# nuratec

# MFX-1930

# **Network Interface**

**User Manual** 

### **Trademark and Copyrights**

- Muratec, the Muratec logo and all Muratec product names contained herein are trademarks of Murata Machinery, Ltd.
- Microsoft<sup>®</sup>, Windows<sup>®</sup>, Windows<sup>®</sup> 3.1, Windows<sup>®</sup> 95, Windows<sup>®</sup> 98, Windows<sup>®</sup> Me, Windows NT<sup>®</sup> 4.0, Windows<sup>®</sup> 2000 and Windows<sup>®</sup> XP are registered trademarks of the Microsoft Corporation.

All other products referenced are trademarks or registered trademarks of their respective companies.

# Contents

1. Getting ready1-1
1.1 System requirements1-1
2. Installation
2.1 Cable connection2-1
2.2 Setting the IP Address2-2
2.3 Installing the driver2-3
2.3.1 Activating the optional second paper cassette2-6
3. Printer driver settings
3.1 Open the printer properties3-1
3.1.1 From the application software
3.1.2 From the printer icon3-1
4. Network scanner feature
4.1 Operation summary4-1
4.2 Getting ready to use the scan box
4.2.1 Setup a scan box
4.2.2 Modify a scan box4-2
4.3 Scanning the document into a scan box4-3
4.4 Importing a document from a scanned box4-6
4.4.1 Manually erasing a document stored in a scan box
4.4.2 Printing a list of documents stored in the scan boxes4-10
4.5 Changing the default settings4-11
4.5.1 Printing a list of scanner settings4-12
5. Internet fax features
5.1 Internet communication5-1
5.1.1 Internet fax transmission (Scan to e-mail)
5.1.2 Internet mail reception
5.2 Basic parameters5-2
5.3 Internet parameter settings5-3
5.4 Configuring the e-mail environment
5.4.1 Time zone setting
5.4.2 e-mail environment settings5-5
5.5 Registering an e-mail address
5.5.1 One-touch key registration
5.5.2 Speed-dial number registration5-9
5.6 Configuring from the Internet browser5-10
5.6.1 Internet FAX configuration screen5-10
5.6.2 Configuring an IP address5-11
5.6.3 Configuring the SMTP/POP settings5-11
5.6.4 Configuring the e-mail settings5-12

5.6.5 Registering or editing a one-touch number	5-13
5.6.6 Registering or editing a speed-dial number	5-14
5.7 Internet fax transmission	5-15
5.7.1 Using numeric keys	5-15
5.7.2 Using a one-touch key	
5.7.3 Using a speed-dial number	5-15
5.7.4 Broadcasting	
5.8 Internet fax reception	
5.8.1 Receiving e-mail from a POP server	
5.8.2 Manual reception from a POP server	
6. Troubleshooting	6-1
6.1 Troubles in network printer and scanner	6-1
6.2 Troubles in TCP/IP environment	
6.3 Troubles in Internet fax communication	
7. Appendix	
7.1 Specifications	

# 1. Getting ready

## **1.1 System requirements**

The following operating environment is required in order to use the network interface.

Item	Requirements
РС Туре	IBM's PC-AT compatible machine loaded with one of the following operating systems.
Operating System	<ul> <li>Windows XP</li> <li>Windows 2000 professional</li> <li>Windows NT 4.0 workstation</li> <li>Windows Me</li> <li>Windows 98</li> <li>Windows 95</li> <li>* Only English version Operating System is guaranteed.</li> <li>* Operation with Windows 98/Me upgraded from Windows 95/3.1 cannot be guaranteed.</li> <li>* Not compatible with command prompt of MS-DOS and Windows and DOS prompt.</li> </ul>
CPU and Memory	Depends on the operating system
Disk space	10 MB for driver install
Interface	Ethernet 10 Base-T, 100 Base-TX
Network Protocols	TCP/IP on Windows LPD(LPR), Port 9100 on Windows NT4.0/2000/XP
CD-ROM	CD-ROM drive

# 2. Installation

## 2.1 Cable connection

- \* To connect the machine to an Ethernet network, a LAN cable (twist pair cable with RJ-45 type modular connector) is required. (A LAN cable is not included with this kit.)
  - **1** Turn your machine off.
  - **2** Plug one end of the 10Base-T/100Base-TX LAN cable (category 5) into the LAN connector on the left side of the machine.



- **3** Plug the other end of the LAN cable into the 10Base-T/100Base-TX Ethernet hub.
- **4** Turn your machine on.

## 2.2 Setting the IP Address

An IP address is required to install the network driver and use your machine as a network printer and network scanner. You need to obtain the IP address from your network administrator and register it as shown below.

1 On your machine's control panel, press [Menu], [6], [1], [1], then [Enter].

```
IP Address
192.168. 1.10
```

- 2 Use the numeric keys to enter the IP address. Use [♣] or [♣] to move the cursor. Press [Cancel] to delete a digit.
- 3 Press [Enter].

Subnet mask 255.255.255. 0

- 4 If necessary, change the subnet mask address.
- **5** Press [Enter]. The machine will show the settings for the Internet fax. For now, press [Reset] to return to the Standby mode.

If you want to use the Internet fax feature, you must register these settings. (See "5. Internet fax features" page 5-1.)

6 To enable the IP address please turn the main unit "Off". After a few moments turn the unit back "On".

- 1 Insert the CD supplied with your machine into your CD-ROM drive. The CD-ROM main menu will be displayed automatically.
- 2 Click [Setup], then [Network Setup].

Manuals	Local Setup	Č.
Setup	Network Setup	, 2
MFX-1330 / F-300 Printer / Scanner Driver	Adobe Reader	Mite Adober Reader
	<b>rî</b> uratec <sup>.</sup>	
		Exit

**NOTE:** If this window does not appear, run the "Setup.exe" located on the root directory of the supplied CD-ROM.

**3** Click [Next] when the following screen appears.



**4** After reading and accepting the License Agreement click [Yes]. Otherwise, click [No] to cancel the installation.



- 5 Enter the machine's IP address and click [Next].
- **NOTE:** The IP address entered here is used for creating the lpr port for printers or as the address for performing network scanning. Be sure that the IP address entered here matches the address on the machine (see "5.3 Internet parameter settings" on page 5-3).

