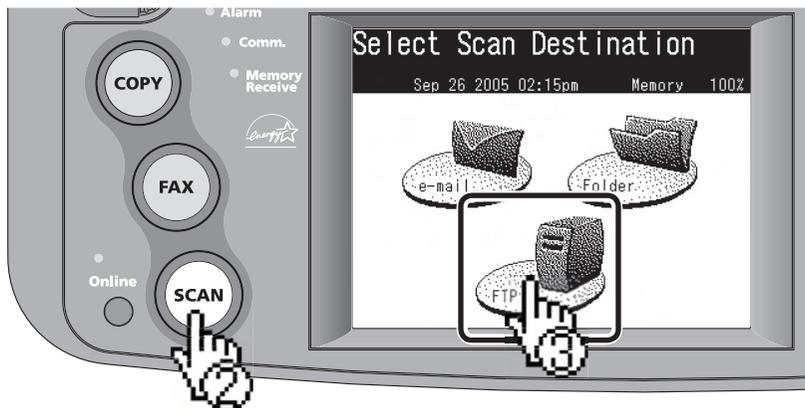
Scan to an FTP server

1 Set the document.



2 Press [SCAN] on the control panel.

3 Press [FTP].



4 Adjust any additional settings (ex. Resolution, Contrast).

5 Press [Host].



6 Press [Link].

7 Enter the link to the FTP server.

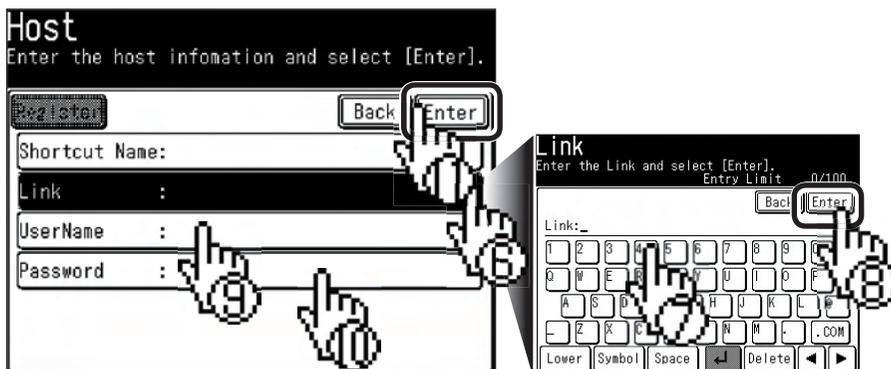
- Begin your entry with “/”.
- The “/(slash)” is found in the [Symbol] menu. To switch back to alpha characters, press [Alpha].

8 Press [Enter].

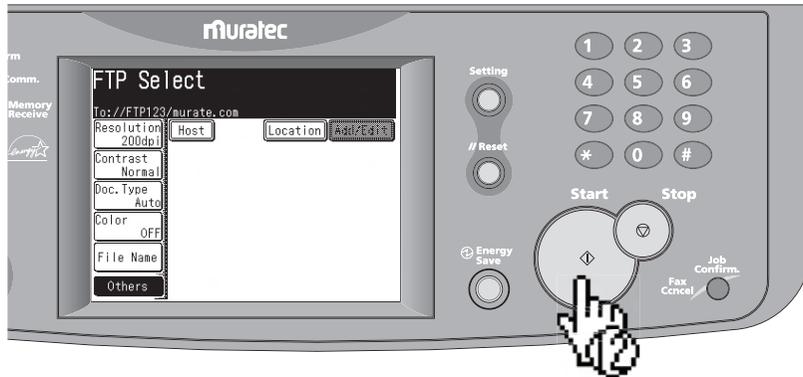
9 Press [User name]. Enter the user name and press [Enter].

10 Press [Password]. Enter the password and press [Enter].

11 Press [Enter].

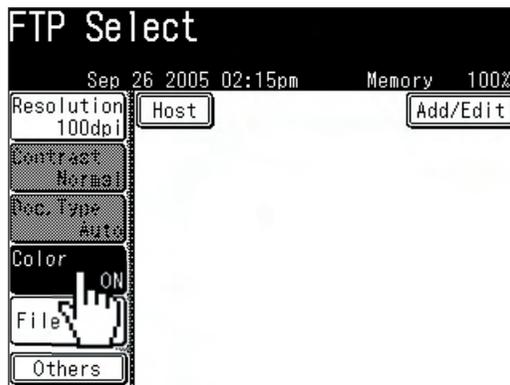


12 Press [Start].



Operating Tip

By pressing [Color], you can scan color images.



