

13. Change/edit a default “Soft Key”

- a. From the My MFP default screen, select [Setting], [Register], [Soft Key].
- b. Select the mode which contains the soft key you wish to change. For this demonstration select [Copy Functions].
- c. Select the soft key you want to change/replace.
- d. Select the function you want to assign to the soft key. For this demo, select [Bypass].
- e. Select [Enter], [Close], [Reset].

14. Changing features on “My MFP” Screen

- a. From the My MFP default screen, select [Setting], [Register], [My MFP Shortcut].
- b. Select the soft key you want to change/replace.
- c. Select the new function you want to assign to the soft key. For this demo select [Paper Settings].
- d. Select [Enter], [Reset].

15. Select the default copy and fax cassettes

- a. From the My MFP default screen, select [Setting], [Paper Settings], [Select Print Cass].
- b. Select the cassette you want to edit. For the demo select [Fax], [Bypass Tray].
- c. Select [On]/[Off] to enable and disable Bypass Tray, select [Enter].

16. Loading paper in the cassettes/ bypass tray

- a. Pull out paper drawer, press cassette down until it latches. Place paper on top of cassette, close drawer.
- b. Unfold bypass tray, load paper as depicted.

Additional features/notes

MFX-3535

QUICK DEMO GUIDE

This quick demo guide demonstrates the popular MFX-3535 functions. Press [Reset] to return to a default screen once you have finished programming a function or to simply start over. Select [Start] to initiate the job in all cases.

Visit and log in to the Muratec Webcenter at www.muratec.com/webcenter for additional information.



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1. Make a copy (from ADF or glass)

- a. Place document in the ADF, from the Copy default screen press [Start].
- b. Open the platen cover and set document on the glass. Close the platen cover, from the Copy default screen press [Start].

2. Make a duplex copy

- a. Place a two-page document in the ADF.
- b. From the Copy default screen, select [Duplex Copy].
- c. Select [1:2 sided], select [Enter].
- d. Press [Start].

3. Card Copy mode

- a. Open the platen cover and set the card or check-sized object(s) on the glass according to the orientation guide shown at the top of the platen glass.
- b. From the Copy default screen select [Card Copy], select the preferred card or check copy mode, select [Enter].
- c. Press [Start]. The machine will scan the first side and then prompt you to scan the next document.
- d. Flip the card(s)/check(s) over, select [Next Doc]. The machine will scan the second side of the card and print the document.
- e. Select [Complete] to close the job.

4. Scan to email

(Send a hard-copy document to an email inbox)

- a. Place document in the ADF.
- b. From the scanner default screen, select [Advanced].
- c. Select [Mail Address] to manually enter an email address, enter the destination email address using the QWERTY keyboard.
- d. Select [Enter], [Close], press [Start].

5. Customizing a scan to email

(Subject line, message text)

**Please note that the email template setting must be turned off via OfficeBridge™; MachineSettings>Machine Default Settings>E-Mail Settings>E-Mail Template>Off*

- a. From the Scanner default screen, select [Advanced], [E-mail Subject].
- b. Select [Subject] and use the QWERTY keyboard to enter subject text, select [Enter].
- c. Select [Mail Text] and use the QWERTY keyboard to enter a message, select [Enter].
- d. Select [Enter], [Close].

6. Scan to file (PC)

- a. From the Scanner default screen select the PC/USB tab, then [Folder].
- b. Select [Browse].
- c. Select the desired network.
- d. Select the desired workstation.
- e. If username and password are required for login, select [User Name]; otherwise skip to step (h).
- f. Type in username, select [Enter].
- g. Select [Password], type in the password, select [Enter].
- h. Select the desired folder, select [Enter], press [Start].

7. Change the file name

(Name of the document being scanned)

- a. From the scanner default screen, select [Advanced].
- b. Select [File Name], enter text using QWERTY keyboard
- c. Select [Enter], [Close].

8. Scan to a USB flash drive

- a. Place document in the ADF.
- b. Insert a USB drive into the slot on the right side of the user interface panel, select [Scan to USB] from the pop-up menu.
- c. Press [Start].

9. Sending a fax

- a. From the Fax default screen, place a document in the ADF.
- b. Enter the desired fax number, press [Start].

10. Broadcasting to email and/or fax locations

- a. Place document in the ADF.
- b. From the fax or scanner default screen, select [Advanced], touch [Next] to go to page 2 of 3.
- c. Scroll to [Broadcast], select [ON], [Enter], [Close].
- d. Choose each email address from the address book, press [Start].

11. Adding a cover page to the fax transmission

- a. From the fax default screen, select [Advanced], [Cover Page], [On].
- b. Select which template to use, [Enter].

12. Registering an address book location

(Each key can hold a fax number and email address)

- a. From the My MFP default screen, select [Setting], [Register], [Address Book Entry], [Edit/Delete].
- b. Select the open slot for the new contact, enter the contact's name using the QWERTY keyboard, select [Enter].
- c. Select [Fax No.], type in the contact's fax number using the keypad to the right, select [Enter].
- d. Select [E-mail], type in the contact's email address using the QWERTY keyboard, select [Enter], [Enter].

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