OWNER'S MANUAL
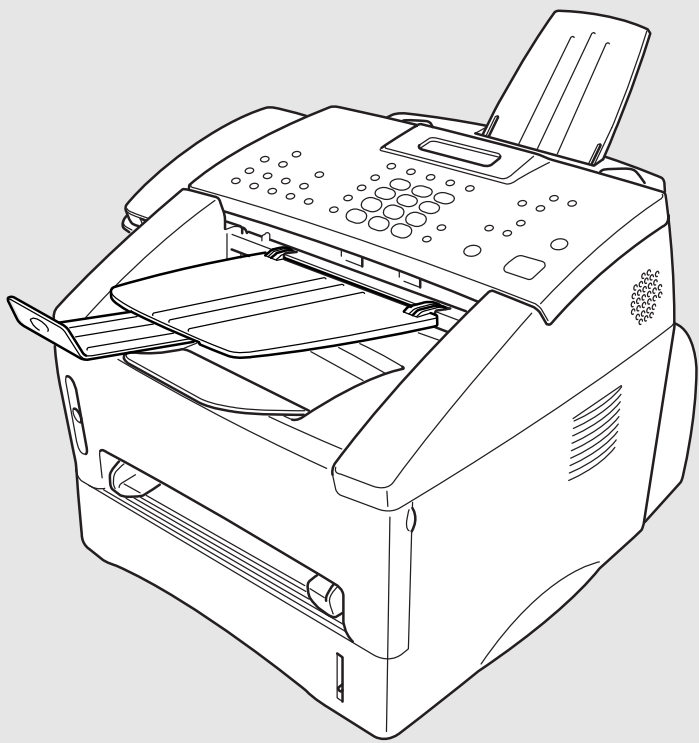
MFC-8500

brother

If You Need to Call Customer Service

Please complete the following information for future reference:

Model Number: MFC-8500
Serial Number*:   _____

Date of Purchase: _____

Place of Purchase: _____

*** The serial number is on the back of the unit. Retain this manual with
your *sales receipt* as a permanent record of your purchase, in the
event of theft, fire or warranty service.**

Brother Numbers

===

IMPORTANT
For technical and operational assistance, you must call the country where you purchased the machine. Calls must be made *from within* that country.

Brother fax-back system (USA Only)

Brother Customer Service has installed an easy-to-use fax-back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling. Call and follow the voice prompts to receive faxed instructions on how to use the system and your index of fax-back subjects.

If you can't resolve a difficulty with your Brother machine using this manual, call our fax-back system, and follow the voice prompts to receive faxed instructions about using the system and an index of fax-back subjects.

> **In USA:**   1-800-521-2846

The Brother fax-back system number has been preprogrammed on One Touch key **01**.

Frequently Asked Questions (FAQs)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/ Multi-Function Center needs. You can download the latest software and utilities, read FAQs and troubleshooting tips, and go to the "Solutions" section to learn how to get the most from your Brother product.

> **http://solutions.brother.com**

You can check here for Brother Printer Driver updates.

For Customer Service

> **In USA:**   1-800-284-4329 (voice)
> 1-908-575-8790 (fax)
> 1-800-284-3238 (TTY service for the hearing-impaired)
>
> **In Canada:** 1-877-BROTHER (voice)
> 1-514-685-4898 (fax)
> 1-514-685-6464 (voice) (within Montreal)

Dealers/Service Centers (USA Only)
For the name of a Brother authorized dealer or service center, call 1-800-284-4357.

Service Centers (Canada Only)
For service center addresses in Canada, call 1-877-BROTHER.

Ordering Accessories and Supplies

IMPORTANT
For technical and operational assistance, you must call the country where you purchased the machine. Calls must be made *from within* that country.

For best quality results use only genuine Brother accessories, available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of Brother accessories and supplies available for purchase.)

In USA: 1-888-879-3232 (voice)
1-800-947-1445 (fax)
http://www.brothermall.com

In Canada: 1-877-BROTHER (voice)

Description	Item
Laser Fax Toner	TN-430 (Able to print 3000 pages) TN-460 (Able to print 6000 pages)
Laser Fax Drum	DR400
Telephone Line Cord	LG3077001
Telephone Handset	UF6857010
Handset Curled Cord	UF7204008
Document Tray and Extension	UU2069008
Document Support	UU2080008
IEEE 1284 Bi-directional Cable	F2A046-10
Multi-purpose Paper Cassette #2 (Option)	LT400
Power Protector for A/C Power and Phone Line Surges and Voltage Spikes (2 Outlets)	QPD120
Power Protector for A/C Power and Phone Line Surges and Voltage Spikes (8 Outlets)	FX 120
Owner's Manual	LE1762001

**Multi-Function Link® Pro Suite is NOT available on floppy disks.

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(For USA and Canada)

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Compilation and Publication Notice

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

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BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE
(USA Only)

This warranty gives you certain rights and you may also have other rights that may vary from state to state.

This warranty is given only to the first end-use purchaser of the accompanying product (referred to in this warranty as "this Product").

What is covered: Brother warrants to you for the Warranty Period that there are no defects in the materials, workmanship or Year 2000 compliance of this Product. The "Warranty Period" is 1 year from the date you purchased this product. The "Warranty Period" for consumable items, such as Print Heads, Toner, Drums, Ink Cartridges, Print Cartridges, Refill Ribbons, Therma PLUS Paper and Thermal Paper, etc. is 90 days from the date of purchase, or the rated life of the Consumable item, whichever is shorter.

What is NOT covered: Warranty WILL BE VOID by Brother for repairs or replacements made necessary due to the following: (1) If the Product was not purchased from an authorized Brother reseller within the United States, (2) The Product has been serviced or modified by anyone other than an Authorized Service Representative of Brother, (3) The serial number has been modified, defaced or removed from this Product, (4) Non-Brother®-brand or non-Brother approved parts, supplies, power supplies or other accessories have been used with this Product, (5) Any damage caused by accident, neglect, abuse or misuse or, the recommended monthly volume has been exceeded, (6) Damages caused as a result of modification, alteration or repairs performed by anyone other than a Brother Authorized Service Representative. (7) NOT COVERED UNDER WARRANTY ARE: Consumable items, for example (including, but not limited to): ribbons, ink or toner cartridges, toner drum units, print heads, cleaning and/or instances where no defects in material or workmanship are found in the Product, etc. (8) Damage caused by improper connection and/or disconnection of the Product; failure of the operator to follow operational instructions, improper set up of the Product.

What to do if you think your Product is defective: Call our Customer Service Hotline at 1-800-284-4329, or if you suspect a defect in materials or workmanship in this Product, you can report it to a Brother Authorized Service Center. During the Warranty Period, supply Brother's representative with a copy of your dated bill of sale showing that this Product was purchased within the United States. For the name of your Brother Authorized Service Center, call 1-800-521-2846. After contacting the Brother Authorized Service Center, you may be required to deliver or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale.

What Brother will do: Brother (or its Authorized Service Center) will evaluate your report of a possible defect to determine whether a defect exists, and if it does exist, Brother (or its Authorized Service Center) will repair or (at Brother's option) replace the Product with a product that performs the same functions and performs as well as the original Product. Brother reserves the right to supply refurbished or remanufactured replacement parts provided that the replacement parts conform to the manufacturer's specifications for new products. The repaired or replacement product will be returned to you at no cost.

Exchange Service: When an exchange is authorized, Brother will exchange your non-working product with a refurbished or remanufactured product that conforms to the manufacturer's specifications for new products. The refurbished or remanufactured Product you receive will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Product that is sent to you and must return (or be billed up to the cost of a new product) your original non-working product, which shall become the property of Brother. You must call Brother Customer Service and if the representative cannot correct the product's malfunction over the telephone and you elect the exchange service, you must provide information pertaining to this Product and you must also provide a valid major credit card number. Your credit card will be charged up to the cost of a new Product if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the malfunctions of your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale).

BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE (USA Only)

The Brother Customer Service Representative will ship the exchange Product via next business day delivery courier service, with return instructions and prepaid return air bill. Follow the return instructions. You must return the original Product in the same shipping carton in which the exchanged Product was received and include a copy of proof of purchase (bill of sale). Retain your original accessory items and a copy of the return air bill, signed by the courier.

Limitations: Repair or replacement as described above is your sole and exclusive (that is, your only) remedy if this Product is defective. Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement, *Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.*

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

This Limited Warranty is the only warranty that Brother is giving for this Product. It is the *final expression and the exclusive and only statement* of Brother's obligations to you. It replaces all other agreements and under-standings that you may have with Brother or its representatives.

This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Product Support: Toll-free Customer Service and technical support is available for hardware operational assistance at 1-800-284-4329. At any time, free technical support in the form of Frequently Asked Questions, troubleshooting tips and service center locator is available through our fax-back system at 1-800-521-2846 or Brother's Internet Web Site (www.brother.com). Now you can visit us on-line at (www.brothermall.com), your complete source for genuine Brother Accessories and Supplies.

BROTHER INTERNATIONAL CORPORATION
100 SOMERSET CORPORATE BLVD.
BRIDGEWATER, NEW JERSEY 08807-0911

Please record your model and serial numbers and your date and location of Purchase below for your records. Keep this information with your proof of purchase (bill of sale) in case your Product is lost, stolen or requires service.

Model # _____

Serial # _____

Date of purchase: _____

Store where purchased: _____

Location of store:_____

Important: *We recommend that you keep all original packing materials, in the event that you ship this product.*

BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE LIMITED WARRANTY
(For Canada Only)

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, print cartridges, print head, toner and drum) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a "Brother" Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your Operation Manual for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your Operation Manual for proper packaging.)

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Providence to Providence.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-877-BROTHER. Within Montreal, please call 685-6464. Internet support: support@brother.ca or browse Brother's Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.
1 Rue Hôtel de Ville
Dollard-Des-Ormeaux, QC H9B 3H6

We're at your side.

brother®

Quick Reference Guide

■■■

Sending Faxes

Automatic Transmission

1 Place the original face down in the ADF.

2 Enter the fax number using One Touch, Speed Dial, Search or the dial pad.

3 Press **Fax Start**.

Sending a Cover Page

1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **8**.

3 When **NEXT FAX ONLY?** appears, press **Set**.

4 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

5 Press ← or → to select a comment, and then press **Set**.

6 Enter two digits to indicate the number of pages being sent, and then press **Set**.

7 Press **1** to select additional settings —**OR**—Press **2** if you are ready to fax.

8 Enter the fax number.

9 Press **Fax Start**.

Real Time Transmission

You can send faxes in real time.

1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **6**.

3 Press ← or → to select **ON**, and then press **Set**—**OR**—For the next transmission only press ← or → to select **NEXT FAX ONLY**, and then press **Set**.

4 For the next fax only, press ← or → to select **ON**, and then press **Set**.

5 Press **1** to select additional settings —**OR**—Press **2** to fax.

6 Enter the fax number.

7 Press **Fax Start**.

Receiving Faxes

Select Receive Mode

You can select **FAX/TEL**, **TAD**, **MANUAL** or **FAX ONLY** by pressing the **Mode** button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.
If you select **FAX/TEL**, make sure you set Ring Delay and F/T Ring Time.

Manual Reception

1 Pick up the handset.

2 Press **Fax Start** if you hear fax tones (beeps).

3 When the LCD shows **RECEIVING**, replace the handset.

Brother fax-back system:

In USA: 1-800-521-2846

Brother Global Web Site:
   http://www.brother.com

Frequently Asked Questions (FAQs):
   http://solutions.brother.com

Brother Accessories & Supplies:
In USA:
   1-888-879-3232 (voice)
   1-800-947-1445 (fax)
   http://www.brothermall.com

In Canada:
   1-877-BROTHER (voice)

Storing Numbers

Storing One Touch Dial Numbers

1 Press **Menu**, **2**, **3**, **1**.

2 Press the One Touch key where you want to store the number.

3 Enter a number (up to 20 digits), and then press **Set**.

4 Enter a name (or leave it blank), and then press **Set**.

5 Press **Stop/Exit**.

Storing Speed Dial Numbers

1 Press **Menu**, **2**, **3**, **2**.

2 Enter a two-digit Speed Dial number, and then press **Set**.

3 Enter a number (up to 20 digits), and then press **Set**.

4 Enter a name (or leave it blank), and then press **Set**.

5 Press **Stop/Exit**.

Telephone Operation

One Touch Dialing/ Speed Dialing

1 Pick up the handset—**OR**—Press **Hook** and listen for a dial tone.

2 When you hear the dial tone, press the One Touch key of the location you want to call—**OR**—Press **Search/Speed Dial**, press **#**, and then press the two-digit Speed Dial number. (If you pressed **Hook** to dial, pick up the handset when the other party answers.)

3 To hang up, replace the handset.

Search/Speed Dial

1 Press **Search/Speed Dial**, then enter the first letter of the name you're looking for.

2 Press ← or → to search the memory.

3 When the name is displayed, lift the handset—**OR**—Press **Hook**.

4 Press **Fax Start** to dial. (If you pressed **Hook** to dial, pick up the handset when the other party answers.)

5 To hang up, replace the handset.

Making Copies

Making a Single Copy

1 Place the original face down in the ADF.

2 Press **Copy**.

Sorting Multiple Copies

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options**, press ← or → to select **OPT:STACK/SORT**, and then press **Set**.
Press ← or → to select **SORT**, and then press **Set**.

4 Press **Copy**.

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1 **Introduction**

Using This Manual

Thank you for purchasing a Brother fax machine or multi-function center. This machine has been designed to be simple to use, with LCD screen prompts to guide you through programming your machine. However, you can use your machine to its fullest potential by taking a few minutes to read this manual.

Additionally, your machine has a **Reports** Key. Press **Reports**, **1** to print a list of basic step instructions and explanations.

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index in the back of this manual.

Conventions Used in this Manual

Throughout this manual you'll see special symbols alerting you to important information, warnings, and actions to perform. For clarification, and to help you choose the correct key presses, we've added illustrations of some of the LCD messages.

boldface	Bold typeface identifies a specific key on the machine control panel.
italics	Italics typeface emphasize an important point, or refer you to related topic.
bubble dot	Bubble Dot typeface identifies the messages on the LCD of the machine.

Warnings detail precautions you must take to avoid possible personal injury.

Cautions specify procedures you must follow or avoid to prevent possible damage to the machine.

Notes tell you the proper response for a situation that may occur.

FYI tips provide details about how the current operation interacts with other features.

Improper Setup alerts you to devices and procedures that are not compatible with the machine.

Test Sheet Procedure and Product Registration (For USA Only)

After programming your Station ID, please fill out the TEST SHEET included with your machine and then fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your machine is properly installed. To receive a response, you must set up your Station ID. (See *Setting Station ID*, Page 4-3.)

When this document is received, a confirmation sheet and Product Registration form will be sent back to your machine. Please fill out the form and return it to complete your registration.

In USA: 1-877-268-9575 (fax)

To Complete Your MFC-8500 Registration On-Line (For USA Only)

1 Insert the MFL Pro CD-ROM into your CD-ROM drive.

2 Click On-Line Registration to register your product on-line from the main menu.
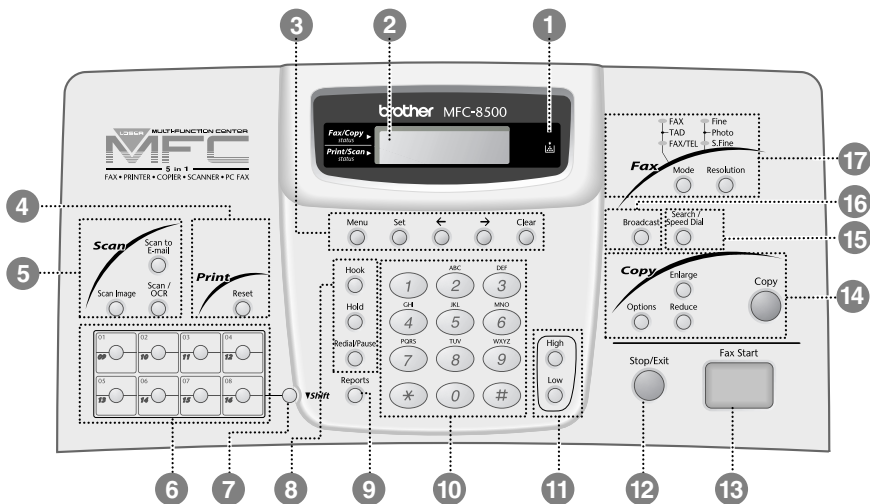
1 Toner Empty Icon

The Toner icon flashes on and off when toner is low, so you'll know to order another toner cartridge. You will be able to print until the indicator stays on.

2 Liquid Crystal Display (LCD)

Displays messages to help you set up and operate your machine.

3 Programming Keys:

Menu

Lets you access the Menu and Programming mode.

Set

Stores a function setting into the machine.

← (Left Arrow) → (Right Arrow)

Moves the LCD cursor to the left and right through options or text.

Clear

Deletes entered data or backs up one step in function procedure.

4 Print Key:

Reset

Clears data from the printer memory.

5 Scan Keys:

Scan Image

Press this key to scan a color picture into your graphics application for viewing and editing.

Scan/OCR

Press this key to start scanning a text document. ScanSoft TextBridge will convert it to editable text and display it in your word processor application for further editing.

Scan to E-mail

Press this key to start scanning an original into your E-mail application, setting it up automatically as an attachment.

6 One Touch Dial Keys

These 8 keys give you instant access to previously stored phone numbers.

7 Shift

This key is used to access the "09" through "16" One Touch numbers.

8 Telephone Keys:

Hook

Lets you dial telephone and fax numbers without lifting the handset.

Hold

Lets you place calls on hold.

Redial/Pause

Re-dials the last number called. Also inserts a pause in autodial numbers.

9 Reports

Accesses the Reports menu so you can select reports to print: Help List, Auto Dial, Fax Activity, Transmission Verification, and User Settings.

10 Dial Pad

Use to dial phone and fax numbers and can be used as a keyboard for entering information into the machine.
(For Canada only) The # key lets you switch the dialing type during a telephone call from **PULSE** to **TONE**.

11 Volume High/Low Keys

Lets you adjust speaker, ring and handset volume.

12 Stop/Exit

Stops a fax, cancels an operation or exits from function mode.

13 Fax Start

Starts an operation (such as sending a fax).

14 Copy Keys:

Options

You can quickly and easily select temporary settings (for the next copy only).

Enlarge

Lets you enlarge copies depending upon the ratio you select.

Reduce

Lets you reduce copies depending upon the ratio you select.

Copy

Makes a copy.

15 Search/Speed Dial

Lets you look up numbers stored in the dialing memory. Also lets you dial stored phone numbers by pressing a # and a two-digit number.

16 Broadcast

You can use this key whenever you want to send faxes to many different locations (maximum of 166 locations) at once.

17 Fax Keys/LEDs:

Resolution Indicator Lights

These LEDs show the resolution mode you selected.

Receive Mode Indicator Lights

These LEDs show the receive mode you selected.

Resolution

Sets the resolution when you send a fax.

Mode

Select how the machine will handle incoming calls.

About Fax Machines

If you're a first-time fax machine user, fax operation might seem a little mysterious. Soon, you'll recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Custom Features

Do You Have Voice Mail on the Phone Line?

If you have Voice Mail on the phone line on which you will install your new fax machine, *there is a strong possibility that Voice Mail and the fax machine will conflict with each other while receiving incoming calls.*

Why Should There Be Trouble?

Since both fax machines and Voice Mail pick up the line at the number of rings you have set, each of them has the ability to keep the other from receiving calls. For example, if your Voice Mail is set to answer after two rings and your fax machine is set to answer after four, your Voice Mail will keep your fax machine from receiving faxes. If you set Voice Mail and the Brother machine to answer at the same number of rings, there is no way of knowing which one will answer first. It is important to remember that neither Voice Mail nor the fax machine can pass the call back to the other after the call has been answered.