How to register new destinations

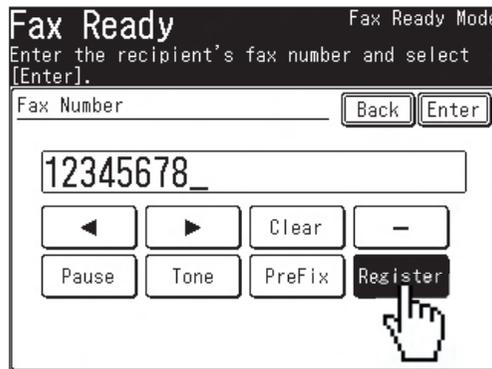
Your address book holds up to 300 destinations.

Register the following fields to have a quick access to frequently using destinations:

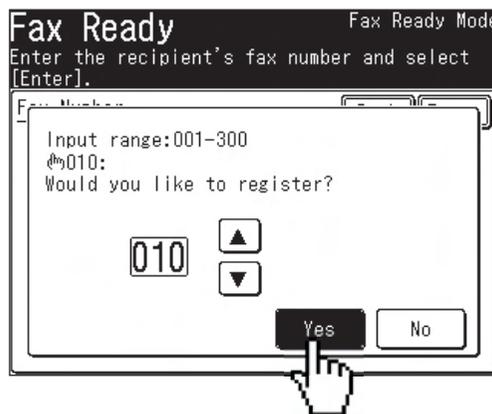
- Three-digit address book number
- Name (Mandatory field)
- Fax number and/or e-mail address (Mandatory field)
- Call group

Quick address book register (Fax numbers)

1 After you have entered a fax number, press **[Register]**.



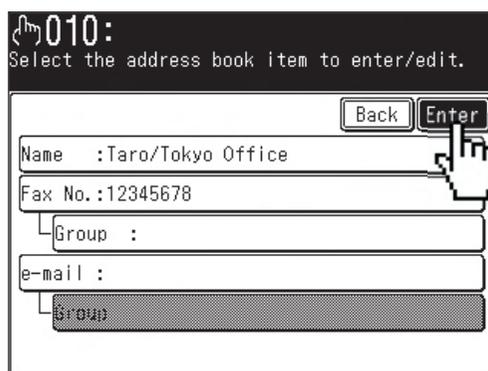
2 Select a new address book number and press **[Yes]**.



3 Enter the name field and press **[Enter]**.



4 Enter other fields if needed and press **[Enter]**.



- To enter call groups, they must be registered in advance. Refer to the User Guide Chapter 2 “Call group dialing” for more information about call groups.

Quick address book register (e-mail address)

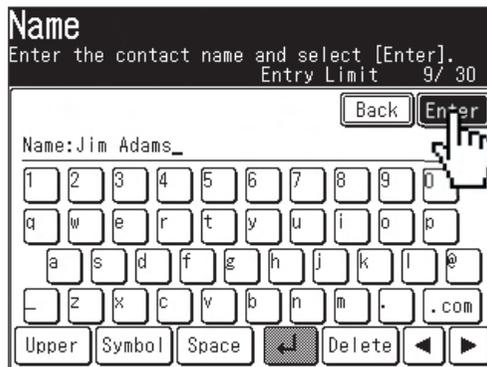
1 After you entered an e-mail address, press **[Register]**.



2 Select a new address book number and press **[Yes]**.



3 Enter the name field and press **[Enter]**.



4 Enter other fields if needed and press **[Enter]**.

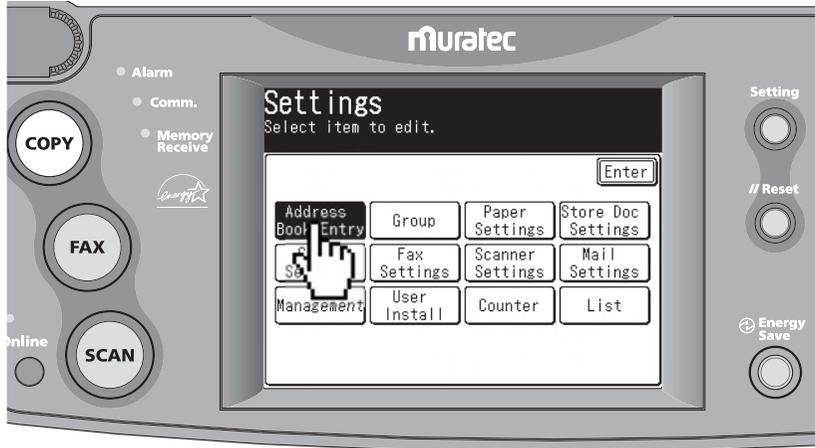
- To enter call groups, they must be registered in advance. Refer to the User Guide Chapter 2 “Call group dialing” for more information about call groups.