FX-1930 Network Printer IP Address Set-up	Scanner Driver - InstallShield Wizard
	Please enter the IP address assigned to the MFX-1930 and select [Next].
	MPX1500 152-168.1.10
InstallShield	< ĝeck №et> Cercel

6 Confirm the displayed contents and click [Next].



7 Restart the PC to finish installation.



### 2.3.1 Activating the optional second paper cassette

If an optional device has been installed on your machine, you must open the driver and activate it.

### To activate the optional device:

- 1 Click [Start]  $\rightarrow$  [Settings]  $\rightarrow$  [Printer].
- 2 Right-click the "Muratec MFX-1930" icon, then click [Properties] (Windows 98/Me), or [Printing Preference] (Windows 2000/XP).
- **3** Click the "Device Option" tab.
- **4** Select the optional device installed to your machine.
- **5** Click [OK], then close the printer properties.

## 3. Printer driver settings

## 3.1 Open the printer properties

There are two ways to open the printer properties:

- From your application software
- From the printer icon

```
NOTE: Changing the printer properties from the printer icon will change them for all documents you print on this printer. To change the printer properties for one document, change them from the application software.
```

### 3.1.1 From the application software

Opening the printer properties screen varies by application software. See your application software user's manual for assistance.

The following example utilizes Microsoft® Notepad on Windows XP.

- **1** Select "Print" from the File menu.
- 2 The Print dialog box will appear. In the "Select Printer" field, select the "Muratec MFX-1930", then click [Properties].
- **3** The printer properties window will appear. For details of the printer driver settings, please see the "Printer & Scanner Manual" included in this CD.

### 3.1.2 From the printer icon

- Click [Start] → [Settings] → [Printers].
   Windows XP Professional, click [Start] → [Printers and Faxes].
   Windows XP Home edition, click [Start] → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
- 2 Right-click the "Muratec MFX-1930" icon, and then click [Properties] (for Windows 98/Me), [Printing Preferences] (for Windows 2000/XP).
- **3** The printer properties window will appear. For details of the printer driver settings, please see the "Printer & Scanner Manual" included in this CD.

## 4. Network scanner feature

### 4.1 Operation summary

This scanner driver is used to import scanned images stored in the scan-box of the machine to TWAIN compatible applications operating on Windows environment.

The operation for this scan driver is summarized as follows:

- **1** Setup the scan box on you machine. (See "4.2.1 Setup a scan box", below.)
- 2 Scan the document using your machine. The scanned images will be stored into a scan box. (See "4.3 Scanning the document into a scan box" on page 4-3.)
- **3** Import the scanned images stored in the scan-box to TWAIN compatible applications on your computer. (See "4.4 Importing a document from a scanned box" page 4-6.)

### 4.2 Getting ready to use the scan box

The scan box must be set-up on your machine prior to using the network scanning feature.

The scan box specifications are as follows:

- Number of scan boxes: Your machine has 20 scan boxes.
- Number of files in scan box: You can store up to 10 files per box
- Number of pages in a file: The number of pages which can be stored in a file depends on your machine's memory capacity, the resolution and type of document(s).
- **ID Code:** Each box has an ID Code. Set by four-digits from 0001 to 9999.

### 4.2.1 Setup a scan box

Your machine has 20 scan boxes and you can store the box's name and security I.D. code for each scan box.

**1** Press [Menu], [3], [7], [1], then [Enter].

```
Select Scan Box
01:01
```

2 Press [] or [] to select the scan box, then press [Enter].

**3** The machine prompts you to enter the name of the scan box.

```
01:Box Name;Upper
01_
```

- **4** The box number is pre-installed as the box name. Press [Cancel] to delete it and enter your desired name by using the numeric keys. Names can contain up to 16 characters.
- **5** Press [Enter]. The machine now prompts you to enter the four-digit security I.D. code for your scan box. If you set the I.D. code to anything other than 0000, you will be required to enter it when you access the scan box to modify the settings or download a scanned file to your computer.

```
01:Set Scan Box
Enter I.D. Code:<u>0</u>000
```

- 6 Use the numeric keys to enter the four-digit I D. code (0001 to 9999) and don't forget your security I.D. code.If you do not want to set the security I D. code, enter 0000.
- 7 Press [Enter] to save the setting.
- 8 To setup another scan box, repeat the procedures from step 2. To exit, press [Reset].

### 4.2.2 Modify a scan box

- **1** Press [Menu], [3], [7], [1], then [Enter].
- $2 \quad \mathrm{Press} \ [\texttt{Press} \ ] \ \mathrm{or} \ [\texttt{Press} \ ]$  to select the scan box.
- **3** Press [Enter].

If the I.D. code is anything other than 0000, the machine asks you to enter the four-digit number.

```
01:Set Scan Box
Enter I.D. Code:<u>*</u>***
```

4 Use the numeric keys to enter the proper I.D. code and then press [Enter].

A valid I.D. code must be entered to continue the operation.

- **5** Modify the scanbox name.
- 6 Press [Enter]. The machine prompts you to enter the I.D. code.
- 7 If you want to change the I.D. code, enter a new code. If you want to disable the password requirement, enter 0000.
- 8 Press [Enter] to save the settings and press [Reset] to exit and return to standby mode.

1 Press [COPY  $\rightarrow$  FAX  $\rightarrow$  SCAN] to change to Scan mode.



When the machine is in the scan mode, the machine shows:



2 Set the document face up in the ADF or face down on the document glass.



- **3** Adjust the following settings, if necessary.
  - Scanning size Press [Doc. Size] to select the scan size.

Inch version: Letter (8.5"  $\times$  11"), Legal (8.5"  $\times$  14"), Half-letter  $\fbox(5.5" \times$  8.5")

 $\begin{array}{l} \mbox{Metric version: A4 (210 \times 297 \ mm), A5 ]] (148 \times 210 \ mm), \\ \mbox{F4 (216 \times 356 \ mm)} \end{array}$ 

When you use the ADF, you can also select "Auto". When you select "Auto", custom size documents (up to 900 mm in length) can be automatically scanned.

- **Resolution** Press [Doc. Resolution] to select the resolution from 200 dpi, 300 dpi or 600 dpi.
- Zoom ratio —

Press [] or [] to select a preset ratio.