How Can You Avoid Possible Problems?

A very good way to avoid problems like the one mentioned previously is *to get a second phone number on your present phone line*. Many people with Voice Mail opt for this choice, which is called "Distinctive Ring", and they are very satisfied with it. *For details about this type of custom service,* please see *Distinctive Ring,* page 8-1.

Another way to avoid possible problem is to replace your Voice Mail with an answering machine. Your Brother fax machine is designed to work in tandem with an answering machine or TAD (telephone answering device). (See *Connecting an External TAD (Telephone Answering Device)*, Page 2-10.)

Fax Tones and Handshake

When someone is sending a fax, the machine sends fax calling tones (CNG tones)—soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **Fax Start**; they continue for about 60 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones-loud, chirping sounds. A receiving fax chirps for about 60 seconds over the phone line, and the LCD shows **RECEIVING**. If your machine is set to the FAX mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your machine continues to send the "chirps" for about 60 seconds, and the screen continues to display **RECEIVING**. To cancel the receiving mode, press **Stop/Exit**.

When your machine answers in FAX/TEL mode, the machine listens for CNG tones and then responds with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.

When you have an external telephone answering device (TAD) on your fax line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Assembly and Connections chapter for connecting a TAD to your machine.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity. Sufficient memory must be available in your machine for this feature to work.

2 Assembly and Connections

Packing List

Make sure you have the following items:
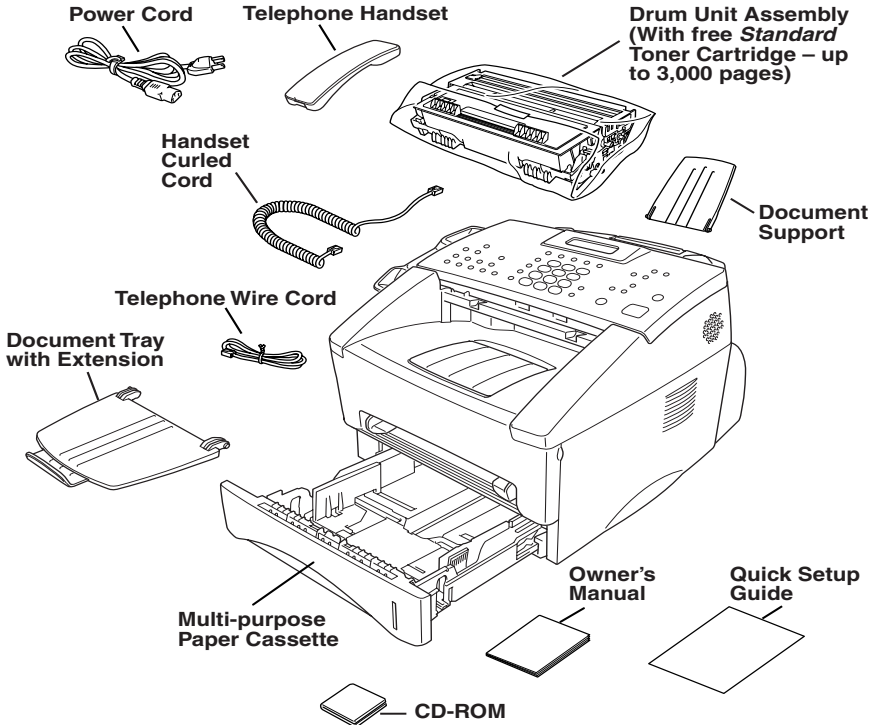
Note If an item is missing, call Brother Customer Service at 1-800-284-4329 (**In USA**), 1-877-BROTHER (**In Canada**) or 1-514-685-6464 (**In Montreal**). *Ordering Accessories and Supplies*, on Page ii for the correct item numbers.

Whenever you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you may void your warranty.

Choosing a Location

Place your machine on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone jack and a standard, grounded power outlet.

🚫 Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the sides of the machine. Do not connect your machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your machine to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.

⚠️ WARNING

■ Never install telephone wiring during a lightning storm.

■ We recommend that this product be used with a surge protection device to protect the product against lightning storms.

■ Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.

■ Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.

■ Use caution when installing or modifying telephone lines.

■ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

■ Do not use the telephone to report a gas leak in the vicinity of the leak.

■ For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

■ To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunications line cord.

Assembly

Installing the Drum Unit Assembly (with Toner Cartridge)

1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times to distribute the toner evenly inside the cartridge.
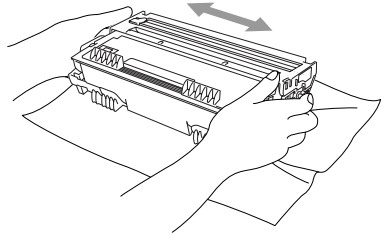
> ❗ **To prevent damage to the drum, do not expose it to light for longer than a few minutes.**

2 Open the front cover of the machine.
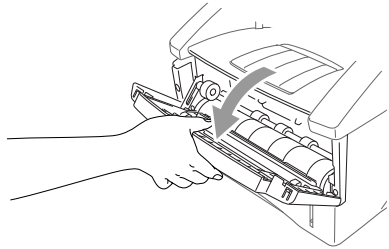
3 Insert the drum unit assembly into the machine.
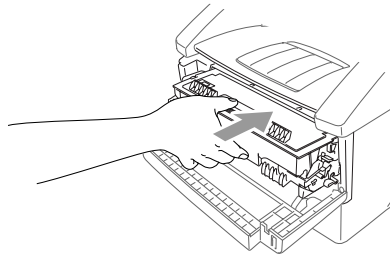
4 Close the front cover.
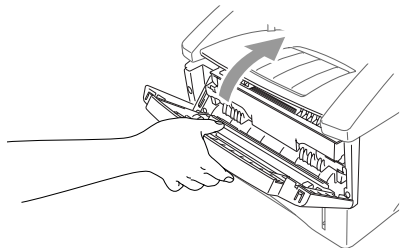
Attaching the Trays

1 Attach the Document Support and Document Tray with Extension. Unfold the extension, which holds documents in place.

Document Support

Document Tray with Extension
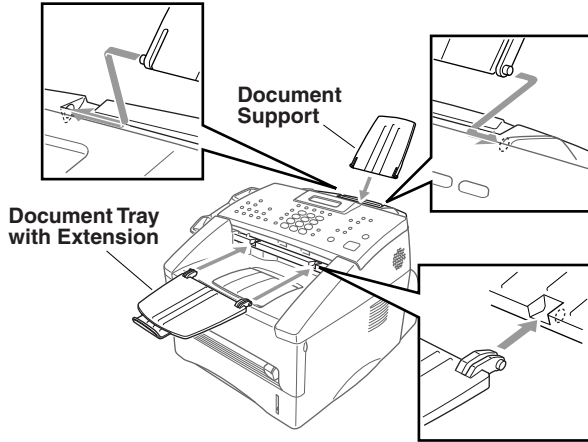
2 Unfold the Front Output Bin Extension, which holds printed pages in place.

Front Output Bin Extension
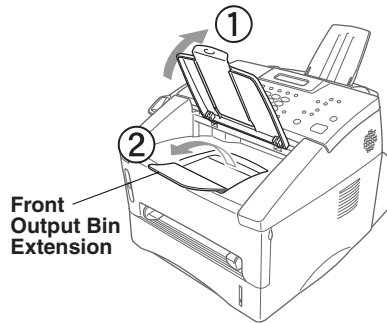
Connecting Paper Cassette #2 (Option)

1 Carefully pick up the machine and then place it on top of Paper Cassette #2.
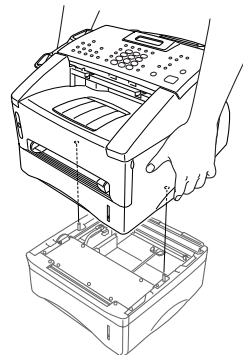
2 Plug the modular cable from Cassette #2 into the modular jack on the Brother machine.
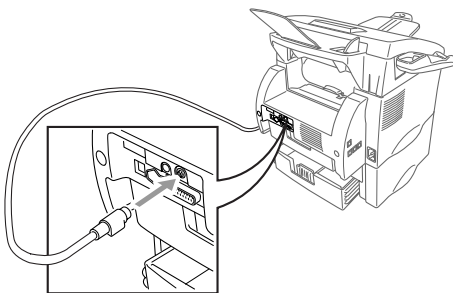
To select which cassette will be used for printing, See *Setting Cassette Usage*, Page 4-2.

If you move the machine after connecting Cassette #2, be sure to carefully lift Cassette #2 with the machine because they are not attached.

Manual Feed Slot

The manual feed slot is above the multi-purpose paper cassette. Load paper or envelopes *one at a time*. You do not have to remove paper from the paper cassette.

To print or copy on labels, transparencies, card stock or thicker paper:
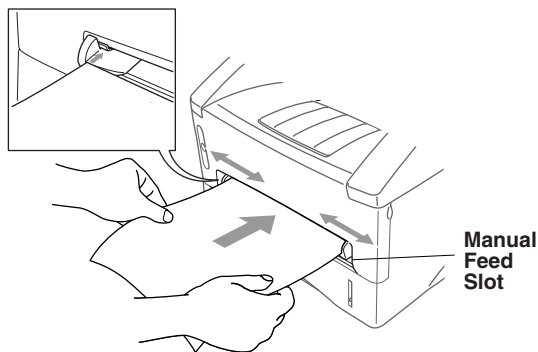
Manual
Feed
Slot

Paper

Acceptable Paper

	Paper Type	Paper Size
Multi-purpose Paper Cassette #1 & #2:	cut sheetß	Letter, Legal, A4, A5, ISO B5, Executive A6 (for Cassette #1 only) 2.75–8.5 × 4.57–14 inches (70–216 × 116–356 mm)
Manual Feed Slot:	cut sheet envelopes post cards labels and transparencies	Letter, Legal, A4, A5, B5 (JIS/ISO), Executive, A6, 2.75–8.5 × 4.57–14 inches (70–216 × 116–356 mm) COM-10, Monarch, C5, DL 2.75–8.5 × 4.57–14 inches (70–216 × 116–356 mm) 2.75–8.5 × 4.57–14 inches (70–216 × 116–356 mm)

We Recommend:

Cut sheet:	Xerox 4200DP 20 lb, Champion Paper One 20 lb, Hammermill Laser Paper 24 lb
Labels:	Avery *laser* label #5160
Transparencies:	3M CG3300 for *laser* printers or equivalent

Paper Capacity of Paper Cassette

Multi-purpose Paper Cassette:	Max. paper height is 1.06 inches (27 mm) (use the guides) or approx. 250 sheets of 20 lb. (75 g/m^2) Letter/A4 paper, 10 transparencies.
Front Output Bin:	Approx. 150 sheets of 20 lb. (75 g/m^2) Letter/A4 paper

Paper Specification for the Cassette

	Cut Sheet
Basis Weight:	16 to 28 lb. (60 to 105 g/m^2)
Caliper:	0.003 to 0.005 inches. (0.08 to 0.13 mm)
Moisture Content:	4% to 6% by weight

Manual Feed Slot

	Cut Sheet	Envelopes
Basis Weight:	16 to 43 lb. (60 to 161 g/m^2)	20 to 24 lb. (75 to 90 g/m^2)
Caliper:	0.003 to 0.008 inches. (0.08 to 0.2 mm)	0.003 to 0.005 inches. (0.084 to 0.14 mm)
Moisture Content:	4% to 6% by weight	4% to 6% by weight

Fax messages can be received on only Letter, Legal and A4 size paper.
If you use legal or A4, change the Paper Size setting:
(**Menu**, **1**, **1**.)

Loading Paper in Multi-purpose Paper Cassette

1 Pull the paper cassette completely out of the machine.
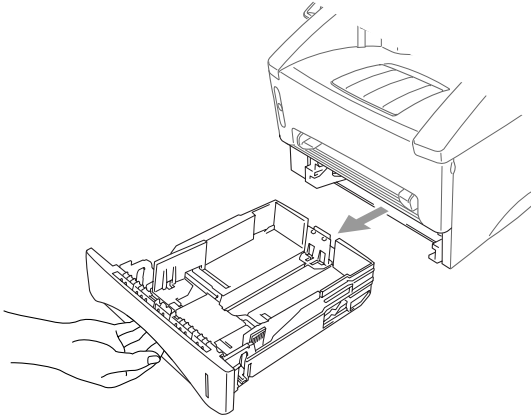
2 Slide the paper width and length adjusters for the paper size you want.
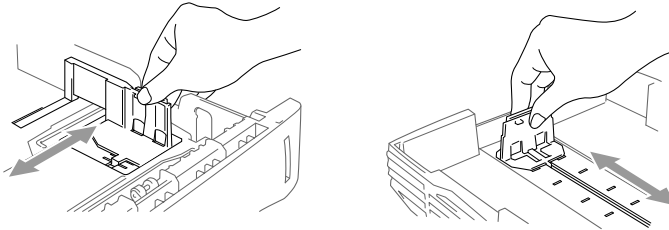
3 Fan the paper well. Load paper in the paper cassette. Press down on the paper to flatten it in all four corners, keeping the paper level below the guide. The cassette can hold up to 250 sheets of 20 lb (75g/m^2) paper.

Maximum Paper Height Guide
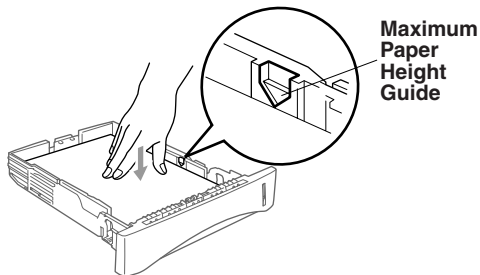
4 Slide the paper cassette into the machine until it locks into place.

Connections

Connecting the Machine

Connect the handset, power cord, and telephone line.
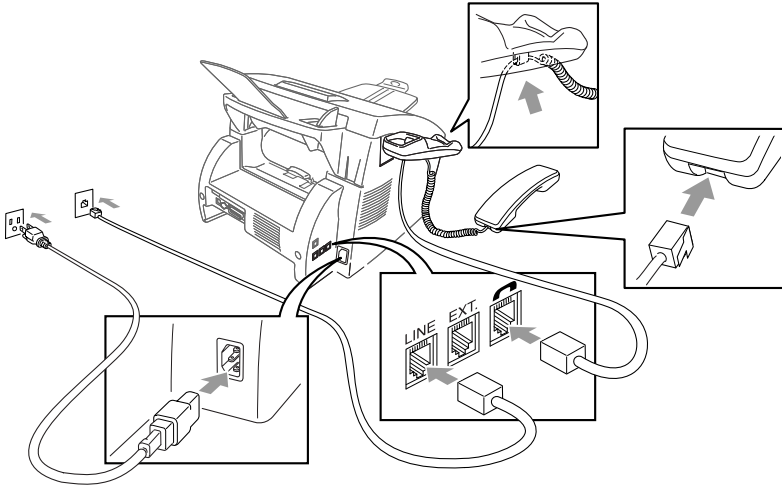
1 **Connecting the Handset**
   Connect the curled handset cord to the bottom of the handset and the left side of the machine.

2 **Connect the power cord.**

3 **Connect the telephone line.**
   Connect one end of the telephone line cord to the jack labeled **LINE** on the left side of the machine. Connect the other end to a modular wall jack.

⚠ WARNING

■ This machine must be grounded using a three-prong plug.

■ Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone line by keeping the power to your machine on when you connect it to a telephone line. When you want to move your machine, protect yourself by disconnecting the telephone line first, and then the power cord.

■ Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the lines during a lightning storm.

■ Do not touch the rollers at the paper exit.

Connecting an External Telephone

Your machine is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone (or telephone answering device) directly to your machine.

Connect the modular plug on the telephone's line cord to the jack labeled EXT. on the left side of the machine.

Whenever this phone (or TAD) is in use, the LCD shows **EXT. TEL IN USE**, and, if the machine handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the machine, press **Hook**.

Connecting an External TAD (Telephone Answering Device)

Sequence

You might choose to connect an answering system. When you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls. The machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it doesn't hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax "handshake." Make sure you carefully follow the instructions in this manual for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds 4 rings.

Connections

The external TAD must be plugged into the left side of the machine in the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack.

If You Subscribe to your Telephone Company's Distinctive Ring Service:
You may connect an external TAD to a separate wall jack *only* if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, use that number as a fax number and set your machine's Receive mode to MANUAL. The recommended setting is three or four rings on the external TAD when you have the telephone company's Distinctive Ring service.

If You Do Not Subscribe to Distinctive Ring Service:
You must plug your TAD into the EXT. jack of your Brother machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the phone line. (See illustration on Page 2-11.)

🚫 **Do not connect a TAD elsewhere on the same phone line.**
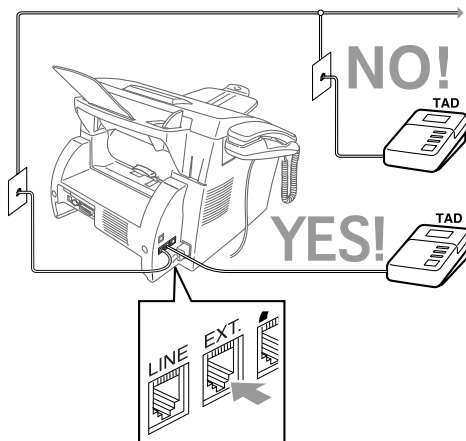
1 Plug the telephone line cord from the wall jack into the left side of the machine in the jack labeled LINE.

2 Plug the telephone line cord from your TAD into the left side of the machine in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)

3 Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply).

4 Record the outgoing message. (See below.)

5 Set the Receive Mode to TAD by pressing **Mode** until both FAX and FAX/TEL lights are on.

Recording Outgoing Message (OGM) on External TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)

2 Limit your speaking to 20 seconds. (See *Easy Receive*, Page 5-3.)

3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "**After the beep, leave a message or send a fax by pressing ✳ 5 1 and Start.**"

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must rerecord the OGM to include it.

Special Line Considerations

Roll Over Phone Lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order.

Your machine can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. Your machine will work best on a dedicated line.

Two-Line Phone System

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your machine.

Converting Telephone Wall Outlets

There are three ways to convert to an RJ11 receptacle. The first two ways may require assistance from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

Triplex Adapter
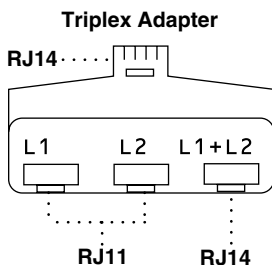
Installing Machine, External Two-Line TAD, and Two-Line Telephone

When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. *The most common connection is to put the machine on Line 2, which is our assumption in the following steps.* The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1 Place the two-line TAD and the two-line telephone next to your machine.

2 Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the machine.

3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the **EXT.** jack on the left side of the machine.
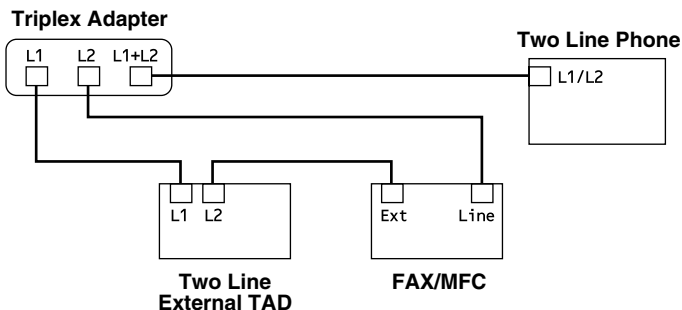
You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine. You can then leave the machine in FAX mode to receive faxes any time of day or night.

If the machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

⊘ As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the machine cannot be made.

If you are installing the machine to work with a PBX:

1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to **MANUAL**. All incoming calls should initially be regarded as telephone calls.