Register, edit or delete destinations from the address book

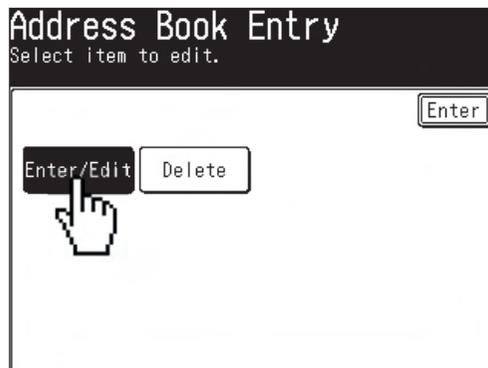
To register:

1 Press [Setting].

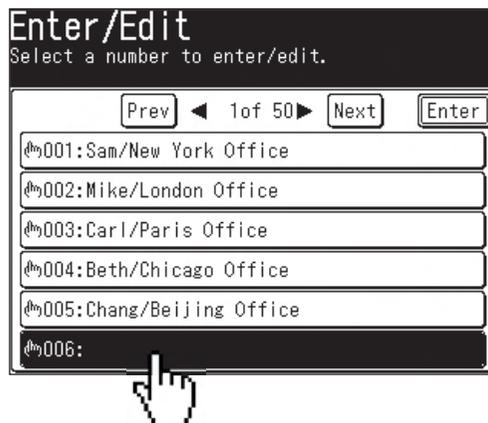
2 Press [Address Book Entry].



3 Press [Enter/Edit].



4 Press a new address book number.



5 Enter the destination's name and press [**Enter**].



Name
Enter the contact name and select [Enter].
Entry Limit 17/ 30

Back Enter

Name:Taro/Tokyo Office_

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

- Up to 30 characters can be entered.
- Press [Lower] to enter lower case characters.
- Press [Symbol] to enter symbols and special characters.
- Use the numeric key to enter numbers.

6 Enter fax number and/or e-mail address.

7 Register the call group if needed.

- To enter call groups, they must be registered in advance. Refer to the User Guide Chapter 2 “Call group dialing” for more information about call groups.

To edit:

1 Press [**Setting**].

2 Press [**Address Book Entry**].

3 Press [**Enter/Edit**].

4 Select the address book number you want to edit.

5 Select the field you want to edit.



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

Back Enter

Name :Taro/Tokyo Office

Fax No.:12345678

Group :S_Group 01,S_Group 02,S_Group 03

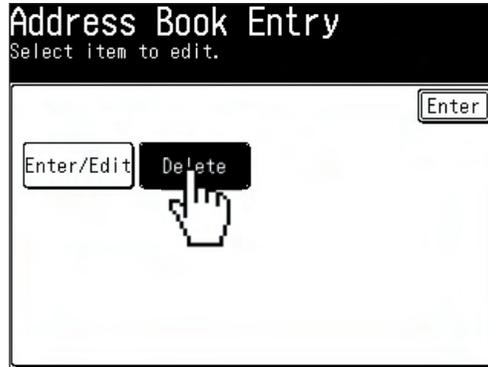
e-mail :taro.h@muratec.com

Group :S_Group 10

6 Edit the field and press [**Enter**].

To delete:

- 1 Press [Setting].
- 2 Press [Address Book Entry].
- 3 Press [Delete].



- 4 Select the address book number you want to edit.



- 5 Press [Yes].