Inch version	Metric version	
<ul> <li>50%: Min.</li> <li>64%: (8.5" × 11") → (5.5" × 8.5")</li> <li>78%: (8.5" × 14") → (8.5" × 11")</li> <li>100%</li> <li>129%: (5.5" × 8.5") → (8.5" × 11")</li> <li>200%: Max.</li> </ul>	<ul> <li>• 50%: Min.</li> <li>• 70%: (A4 → A5)</li> <li>• 81%: (B5JIS → A5)</li> <li>• 86%: (A4 → B5JIS)</li> <li>• 100%</li> </ul>	• 115%: (B5лs → A4) • 122%: (A5 → B5лs) • 141%: (A5 → A4) • 200%: Max.

### 50%, 64% and 70% are not available in 200dpi.

– or –

 $\label{eq:compared} \begin{array}{l} \mbox{Press [Advanced Functions] repeatedly until "Zoom" appears, then \\ \mbox{press [Enter]. Press []] or []] to adjust the zoom ratio. \end{array}$ 

– or –

Enter your desired ratio (50 to 200 %) using the numeric keys.

- **NOTE:** Enlargement scanning can only be performed using the document glass.
  - The minimum reduction ratio is 75 % at 200 dpi.
  - To reset the settings to the default, press [Reset].
  - **Document type** Press [Doc. Resolution] then press [] or [] to select the document type:

*Text* — Select this mode when scanning text.

*Photo&Text* — Select this mode when scanning documents containing photographs or drawings and text.

*Photo* — Select this mode when scanning photographs or drawings.

- **Contrast** Press [Contrast] to set how light or dark you want the documents to be. To avoid confusing the Light and Dark settings, just remember "Light lightens" and "Dark darkens" to keep it straight.
- 4 Press [Start].



5 Press [ ] or [ ] to select the scan box, then press [Enter].
If the scan box has an I.D. code other than 0000, the following display will appear, and go to step 6. Otherwise, skip to step 7.

```
01:Store Document
Enter I.D. Code:<u>*</u>***
```

**6** Use the numeric keys to enter the scan box's four-digit I D. code, then press [Enter].

If you enter an invaild I.D. code the machine will return to the Standby mode.

**7** The machine will start scanning.

```
01:Store Doc.File: 1 ----- File number
A4 Mem100%
```

A file number is assigned to every document scanned into the scan box (1 to 10).

If you are using the ADF, proceed to step 8. If you are using the document glass, skip to step 9.

- 8 If you have more documents to scan, press [Next Doc.] while scanning and proceed to step 9. Otherwise, the machine will return to the standby mode after it has finished scanning.
- **9** When scanning has completed the machine will show:

```
Start Scan \rightarrow NextDoc
End Scan \rightarrow Enter
```

If you want to scan more pages, proceed to step 10.

Otherwise, press [Enter] to finish scanning.

**10** Place the next page.

If you want to change the scanner settings, repeat from step 3.

11 Press [Next Doc.] to start scanning.

To scan more pages, repeat steps 9 and 10.

Otherwise, press [Enter] in step 9 to finish scanning, and the machine will return to the standby mode.

Follow the steps below to access the TWAIN driver from your application software:

- **1** Select the PC software program (Imaging, Photoshop, etc.). This procedure uses Microsoft Imaging as an example.
  - **NOTE:** The process of selecting a scan device varies by application software, please refer to your application software user's guide for assistance.
- 2 Click [File]  $\rightarrow$  [Select Device...].
- **3** Choose "Muratec MFX-1930 Network Scanner" from the dialog box, then click [OK].
- 4 Click [File]  $\rightarrow$  [Acquire Image...].
- 5 Select the scan box you want to access.

Muratec MFX-193	) Net	work Scanner			×
ScanBox Information					
1930	^	File number T	me	Pages	
04 06 06 07 08 09 09 10 11 12 12 13 14 14 15 15 16 17	<ul> <li>I</li> <li>I</li></ul>			[	Provjev Z 1 D
Resolution No change 200dpi 300dpi 400dpi	E	Cage range Current page All Pages	Pigel type	00	
Download	S	elegt scanner	Refresh Save	De	fault <u>E</u> xit

If the scan box has an I.D. code other than 0000, the following dialog box will appear. Enter the proper 4-digit I.D. code then click [OK].

Scan Box I.D. Code	
I.D. Code:	[0001-9999]
<u>o</u> k	Cancel

- **6** The files in the selected scan box will be shown on the center frame. If there is no file currently stored, nothing will be displayed in this frame.
- 7 Select the file you want to download, and then click [Download]. The selected file will be downloaded to your software application.



No.	Item	Comments		
1	Scan box list	Click the scan box you want to access. Your machine has 20 scan boxes.		
2	File Number	Displays the allocated number to differentiate files.		
3	Date/Time	Displays the date and time when a file was saved.		
4	Page	Displays each page within a file.		
5	Preview display	Displays a preview of the selected file. To display the next or previous page, click arrow button or directly input the page number into the text box.		
6	Download	Imports the selected file from the scan box.		
7	Select scanner	When you want to access another Muratec network scanner, click this button and enter the IP Address, and click [OK].		
8	Refresh	Displays the current documents available in the selected scan box.		
9	Save	Saves the current settings.		
10	Default	Adjusts the settings to the factory default settings.		
11	Exit	Closes the scan box.		
12	Pixel type	According to the application software, it may need to change the pixel type to import (download) the scanned document. In this case, you can change the pixel type either "B/W" (black&white) or "Grayscale" without re-scanning the document.		
13	Page range	Set the page range of the file you want to download.		

No.	Item	Comments	
14	Resolution	According to the application software, it may need to change the linear resolution to import (download) the scanned document. In this case, you can change the resolution without re-scanning the document.	
15	Fixed Image Size	According to the application software, when documents of variable sizes are scanned together they may not import correctly. In this case, select "On" and select the size according to your scanned docu- ment size. If each scanned page sizes are not the same, select the size of the largest document.	
16	Erase document(s)	When selected this mode will automatically delete a document from the scan box after it has been downloaded.	