3 The machine may be used with either pulse or tone dialing telephone service.

Custom Features on Your Phone Line

To learn how custom features may affect your faxing operations, please see *Important Information* chapter, Page 21-1.

Custom Features on a Signal Line

If you have Voice Mail, Call Waiting, RingMaster, an answering service, or an alarm system custom feature on one phone line, it may create a problem with the operation of your fax machine. (See *I have difficulty with custom features on a single line*, Page 22-8)

3 On-Screen Programming

User-Friendly Programming

We have designed your machine with on-screen programming and a Reports key. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer. (See *Using This Manual*, Page 1-1.)

Since your fax programming is done on the LCD, we created step-by-step on-screen prompts to help you program your machine. All you need to do is follow the prompts as they guide you through the menu selections and programming options.

Menu Mode

You can access the Menu by pressing **Menu**. The LCD shows:

Then

Press **1** for General Setup—**OR**—

```
1.GENERAL SETUP
```

Press **2** for Fax Operations—**OR**—

```
2.FAX
```

Press **3** for Copy Operations—**OR**—

```
3.COPY
```

Press **4** for Printer Operations.

```
4.PRINTER
```

You can scroll more quickly by pressing ▶ . (Use ◀ to scroll backward and see all options, in the opposite order.)

Before you press **Set** after entering information in a field using the dial pad, you can correct a mistake. Use ◀ to back up and then type over the incorrect characters.

When you finish a function, the LCD shows **ACCEPTED**.

If you want to exit the Menu Mode, and then press **Stop/Exit**.

Menu Selection Table

You can probably perform most of these programming operations without the Owner's Manual. To help you understand the menu selections and options that are found in the machine programs, use the Menu Selection Table below.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1. GENERAL SETUP	**1. PAPER SIZE**	—	**LETTER** LEGAL A4	Selects size of paper for received faxes.	4-1
	2. DATE/TIME	—	—	Enter date and time for the LCD display and heading on fax transmissions.	4-2
	3. STATION ID	—	—	Program your name, fax number and telephone number to appear on each transmitted page.	4-3
	4. VOLUME	**1. RING**	OFF **LOW** MED HIGH	Adjusts ring volume.	4-5
		2. BEEPER	OFF **LOW** HIGH	Adjusts beeper volume.	4-5
		3. SPEAKER	OFF **LOW** MED HIGH	Adjusts speaker volume.	4-5
		4. HANDSET	**LOW** HIGH	Adjusts handset volume.	4-6
		5. VOLUME AMPLIFY	ON (PERMANENT/ TEMPORARY) **OFF**	For the hearing-impaired, you can set the volume to the VOL AMPLIFY:ON setting on a permanent or temporary basis.	4-7
	5. CASSETTE #2	—	ON **OFF**	Turn CASSETTE #2 ON if you purchased the optional Cassette #2.	5-3

> **Note** The factory setting (option) is shown in bold.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1. GENERAL SETUP (continued)	6. AUTO DAYLIGHT	—	ON **OFF**	Changes for Daylight Savings Time automatically.	4-7
	7. TONER SAVE	—	ON **OFF**	Increases life of toner cartridge.	4-8
	8. SLEEP MODE	—	—	Conserves power	4-8
	9. TONE/ PULSE (Canada Only)	—	**TONE** PULSE	Selects dialing mode	4-8
	0. LOCAL LANGUAGE (Canada Only)	—	**ENGLISH** FRENCH	Allows you to change the LCD Language to French.	See French Manual
2. FAX	1. SETUP RECEIVE	1. RING DELAY	00 01 02 03 **04**	Number of rings before MFC answers in FAX/TEL, FAX, MANUAL, or TAD mode.	5-2
		2. F/T RING TIME	**20** 30 40 70	Sets the time for "double-ring" in FAX/TEL mode.	5-2
		3. EASY RECEIVE	**ON** SEMI OFF	Receive fax messages without pressing the Fax Start key.	5-3
		4. REMOTE CODE	**ON** (✱51, #51) OFF	Activate or deactivate the MFC from a remote location. You can also personalize these codes.	5-5
		5. AUTO REDUCTION	**ON** OFF	Reduces size of image.	5-3
		6. PRINT DENSITY	-■ ■ ■ ☐ ☐+	Makes prints darker or lighter.	5-4
		7. POLLING RX	ON **OFF**	Sets up your machine to poll another fax machine.	5-7
		8. PC FAX RECEIVE	**ON** OFF	Turn ON if PC is connected to machine for PC receiving of messages.	5-8

![Note] The factory setting (option) is shown in bold.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. FAX (continued)	**2. SETUP SEND**	**1. CONTRAST**	**AUTO** S.LIGHT S.DARK	Changes lightness or darkness of a fax you are sending.	6-5
		2. FAX RESOLUTION	**STANDARD** FINE S.FINE PHOTO	Changes the default setting of fax resolution.	6-5
		3. DELAYED TIMER	00:00	Sets the time of day that delayed faxes will be sent.	6-9
		4. DELAYED FAX	—	Sends documents later.	6-10
		5. BATCH TX	ON **OFF**	Sends all delayed faxes that are to the same fax number and at the same time as one transmission.	6-10
		6. REAL TIME TX	NEXT FAX ONLY ON **OFF**	You can send a fax without using memory.	6-3
		7. POLLED TX	ON OFF	Sets up your machine with a document to be retrieved by another fax machine.	6-11
		8. COVERPG SETUP	NEXT FAX ONLY ON **OFF** PRINT SAMPLE	Automatically sends a cover page you program.	6-6
		9. COVER-PAGE MSG	—	Programs customized message for fax cover page.	6-7
		0. OVERSEAS MODE	ON OFF	Adjusts for sometimes difficult overseas transmissions.	6-9

Note: The factory setting (option) is shown in bold.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. FAX (continued)	**3. SET AUTO DIAL**	**1. ONE-TOUCH DIAL**	—	Store One-Touch Dial so you can dial by pressing only one key.	7-1
		2. SPEED-DIAL	—	Store Speed Dial numbers so you can dial by pressing only four keys.	7-2
		3. SETUP GROUPS	—	Sets up a Group number for broadcasting.	7-3
	4. SETUP REPORTS	**1. TRANSMISSION**	ON ON+IMAGE **OFF** OFF+IMAGE	Initial setup for Transmission Verification Report and Activity Report.	10-1
		2. ACT. INTERVAL	6/12/24 Hours 2/4/7 Days **OFF**		10-1
	5. REMOTE FAX OPT	**1. FAX FWD/ PAGING**	**OFF** FAX FORWARD PAGING	Sets the machine to forward fax messages–**OR**–to call your pager.	9-1
		2. FAX STORAGE	ON **OFF**	Stores incoming faxes in memory for remote retrieval.	9-3
		3. REMOTE ACCESS	**159 ✱**	Personalizes code for retrieving faxes.	9-3
		4. PRINT FAX	—	Prints incoming faxes stored in the memory.	5-6
	6. REMAINING JOBS	—	—	Checks which jobs are in memory or cancel a delayed fax or polling job.	5-8, 6-4

Note The factory setting (option) is shown in bold.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. FAX (continued)	0. MISCELLANEOUS	1. DISTINCTIVE	ON **OFF** SET	Uses the phone company Distinctive Ring subscriber service to register the ring pattern with the machine.	8-1
		2. CALLER ID	DISPLAY# PRINT REPORT	View or print a list of the last 30 Caller IDs stored in memory.	8-3
		3. DURM LIFE	—	You can check the percentage of drum life that remains available.	22-22
3. COPY	1. COPY MODE	—	**AUTO** TEXT PHOTO	Selects the Copy resolution for your type of original.	11-6
	2. CONTRAST	—	- ■ ■ ■ □ □ +	Adjusts the contrast.	11-6
4. PRINTER	1. PRINT OPTIONS	1. INTERNAL FONT	—	You can print resident fonts to check and confirm font types.	13-7
		2. CONFIGU-RATION	—	Printer settings and status are listed here.	13-7
	2. RESET PRINTER	1. FACTORY SET	—	You can restore the printer back to the factory default settings.	13-7

Note The factory setting (option) is shown in bold.

4 **Initial Setup**

Getting Started

Setting Paper Size

You can use three sizes of paper for printing your faxes: letter, legal and A4. When you change the size of paper you have loaded in the machine, you will need to change the setting for the paper size, so your machine will know how to fit the incoming fax on the page.

After you connect the optional Cassette #2, you can select the paper size for each cassette. (See *Turning on Cassette #2 (Option)*)

1 Press **Menu**, **1**, **1**.

```
1.PAPER SIZE
```

2 If you have the **Cassette #2**, press ← or → to select **CASSETTE #1** or **CASSETTE #2**, and then press **Set**.

```
2.CASSETTE #2
```

3 Press ← or → to select **LETTER**, **LEGAL** or **A4** (for the cassette you selected in Step 2), and then press **Set**.

4 Press **Stop/Exit**.

Turning on Cassette #2 (Option)

When the optional **CASSETTE #2** is set to **ON**, you can set paper size and the cassette usage. (See *Printing a Reduced Incoming Document*, Page 5-3 and *Setting Paper Size* above.)

1 Press **Menu**, **1**, **5**.

```
5.CASSETTE #2
```

2 Use ← or → to select **ON** (or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

Setting Cassette Usage

The default setting of **AUTO** allows your machine to choose the optional Cassette #2 if paper is out in Cassette #1 or if incoming faxes will fit best on the paper in Cassette #2. Choose **CASSETTE#1 ONLY**, **CASSETTE#2 ONLY** or **CASSETTE USAGE** if you want to keep special paper in the other cassette and control when it is used.

1 Press **Menu**, **1**, **1**.

2 Press ← or → to select **CASSETTE USAGE**, and then press **Set**.

3 To set cassette usage for faxes, press ← or → to select **FOR FAX**, and then press **Set**.
—**OR**— To set cassette usage for copies, press ← or → to select **FOR COPY**, and then press **Set.**
—**OR**— If you are finished go to Step 5.

4 Press ← or → to select **AUTO, CASSETTE#1 ONLY** or **CASSETTE#2 ONLY**, and then press **Set**.

5 Press **Stop/Exit**.

Setting Date and Time

Your machine displays the date and time, and prints it on every fax you send.

In the event of a power failure, you may have to reset the date and time. All other settings remain unaffected.

1 Press **Menu**, **1**, **2**.

```
2.DATE/TIME
```

2 Enter the last two digits of the year, and then press **Set**.

```
YEAR:XX
ENTER & SET KEY
```

3 Enter two digits for the month and press **Set**. (For example, enter 09 for September, or 10 for October).

```
MONTH:XX
ENTER & SET KEY
```

4 Enter two digits for the day, and then press **Set**. (For example, 06).

```
DAY:XX
ENTER & SET KEY
```

5 Enter the time in 24-hour format, and then press **Set**. (For example, enter 15:25 for 3:25 PM).

```
TIME:XX:XX
ENTER & SET KEY
```

6 Press **Stop/Exit**.
The screen now displays the date and time you set whenever the machine is standing by.

Setting Station ID

You can store your name, fax number, and telephone number to be printed on all fax pages you send. See *Composing Electronic Cover Page*, Page 6-6.

1 Press **Menu**, **1**, **3**.

```
3.STATION ID
```

2 Enter your fax number (up to 20 digits), and then press **Set**. You must enter a fax number to proceed.

```
FAX:
ENTER & SET KEY
```

3 Enter your telephone number (up) to 20 digits), and then press **Set**. If your telephone number and fax number are the same, enter the same number again. The number appears on Cover pages.

```
TEL:
ENTER & SET KEY
```

4 Use the dial pad to enter your name (up to 20 characters), and then press **Set**.
(See Entering Text.)

```
NAME:
ENTER & SET KEY
```

5 Press **Stop/Exit**.
The LCD returns to the date and time.

If your Station ID has already been programmed, the LCD prompts "1" to make a change, or "2" to exit without changing.

Entering Text

When you are setting certain functions, such as the Station ID, you may need to type text into the machine. Most keys on the dial pad have three or four letters printed above them. The keys for 0, # and ✳ don't have printed letters because they are used for special characters.

By pressing the appropriate number key repeatedly you can access the character you want.

Key	once	twice	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Inserting Spaces

If you want to enter a blank space, press ➔ once between numbers and twice between characters.

Making Corrections

If you entered a letter incorrectly and want to change it, press ⬅ to move the cursor after the last correct letter. Then press **Clear**; all letters above and to the right of the cursor will be deleted. Re-enter the correct characters. Also, you can back up and type over incorrect letters.

Repeating Letters

If you need to enter a character that is assigned to the same key as the previous character, press ➔ to move the cursor to the right.

Special Characters and Symbols

Press ✳   for   (space) ! " # $ % & ' ( ) ✳ + , - . /

Press #   for   : ; < = > ? @ [ ] ^ _

Press **0**   for   É À È Ê Î Ç Ë Ö 0

NOTICE

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.

In order to program this information into your fax machine, you should complete the steps described on 4-3.

If you do not enter a fax number, no additional information can be entered.

Setting the Ring Volume

1 Press **Menu**, **1**, **4**, **1**.

```
1.RING
```

2 Press ← or → to select (**OFF**, **LOW**, **MED**, or **HIGH**) and press **Set**.

3 Press **Stop/Exit**.

—**OR**—

You can adjust the ring volume when your machine is idle. You can turn the ring **OFF** or you can select a ring volume level.

Press **High** or **Low** to adjust the volume level. With each key press, your machine rings so you can hear the active setting as the LCD shows it. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Setting the Beeper Volume

You can set the beeper to **LOW**, **HIGH** or **OFF**. The default setting is **LOW**. When the beeper is set to **LOW** or **HIGH**, the machine beeps every time you press a key or make an error and when fax sending or receiving is finished.

1 Press **Menu**, **1**, **4**, **2**.

2 Press ← or → to select your setting.

3 When the LCD shows the setting you want, press **Set**.

4 Press **Stop/Exit**.

Setting the Speaker Volume

1 Press **Menu**, **1**, **4**, **3**.

```
3.SPEAKER
```

2 Press ← or → to select your setting (**LOW**, **MED**, **HIGH** or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

—**OR**—

If you are using **Hook**, you can adjust the speaker volume while dialing. You can turn the speaker off or you can select a speaker volume level. The default setting is the lowest volume.

Press **High** or **Low** to adjust the volume level. With each key press, the volume changes as the LCD shows the active setting. The new setting will remain until you change it again.

Setting the Handset Volume

1 Press **Menu**, **1**, **4**, **4**.

2 Press ⬅ or ➡ to select your setting
(**LOW** or **HIGH**), and then press **Set**.
The default setting is **LOW**.

```
4.HANDSET
```

3 Press **Stop/Exit**.
—**OR**—
Any time you are talking on the telephone, you can adjust the handset volume
by pressing the volume **High** or **Low** keys on the control panel. The LCD shows
the setting you are choosing.
The new setting will remain until you change it again.

Choosing the Handset Volume (For Volume Amplify)

Before you begin to use the machine, you must decide if you need to set the
handset volume to **AMPLIFY:ON** for a user who is hearing-impaired. The
AMPLIFY:ON volume level complies with FCC standards.

VOLUME AMPLIFY: OFF
This default setting is appropriate if *none* of the users are hearing-impaired.
During a conversation, users can press Volume **High** or **Low** on the control
panel to adjust the volume to **LOW** or **HIGH**. When the handset is replaced, the
handset volume will remain until you change it again.

VOLUME AMPLIFY: ON—TEMPORARY
This setting is appropriate if *some* of the users are hearing-impaired. During a
conversation, users can press Volume **High** or **Low** on the control panel to
adjust the volume to **LOW**, **HIGH** or **AMPLIFY**. When the handset is
replaced, the handset volume returns to the default setting of **LOW**.

VOLUME AMPLIFY:ON—PERMANENT
Choose **VOL AMPLIFY:ON—PERMANENT** if *all* of the users are hearing-
impaired. During a conversation, users can press Volume **High** or **Low** on the
control panel to adjust the volume to **LOW**, **HIGH** or **AMPLIFY**. When the
handset is replaced, the handset volume returns to the default setting of
AMPLIFY.

When you press Volume **High** or **Low** on the control panel to adjust the
volume, the display shows the setting you are choosing. Each key press changes
the volume to the next setting.

⚠ **WARNING**

**It is important that you do *not* choose PERMANENT unless all the users
are hearing-impaired.** Otherwise, the default setting of **AMPLIFY** may
damage the hearing of some users.

Setting Volume Amplify (For the Hearing-Impaired)

Please carefully read *Choosing the Handset Volume (For Volume Amplify)*, on page 4-6 before you do the following steps:

1 Press **Menu**, **1**, **4**, **5**.

```
5.VOLUME AMPLIFY
```

2 If *none* of the users are hearing-impaired, press ← or → to select **VOL AMPLIFY:OFF?** and then press **Set**, and then go to Step 4—**OR**— If *some* or *all* of the users are hearing-impaired, select **VOL AMPLIFY:ON?** and then press **Set**.

```
VOL AMPLIFY:ON?
SELECT ← → & SET
```

3 If *all* the users are hearing-impaired, press ← or → to select **PERMANENT?** and then press **Set** —**OR**—If only *some* of the users are hearing-impaired, select **TEMPORARY?** and then press **Set**.

```
PERMANENT?
SELECT ← → & SET
```

```
TEMPORARY?
SELECT ← → & SET
```

4 Press **Stop/Exit**.

Memory Storage

In the event of a power failure, all settings in the **GENERAL SETUP**, **SETUP RECEIVE**, **SET AUTO DIAL** and **REMOTE FAX OPTIONS**, plus the **COVERPG SETUP** and **COVERPG MSG** (from **SETUP SEND**) operations are stored permanently. You may have to reset the date and time.

Turning On Automatic Daylight Savings Time

You can set the machine to change automatically for Daylight Savings Time. It will reset itself forward one hour in the Spring and back one hour in the Fall.

1 Press **Menu**, **1**, **6**.

```
6.AUTO DAYLIGHT
```

2 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

Toner Save

You can conserve toner using this feature. When you set Toner Save to **ON**, print appears somewhat lighter. The default setting is **OFF**.

1 Press **Menu**, **1**, **7**.

```
7.TONER SAVE
```

2 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

Sleep Mode

Setting the Sleep Mode reduces power consumption while the machine is idle. You can choose how long the machine is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically resets itself after the machine receives a fax or PC data, or makes a copy. The default setting is 5 minutes.

1 Press **Menu**, **1**, **8**.

```
8.SLEEP MODE
```

2 Use the Dial pad to enter the length of time the machine is idle before it drops into sleep mode (00 to 99 minutes), and then press **Set**.

3 Press **Stop/Exit**.

Setting Tone/Pulse Dialing Mode (For Canada Only)

Your fax machine comes set to accommodate tone (multi-frequency) dialing service.
If you have pulse (rotary) dialing service, you need to change the dialing mode.

1 Press **Menu**, **1**, **9**.

```
9.TONE/PULSE
```

2 Press ← or → to select **TONE** or **PULSE** and then press **Set**.

3 Press **Stop/Exit**.

5 Setup Receive

Basic Receiving Operations

Selecting Receive Mode

There are four different receive modes for your machine. You may choose the mode that best suits your needs by pressing the **Mode** button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.

NOTE: The lighted indicators mean ○ = not selected ☀ = is selected and lit.

Mode	Light	How it works	When to use it
1. MANUAL (manual receive)	○ FAX ─ TAD ○ FAX/TEL	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ring.
2. FAX (automatic receive)	☀ FAX ─ TAD ○ FAX/TEL	The machine automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
3. FAX/TEL* (fax and telephone)	○ FAX ─ TAD ☀ FAX/TEL	Machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double-ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.
4. TAD (External Telephone Answering Device)	☀ FAX ─ TAD ☀ FAX/TEL	The external TAD automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an answering machine on your phone line.