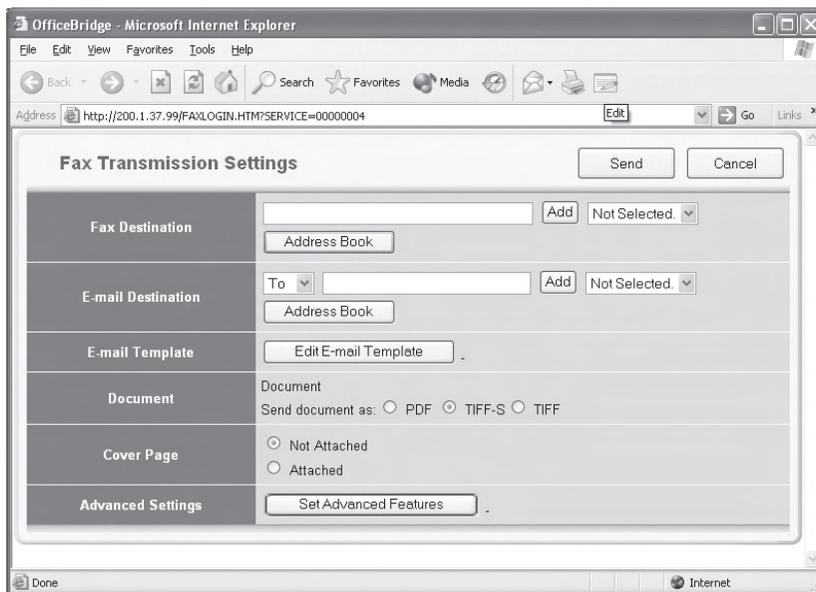


PC faxing

NOTE: In order to PC fax, you must have the driver installed on your PC prior to attempting this function.

- 1 Open the document you want to send.
- 2 Select **[Print]** from the File menu.
- 3 Select “Muratec ***** Fax” as the printer.
(*****: Your machine model such as F-520)
- 4 Click **[Print]**.

The “Fax Transmission Settings” dialog appears.



- 5 Enter the destinations fax number or e-mail address and click **[Add]**.
- 6 Click **[Send]**.

PC printing

NOTE: In order to PC print, you must have the driver installed on your PC prior to attempting this function.

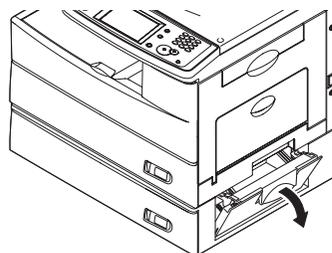
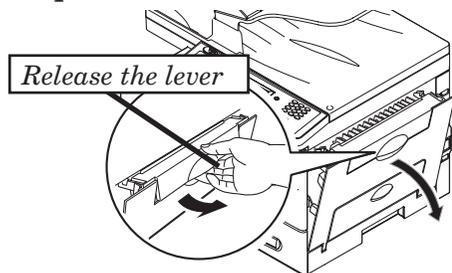
- 1** Open the document you want to send.
- 2** Select [**Print**] from the File menu.
- 3** Select “Muratec *****” as the printer.
(*****: Your machine model such as F-520)
- 4** Click [**Print**].

Clearing a paper jam

⚠CAUTION: When you open the side cover to remove the paper, **DO NOT** touch the fuser roller. The fuser unit is very hot.

IMPORTANT: Do not touch the drum cartridge surface. Scratches or smudges will result in poor print quality.

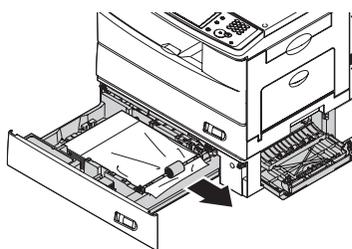
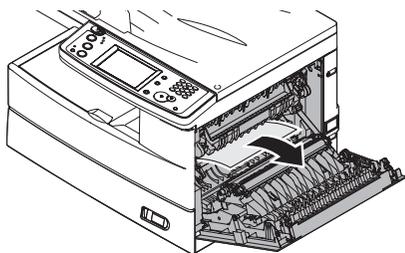
1 Open the side cover.