### 4.4.1 Manually erasing a document stored in a scan box

#### To erase a file from the computer

• In the scanner dialog box, select the file and click on the right mouse button. Then select "Delete" from the pop-up menu to delete the selected file.

anBox Information				
<ul> <li>1930</li> <li>1930</li> <li>01</li> <li>02</li> <li>03</li> <li>04</li> <li>05</li> <li>06</li> <li>07</li> <li>08</li> <li>09</li> <li>10</li> <li>11</li> <li>11</li> <li>13</li> <li>15</li> <li>16</li> <li>16</li> </ul>	File runder Rename Dalete	Time 2004/08/12 16:06:32	Pages 1	
Resolution No change 200dpi 300dpi 400dpi	Page range © Current page ○ All ○ Pages 1 ○ - 1 ○	Pigel type		

#### To erase a file from the machine

**1** Press [Menu], [4], [2], [4], then [Enter].



- $2 \ \ {\rm Press} \ [ \textcircled{\ } ] \ {\rm or} \ [ \textcircled{\ } ] \ {\rm to} \ {\rm select} \ {\rm the} \ {\rm scan} \ {\rm box} \ {\rm that} \ {\rm stores} \ {\rm the} \ {\rm file} \ {\rm you} \ {\rm want} \ {\rm to} \ {\rm erase}.$
- **3** Press [Enter].

If you have set 0000 for the I D. code of this scan box, skip to step 5. Otherwise, the machine prompts you to enter the I.D. code.

```
01:Scan Box Document
Enter I.D. Code:<u>*</u>***
```

If the scan box is empty the following screen will appear. Proceed to step 2 if this appears.

```
Select Scan Box
No Document Stored
```

4 Use the numeric keys to enter the scan box's four-digit I D. code. Then press [Enter].If you enter an invalid I.D. code the machine will return to the standby

If you enter an invalid I.D. code the machine will return to the standby mode.

**5** The machine shows:

01:Select File No. 00:All Documents

6 Press [] or [] to select the file number (1 to 10) of the file you want to erase.

If you want to erase all the documents stored in the scan box, enter 00.

7 Press [Enter].



If you want to quit without erasing any documents in the scan box, press [Cancel].

The machine will return to the standby mode.

If the file you selected in step 6 does not exist the following screen will appear and you will be redirected to the standby screen.

```
01:Select File No.
No Document Stored
```

 ${f 8}$  Press [Enter] to erase the file and return to the standby mode.

# 4.4.2 Printing a list of documents stored in the scan boxes

To print a list of document stored in your scan boxes, press [Menu], [5], [1], [2], [0], then [Enter].

## 4.5 Changing the default settings

The default settings offer the most common scan settings, please try using these settings prior to adjustment.

Item	Available setting	Default setting
Document type	Text, Photo&Text, Photo	Text
Resolution	200, 300, 600 dpi	200 dpi
Contrast	Lightest, Light, Normal, Dark, Darkest	Normal
Auto reset time	Auto reset timer: 1 to 10 minutes Reset after scan: On, Off	3 minutes Off

### □ Scan parameters

Set the default setting for document type, resolution, contrast and scan size.

**1** Press [Menu], [2], [4], [1], [Enter]. The machine prompts you to select the default document type setting.

Doc. Type:Text ▼/▲/Enter

- $2 \quad \text{Use } [\textcircled{}] \text{ or } [\textcircled{}] \text{ to select the setting.}$
- **3** Press [Enter]. The machine prompts you to select the default resolution setting.

```
Resolution :200dpi
▼/▲/Enter
```

- $4 \quad \text{Use } [\textcircled{}] \text{ or } [\textcircled{}] \text{ to select the setting.}$
- **5** Press [Enter]. The machine prompts you to select the default contrast setting.

Contrast	:Normal
	<b>▼/▲/</b> Enter

- **6** Use [] or [] to select the setting.
- 7 Press [Enter] to save the settings. To return to standby mode, press [Reset].

### □ Scanner auto reset

The scanner settings are initially set to return to their default condition automatically after the machine has been idle for 3 minutes. You can, however, change this time from 1 to 10 minutes. Also, you can program the settings to return to their default condition as soon as the scanning has been completed.

**1** Press [Menu], [2], [4], [2], then [Enter].

Auto Reset Time (01-10) <u>0</u>3 min.

- 2 Use the numeric keys to enter the auto reset time. Then, press [Enter]. Enter a leading zero when entering a quantity less than 10. (Ex. 01.)
- **3** The machine will ask you whether the machine should reset to the default settings after the scan job has been completed.

```
Reset After Scan:Off
▼/▲/Enter
```

- 4 Use  $[]{}$  or  $[]{}$  to select the setting.
- 5 Press [Enter] to save the setting. To finish, press [Reset].

### 4.5.1 Printing a list of scanner settings

To print a list of your scanner settings, press [Menu], [5], [1], [1], [9], [Enter].

## 5. Internet fax features

## **5.1 Internet communication**

### 5.1.1 Internet fax transmission (Scan to e-mail)

Paper documents, such as hand-written letters, can be transmitted by e-mail using the existing e-mail environment just like sending a fax. All you have to do is load your document and designate the recipient's e-mail address using a one-touch key, speed-dial number or numeric keys.

Scanned documents are converted into TIFF-S, TIFF or PDF format, then transmitted as an attachment file to a remote e-mail address using MIME encoding.

**NOTE:** PDF format is only available when the recipient is a PC-based e-mail inbox, not a remote Internet Fax terminal.



### 5.1.2 Internet mail reception

Your machine allows you to receive and print an e-mail from a PC or internet fax machine automatically. However, if the received e-mail includes a file attachment in a format other than TIFF-F, TIFF-S or PDF, your machine will send an error notification to the e-mail sender.

**NOTE:** PDF reception is only available if the sending machine is a Muratec Internet fax terminal.



## **5.2 Basic parameters**

The following are basic parameters for using the Internet Fax feature. Please contact your network administrator for the required information and connection to the LAN.

Print this page and ask your network administrator to fill in the required information.

IP address assigned to your machine	
Subnet mask address	
Primary default gateway address	
Secondary default gateway address	
Primary DNS server address	
Secondary DNS server address	
E-mail address assigned to your machine	
SMTP server name or IP address	
POP3 server name or IP address	
POP user name (Mail account)	
POP password (Mail password)	(for security, do not write it here, but keep it in a safe place.)

### **Basic parameters for Internet fax**

If required, the MAC address of your machine can be displayed by pressing [Menu], [6], [1], [2], then [Enter].

### 5.3 Internet parameter settings

1 On your machine's control panel, press [Menu], [6], [1], [1].

[Program] No.611 1 TCP/IP Setting

2 Press [Enter].

IP Address 192.168. 1.10

- 3 Use the numeric keys to enter the IP address. Use [♣] or [♣] to move the cursor. Press [Cancel] to delete a digit.
- 4 Press [Enter].