*In FAX/TEL mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, set the Ring Delay to 4 rings.

Setting Ring Delay

The Ring Delay setting determines the number of times the machine rings before it answers. If you have extension phones on the same line as the machine, keep the Ring Delay default setting of **4**. (See *Easy Receive*, Page 5-3 and *Operation from Extension Telephone or External Telephone* and *For FAX/TEL Mode Only*, Page 5-5.)

1 Press **Menu**, **2**, **1**, **1**.

2 Press ← or → to select how many times the line rings before the machine answers (00 – 04), and then press **Set**. (If you select 00, the line doesn't ring at all.)

3 Press **Stop/Exit**.

```
1.RING DELAY
```

Setting F/T Ring Time (For FAX/TEL Mode Only)

If you set the receive mode to FAX/TEL, you'll need to determine how long the machine will send you its special double-ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the machine rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double-ring. However, you can answer the call on any extension phone (in a separate wall jack) on the same line as the machine. (See *Operation from Extension Telephone*, page 5-5.)

1 Press **Menu**, **2**, **1**, **2**.

2 Press ← or → to select how long the machine will ring to alert you that you have a voice call, and then press **Set**.

3 Press **Stop/Exit**.

Now, when a call comes in and the machine is set to FAX/TEL mode, all phones on this line will ring the number of times you selected in Ring Delay.

```
2.F/T RING TIME
```

```
RING TIME:20 SEC
SELECT ← → & SET
```

You can let the machine pick up and detect if it's a fax or voice call. If it's a fax call, the machine prints the fax. If it's a voice call, the machine signals you with a double-ring for the length of time you selected in F/T Ring Time.

Even if the caller hangs up during the double-ringing, the machine continues for the set time.

Easy Receive

When you use this feature, you don't have to press **Fax Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. When you see **RECEIVING** on the LCD or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset. Your machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting **SEMI** lets the machine receive the call only if you've answered it at the Brother machine. Selecting **OFF** means you'll have to activate the machine yourself, by pressing **Fax Start**—**OR**—by pressing ✳ **5 1** if you are not at the machine.

If you've set this feature to ON, but your machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code ✳ **5 1**. At the machine, lift the handset and then press **Fax Start**. (See *Operation from Extension Telephone or External Telephone* and *For FAX/TEL Mode Only*, Page 5-5.)

If you send faxes from a computer on the same phone line and your Brother machine intercepts them, set Easy Receive to **OFF**.

1 Press **Menu**, **2**, **1**, **3**.

2 Use ⬅ or ➡ to select **ON**, **SEMI** or **OFF**, and then press **Set**.

```
3.EASY RECEIVE
```

3 Press **Stop/Exit**.

Printing a Reduced Incoming Document

Your machine can reduce the size of an incoming fax to fit the size of the paper in your machine. Select **ON** to turn on this feature.

After you connect Cassette #2, you can turn on automatic reduction for each cassette. (See *Turning on Cassette #2 (Option)*, Page 4-1)

1 Press **Menu**, **2**, **1**, **5**.

```
5.AUTO REDUCTION
```

2 If you have the optional Cassette #2, press ⬅ or ➡ to select **CASSETTE #1** or **CASSETTE #2**, and then press **Set**.

3 Use ⬅ or ➡ to select **ON** (or **OFF**), and then press **Set**.

4 Press **Stop/Exit**.
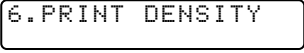
Cassette #2 can be purchased.

Setting the Print Density

If your machine is printing too light or too dark, you can adjust print density, making your printed documents darker or lighter. The new setting will remain until you change it again.

1 Press **Menu**, **2**, **1**, **6**.

2 Press ⬅ to make print lighter, or ➡ to make print darker.

3 Press **Stop/Exit**.

```
6.PRINT DENSITY
```

Advanced Receiving Operations

Operation from Extension Telephone or External Telephone

If you answer a fax call on an extension phone (or on an external phone in the EXT. jack), you can make your machine take over by using the Fax Receive Code. When you press the Fax Receive Code ✳ **5 1**, the machine starts to receive a fax. (See *Setting Ring Delay*, Page 5-2 and *Easy Receive*, Page 5-3.)

If the machine answers a voice call and double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the machine's phone, press **Fax Start**, then hang up. At an extension phone, press ✳ **5 1**, wait for fax receiving tones (chirps), then hang up. At an external phone, press ✳ **5 1** and wait for the phone to be disconnected (the LCD shows **RECEIVING**) before you hang up. (Your caller will have to press **Fax Start** to send the fax.)

For FAX/TEL Mode Only

When the machine is in FAX/TEL mode, it will use the F/T Ring Time (double-ringing) to alert you to pick up a voice call. If you're at the machine, you can lift the handset to answer.

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ **5 1**.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Fax Receive Code is ✳ **5 1**. The preset Telephone Answer Code is **# 5 1**.

If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from ✳ **5 1** to **# # #** and the Telephone Answer Code from ✳ **5 1** to **9 9 9**.

1 Press **Menu**, **2**, **1**, **4**.

2 Press ⬅ or ➡ to select **ON** (or **OFF**) and then press **Set**.

```
4.REMOTE CODE
```

3 If you want to, enter a new Fax Receive Code, and then press **Set**.

```
FAX RECEIVE:✳51
ENTER & SET KEY
```

4 If you want to, enter a new Telephone Answer Code, and then press **Set**.

```
TEL ANSWER:#51
ENTER & SET KEY
```

5 Press **Stop/Exit**.

Printing a Fax in Memory

If you have Fax Storage ON for remote retrieval you can still print a fax in the memory when you are at your machine. (See *Setting Fax Storage*, Page 9-3.)

1 Press **Menu**, **2**, **5**, **4**.

2 Press **Fax Start**.

```
4.PRINT FAX
```

3 After printing is finished, and then press **Stop/Exit**.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your machine to "poll" other machines, or you can have someone poll your machine.

All parties involved in polling need to set up their fax machines to accommodate polling. When someone polls your machine to receive a fax, they pay for the call; if you poll someone's fax machine to receive a fax, you pay for the call.

Some fax machines do not respond to the polling function.

Setting Up Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it. (See *Canceling a Scheduled Job*, Page 5-8.)

1 Press **Menu**, **2**, **1**, **7**.

```
7.POLLING RX
```

2 Press ← or → to choose **ON** (or **OFF**), and then press **Set**.

```
POLLING RX:OFF?
SELECT ← → & SET
```

3 Enter the fax number you are polling.

```
ENTER FAX NO.
PRESS FAX START
```

4 Press **Fax Start**. The LCD shows **DIALING**.

Setting Up Sequential Polling Receive

Your machine can request documents from several fax units in a single operation. Afterward, a Sequential Polling Report will be printed. (See *Canceling a Scheduled Job*, Page 5-8.)

1 Press **Menu**, **2**, **1**, **7**.

```
7.POLLING RX
```

2 Press ← or → to select Polling **ON** (or **OFF**), and then press **Set**.

```
POLLING RX:OFF?
SELECT ← → & SET
```

3 Specify the destination fax machines you wish to poll using One Touch, Speed Dial, a Group or the dial pad. You must press **Broadcast** between each location.

```
ENTER FAX NO.
PRESS FAX START
```

4 Press **Fax Start**.
The LCD shows **DIALING**.
Your machine will poll each number or group member in turn for a document.

Canceling a Scheduled Job

You can cancel tasks you've scheduled, such as Delayed Fax or Polling Transmit.

1 Press **Menu**, **2**, **6**.

```
6.REMAINING JOBS
```

Any waiting jobs will appear on the LCD. If no jobs are waiting, the LCD shows **NO JOB WAITING**.

2 If you have more than two jobs waiting, use ← or → to select the job you want to cancel, and then press **Set**.
—**OR**—
If you have only one job waiting, go to Step 3.

3 Press **1** to cancel—**OR**—Press **2** to exit without canceling.
To cancel another job, return to Step 2.

4 Press **Stop/Exit**.

You can check which jobs are waiting in memory by following Steps 1 and 2 above.

Setting Multi-Function Link® Pro Mode

If you connect your machine to your PC, you can receive faxes into your PC. After completing all setup for Multi-Function Link® Pro mode, you can turn on Multi-Function Link® Pro to reroute incoming faxes to your PC.

1 Press **Menu**, **2**, **1**, **8**.

```
8.PC FAX RECEIVE
```

2 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

6 **Setup Send**

Before You Begin

Before you begin sending faxes, please be sure to read all the instructions and cautions listed below for placing originals in the automatic document feeder.

Using the ADF (Automatic Document Feeder)

■ Documents must be between 5.8 and 8.5 inches wide between 3.9 and 14.1 inches long. Your machine can scan an image only 8.15 inches wide, regardless of how wide the paper is.

■ Make sure you insert documents **face down, top edge first**.

■ Adjust the paper guides to fit the width of your document.
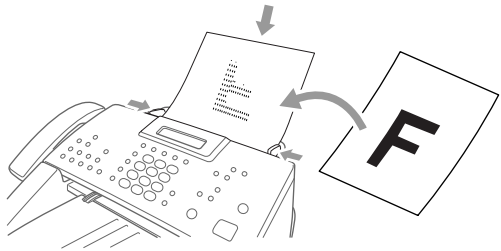
■ The **ADF** (automatic document feeder) can hold up to 30 Pages, feeding each one individually through the machine. Use standard (17 lb–24 lb) paper when using the ADF. If you're using heavier paper, feed each sheet individually to prevent paper jams.

⊘ **DO NOT** use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.

■ Make sure documents written in ink are completely dry.

■ Before you send a fax press **Resolution** to select the resolution for the document you're sending. (See *Fax Resolution*, Page 6-5.)

🔍 *If you send faxes from a computer on the same phone line and your Brother machine intercepts them, set Easy Receive to OFF.*

Sending Faxes with Multiple Settings

When you send a fax you can choose any combination of these settings: add a coverpage and select a comment; set the contrast or resolution; send using overseas mode, call reservation or delayed fax timer, polling

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

transmission or real time transmission. After each menu selection is accepted, the LCD will ask if you want to enter other settings:

Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—
Press **2** if you are finished choosing settings, and then go to the next step.

Manual Transmission

Manual transmission lets you hear the dial tone, ringing and fax receiving tones while sending a fax.

1 Place the original face down in the ADF.

2 Pick up the handset and listen for a dial tone—**OR**—
Press **Hook** and listen for a dial tone.

3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Search).
(See *One Touch Dialing*, Page 7-5.)

4 When you hear the fax tone, press **Fax Start**.

5 If you're using the handset, hang up.

Automatic Transmission

This is the easiest way to send a fax. **IMPORTANT:** Do **not** pick up the handset, or press **Hook** to listen for a dial tone.

1 Place the original face down in the ADF.

2 Enter the fax number using One Touch, Speed Dial, Search or the dial pad. (See *Speed Dialing*, Page 7-5.)

3 Press **Fax Start**.

Manual and Automatic Fax Redial

If you're sending a fax manually and the line is busy, after you disconnect the call press **Redial/Pause** to retry the number.

If you're sending a fax automatically and the line is busy, the machine will redial automatically redial (up to three times at 5 minute intervals).

Dual Access

You can scan *up* to 50 documents into the fax memory, even while the machine is receiving or sending another fax (from memory). You can set temporary settings for each fax you're scanning, except Timer and Polling.

If you try to scan and store a 51st fax, the machine will send it immediately, without storing it in memory.

If you get a **OUT OF MEMORY** message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get a **OUT OF MEMORY** message while scanning in a subsequent page, you'll have the option to press **Fax Start** to transmit the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

 1 Place the original face down in the ADF.

 2 Enter the fax number.

 3 Press **Fax Start**. As the machine scans the original, the LCD shows the job number (#XXX) of the fax and how much memory is available. Then the machine starts dialing. You can immediately repeat Steps 1 to 4 for the next fax.
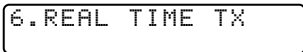
Your machine normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

The number of documents you can scan into memory varies with the data they contain.

Real Time Transmission

When you are sending a fax, the machine will scan originals into memory before sending. Then, as soon as the phone line is free, the machine will start dialing and sending the fax. If memory becomes full, the machine will send the document in real time (even if **REAL TIME TX** is set to **OFF**).

Sometimes you may want to send an important document immediately, without waiting for memory transmission. You can set **REAL TIME TX** to **ON**.

 1 Place the original face down in the ADF.

 2 Press **Menu**, **2**, **2**, **6**.

```
6.REAL TIME TX
```

 3 To change the default setting, and then press ← or → to select **ON** (or **OFF**) and then press **Set**. Go to Step 5—**OR**—For the next fax transmission only, press ← or → to select **NEXT FAX ONLY**, and then press **Set**.

 4 For the next fax only, press ← or → to select **ON** (or **OFF**), and then press **Set**.

 5 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 6.

 6 Enter fax number and then press **Fax Start**.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the LCD shows **NO JOB WAITING**.) (*Canceling Jobs in Memory* on this page.)

1 Press **Menu**, **2**, **6**.

2 If you have multiple jobs waiting, use ← or → to scroll through the list.

3 Press **Stop/Exit**.
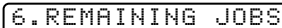
Canceling a Job While Scanning the Document

You can cancel a job while you are scanning it into memory by pressing **Stop/Exit**. Eject the document by pressing **Stop/Exit** again.
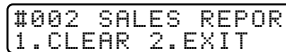
Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Delayed Fax, Polling Receive, Polling Transmit or faxes in memory waiting to be sent.

1 Press **Menu**, **2**, **6**.
Any waiting jobs appear on the display.
If no jobs are waiting, the LCD shows
NO JOB WAITING.

```
6.REMAINING JOBS
```

2 If you have more than two jobs waiting, use ← or → to select the job you want to cancel, and then press **Set**.
—**OR**—
If you have only one job waiting, go to Step 3.

3 Press **1** to cancel—**OR**—Press **2** to exit without canceling. To cancel another job, return to Step 2.

```
#002 SALES REPOR
1.CLEAR 2.EXIT
```

4 Press **Stop/Exit**.

Basic Sending Operations

==

Contrast

If your document is very light or very dark, you might want to set the contrast. Use **S.LIGHT** to send a very light document. Use **S.DARK** to send a very dark document.
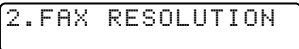
1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **1**.

```
1.CONTRAST
```

3 Use ← or → to select **AUTO**, **S.LIGHT** or **S.DARK**, and then press **Set**.

4 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 5.

5 Enter a fax number, and then press **Fax Start** to send a fax.

Fax Resolution

When you have an original in the ADF, you can use the **Fax Resolution** key to temporarily change the setting. Press **Fax Resolution** repeatedly until the LCD shows the setting you want.

　—**OR**—

You can change the default setting.

1 Press **Menu**, **2**, **2**, **2**.

```
2.FAX RESOLUTION
```

2 Press ← or → to select the resolution you want, and then press **Set**.

3 Press **Stop/Exit**.

STANDARD—Suitable for most typed documents.

FINE—Good for small print; transmits a little slower than Standard resolution.

S. FINE—Good for small print or artwork; transmits slower than Fine resolution.

PHOTO—Use when original has varying shades of gray; slowest transmission time.

Composing Electronic Cover Page

The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank. (See *One Touch Dialing*, Page 7-5 and *Speed Dialing*, Page 7-5.)

The cover page indicates your Station ID, and the number of pages you're sending. If you have Cover Page Setup set to ON, the number of pages remains blank. (**Menu**, **2**, **2**, **8**.) (See *Setting Station ID*, Page 4-3.)

You can select a comment to include on your cover page.

```
1.COMMENT OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on Page 4-3 to help enter characters. (See *Composing Your Own Comments*, Page 6-7.)

```
5.(USER DEFINED)
```

```
6.(USER DEFINED)
```

Most of the **SETUP SEND** menu selections are temporary settings that allow you to make adjustments for each document you send. However, so you can set up your cover page and cover page comments in advance, the Cover Page Setup and Cover Page Message menu selections change the default settings.

Composing Your Own Comments

You can set up two custom comments.

1 Press **Menu**, **2**, **2**, **9**.

```
9.COVERPAGE MSG
```
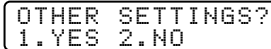
2 Use ⬅ or ➡ to choose position 5 or 6 for your customized comment and then press **Set**.

3 Use the dial pad to enter your customized comment, and then press **Set**. (See *Entering Text*, Page 4-3.)

```
ACCEPTED
```

4 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** to exit.
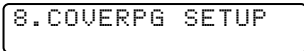
```
OTHER SETTINGS?
1.YES 2.NO
```

Cover Page for the Next Fax Only

Make sure the Station ID is set up. (See Page 4-3.) This feature does not work without the Station ID.

You can set the fax to send a cover page with a particular document. This cover page will include the number of pages in your document.

1 Place the original face down in the ADF.

```
8.COVERPG SETUP
```

2 Press **Menu**, **2**, **2**, **8**.

3 When the LCD shows **NEXT FAX ONLY**, and then press **Set**.

4 Press ⬅ or ➡ to select **ON** (or **OFF**), and then press **Set**.

5 Press ⬅ or ➡ to select one of the standard or custom comments, and then press **Set**.

6 Enter two digits to indicate the number of pages you are sending, and then press **Set**. (For example, press **02** for 2.) (Enter **0 0** to leave the number of pages blank.) If you make a mistake, and then press ⬅ to back up and reenter the number of pages.

7 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 8.

8 Enter the fax number you're calling.

9 Press **Fax Start**.

Always Send Cover Page

Make sure the Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, Page 4-3.)

You can set the machine to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1 Press **Menu**, **2**, **2**, **8**.

```
8.COVERPG SETUP
```

2 Press ← or → to select **COVERPAGE: ON** and then press **Set**.

```
COVERPAGE:OFF?
SELECT ← → & SET
```

3 If you selected **ON**, press ← or → to select one of the standard or custom comments, and then press **Set**.

```
COVERPAGE:ON?
SELECT ← → & SET
```

4 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** to exit if you are finished choosing settings.

Using a Printed Cover Page

If you prefer using a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1 Press **Menu**, **2**, **2**, **8**.

2 Press ← or → to select **PRINT SAMPLE?**, and then press **Set**.

3 Press **Fax Start**. Your machine prints a copy of your cover page.

```
        === COVER PAGE ===

TO:          _____

FROM:        _____
     FAX:
     TEL:

          PAGE[S] TO FOLLOW
COMMENT:
```

Advanced Sending Operations
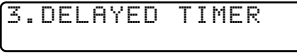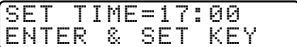
Overseas Mode

After you send a fax using this feature, the feature turns itself off.

1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **0**.

`0.OVERSEAS MODE`

3 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

4 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings and go to Step 5.

5 Enter the fax number you're calling.

6 Press **Fax Start**.

Delayed Timer

You can set up the time of day that delayed faxes will be sent. This time will be displayed for acceptance or you can override it in *Delayed* Fax. (See *Delayed Fax*, Page 6-10.)

1 Press **Menu**, **2**, **2**, **3**.

`3.DELAYED TIMER`

2 Enter the time (in 24-hour format) that you want delayed faxes to be sent, and then press **Set**.

`SET TIME=00:00`
`ENTER & SET KEY`

3 Press **Stop/Exit**.

`SET TIME=17:00`
`ENTER & SET KEY`
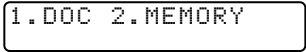
Delayed Fax

During the day you can store *up to* 50 documents into memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up in the Delayed Timer function, Page 6-9, you can accept it in Step 3 or enter another time for this fax.

1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **4**.

```
4.DELAYED FAX
```

3 Accept the displayed time or enter another time for this fax, and then press **Set**.

4 Press **1** to leave the originals waiting in the document feeder—**OR**—Press **2** to scan the document into memory.