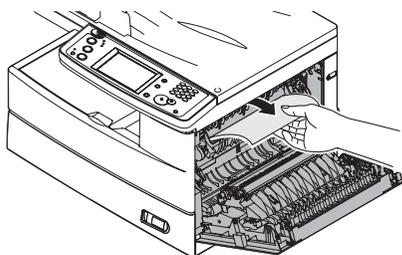
When the second cassette has jammed

2 Carefully remove the jammed paper.

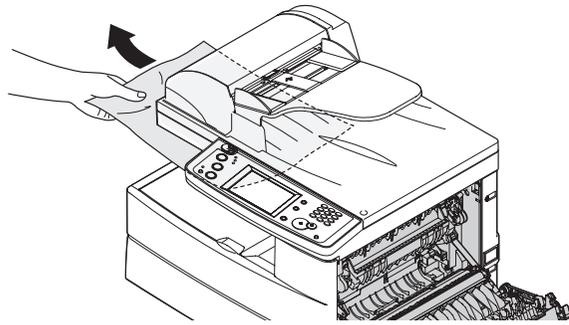
Jammed in the feed area



Jammed in the fuser area



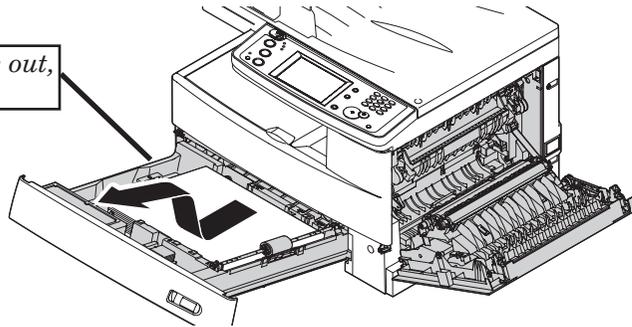
Jammed in the paper exit area



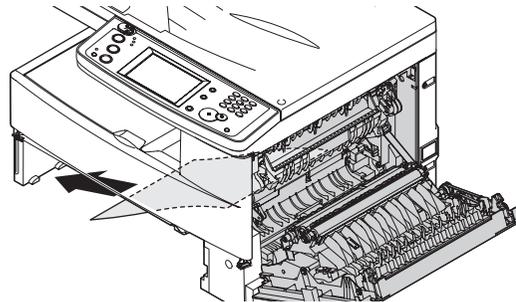
If you cannot reach the jammed paper:

3 Remove the cassette from the machine.

*Pull the cassette out,
and lift*



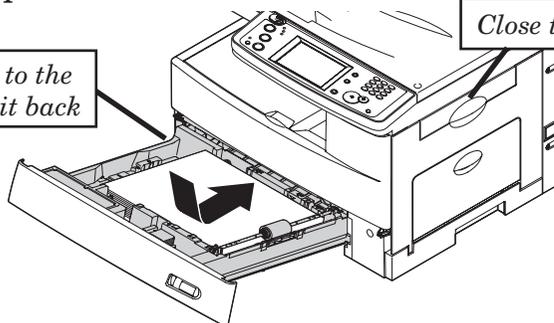
4 Remove the paper.



5 Re-insert the paper cassette.

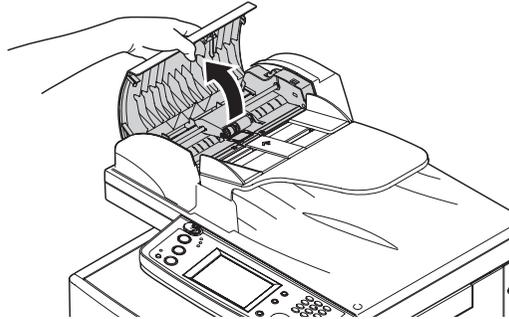
*Align the cassette to the
guides, and push it back*

Close the side cover

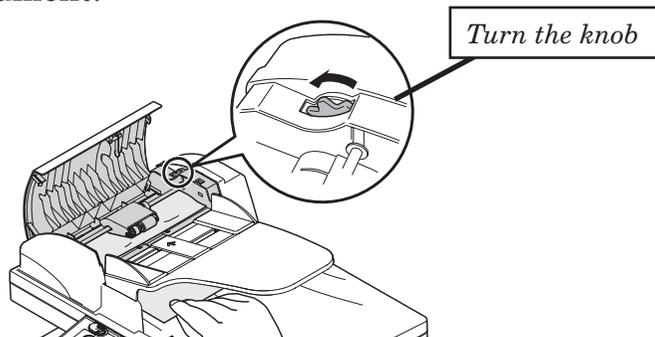


Clearing a document jam

1 Open the ADF cover.



2 Remove the document.



3 Close the ADF cover.

- If a “Check Message” page prints out, re-send the document beginning with the noted page.
- When the display asks you whether to continue, select [Yes] or [No]. If you select [Yes], the display will indicate from which page you should execute the job.

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muratec

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OMF520QRG
DA7-90410-61