Subnet Mask 255.255.255. 0

- **5** Use the numeric keys to enter the subnet mask address.
- 6 Press [Enter].

Gateway 1 · · ·

- **7** Use the numeric keys to enter the primary gateway address.
- 8 Press [Enter].

Gateway 2 · · ·

- **9** Use the numeric keys to enter the secondary gateway address.
- 10 Press [Enter].

DNS Server 1 . . .

- **11** Use the numeric keys to enter the primary DNS server address.
- 12 Press [Enter].

DNS	Server	2		
	•	•	•	

- 13 Use the numeric keys to enter the secondary DNS server address.
- **14** To enable the network settings, the machine should be rebooted. Please turn the machine "OFF" and then back "ON".

### 5.4.1 Time zone setting

The Time Zone is required as part of the e-mail header information when sending Internet faxes.

1 On your machine's control panel, press [Menu], [9], [Enter].

```
[Program] No.9
9 User Install
```

2 Press [Enter] repeatedly until the time zone setting is displayed.

```
Time Zone
+<u>0</u>0:00
```

3 Use the numeric keys to enter your time zone. To change + or −, press [↔] or [↔].

Example of Time Zone: (GMT-11:00) Midway Island (GMT -10:00) Hawaii (GMT-09:00) Alaska (GMT-08:00) Pacific Time (US & Canada) (GMT -07:00) Mountain Time (US & Canada) (GMT -06:00) Central Time (US & Canada) (GMT -05:00) Eastern Time (US & Canada) (GMT-04:00) Atlantic Time (Canada) (GMT -03:30) Newfoundland (GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London (GMT +01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna (GMT +01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague (GMT +01:00) Brussels, Copenhagen, Madrid, Paris (GMT +09:00) Osaka, Sapporo, Tokyo, Seoul (GMT +10:00) Guam

4 Press [Enter] to save the setting.

The machine will show the next "User Install" procedure. If you want to go back to the previous step, press [Back]. Otherwise, press [Reset] to exit and return to standby mode.

### 5.4.2 e-mail environment settings

These are important settings that allow the system to send and receive e-mail. Please consult your system operator and/or network administrator before entering these settings. Entering improper settings can prevent system operation and may cause lost or delayed mail.

**1** On you machine's control panel, press [Menu], [6], [2].



2 Press [Enter].

```
[Program] No.6201
01 Name
```

3 Press [] or [] to select the desired parameter and press [Enter]. For example, SMTP server settings:

```
[Program] No.6203
03 SMTP Server
```

4 Press [Enter].

```
SMTP Server;Lower
```

- 5 Use the numeric keys to enter the SMTP server IP Address or SMTP server name and press [Enter]. The Port No. setting display will appear.
- 6 Use the numeric keys to enter the port number and press [Enter]. Normally, set to "25".

```
Port No.(25)
(00000-65535) 00025
```

**7** For some providers, POP authentication is required before sending (send request to SMTP server). In this case, set to on.

```
POP before SMTP :Off
▼/▲/Enter
```

8 Press [Enter]. To set other parameter go back to step 3. To return to standby, press [Reset].

### E-mail environment parameters

No.	Parameter		Default	Comments
01	Name		- The name that is displayed in the sender (From) when sending e-mail. Up to 40 characters.	
02	Mail Address	Address		The e-mail address assigned to your machine for sending and receiving. Up to 50 characters.
03	SMTP Server	SMTP Server	_	The IP address or domain name for the SMTP server used for sending e-mail. Up to 50 characters can be set for a domain name.
		Port No. (25)	25	The SMTP port number. (00000–65535) Normally, set to "25".
		POP before SMTP	Off	For some providers, POP authentication is required before sending (send request to SMTP server). In this case, set this to "On".
04	SMTP AUTH	Authentica- tion	None	Selects the SMTP method when the SMTP server requires authentication. SMTP name and password are used for authentication. Select either "None", "PLAIN", "LOGIN", or "CRAM-MD5". "None" is not use SMTP authentication.
		User ID	_	The SMTP authentication name. Up to 50 characters
		Password	_	The SMTP authentication password. Up to 50 characters
05	POP3 Server	POP3 server	_	The IP address or domain name for the POP3 server used for receiving e-mail. Up to 50 characters can be set for a domain name.
		Port No. (110)	110	The POP port number. (00000–65535) Normally, set to "110".
		Use APOP	Off	When available "APOP", it will encrypt the protocol for the POP password security when connecting with the POP server
06	Mail Account	Account	_	The POP user name assigned to your machine. Up to 50 characters.
07	Mail Password	Password		The POP password assigned to your machine. Up to 50 characters
08	Check New Mail	Check Interval	00:10:00	Enter the interval to check and retrieve e- mail from POP3 server. (00:00:05 to 99:59:59) 00:00:00 is not check for e-mail.

No.	Parameter		Default	Comments
09	File Format		TIFF	Select whether the document is converted into a "TIFF" (ITU-T T.37 full mode), "TIFF-S" (ITU-T T.37 simple mode), or "PDF" format when sending an Internet Fax. Note that a PDF file is only available if send- ing the documents to a PC.
10	Encoding Method	TIFF Encoding	MMR	The image encoding method for sending docu- ments with "TIFF" (ITU-T T.37 full mode). Select "MH", "MR", "MMR", or "JBIG".
11	Insert Text	Insert Text	On	Select whether to attach the following fixed subject and text when sending an e-mail. Subject: Internet facsimile message Text: This is an internet facsimile message.
		AttachSender Info	On	Select whether to attach the sender informa- tion (see parameter 01 and 02) to the text when the "Insert Text" is on.
12	Request Receipt	Request DSN	Off	Select whether to request the receiver to return DSN (Delivery Status Notification) for delivery confirmation.
		Request MDN	Off	Select whether to request the receiver to return MDN (Message Disposition Notifica- tion) for reading confirmation.
13	Received MDN	Return MDN	Off	Select whether to return a MDN (message dis- position notification) when e-mail is received for which the sending side requests an MDN. The "MailAddress" setting (see below) allows you to set up the mail address.
		MailAddress	_	This is set for replying to MDN checks only for e-mail received from specific e-mail addresses or domain names. Up to five can be registered. Register the e-mail address or domain name for which MDN replies are allowed. Up to 50 characters.
14	Received Invalid	Return	Error Notice	In some cases, received e-mail cannot be cor- rectly printed due to the format of a received attached file. (For example, documents created with application software such as Microsoft Word) This sets whether to return such e-mail to the author. <b>"Error Notice</b> ": Returns an error notice to the author. <b>"Original Mail</b> ": Returns the original e-mail to the author.