```
1.DOC 2.MEMORY
```

5 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 6. The screen will prompt you to enter the fax number.

6 Enter the fax number.

7 Press **Fax Start**. The machine will wait to send the fax at the time you set.

The number of documents you can scan into memory varies with the data they contain.
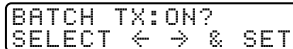
Delayed Batch Transmission

Before sending the delayed faxes, your Brother machine will economize by sorting all the documents in memory by destination and scheduled time. All delayed faxes scheduled at the same time to the same fax number will be sent as one transmission.

1 Press **Menu**, **2**, **2**, **5**.

```
5.BATCH TX
```

2 Press ⬅ or ➡ to select **ON** (or **OFF**), and then press **Set**.

```
BATCH TX:ON?
SELECT ← → & SET
```

3 Press **Stop/Exit**.

Setting Up Polling Transmit

Polling Transmit is when you set up your machine to wait with a document so another fax machine can retrieve it.

1 Place the original face down in the ADF.

2 Press **Menu**, **2**, **2**, **7**.

```
7.POLLED TX
```

3 Press ← or → to choose
POLLED TX:ON, and then press **Set**.

```
POLLED TX:OFF?
SELECT ← → & SET
```

4 Press **1** to leave the originals waiting in the document feeder—**OR**—Press **2** to scan the document into memory.

```
1.DOC 2.MEMORY
```

5 Press **1** if you want to select additional settings. The LCD returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.

6 Press **Fax Start**.

Note: If you pressed **1** in Step 4, the original remains in the ADF until your machine is polled. If you must use your machine before the polled transmit occurs, you must cancel this job.

7 Auto Dial Numbers and Dialing Options

Storing Numbers for Easy Dialing

You can set up your machine to do three types of easy dialing: One Touch, Speed Dial, and Groups for Broadcasting of faxes.

Storing One Touch Dial Numbers
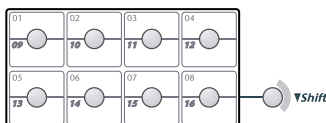
You can store 16 fax/phone numbers that you can dial by pressing one key (and **Fax Start**). To access numbers 09 to 16, hold down **Shift**. You also can store names with these numbers. When you press a One Touch dial location, the LCD shows the name or number as the call is dialed.

(See *One Touch Dialing*, Page 7-5.)

One Touch keys are the 8 keys (numbers 01–16) located to the left of the dial pad.

(For USA only) One Touch key **01** has been pre-programmed for the Brother fax-back system. One Touch key **02** has been pre-programmed for the CallManage long distance plan. You can override it if you wish.

1   Press **Menu**, **2**, **3**, **1**.

```
1.ONE-TOUCH DIAL
```

2   Press the One Touch key where you want to store a number.
The LCD shows the location you selected.

3   Enter a number (up to 20 digits) and then press **Set**.
(See *Changing One Touch and Speed Dial Numbers*, Page 7-2.)
If you want to enter a pause in the dialing sequence (for example, to access an outside line), press **Redial/Pause** as

```
NAME:
ENTER & SET KEY
```

you're entering digits. A dash appears on the LCD, pressing **Redial/Pause** enters a 3.5 second pause when the number is dialed.

4   Use the dial pad to enter the name (up to 15 characters), and then press **Set**. You can use the chart on Page 4-3 to help you enter letters—**OR**—Press **Set** to store the number without a name.

5   Return to Step 2 to store another One-Touch number—**OR**—Press **Stop/Exit**. When you dial an auto dial number, the LCD shows the name you're stored, or if you haven't stored a name, the number you're stored.

If you need to store a pause longer than 3.5 seconds, press **Redial/Pause** two or more times.

Even if you lose electrical power, numbers stored in memory will *not* be lost.

Note: You can store Groups (for Broadcasting) on the One Touch keys and Speed Dial.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only five keys (**Search/Speed Dial**, **#**, and the two digit location, and **Fax Start**). The machine has 100 Speed Dial locations.

1 Press **Menu**, **2**, **3**, **2**.

```
2.SPEED DIAL
```

2 Use the dial pad to enter a two-digit location (00–99), and then press **Set**.

```
SPEED-DIAL? #
ENTER & SET KEY
```

3 Enter the number (up to 20 digits) and then press **Set**.

```
#05:
ENTER & SET KEY
```

4 Use the dial pad to enter the name (up to 15 characters), and then press **Set**. You can use the chart on Page 4-3 to help you enter letters—**OR**—Press **Set** to store the number without a name.

```
NAME:
ENTER & SET KEY
```

5 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop/Exit**.

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the LCD shows the current name stored at that location, then prompts you to either

```
*01: BROTHER
1.CHANGE 2.EXIT
```

1 Press **1** to change the number, or press **2** to exit without changing it.

2 Enter a new number and then press **Set**.

■ If you want to erase the number, press **Clear** when the cursor is to the left of the digits.

■ If you want to change a digit, use ← or → to position the cursor under the digit you want to change, then type over it.

3 Follow the directions beginning at Step 4 for Storing One Touch Numbers or Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch Group key (and **Fax Start**). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. *Each Group uses up a One Touch key.* Finally, you can have up to six small Groups, or you can assign up to 115 numbers to one large Group.

(See *Storing One Touch Dial Numbers*, Page 7-1 and *Storing Speed Dial Numbers*, Page 7-2.)

1 Press **Menu**, **2**, **3**, **3**.

```
3.SETUP GROUPS
```

2 Select a One Touch key where you wish to store the Group number. (For example, press One Touch key **02** for Group 1.)

```
PRESS SPEED DIAL
OR ONE-TOUCH KEY
```

3 Use the dial pad to enter the Group number and then press **Set**.
(For example, press **1** for Group 1.)

```
SETUP GROUP:G0
ENTER & SET KEY
```

4 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key **05**, and then press One Touch key **05**. For Speed Dial location 09, press **Search/Speed Dial**, then press **0**, **9** on the dial pad. The LCD shows ✳05, #09.

```
G01:*05#09_
ENTER & SET KEY
```

5 When you're finished adding numbers, and then press **Set**.

6 Use the dial pad and the chart on Page 4-3 to enter a name for the Group and then press **Set**. (For example, NEW CLIENTS)

```
NAME:
ENTER & SET KEY
```

7 Press **Stop/Exit**.

You can print a list of all One Touch and Speed Dial numbers. (See *Printing Reports*, Page 10-1.)

Dialing Options

You can use your machine to make voice telephone calls, by dialing manually, or by using Search, One Touch or Speed Dial memory. When you dial an auto dial number, the LCD shows the name you've stored, or, if you haven't stored a name, the fax number you've stored.

Manual Dialing

Manual dialing is simply pressing all of the digits of the phone number.

1 Pick up the handset—**OR**—Press **Hook**.

2 When you hear a dial tone, dial the call using the dial pad.

3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)

4 To hang up, replace the handset.

Search

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically. (See *Storing One Touch Dial Numbers*, Page 7-1 and *Storing Speed Dial Numbers*, Page 7-2.)

1 Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.

2 Press ← or → to search the names that are stored alhabetically.

3 When the LCD shows the name you want to call, pick up the handset or press **Hook**.

4 Press **Fax Start** to begin dialing.

5 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

6 When the call is over, hang up.

Speed Dialing

1 Pick up the handset—**OR**—Press **Hook**.
(See *Storing Speed Dial Numbers*, Page 7-2.)

2 When you hear a dial tone, press **Search/Speed Dial**, and then press **#** then the two-digit Speed Dial number.

3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

If you are sending a fax, press **Fax Start** after pressing the Speed Dial number. If you picked up the handset, press **Fax Start** when the receiving fax machine answers with fax tones.

One Touch Dialing

1 Pick up the handset—**OR**—Press **Hook**.

2 When you hear a dial tone, press the One Touch key of the location you want to call. (See *Storing One Touch Dial Numbers*, Page 7-1.)

To dial One Touch numbers 9 to 16, hold down **Shift** as you press the One Touch key.

3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

If you try to use a One Touch location with no number stored in it, you'll hear a warning sound, and screen will display **NOT REGISTERED**. The display will return to normal after 2 seconds.

If you are sending a fax, press **Fax Start** after pressing the One Touch key. If you picked up the handset, press **Fax Start** when the receiving fax machine answers with fax tones.

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Broadcast** key, you can include Groups, One Touch locations, up to 100 Speed Dial locations, plus up to 50 manually dialed numbers (maximum of 166 locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer. (See *Setting Up Groups for Broadcasting*, Page 7-3.)

The easiest way to broadcast is to press Group keys, you can include One Touch, Speed Dial, and manually, dialed numbers in the same broadcast. You must press **Broadcast** between each of these locations. Use the Telephone Index to help you choose the numbers easily.

After the broadcast is completed, a Broadcast Report will be printed automatically to let you know the results.

■ To stop the broadcasting in progress, press **Stop/Exit**. The LCD asks if you want to cancel all locations or the location that is being sent.

■ Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.

■ If the line is busy or for some other reasons a connection could not be made while broadcasting, the machine will redial the number automatically.

■ If the memory is full, press **Stop/Exit** to abort the job ; (if more than one page has been scanned) or press **Fax Start** to send the portion that is in the memory.

1 Place the original face down in the ADF.

2 Enter a number using One Touch, Speed Dial, Group number, Search or the dial pad. Example: Group number

3 Press **Broadcast**. You will be prompted to press the next number.

4 Enter the next number. Example: Speed Dial number.

5 Press **Broadcast**.

6 Enter the next fax number. Example: Manual dialing, using the dial pad.

7 Press **Fax Start**.
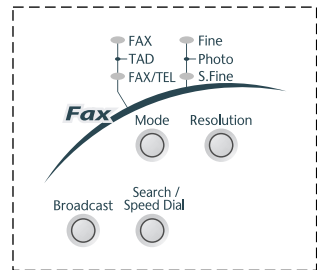
Your machine will read the document into memory and then start sending faxes to all the numbers you entered.

Access Codes and Credit Card Numbers

Sometimes you may want to choose from among several long distance carriers when you make a call. Rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as One Touch and Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up separately in any combination. You can even include manual dialing using the dial pad. The combined number will be dialed in the order you entered it, as soon as you press **Fax Start**. (See *Storing One Touch Dial Numbers*, Page 7-1.)

You store "555" on One Touch key **03** and "7000" on One Touch key **04**. If you press One Touch **03**, **04** and **Fax Start** you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press One Touch **03** and then press **7**, **0**, **0**, **1** using the dialing pad.

| Note | If you must wait for another dial tone at any point in the dialing sequence stored a pause at that point in the number by **Redial/Pause**. Each key press adds a 3.5 second delay.

Pause

Press **Redial/Pause** to insert a 3.5 second pause between numbers. If you are dialing overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Hold

1 Press **Hold** to place a call on Hold.

2 You can replace the handset without disconnecting the call.

3 Pick up the machine's handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Redial

If you're sending a fax manually and the line is busy, press **Redial/Pause** to try again. Anytime you want to make a second call to the last number dialed, press **Redial/Pause** to save time.

Tone/Pulse (For Canada Only)

If you have pulse dialing service, but need to send tone signals (for example, telephone banking), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

1 Lift the handset.

2 Press **#**. Digits dialed after **#** will send tone signals.

3 When you hang up, the machine returns to pulse dialing service.

8 **Telephone Services**

Custom Features

Your fax machine supports the Distinctive Ring and Caller ID telephone services offered by some telephone companies.

If you have Voice Mail, Call Waiting, RingMaster, an answering service, or on alarm system custom feature on your telephone line, it may create a problem in the operation of your machine. (See *I have difficulty with custom features on a single line*, Page 22-8.)
If you have Voice Mail on you phone line, please read the following carefully.

Distinctive Ring

The term "Distinctive Ring" is used by Brother to identify a phone company service that is given *many names, depending on the Telephone Company you are using*. For example, this service may be called SmartRing, RingMaster, Teen-Ring, Indent-a-Call or Indent-a-Ring.

What Does Your Telephone Company's "Distinctive Ring" Do?

Your telephone company's Distinctive Ring service allows more than one number to be on the same phone line. **If you need more than one phone number, it is an inexpensive alternative to paying for an additional line**. Each phone number has its own distinctive ring pattern, so you will know which phone number is ringing. This is one way you can have a separate phone number for your fax machine.

Note: Please consult your telephone company for availability and rates.

What Does Brother's "Distinctive Ring" Do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. You can dedicate the new phone number on your line to receiving only faxes.

Note: You must purchase your telephone company's Distinctive Ring service *before* you program the Brother machine to work with it.

Do You Have Voice Mail?

If you have Voice Mail on the phone line you on which will install your new machine on, *there is a strong possibility that Voice Mail and the fax machine will conflict with each other while receiving incoming calls.* **However, this Distinctive Ring feature allows the use of more than one number on your line, so both Voice Mail and the fax machine can coexist peacefully**. If each one has a separate phone number, neither will interfere with the other's work.

If you decide to get the Distinctive Ring Service from the telephone company, you will need to follow the directions below to "register" the new Distinctive Ring pattern they provided, so your fax machine can recognize its incoming calls.

Note | You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily and later turn it back on. When you get a new fax number, make sure you reset this setting.

Before You Choose the Ring Pattern to Register

You can register only one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. Please refer to some popular ring pattern examples that will be provided from the phone company in the USA and Canada that are shown in the Brother compatibility table below.

Ring Pattern	Rings	
1	long - long	⎍⎍
2	short - long - short	⎍⎍⎍
3	short - short - long	⎍⎍⎍
4	very long (normal pattern)	⎍

Note | If the ring pattern the phone company provided cannot be registered by the fax, **please check for other available ring pattern choices from the phone company**.

■ The fax machine will answer only calls to its registered number.

■ The first two rings are silent on the fax machine. This is because the fax must «listen» to the ring pattern (compare it to the pattern that was "registered").

■ If you program the fax machine correctly, it will recognize the registered ring pattern of the "fax number" within 2 ring patterns and then automatically answer with a fax tone. When the "voice number" is called, the fax machine will not interrupt the call.

VERY IMPORTANT

If you have Voice Mail, or a TAD (Telephone Answering Device) and want to keep one of your phone numbers dedicated only to fax calls, you must leave the machine in **MANUAL** mode at all times while using the Distinctive Ring Feature. Here's why: Manual mode will never pick up a call by itself, since it is «Neutral». When the machine is in this «neutral» mode, the Distinctive Ring Feature can be activated. The distinctive ring feature is actually an answering mode. So, do not activate FAX ONLY mode or FAX/TEL mode while using distinctive ring; otherwise, the fax machine will answer calls for *all* the numbers.

Registering the Distinctive Ring Pattern

1 Set the machine to MANUAL mode.

2 Press **Menu**, **2**, **0**, **1**.

3 Press ← or → to select **DISTINCTIVE:SET?** and then press **Set**.

4 Press ← or → to select the prestored ring pattern you want to assign, and then press **Set**. (You will hear each pattern as you scoll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

5 Press **Stop/Exit**.

Caller ID

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies.   This service provides the name or telephone number of your caller on the LCD as the line rings. (See *Call Waiting Caller ID*, Page 8-4.)

After a few rings, the LCD shows the telephone number of your caller (or name, if available).   Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

■ You will see the first 16 characters of the number or name.

■ **OUT OF AREA** display means call originates outside your Caller ID service area.

■ **PRIVATE CALL** display means the caller has intentionally blocked transmission of information.

■ **CALL PICKUP** display remains on the screen when no Caller ID information was transmitted.
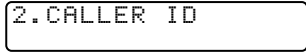
If both the name and number are received, the LCD shows only the name. You can print a list of Caller ID information received by your machine.

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your machine.

1 Press **Menu**, **2**, **0**, **2**.

```
2.CALLER ID
```

2 Press ← or → to select **DISPLAY #** and then press **Set**.
If the name was not received, it will not be displayed.

3 Press ← or → to scroll through the Caller ID memory to select the Caller ID you want to view and then press **Set**.
The next LCD shows the caller's telephone number and the date and time of the call.

4 Press ← or → to return to the Caller ID listing—**OR**—Press **Stop/Exit**.

Clearing a Caller ID Stored in Memory

For effective use of the memory, we recommend that you clear the Caller IDs stored in memory by pressing **Clear** when the LCD shows each caller ID number or name.

Printing Caller ID List

1 Press **Menu**, **2**, **0**, **2**.

2 Press ← or → to select **PRINT REPORT** and then press **Set**.

3 Press **Fax Start** to exit.

Call Waiting Caller ID

The Call Waiting Caller ID feature lets you use the Call Waiting Caller ID service offered by many local telephone companies. The feature displays the telephone number (or name, if available) of Call Waiting callers on your machine's LCD.

1 To answer a Call Waiting signal while you're talking on the phone, ask the other party if you can put them on Hold a minute to catch the other call. The LCD shows the Caller ID.

2 Press **Search/Speed Dial** to switch to the second call.

3 To switch back to the first call, press **Search/Speed Dial** again.

Either caller can hang up at any time. However, if you hang up you will disconnect both callers.

CallManage (For USA Only)

■■■

This Brother fax machine contains a One-Touch feature that allows for low-cost long distance communications worldwide. Once registered, fax and telephone calls made using this CallManage feature access a privately managed Internet Network. This feature, the Internet Protocol $aver (IP $aver™), entitles users to receive one flat, low rate per minute for all domestic long distance calls and faxes along with low international rates. The use of the IP $aver™ is likely to result in significant long distance savings, depending on your current long distance carrier and usage patterns.

Using the CallManage IP $aver™ requires changing your current long distance carrier to CallManage or its carrier. This CallManage long distance plan requires no monthly fees, no prepayments, and no monthly minimums. The IP $aver™ feature is accessed by pressing **One Touch key 2** on your Brother MFC. Calls made without the use of the IP $aver™ will be processed over a traditional PSTN worldwide fiber optic network that provides flat, low long distance rates. To learn more about this plan, the associated rates and to order, visit us online at **www.callmanage.com/brother** or call us toll free at 1-877-717-2722.

Note This service may be used on all telephones that are connected to the registered telephone line. To experience the same low Internet Protocol rates, just dial 1-888-405-5279 from any single line telephone or fax machine and then follow the simple voice prompts.

Registration with CallManage Requires Changing Your Carrier Selection

Before using the CallManage IP $aver™ feature, you must register for this service with CallManage, Inc.

- Register via the web at: **www.callmanage.com/brother**—**OR**—Call 1-877-717-2722. A Customer Service Representative will ask you a number of simple questions required to set up your account (such as name, address, phone number, etc. for billing purposes). There are no sign-up fees, monthly service charges or connection fees for the CallManage IP $aver™ feature.

- Your service will be provisioned within 3 to 5 business days and then you can start to experience the savings! You will receive a separate itemized bill each month from CallManage Inc. or its carrier partner for all of your long distance calls and faxes.

- After service provisioning, pressing **One Touch Key 2** will provide access to the privately managed Internet Protocol Network.

Sending a *Fax* Using CallManage (For Domestic and International Long Distance Calls Only!)

1 Place the original face down in the ADF.

2 Press *One Touch key 2*.

3 Dial the complete long distance or international fax number as usual, using One Touch, Speed Dial, Search or the Dial Pad (See *Speed Dialing*, page 7-5 and *Search*, page 7-4).

4 Press **Fax Start**.

Placing a Long Distance *Telephone Call* Using CallManage

1 Press *One Touch key 2*.

2 You will be prompted to dial the complete long distance or international number as usual, using One Touch, Speed Dial, Search or the Dial Pad (See *Speed Dialing*, page 7-5 and *Search*, page 7-4).

3 Press **Fax Start**.

4 Pick up the handset.

Note To place a call from a phone or fax machine sharing the registered line with this Brother model, pick up the handset and dial 1-888-405-5279. Follow the simple voice prompts to complete your call.

Customer Support

If you have questions or want more information, visit CallManage on the web at **www.callmanage.com/brother** or call CallManage at 1-877-717-2722.

Disclaimer

To use the CallManage feature you must register for the service through CallManage, Inc. or its authorized agent, either on the web at **www.callmanage.com/brother** or by calling (toll free) 1-877-717-2722.

This registration process will include selecting CallManage, Inc. or its underlying carrier as your carrier of record. Using this service will result in the customer receiving a separate bill from CallManage or its underlying carrier. This service is subject to availability and credit approval of the customer. Terms and conditions are subject to change at any time, and the CallManage program or any related program can be withdrawn at any time. This feature may not be available in some parts of the United States and is not available in Canada. The long distance savings will depend upon the customer's current carrier for long distance service and their calling patterns. Brother International, Corp. is not responsible for the long distance service or customer billing. DO NOT USE ONE TOUCH KEY 2 TO DIAL 911 - IT WILL NOT ACCESS EMERGENCY SERVICES.
CallManage and IP $aver are trademarks of CallManage, Inc.

9 **Remote Fax Options**

Fax Forwarding/Paging

You cannot use Paging and Fax Forwarding at the same time.
You cannot use Paging and Fax Forwarding when "Fax Storage" is set to OFF.

Programming a Fax Forwarding Number

When Fax Forwarding is set to **ON**, your machine stores the received fax in memory, then dials the fax number you've programmed, and forwards the fax message.

1 Press **Menu**, **2**, **5**, **1**.