## 5.5 Registering an e-mail address

You can register a recipient's e-mail address into the one-touch keys or speeddial numbers. When communications are frequent with a certain recipient, this setting can save cumbersome entry jobs.

### 5.5.1 One-touch key registration

To register an e-mail address into a one-touch key:

**1** Press [Menu], [1], [1], [1], then [Enter].

```
Select One-Touch
01:No Number Stored
```

2 Select a one-touch number, then press [Enter].

```
Fax Number
▼/▲/Enter
```

**3** Select "Mail Address".

```
Mail Address
▼/▲/Enter
```

4 Press [Enter].

01:Address ;Lower

**5** Enter an e-mail address using the numeric keys. (Up to 50 characters). Then press [Enter].

01:Name ;Upper -

- **6** Enter the destination name using the numeric keys (up to 24 characters). Then press [Enter].
- 7 To enter another one-touch key, repeat this procedure from step 2. To return to standby, press [Reset].

NOTE: Refer to "Entering characters" on page 7-2, if necessary.

### To erase a one-touch key:

- **1** Press [Menu], [1], [1], [2], then [Enter].
- 2 Select the one-touch key that you want to erase.
- **3** Press [Enter] twice.
- 4 To erase another one-touch key, repeat this procedure from step 2. To return to standby, press [Reset].

### 5.5.2 Speed-dial number registration

**1** Press [Menu], [1], [2], [1], then [Enter].

Enter Speed-Dial No. 001:No Number Stored

2 Select a speed-dial number, then press [Enter].

```
Fax Number
▼/▲/Enter
```

3 Select "Mail Address".

Mail Address ▼/▲/Enter

4 Press [Enter].

```
01:Address ;Lower
-
```

**5** Enter an e-mail address using the numeric keys. (Up to 50 characters). Then press [Enter].

01:Name ;Upper

- 6 Enter the destination name using the numeric keys (up to 24 characters). Then press [Enter].
- 7 To enter another speed-dial number, repeat this procedure from step 2. To return to standby, press [Reset].

NOTE: Refer to "Entering characters" on page 7-2, if necessary.

#### To erase a speed-dial number:

- **1** Press [Menu], [1], [2], [2], then [Enter].
- 2 Press [ ] or [] to select a speed-dial number. You can also select a speed-dial number by directly entering that threedigit identifier code.
- **3** Press [Enter] twice. If you want to quit without erasing, press [Cancel].
- 4 To erase another speed-dial number, repeat this procedure from step 2. To return to standby, press [Reset].

## 5.6 Configuring from the Internet browser

You can configure the network environment and register contacts from your Internet browser.

### 5.6.1 Internet FAX configuration screen

**1** Start up your Internet browser.

**NOTE:** You will need the Microsoft<sup>®</sup> Internet Expolorer version 6 or later.

2 Enter "http://(*IP address that is assigned to your machine*)" in the address bar, then press [Enter] on your keyboard. The "Internet FAX Configuration" screen will appear.

<u>File Edit View Favor</u>	uration - Microsoft In ites <u>T</u> ools <u>H</u> elp			
G Back - O -	🖹 🛃 🏠 🔎 Se	arch 🤺 Favorites 🎈	🕈 Media  🚱 • 🍃	🗑 - 📃 🃎
Address 🗃 http://200.1.3	7.102/			🔽 🋃 Go Lini
Internet FAX Co				
	_			
	Click on the sett	ing you would like to v	iew or edit.	
Address Book	Address Book			
Address Dook	Address Dook			
	700 /0			
	TCP/IP	SMTP/POP	E-mail Settings	
Configuration				

**NOTE:** If the Internet FAX Configuration screen does not appear, insure that an IP address has been registered to the machine. Refer to "5.3 Internet parameter settings" on page 5-3.

**3** Select the setting you wish to configure.
# 5.6.2 Configuring an IP address

- **1** Open the "Internet FAX configuration" screen. (Refer to the page 5-10.)
- 2 Click [TCP/IP] to open the "TCP/IP Settings" screen.

IP Address *	200.1.37.102
Subnet Mask*	255.255.255.0
Gateway Address	Primary.
DNS Server Address	Primary.

- **3** Configure the IP address.
- 4 Click [Save] to save the settings. If you want to quit without saving, click [Close].
- **5** To enable the IP address, the machine should be rebooted. Please turn the machine "OFF" and then back "ON".

## 5.6.3 Configuring the SMTP/POP settings

- **1** Open the "Internet FAX configuration" screen. (Refer to the page 5-10.)
- 2 Click [SMTP/POP] to open the "SMTP/POP Settings" screen.

SMTP/POI	P Settings Save Clos		
Installation Information	Name: E-mail Address:		
	Sending mail (SMTP) Server:		
	Receiving mail (POP3) Server:		
	E-mail Account: E-mail Pessword: Check for New Mail: 0 for 10 min 0 sec fbr:0.99 min:0.59 sec 0.59		
Mail Server	Note) If all are set to 0 the mail will not be checked. Receive before Send.		
	SMTP Port No.: 25 (Normal 25) POP3 Port No.: 110 (Normal 110)		
	Select POP3 Method.: <ul> <li>Normal</li> <li>APOP</li> </ul>		
	Select SMTP Method : O Do not use OLOGIN OPLAIN OCRAM-MD5		
	User ID for SMTP:		
	Password for SMTP:		

- 3 Configure the settings. (Refer to parameter No. 01 to 08 of the "E-mail environment parameters" on page 5-6.)
- 4 Click [Save] to save the settings. If you want to quit without saving, click [Close].

# 5.6.4 Configuring the e-mail settings

- **1** Open the "Internet FAX configuration" screen. (Refer to the page 5-10.)
- 2 Click [E-mail Settings] to open the "E-mail Settings" screen.



- 3 Configure the settings. (Refer to parameter No. 09 to 14 of the "E-mail environment parameters" on page 5-7.)
- 4 Click [Save] to save the settings. If you want to quit without saving, click [Close].

### 5.6.5 Registering or editing a one-touch number

- **1** Open the "Internet FAX configuration" screen. (Refer to the page 5-10.)
- 2 Click [Address Book] to open the "One-touch dialling" screen.

Internet FAX Configura	tion - Microsoft I	nternet Explorer	
One-touch dia	aling		Close
	Erase		
	No.	Contact name	Contact number
One-touch dialing	01		
Speed dialing	02		
	03		
	04		
	02		
	06		
	07		

**3** Click the one-touch number you want to register or edit.

Set O	ne-touch Dial	Save Ba	ck
No.	[01]		
Туре	⊙ Fax number ○ Mail Address		
Number		(Required)	
Name			
Group No.	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32		

**4** You can register either a fax number or an e-mail address. To register a fax number, click "Fax number" then enter the fax number and destination name.

To register an e-mail address, click "Mail Address" then enter an e-mail address and destination name.

Also, you can set the dialling group. Group dialing information can be found in chapter 3 of your user's manual.

**5** Click [Save] to save the settings. If you want to quit without saving, click [Close].

#### To erasing a one-touch number:

- 1 Select the one-touch number you want to erase. To select all one-touch numbers, click the check box next to "No.".
- 2 Click [Erase].

# 5.6.6 Registering or editing a speed-dial number

- **1** Open the "Internet FAX configuration" screen. (Refer to the page 5-10.)
- 2 Click [Address Book] to open the "One-touch dialling" screen.
- **3** Click "Speed dialing" to open the "Speed dialing" screen.

Internet FAX Configura	tion - Microsoft	Internet Explorer	
Speed dialing			Close
	Erase		
	No.	Contact name	Contact number
One-touch dialing	001		
Speed dialing	002		
	003		
	004		
	005		
	006		
	007		

**4** Click the speed-dial number you want to register or edit.

Set Sp	eed Dial	Save	Back
No.	[001]		
Туре	⊙ Fax number ○ Mail Address		
Number		(Required)	
Name			
Group No.	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32		

**5** You can register either a fax number or an e-mail address. To register a fax number, click "Fax number" then enter the fax number and destination name.

To register an e-mail address, click "Mail Address" then enter an e-mail address and destination name.

Also, you can set the dialling group. Group dialing information can be found in chapter 3 of your user's manual.

6 Click [Save] to save the settings. If you want to quit without saving, click [Close].

#### To erase a speed-dial number:

- Select the speed-dial number you want to erase.
   To select all speed-dial numbers, click the check box next to "No.".
- 2 Click [Erase].

#### 5.7.1 Using numeric keys

- 1 Switch to the Fax mode by pressing [COPY > FAX > SCAN].
- 2 Load the document in the ADF or the document glass. When you use the document glass, select the document size by pressing [Doc. Size].
- **3** Adjust the document resolution and contrast, if necessary.
- 4 Press [Advanced Functions] repeatedly until "Address Entry" appears.

```
Address Entry
▼/▲/Enter
```

**5** Press [Enter].

Address	;Lower
то :_	

- 6 Use the numeric keys to enter an e-mail address. Refer to "7.2 Entering characters" on page 7-2, if necessary.
- 7 Press [Start].

### 5.7.2 Using a one-touch key

- 1 Switch to the Fax mode by pressing [COPY > FAX > SCAN].
- 2 Load the document in the ADF or the document glass. When you use the document glass, select the document size by pressing [Doc. Size].
- **3** Adjust the document resolution and contrast, if necessary.
- 4 Open the one-touch key panel and press the one-touch key in which you have stored the e-mail address.

## 5.7.3 Using a speed-dial number

- 1 Switch to the Fax mode by pressing  $[COPY \rightarrow FAX \rightarrow SCAN]$ .
- 2 Place the document in the ADF or the document glass. When you use the document glass, select the document size by pressing [Doc. Size].
- **3** Adjust the document resolution and contrast, if necessary.
- 4 Press [Speed Dial /Group] once.

```
Enter Speed Dial No.
S_
```

- **5** Use the numeric keys to enter the three-digit identifier for the speed-dial number you want to dial. The machine shows the name (or mail address) you have stored:
- 6 Press [Start].

# 5.7.4 Broadcasting

Your machine allows simultaneous communication with normal G3 fax and Internet fax.

- 1 Switch to the Fax mode by pressing [COPY  $\blacktriangleright$  FAX  $\blacktriangleright$  SCAN].
- 2 Load the document in the ADF or the document glass. When you use the document glass, select the document size by pressing [Doc. Size].
- **3** Adjust the document resolution and contrast, if necessary.
- 4 Press [Advanced Functions] until "Broadcast" appears on the LCD,

Broadcast	
	▼/▲/Enter

then press [Enter].

– or –

Select the "Broadcast" soft key.

**5** Enter the first destination using either a one-touch key, speed-dial number, or the numeric keys. If you want to enter an e-mail destination using the numeric keys, see "5.7.1 Using numeric keys" on page 5-15.

ABCD [01]

 ${f 6}$  To add more destinations, repeat the step 5.

If you want to enter the next destination using the numeric keys, you should enter a comma by pressing [Broadcast] (see step 4) before entering next destination. (If you select a one-touch key or speed-dial number the machine will insert a comma automatically.).

You can send up to 230 destinations (40 one-touch keys, 160 speed-dial numbers and 30 directly entries) for a broadcast.

```
Address ;Lower
[01],S001,To :_
```

- 7 Press [Start]. Your machine scans the document into memory and then sends it to each destination you have entered.
  - **NOTE:** For details of the soft key, see Chapter 10 of your machine's user manual.
    - If you enter characters by mistake, press [Cancel] to delete them.
    - If you frequently broadcast documents to the same location, use the call group dialling for your convenience. (See Chapter 3 of your machine's user manual.)

#### 5.8.1 Receiving e-mail from a POP server

As a default setting, your machine will query the POP server for new e-mail at 10 second intervals and if the new e-mail has arrived, it will retrieve the mail and automatically print it.

For information on setting POP parameters, refer to "5.4.2 e-mail environment settings," pages 5-5 to 5-7.

#### 5.8.2 Manual reception from a POP server

When you set the interval time to query the POP server for new e-mail to 00:00:00 second, or you want to query the POP server immediately, use the following procedure for manual POP server retrieval.

**1** Press [Menu], [6], [3].



2 Press [Eenter].

If the POP server has received new e-mail, it will retrieve the mail and automatically print it.