```
1.FAX FWD/PAGING
```

2 Press ← or → until the LCD shows **FAX FORWARD** and then press **Set**.

```
FAX FORWARD?
SELECT  ←  →  &  SET
```

3 The screen prompts you to enter the number of the fax machine where faxes will be forwarded. Enter the forwarding number (up to 20 digits) and then press **Set**.

```
FWD#:
ENTER & SET KEY
```

4 Press **Stop/Exit**.

Programming a Paging Number

When Paging is selected, your machine dials the pager number you've programmed, and then dials your Personal Identification Number (PIN); this activates your pager so you know you have a fax message in the memory.

1 Press **Menu**, **2**, **5**, **1**.

```
1.FAX FWD/PAGING
```

2 Press ← or → until the LCD shows **PAGING** and then press **Set**.

```
PAGING?
SELECT ← → & SET
```

3 Enter your pager phone number (up to 20 digits) followed by **# #**, and then press **Set**. Do not include the area code if it is the same as that of your machine.
For example, **1 8 0 0 5 5 5 1 2 3 4 # #**.

```
PAG#:
ENTER & SET KEY
```

4 If your pager requires a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your fax number followed by **# #**, and then press **Set**.
For example, **1 2 3 4 5 # #**, **Redial/Pause 1 8 0 0 5 2 1 8 4 6 # #.**
—**OR**—If you do not need a PIN, press **Redial/Pause**, enter the fax number of your machine followed by **# #**, and then press **Set**.
For example, **Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 # #**.

5 Press **Stop/Exit**.

You cannot change a Paging number or PIN remotely.

Note Press **Redial/Pause** for each 3.5 second delay, as needed.

Setting Fax Storage

If you set Fax Storage to **ON**, you will be able to retrieve fax messages from another location using Fax Forwarding, Paging, or Remote Retrieval functions. The LCD will indicate when you have a fax stored in memory. (See *Remote Retrieval*, Page 9-4.)

1 Press **Menu**, **2**, **5**, **2**. The screen prompts you to choose a fax setting.

```
2.FAX STORAGE
```

2 Press ← or → to select **ON** (or **OFF**), and then press **Set**.

```
FAX STORAGE:OFF?
SELECT ← → & SET
```

3 Press **Stop/Exit**.

If there are faxes in memory when you turn Fax Storage to OFF, the LCD prompts you to erase any faxes in memory.

If you press **1**, all fax data is erased and Fax Storage is turned off. If you press **2**, data is not erased and Fax Storage remains on.

```
ERASE ALL FAX?
1.YES 2.NO
```

Backup Print

If you have set **FAX STORAGE** to **ON**, your MFC *automatically* prints faxes as they are received into memory. This is a safety feature in ease the power goes out so you won't lose your message.

Changing Remote Retrieval Access Code

Enter your Remote Retrieval Access Code when the machine picks up your call, so you can access features remotely. The access code is preset to 1 5 9 ✳, but you can change this. The ✳ cannot be changed.

1 Press **Menu**, **2**, **5**, **3**.

```
3.REMOTE ACCESS
```

2 Enter a three-digit number from 000 to 999, and then press **Set**.
(Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.)

3 Press **Stop/Exit**.

Remote Retrieval

■■■

You can call your machine from any fax machine using touch tone and use a Remote Retrieval Access Code and other button presses to retrieve fax messages. *Cut out the Remote Retrieval Access Card on the last page and keep it in your wallet as an aid.*

Using Remote Retrieval Access Code

1 Dial your fax number from a fax machine using touch tone. (See *Changing Remote Retrieval Access Code* on this page.)

2 When your machine answers and beeps, immediately enter your Remote Retrieval Access Code (1 5 9 ✳).

3 Your machine signals the kinds of messages received:

1 long beep — Fax message(s)

No long beeps — No messages

4 Your machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, your machine hangs up. If you enter an invalid command, your machine beeps three times.

5 Press **9 0** to reset your machine when you're finished.

6 Hang up.

If your machine is set to MANUAL mode, you can access your machine by waiting about 2 minutes, and then entering the Remote Retrieval Access Code within 30 seconds.

Remote Commands

Follow the commands below to access features remotely. When you call your machine and enter your Remote Retrieval Access Code (1 5 9 ✳), the system will signal you with two short beeps to enter a remote command.

Remote Commands		Operation Details
95	**Changing Fax Forwarding /Paging setting**	
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met. (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (See Page 9-6). Once you have registered the number, your machine will change automatically to FAX FWD:ON mode.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	6 Fax Storage ON	
	7 Fax Storage OFF	You can set FAX STORAGE to ON or OFF.
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See Page 9-6.)
	3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97	**Check the Receiving Status**	
	1 Fax	You can check whether your machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change Receive Mode**	
	1 TAD	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.
	2 FAX/TEL	
	3 FAX	
90	**Exit**	After a long beep, you can exit remote retrieval.

Retrieving Fax Messages

1 Dial your fax number.

2 When your machine answers, immediately enter your Remote Retrieval Access Code (**1 5 9 ✳**).

3 As soon as you hear two short beeps, use the dial pad to press **9 6 2**.

4 Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, followed by **# #**.

You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, and then press **#**.

5 After you hear your machine beep, hang up and wait.

Your machine calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote fax machine.

1 Dial your fax number.

2 When your machine answers, immediately enter your Remote Retrieval Access Code (**1 5 9 ✳**).

3 When you hear two short beeps, enter **9 5 4**.

4 Enter the new telephone number of the remote fax machine (up to 20 digits) where you want your fax messages forwarded, followed by **# #**.

You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, press **#**.

5 After you hear your machine beep, hang up.

10 **Printing Reports**

MFC Settings and Activity

Two reports require initial setup in the Help List: Transmission Verification Report and Fax Activity Report Interval. For initial setup:

Press **Menu**, **2**, **4**, **1**.

| 1.TRANSMISSION |

—**OR**—

Press **Menu**, **2**, **4**, **2**.

| 2.ACT.INTERVAL |

Customizing the Transmission Verification Report

You can use the Transmission Report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select **ON** or **ON+IMAGE**, the report will print for every fax you send.

Note When the feature is **OFF**, the report prints only if a transmission *error* prevented delivery (NG).

If you typically send multiple faxes to the same destinations, you may need more than the job numbers to identify the faxes you must send again. Selecting **OFF+IMAGE** will print a portion of the fax's first page on the report to help you remember.

1 Press **Menu**, **2**, **4**, **1**.

| 1.TRANSMISSION |

2 Press ← or → to select **OFF**, **OFF+IMAGE**, **ON** or **ON+IMAGE**, and then press **Set**.

3 Press **Stop/Exit**.

Setting the Fax Activity Report Interval

You can set the machine to print activity reports at specific intervals (6, 12, 24 hours, 2, 4, or 7 days). If you set the interval to OFF, you can print the report by following the Steps in the next page.

1 Press **Menu**, **2**, **4**, **2**.

| 2.ACT.INTERVAL |

2 Press ← or → to choose an interval, and then press **Set**.

| INTERVAL: OFF
SELECT ← → & SET |

(If you choose 7 days, the LCD prompts you to choose a day at which to begin the 7-day countdown.)

3 Enter the time to begin printing, in 24-hour format, and then press **Set**. (For example: enter 19:45 for 7:45 PM.)

4 Press **Stop/Exit**.

Using the Reports Key

1 Press **Reports**.

2 Press ← or → to select the report you want, and then press **Set**.

—**OR**—

Enter the number of the report you want to print. For example, press **1** to print the Help List.

Five reports are available:

┌──────────────────────┐ │ 1.HELP LIST │ └──────────────────────┘	Prints the Help List so you can see at-a-glance how to quickly program every menu selection.
┌──────────────────────┐ │ 2.AUTO DIAL │ └──────────────────────┘	Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.
┌──────────────────────┐ │ 3.FAX ACTIVITY │ └──────────────────────┘	Lists information about the last 200 incoming and outgoing faxes. TX means Transmit; RX means Receive.
┌──────────────────────┐ │ 4.TRANSMISSION │ └──────────────────────┘	Prints a Transmission Verification Report for your last transmission.
┌──────────────────────┐ │ 5.USER SETTINGS │ └──────────────────────┘	Lists settings for **GENERAL SETUP**, **SETUP RECEIVE**, **SETUP SEND**, **SETUP REPORT**, **REMOTE FAX OPT** and **MISCELLANEOUS**.

📝 Don't forget to set up the Fax Activity Report and Transmission Verification Report as explained on page 10-1.

To Print a Report

1 Press **Reports**.

2 Press ← or → to select the report you want, and then press **Set**.

—**OR**—

Enter the number of the report you want to print. For example, press **1** to print the Help List.

11 **Making Copies**

Using Your Machine as a Copier

You can use your machine as a copy
machine, making up to 99 copies at a time.
The machine can stack the copies or
collate (sort) them.
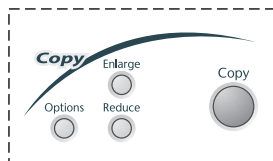
Making a Single Copy

1 Place the original face down in the ADF.

2 Press **Copy**.
Do **NOT** pull on the paper while copying is in progress.

> Note: To Stop the copy process, press **Stop/Exit**.
> To release the original document, press **Stop/Exit** again.

Making Multiple Copies

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Copy**.

Out of Memory Message

If the memory becomes full while you are
scanning a document to be copied the
LCD shows:

```
OUT OF MEMORY
```

If the **OUT OF MEMORY** message appears while you are scanning the first
page of your original, press **Stop/Exit** to cancel. You will need to clear some
faxes from memory before you can continue.

> Note: To gain extra memory, you can turn off Fax Storage (see page 9-3).
> —**OR**—Print fax messages in memory (see page 5-6).

Temporary Copy Settings

You can improve your copies by using the Copy keys: **Enlarge**, **Reduce** and **Options**. These settings are *temporary*, and the machine returns to its default settings when you finish copying.
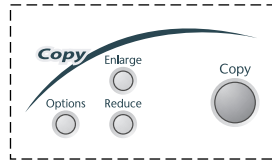
Copying Using Multiple Settings

You can try different combinations of settings for the best results. After you finish your settings using the **Enlarge**, **Reduce** or **Options** keys, the LCD shows:

```
PRESS COPY OR
← → FOR NEXT OPT.
```

■ Press ← or → if you want to select additional settings.

—OR—

Press **Copy** if you are finished choosing settings.

Using the Enlarge and Reduce Keys

AUTO sets the machine to calculate automatically the reduction ratio that fits the size of your paper. **ZOOM** allows you to enter a ratio from 50% to 200% in 1% increments.

Press **Enlarge**	Options
	100%
	104% EXE->LTR
	150%
	200%
	ZOOM

Press **Reduce**	Options
	50%
	78% LGL->LTR
	94% A4->LTR
	AUTO
	100%
	ZOOM

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Enlarge** or **Reduce**.

4 If you press **Enlarge**, press ← or → to select **50%**, **78%**, **94%**, **100%**, and then press **Set**. —**OR**—

For more choices select **ZOOM** and press **Set**. Use the dial pad to enter any percentage between 50% and 200%.

5 Press **Copy**. —**OR**— Press ← or → for additional settings.

Special Copy Options (4in1 or 2in1) are not available with **Enlarge** or **Reduce**.

When selecting a ratio, you need to know the size of the paper you registered in Menu 1-1.

Selecting the Ratios:

Original is the size of…	Paper size is…	Recommended ratio is…
LEGAL	LETTER	78%
A4	LETTER	94%
EXECUTIVE	LETTER	104%

Using the Options Key

Use the **Options** key to temporarily change the copy mode (resolution), contrast and special copy options *for the next fax only*. See the explanations below the table.

Press Options	Menu Selections	Options	Factory Setting
Options	OPT:# OF COPIES	NO. OF COPIES:XX	01
	OPT:COPY MODE	AUTO/TEXT/PHOTO	AUTO
	OPT:CONTRAST	- ☐☐☐☐☐+	- ■■■☐☐+
	OPT:STACK/SORT	STACK/SORT	STACK
	OPT:SPECIAL	2IN1/4IN1/OFF	OFF

Copy Mode (Type of Original)

You can select the Copy resolution for your type of original. The default setting is **AUTO**, which is used for originals that contain both text and photographs. **TEXT** is used for originals containing only text. **PHOTO** is used for copying photographs.

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ← or → to select **OPT: COPY MODE**, and then press **Set**.

```
OPT:COPY MODE
```
```
AUTO?
```
```
TEXT?
```
```
PHOTO?
```

4 Press ← or → to choose the type of original, and then press **Set**.

5 Press **Copy**. —OR— Press ← or → for additional settings.

Copy Contrast

You can adjust the copy contrast to make copies darker or lighter.

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ← or → to select **OPT: CONTRAST**, and then press **Set**.

```
OPT:CONTRAST
```

4 Press ← to make a copy lighter, or → to make a copy darker, and then press **Set**.

5 Press **Copy**. —OR— Press ← or → for additional settings.

Sorting Multiple Copies

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ← or → to select **OPT:STACK/SORT**, and then press **Set**.

4 Press ← or → to select **SORT**, and then press **Set**.

5 Press **Copy**. —**OR**— Press ← or → for additional settings.

Special Copy Options

You can save paper by copying either two or four pages onto one page.

1 Place the original face down in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ← or → to select **OPT: SPECIAL**, and then press **Set**.

```
2IN1
```

4 Press ← or → to select **2 IN 1 COPY** or **4 IN 1 COPY** and then press **Set**.

```
4IN1
```

5 Press **Copy**.

2in1
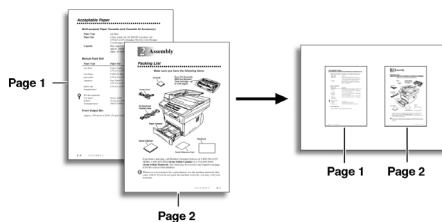
4in1
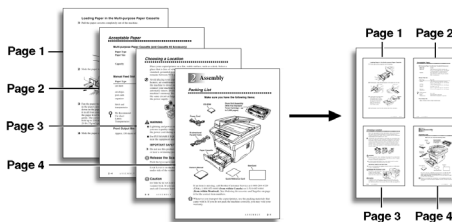
Special Copy Options (4in1 or 2in1 Copy) are not available with **Enlarge** or **Reduce**.

Changing Default Copy Settings

Press **Menu** and **3** to change default settings for Copy mode. These settings will remain until you change them again by pressing **Menu**. Adjust the Contrast and Quality settings.

By pressing a number, you can adjust copy settings as shown in the following chart. Press ← or → to scroll through the options for each setting. Press **Set** to save your selection. Press **Stop/Exit**—**OR**—Press → to select the next setting you want to change.

Press **Menu**, and **3**.

```
┌─ 1.COPY MODE ──┬── AUTO
│                ├── TEXT
│                └── PHOTO
│
└─ 2.CONTRAST ───── - ■■■□□ +
```
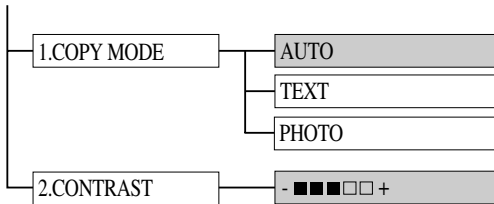
☐ is default

Copy Mode (Type of Original)

You can select the Copy resolution for your type of original. The default setting is **AUTO**, which is used for originals that contain both text and photographs. **TEXT** is used for originals containing only text. **PHOTO** is used for copying photographs.

1 Press **Menu**, **3**, **1**.

```
1.COPY MODE
```

2 Press ← or → to choose the type of original (**AUTO**, **TEXT** or **PHOTO**), and then press **Set**.

3 Press **Stop/Exit**.

Copy Contrast

You can adjust copy contrast to make copies darker or lighter.

1 Press **Menu**, **3**, **2**.

```
2.CONTRAST
```

2 Press ← to make a copy lighter—**OR**—

Press → to make a copy darker, and then press **Set**.

3 Press **Stop/Exit**.

12 **For DOS Users**

How to Use the Brother Machine with Your DOS Application Software

Before working with your application software that runs on DOS, check that the Brother machine's name appears in the printer selection of your application software. If the machine is not listed, you must install the printer driver that corresponds to HP LaserJet IIP's emulations.

The following table shows combinations of printer drivers and emulation mode. To get the most out of this machine, you should install an HP printer driver in your application software.

Printer driver supported in your application software	Emulation mode to be selected with the remote printer console program
HP LaserJet IIP™ **HP LaserJet II™**	HP LaserJet IIP emulation mode Auto emulation selection

■ The best or recommended printer driver is indicated in bold.

■ Be sure to choose the proper printer driver in your application software.

■ Be sure the printing resolution is set to 300 dpi in your DOS application software.

What Does the Remote Printer Console Do?

The Remote Printer Console (RPC) is a utility program that can run in the DOS environment and comprises the following program:

Remote Printer Console Main Program

This program allows you to change various printer settings such as emulation, print quality, fonts and page setup from your computer screen. Since most DOS applications have a Printer Settings menu that overrides the settings made by the RPC, you may not have to use this utility program. This utility program is useful for application software that does not control the printer's settings and features.

Installing the Remote Printer Console

Before you install the program, make sure you have the following hardware and software to install the program:

DOS   Version 3.3 or later

Monitor   EGA/VGA or compatible

Option   Mouse; the mouse driver must be installed.
           (You can also operate the program with the keyboard.)

Follow these steps to install the remote printer console program:

1 Make sure your Brother machine is connected to your computer and is set to Online.

2 Start your computer and go to the DOS prompt. If you are in Windows®, exit and return to the DOS prompt.

3 Insert the Brother CD-ROM into your CD-ROM drive.

4 At the DOS prompt (C:\>) type *x*: (Substitute the drive letter of your CD-ROM drive for "*x*") and then press Enter.

   C:\>*x*:

5 Type CD RPCX and then press Enter.

   x:\>CD RPCX

6 Type RPCSETUP and then press Enter.

   x:\RPCX>RPCSETUP

7 Follow the instructions in the installer.

Using the Remote Printer Console Main Program

Type **C:\RPCX>RPCX** and then press the Enter key to start the Remote Printer Console main program.

The main screen will appear on your computer screen as shown below.

```
═════════════Remote Printer Console═════════
    Direct_Access   Printer_Setup   Console_Config   Guide
            ┌──────── Current Status ────────┐
            │                                │
            │  Status          Ready         │
            │                                │
            │  Media Type      Regular       │
            │                                │
            │  Paper feed      Paper Cassette │
            │                                │
            │  Emulation       Laser Jet IIP │
            │  Paper Size      Letter        │
            │  Orientation     Portrait      │
            │                                │
            │  Quality         Normal        │
            │  Copies          1             │
            │                                │
            │  Memory size     2138112 Byte  │
            │                                │
            └─[↑/↓] Select ── [Enter] Setting─┘
═══ [Alt+Character] Menu ═══ [F1] Help ═══ [ESC] Exit ═══
```

If bi-directional communication is enabled between your computer and MFC when it starts, the RPC gets the current settings information from your MFC. Otherwise, RPC shows its default settings. If you want to change settings, move the cursor to the item you want and select it using the **Enter** and **Cursor** keys. Then, press the **Enter** key to make the selected setting valid.

There are four sub menus. (See table below.) Select the sub menu you want by clicking it with the mouse, using the cursor keys and the **Enter** key, or by pressing the hot key commands for that sub menu.

Menu	Press the keys	Functions
Direct Access	**Alt + D**	You can directly control the Brother machine, with Print Form.
Printer Setup	**Alt + P**	You can enter the setting mode to change other printer settings, such as, margin settings, continue mode, font and sleep mode.
Console Config	**Alt + C**	You can change the environment settings for the RPC program: color etc.
Guide	**Alt + G**	You can go to the Guide mode.
Help	**F1**	You can get Online Help: If you press F1, you can get information on a highlighted item.

Remote Printer Console

Current Printer Status Information

Item	Default	What This Item Does
Media Type	Regular	Selects the media type "Regular," "Thin Paper," "Thick Paper," "Thicker Paper," "Bond Paper" or "Transparency."
Paper Feed	Paper Cassette	Selects the paper feed mode, either "Paper Cassette" or "Manual."
Emulation*1	Laser Jet IIP	Selects "Laser Jet IIP."
Paper Size*1	Letter	Selects the paper size, either "Letter," "Legal," "A4," "Executive,'' "Monarch," "COM10," "DL," "C5," "B5," "A5" or "A6," "JIS B5."
Orientation*1	Portrait	Selects the paper direction, either "Portrait" or "Landscape."
Quality*1	Normal	Selects the print quality, either "Normal" or "Economy."
Copies*1	1	Sets the number of print copies from 1 to 999 pages.

*1 The items can be set in the current printer status information dialog box.

Printer Setup Category

Print Setup Section

Item	Default	What This Item Does
Copies	1	Sets the number of print copies from 1 to 999 pages.
Quality	Normal	Selects the print quality to either "Normal" and "Economy."
Emulation	Laser Jet IIP	Selects "Laser Jet IIP."

Page Setup Section

Item	Default	What This Item Does
Left Margin	*2	Sets the Left Margin value (0-145) columns.
Right Margin	*2	Sets the Right Margin value (10-155) columns.
Top Margin	0.5"	Sets the Top Margin 0", 0.33", 0.5", 1", 1.5" or 2."
Bottom Margin	0.5"	Sets the Bottom Margin 0", 0.33", 0.5", 1", 1.5" or 2."
Line / Page	*2	Sets the lines/pages (5-128).
Xoffset	0	Sets the Xoffset (vertical) value from 0 to 500 dots.
Yoffset	0	Sets the Yoffset (horizontal) value from 0 to 500 dots.

*1 These values (except Yoffset and Xoffset) are overidden by settings within your application software.

*2 These values depend on the paper size settings.

Font Configuration

Item	Default	What This Item Does
Font Source	Internal	"Internal"
Font name	Brogham10	Selects a font from any of the printer's internal fonts (Brougham 10, 12 and Letter Gothic16.66).
Pitch	10	Selects the font size of the selected font. If you selected the Brougham or LetterGothic font, Pitch is shown in the selection box.
Symbol Set	PC8	Selects the symbol set.

Other Configuration

Item	Default	What This Item Does
Auto LF	Off	Selects Auto LF "On or Off"
Auto CR	Off	Selects Auto CR "On or Off"
Auto Wrap	Off	Selects Auto Wrap "On or Off"
Auto Skip	On	Selects Auto Skip "On or Off"

Console Configuration Category

File	Function
Environment	Sets the Buzzer on/off, Color for Remote Print Console

For more information on RPC, see the Help Information within the program.

13 Using Brother Machine as a Printer

Special Printing Features

Windows® Printing

The dedicated printer driver and TrueType™ compatible fonts for Microsoft® Windows®, 95/98/98SE/Me/2000 Professional and Windows NT® Workstation Version 4.0 are available on the CD-ROM supplied with your machine. You can install them easily into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications; it allows you to set various printer settings, including economy printing mode and custom paper size.

Popular Printer Emulation Support

The machine supports HP LaserJet IIP printer emulation mode. If you use DOS application software, you can use HP LaserJet IIP emulation mode for printer operations. (Use the Remote Printer Console program to set the printer emulation.)

Remote Printer Console Program for DOS

The MFL Pro Suite CD-ROM supplied with your machine includes the utility program Remote Printer Console (RPC). When you operate your computer in the Disk Operating System (DOS) environment, RPC lets you easily change the Brother machine's default settings (such as fonts, page setup, emulations, etc.).

RPC also provides a status monitor Terminate-and-Stay Resident (TSR) program. It runs in the background and monitors the printer status as it reports the current status or errors on your PC screen.

Bi-directional Parallel Interface

The Brother machine's parallel interface enables it to send memory and printer setup information to the computer.

Enhanced Memory Management

The Brother machine has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the machine's memory. With the machine's standard memory, you can avoid memory errors and print most full-page, 600 dpi graphic and text data, including larger fonts.

Printing from Your PC

Multi-purpose Paper Cassette

The machine's multi-purpose paper cassette can be adjusted to feed many sizes of paper: letter, legal, A4, B5 and A5 plain paper. When the machine receives print data from your computer, it loads paper from the paper cassette.

■ Select the print command from your PC.

Your PC sends a print command and data to the machine. The machine displays the date and time and **RECEIVING DATA**. If there are more pages, the machine begins to print the next page automatically. When printing is finished, it returns to online status.

You may select the proper paper source, paper size, and page orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software. (See *Acceptable Paper*, Page 2-6.)

Use the manual feed slot for labels, transparencies, card stock, thicker paper or envelopes.

Two-Sided Printing (Manual Duplexing)

The supplied printer drivers for Windows® 95/98/Me and Windows NT® Workstation Version 4.0 enable manual duplex printing. (For more information, see the Help screen for the printer driver.)

Please select LPT1 on the printer driver. The machine prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended.
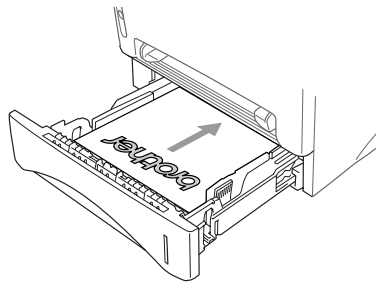
Caution

When you use manual duplexing, it is possible that a paper jam may occur or the print quality might not be satisfactory. (See *Paper is Jammed in the Multi-purpose Paper Cassette*, Page 22-5.)

Front Output Bin

The machine ejects paper with printed side *face down* into the output bin in the front of the machine. Unfold the output bin extension to support the printed pages.

To prevent the possibility of transparencies smudging as they stack in the output bin, remove each transparency after it exits the machine.
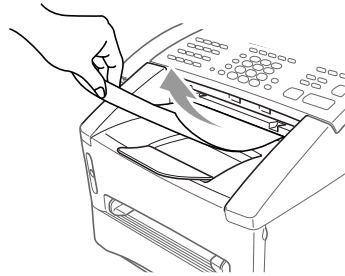
Manual Feed Slot

Your machine has a manual feed slot above the paper cassette. You can load envelopes and special print media *one at a time* into this slot. You do not have to remove paper from the paper cassette. (For information about acceptable paper, see Page 2-6.)
Use the manual feed slot to print or copy on labels, transparencies, card stock, thicker paper or envelopes.
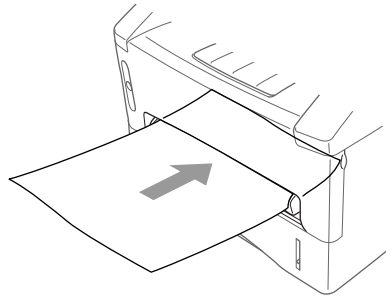
Loading One Sheet of Paper

You do not have to choose Manual Feed in the Setup dialog box of your printer driver. Insert the sheet of paper for Portrait (vertical) or Landscape (horizontal), with the side you wish to print on face up in the manual feed slot.

1   Align the paper at the center of the manual feed slot and insert the paper into the manual feed slot until the front edge of the paper touches the paper feed roller.

2   Adjust the manual feed slot to the width of the paper.
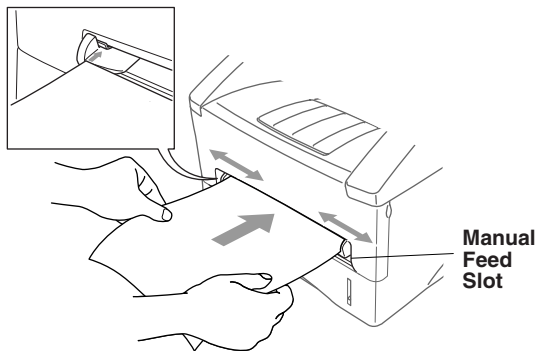
Manual Feed Slot

Loading More than One Sheet of Paper

1   Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow Steps 1 and 2 to load the first page. The machine starts printing automatically.

2   After the first page is printed, the LCD shows:
Insert the next sheet of paper to resume printing.

```
MANUAL FEED
INSERT PAPER
```

3   Repeat Steps 1 and 2 until you have finished printing.

If you do not select Manual Feed, and insert a page in the manual feed slot, the machine will load the first page from the manual feed slot and subsequent pages from the paper cassette.

Printing on Thicker Paper and Card Stock

When the rear cover is lifted up, the machine has a straight paper path from the manual feed slot to the rear of the printer. Use this paper feed and output method when you want to print on thicker paper or card stock.

1 Select manual feed mode in the printer driver.

2 Send the print data as usual.

3 Lift up the rear cover at the rear of the machine.
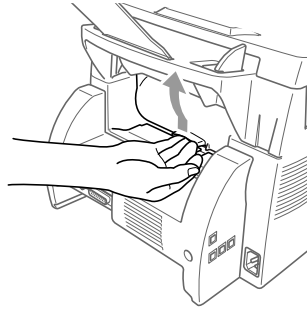
4 Adjust the manual feed paper guides to the width of the paper you're using.

5 Insert a single sheet of paper into the manual feed slot until the front edge touches the paper feed rollers. Let go of the paper as the machine pulls it into position.

6 After the machine ejects the printed page, return to Step 5 to insert the next sheet of paper. The machine will wait until you insert the next sheet of paper. Repeat Steps 5 and 6 for each page to be printed.

7 When you have finished printing, close the rear cover of the machine.

To prevent the possibility of transparencies smudging as they stack in the output bin, remove each transparency after it exits the machine.
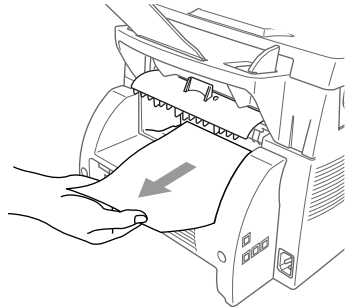
Simultaneous Printing/Faxing

Your machine can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then resumes when copying or fax receiving is complete. Fax sending continues during PC printing. (See *Acceptable Paper*, Page 2-6.)

Choosing Acceptable Paper

We recommend that you test paper (especially special sizes and types of paper) on the machine before purchasing large quantities.

■ Avoid feeding carrier sheets with labels exposed, or your machine will be damaged.

■ Avoid using coated paper, such as vinyl coated paper.

■ Avoid using preprinted or highly textured paper.

For optimum printing, use a recommended type of paper, especially plain paper and transparencies. For more information on paper specifications, consult your nearest Brother authorized sales representative or the place where you purchased your machine.

■ Use labels or transparencies that are designed for use in *laser* printers.

■ For the best print quality, we recommend using long-grained paper.

■ If you are using special paper, and the paper has problems feeding from the paper cassette, try again using the manual feed slot.

■ You can use recycled paper in this machine.

Printer Operations

━━

Reset Key

You can clear data from the memory.
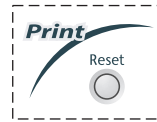
Printing the Internal Font List

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you select it.

1 Press **Menu**, **4**, **1**, **1**.

2 Press **Fax Start**. The machine prints the list.

3 Press **Stop/Exit**.

```
1.INTERNAL FONT
```

Printing the Print Configuration List

You can print a list of current printer settings.

1 Press **Menu**, **4**, **1**, **2**.

2 Press **Fax Start**. The machine prints the settings.

3 Press **Stop/Exit**.

```
2.CONFIGURATION
```

Restoring Factory Default Settings

You can return the machine to original factory settings. Permanent fonts are restored, but macros are cleared. You can change user settings using the Remote Printer Console program. (See *For DOS Users,* Chapter 12.)

1 Press **Menu**, **4**, **2**, **1**.

2 Press **1** to restore the factory settings —**OR**—Press **2** to exit without making a change.

3 Press **Stop/Exit**.