\*\* Receiving Mail \*\*

If mail has not arrived the message "No new mail" will appear and the machine will return to the stand-by mode.

No New Mail

# 6. Troubleshooting

-				
Symptom	Possible Cause	Remedy		
Cannot print	Has the machine been turned on?	Check that the power cord is firmly con- nected and that the   (on) side of the power switch has been pressed.		
	The LAN cable is not connected firmly.	Check whether LAN cable is firmly con- nected. The LINK lamp of the LAN connector illuminates when connected to the LAN (<> "2 Installation" page 2-1.) If not, LAN cable may defective.		
	The wrong print- ing port has been selected	Open the printer properties dialog and check that the printing port is correct. The same IP address set on the machine should be selected for the printing port.		
	Has the correct IP address been set on the machine?	Confirm the correct IP address with net- work administrator to set the correct one.		
"Muratec MFX-1930 Network Scanner" is not shown in scanner device selection dialog on an application software.	Muratec network scanner driver has not been installed.	Install the driver. ▷ "2 Installation" page 2-1.		
Cannot open the scan- ner dialog.	Has IP address on the machine been changed?	Confirm the correct IP address with the net- work administrator to set the correct one.		
While attempting to download a document using the network scanner (with the same subject in the same scan box from another computer) the document cannot be seen from the net- worked computer, only the directly connected PC.	Has the "Delete after download" been selected?	If this box has been checked, multiple users cannot check the same document.		

# 6.2 Troubles in TCP/IP environment

Symptom	Possible Cause	Remedy
Port cannot be added in Windows NT 4.0, Windows 2000, or Windows XP	Have you logged on as a user belonging to an Administrator group or as Adminis- trator?	If you are not authorized Administrator, you cannot add any port. Log on with user account authorized for Administrator group or as Administrator and repeat the steps.
[LPR Port] is not shown in list for "Available printer port" in Windows NT 4.0	Has Microsoft TCP/ IP Print service been built in Windows NT 4.0?	Install the "Microsoft TCP/IP Printing service".
In case of sending large capacity of print job in Windows XP or Windows 2000, a message "Failed to print this document." sometimes appears.	Standard TCP/IP Port protocol has been set for "Raw".	<ul> <li>Take the following steps to deal with it.</li> <li>1. Open printer properties dialog.</li> <li>2. Click [Port] tab.</li> <li>3. Click [Configure Port] to show "Configure Standard TCP/IP Port Monitor" dialog.</li> <li>4. Select "LPR" in "Protocol".</li> <li>5. Check the box for "LPR Byte Counting Enabled" in "LPR Settings".</li> </ul>

# 6.3 Troubles in Internet fax communication

Symptom	Possible Cause	Remedy
Cannot received	Received data is in a format that is not supported.	Ask the originator to resend with a sup- ported file attached format, TIFF-F or TIFF-S.
Cannot connect to the POP server	POP server IP Address /Domain name is not correctly or POP server is down.	Check the POP server IP Address/Domain name. ⇒ E-mail environment parameter No.05, page 5-6. Contact the network administrator.
	POP user name or password is not correct.	Check the POP user name and password. ⇒ E-mail environment parameter No.06 and No.07, on page 5-6. Contact the network administrator.
Received an error response from DNS server	DNS server IP Address is not cor- rectly.	Check the DNS server IP Address. ⇔ Page 5-3. Contact the network administrator.
Returns an error report from the remote Internet FAX.	The document was sent to the Internet FAX in an incompat- ible file format.	Change the E-mail environment parameter No.09 "File format" to "TIFF" or "TIFF-S". ⊂> Page 5-7.
Cannot authenticate when connecting the SMTP server.	Setting of SMTP server is not cor- rectly.	Check the SMTP authentication, User name and password. ⇔ E-mail environment parameter No.04, page 5-6. Contact the network administrator.

# 7. Appendix

# 7.1 Specifications

Specifications				
Standard Compliance	10 Base-T Ethernet (IEEE 802.3) 100 Base-TX Fast Ethernet (IEEE 802.3u)			
Connector Interface	Ethernet 10 Base-T port: RJ-45 Fast Ethernet 100 Base-TX port: RJ-45			
Network Connection	LAN (Local Area Network)			
Compatibility	ITU-T T.37			
Network Protocol	TCP/IP			
E-mail transmission protocol	SMTP/ESMTP			
E-mail reception protocol	POP3			
E-mail Format	MIME Base64			
File Format	Sending TIFF-S, TIFF or PDF <b>Note:</b> PDF format is only available when the recipient is a PC-based e-mail inbox, not a remote Internet Fax terminal.			
	Receiving TIFF-S, TIFF or PDF <b>Note:</b> PDF reception is only available if the sending machine is a Muratec Internet fax terminal.			
E-mail receiving width	Maximun A3			

To enter letters or other characters, use the following guidelines:

By pressing the numeric key repeatedly, you can access the following characters as shown in the table below.

Numeric keys	Character	
• @ -/ 1	1.0,/:&'□!?	(means space.)
ABC 2	А В С 2	
JEF 3	DEF3	
GHI 4	G H I 4	
JKL 5	JKL5	
мно <b>б</b>	M N O 6	
PQRS 7	PQRS7	
<b>8</b>	т U V 8	
9 9	W X Y Z 9	
0	0	
Symbol 🗶	Special characters	
Caps #	Caps lock	

When you want to enter the character that share the same numeric key, press [] to move the cursor to the right.

#### **Correct the character**

If you entered an incorrect letter or digit, press [Cancel] to erase to the left.

To change just one character or digit, press  $[4]_2$  or  $[4]_2$  to move the cursor to that character or digit. Then press [Cancel] to erase it. Re-enter the character or digit correctly.

# To change upper and lower case

Press [#] to toggle upper case and lower case.

Your Name	;Upper	Your Name	;Lower
_		-	

The word "Upper" means the machine will enter only upper-case letters. The word "Lower" means the machine will enter only lower-case letters.

# Entering a symbol

You can also enter special characters or symbols.

1 When the machine prompts you to enter a name, press [\*]. The LCD changes to:

**0**-\_,/:&' !?"#\$%()\*+ ▼/▲/∢/⊁/Enter

- **3** To enter the character, press [Enter].
- **4** If you want to enter other character, repeat steps 1 to 3. Otherwise, go to next step.
- 5 Press [Enter] to save it..