```
1.RESET 2.EXIT
```

14 Printer Driver Settings (For Windows® Only)

Using the Brother MFC-8500 Printer Driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the supplied CD-ROM. The latest printer driver can also be downloaded from the Brother Solutions Center at http://solutions.brother.com.

Features in the PCL Printer Driver (For Windows® Users Only)

Note The screens shown in this section are from Windows® 98. The screens on your PC may vary depending on your Windows® Operating System.

For more detailed information, please see the on-line Help in the printer driver.

You can also change settings by clicking the illustration on the left side of the tab screen.

Basic Tab

----
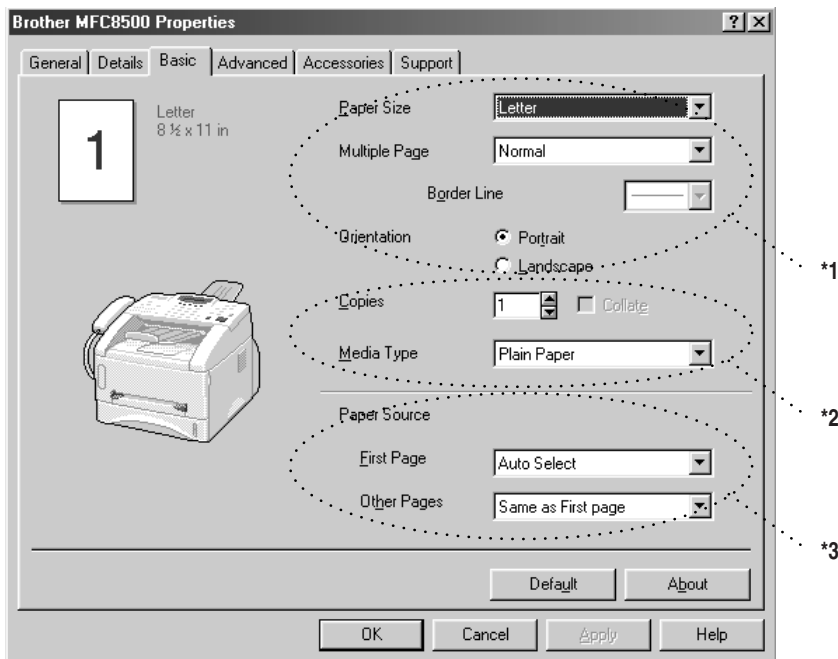
*1 Select the Paper size, Multiple Page and Orientation.

*2 Select number of Copies and Media Type.

*3 Select Paper Source, First Page and Other Pages.

Paper Size

From the drop-down box select the Paper Size you are using.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing on page on multiple sheets of paper.
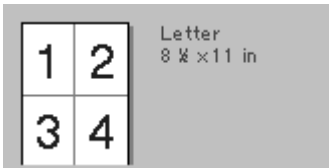
Ex. 4 in 1

Ex. 1 in 2 × 2 pages

Border Line

When printing multiple pages on one sheet with the Multiple Page feature you can select to have a solid border, dash border or no border around each page on the sheet.

Orientation

Orientation selects the position of how your document will be printed (Portrait or Landscape).
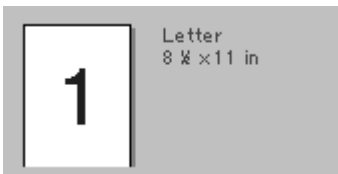
portrait
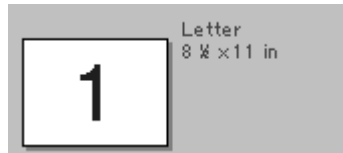
Landscape

Copies

The copies selection sets the number of copies that will be printed.

Collate

The collate selection is active if more than one copy is selected. With the collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the collate check box is not selected then each page will be printed for all the copies selected before the next page in the document is printed.
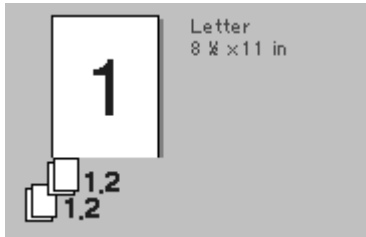
Collate box checked	**Collate box not checked**
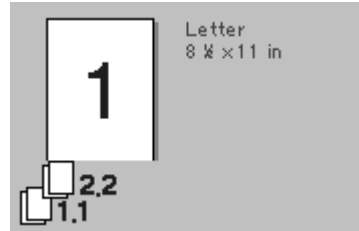
Media Type

You can use the following types of media in your printer. For the best print quality, select the type of media that you wish to use.

Plain Paper
Thin Paper
Thick Paper
Thicker Paper
Bond Paper
Transparencies

When using ordinary plain paper, select **Plain Paper**. When using heavier weight paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For bond paper, select **Bond Paper** and for OHP transparencies, select **Transparencies**.

Advanced Tab
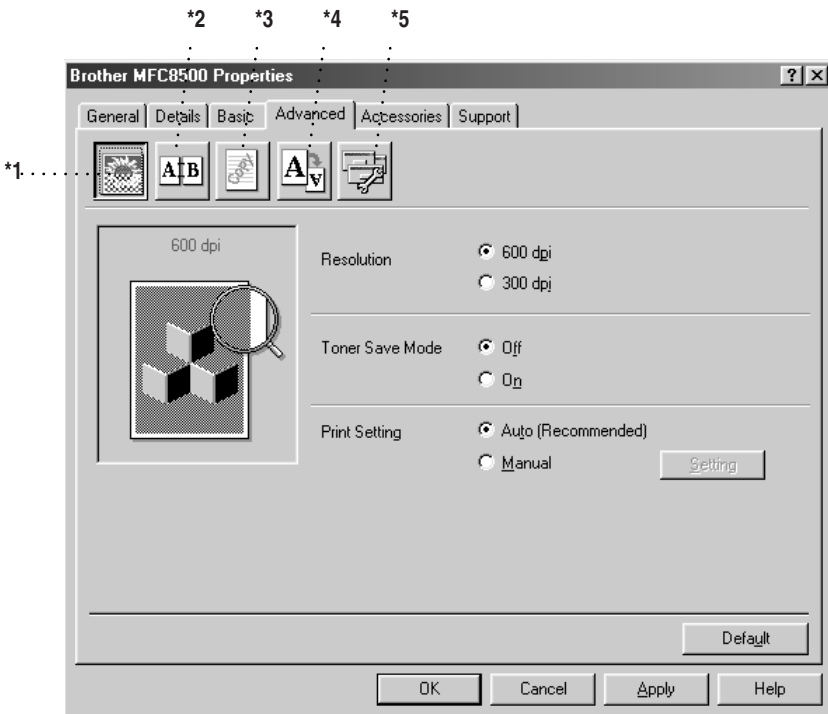
Change the tab settings by selecting one of the following icons:

*1 Print Quality
*2 Duplex Printing
*3 Watermark
*4 Page Setting
*5 Device Option

Print Quality

Resolution

You can change the resolution as follows:

• 300 dpi
• 600 dpi

Toner Save

You can save running costs by turning on the Toner Save Mode, which reduces
the print density.

Print Setting (For Windows® 95/98/98SE/Me Users Only)

Print Setting is used for optimizing your print quality for the type of document being printed (Photos, Graphics or Scanned Images). When you choose **Auto (Recommended)**, the printer automatically prints with the most suitable print settings.

With the Print Setting set to Manual, you can change the Brightness, Contrast and Graphics Quality options manually.

Duplex Printing

Choosing the Duplex Printing icon displays the Manual Duplex features available.
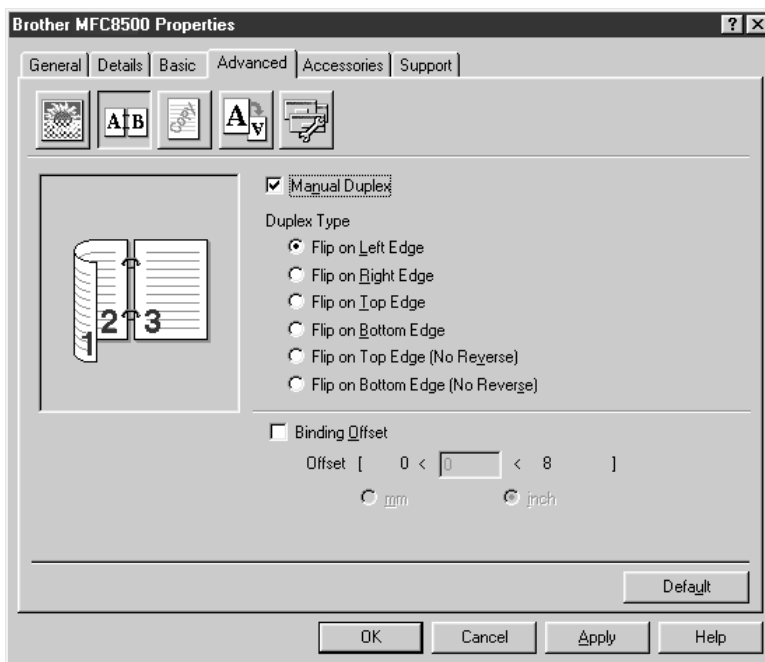
Manual Duplex

Check the Manual Duplex box and there are six types of duplex directions available for each orientation. In this mode, the MFC prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click OK the odd numbered pages are printed.

Binding Offset

Check the Binding Offset option, you can specify the offset value of the binding side in inches or millimeters (0 - 8 inches) [0 - 203.2 mm].

Watermark

You can place a logo or text into your document as a Watermark by using a bitmap file as your source file or select one of the preset Watermarks.
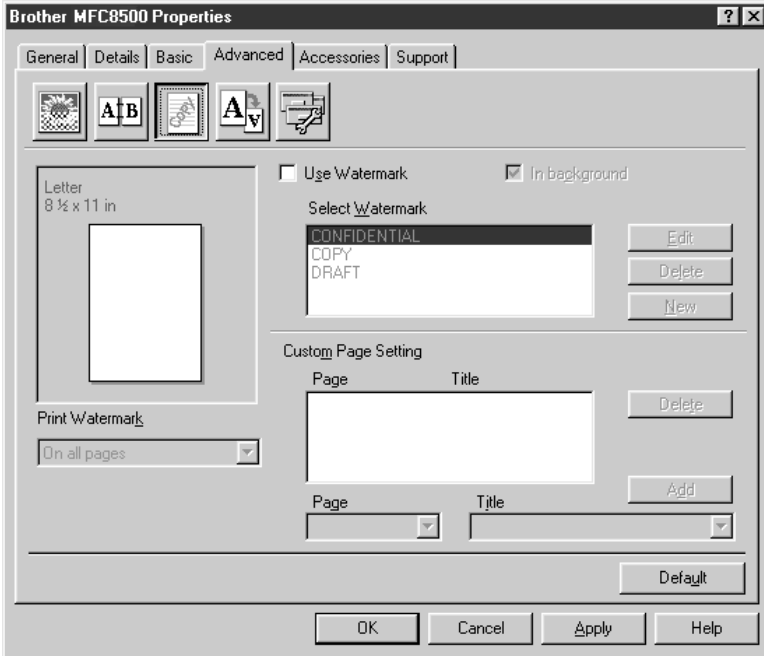
Print Watermark

The Print Watermark feature offers printing choices of:

On all pages
On first page only
From second page
Custom

In background

With the In background feature checked the Watermark will print behind your document on the page. If this feature is not checked then the Watermark will print on top of your document.

You can change the size and the position of the Watermark on the page by selecting the Watermark and clicking the Edit button. If you want to add a new Watermark, click the New button and select Text or Bitmap from the Watermark Style.

Watermark Text

Enter your Watermark text into the Text Box and select the Font, Size, Darkness and Style.

Watermark Bitmap

Enter the file name and location of your bitmap image in the File box or Browse for the file location. You can also set the scaling size of the image
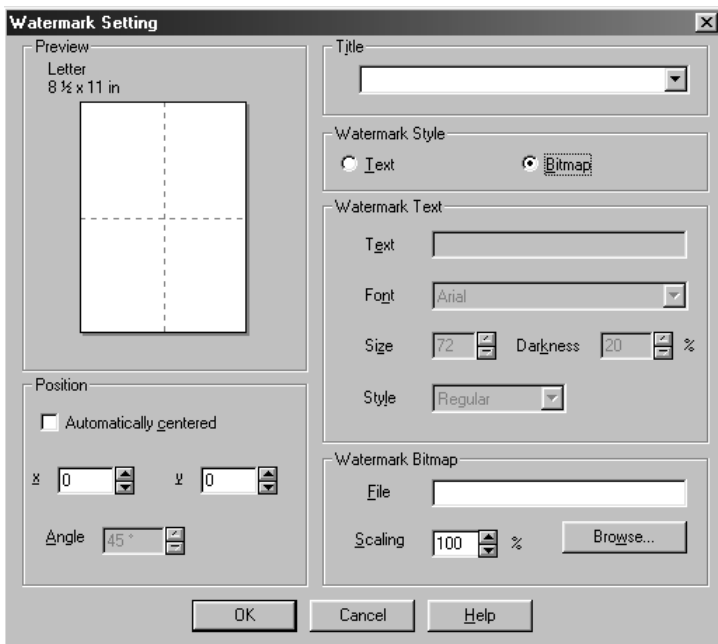
Position

The position settings offer controls on where the Watermark can be positioned on the page.

Page Setting

You can change the print size of your document with the Scaling feature.
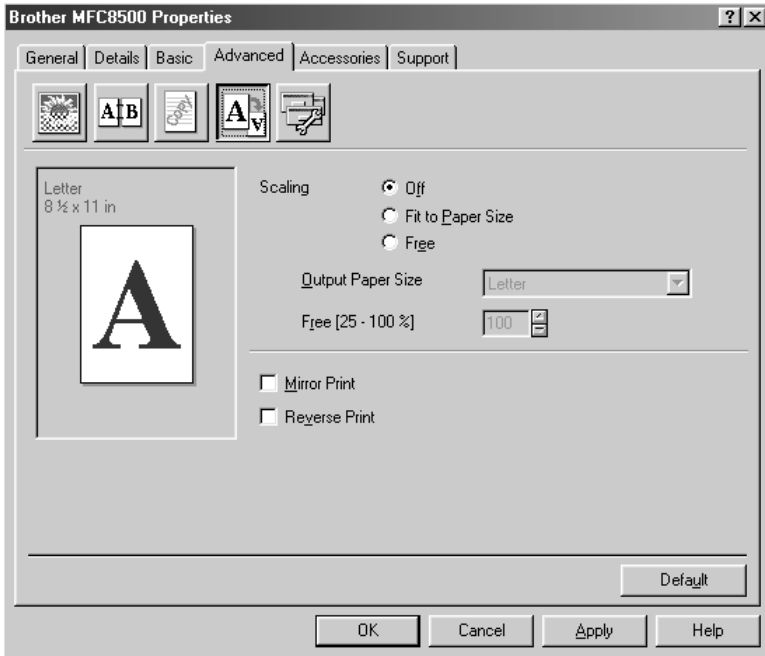
1 Check Off if you want to print the document as it appears on your screen.

2 Check Fit to Paper Size, if your document has an unusual size, or if you have only the standard size paper.

3 Check the Free box if you want to reduce or enlarge the output.

You can also use the Mirror or Reverse Print feature for your page setting.

Device Options

Set one of the following Printer Functions:
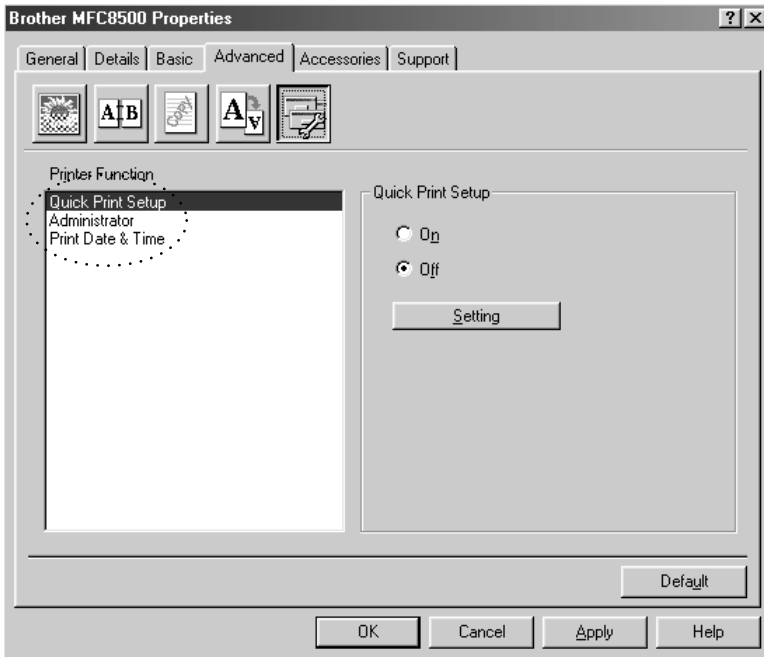
Quick Print Setup
Administrator
Print Date & Time

Quick Print Setup

The Quick Print Setup feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to ON or OFF from the Device Options section.
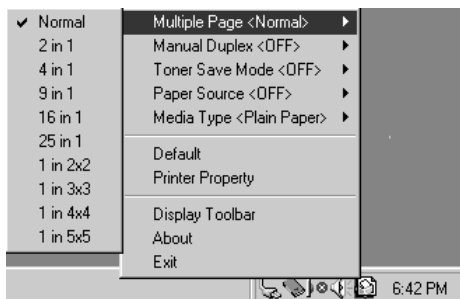
Administrator (For Windows® 95/98/98SE/Me Users Only)

The administrator selection permits the Copy, Scaling and Watermark features to be locked and password protected.
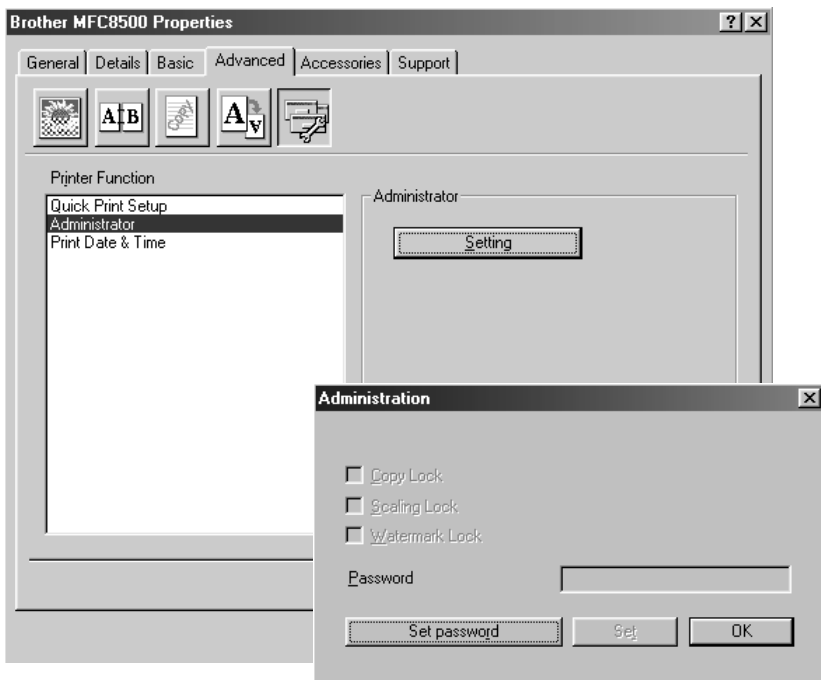
> **Note** Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

Print Date & Time

When enabled the Print Date and Time feature will automatically print the date and time from your computers system clock on your document.
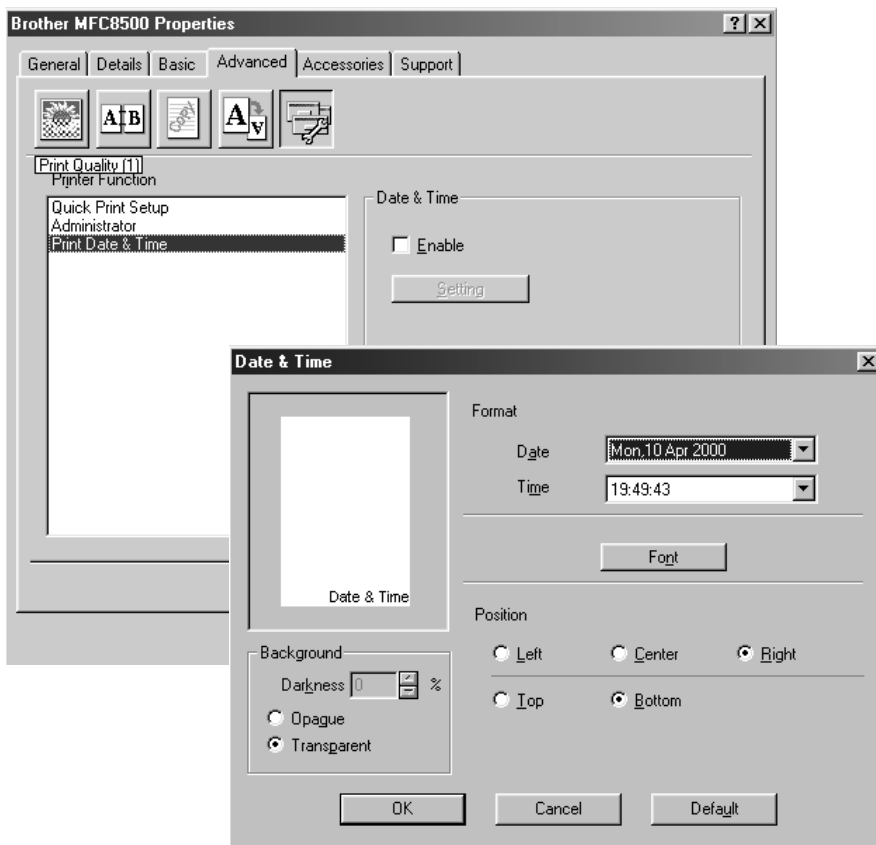
Click the Setting button to change the Date and Time Format, Position and Font. To include a background with the Date and Time select Opaque. When Opaque is selected you can set the Darkness of the Date and Time background by changing the percentage.

Note: The Date and Time indicated in the selection box represents the format the will be printed. The actual Date and Time printed on your document is automatically retrieved from the settings of your computer.

Accessories Tab

The Accessories Tab includes the settings for configuring the printer driver for what size paper is being used for each paper source. This tab also installs any additional options into the driver settings.

Paper Source Setting

To configure the paper size for each paper source, highlight the source from the **Paper Source Setting** list. Select the **Paper Size** from the pull-down box and click **Update**. (The Paper Source Setting is used when selecting **Auto Select** in the Basic Tab.)

Default Source

The Default Source allows you to choose which paper source will be used when the paper size of the document being sent does not match the Paper Source Settings.
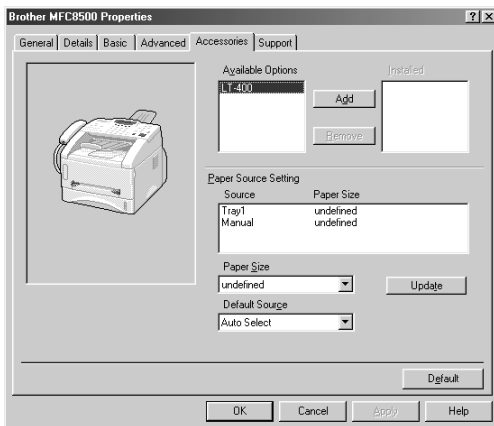
Available Options

In order to access the optional 2nd paper tray the option must be installed in the driver. Highlight the model number from the **Available Options** list and click **Add**. The optional tray will then be listed in the Installed box, Paper Source Setting list and the screen illustration will display the 2nd tray.
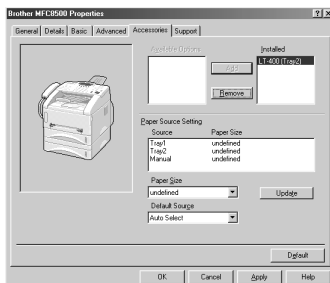
Support

The Support Tab provides driver version information and setting information. In addition there are links to the Brother Solution Center and Driver Update Web sites.

Brother Solutions Center

The Brother Solutions Center is a Web site offering information about your Brother product including FAQ's , User Guides, Driver updates and Tips for using your machine.

Web Update

Web Update checks the brother web site for updated drivers and automatically downloads and updates the driver on your computer.

Check Setting

The Check Setting selection displays a list of your current drivers settings.
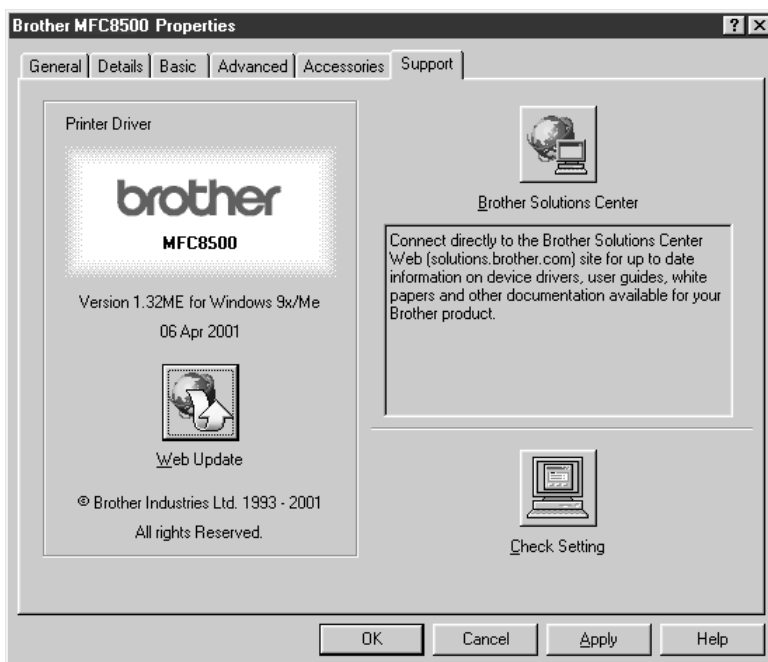
Features in the Printer Driver (For Windows® 2000)

The Windows® 2000 printer driver utilizes Microsoft's uni-driver architecture. The following section describes the driver features and selections available for Windows® 2000.

General Tab
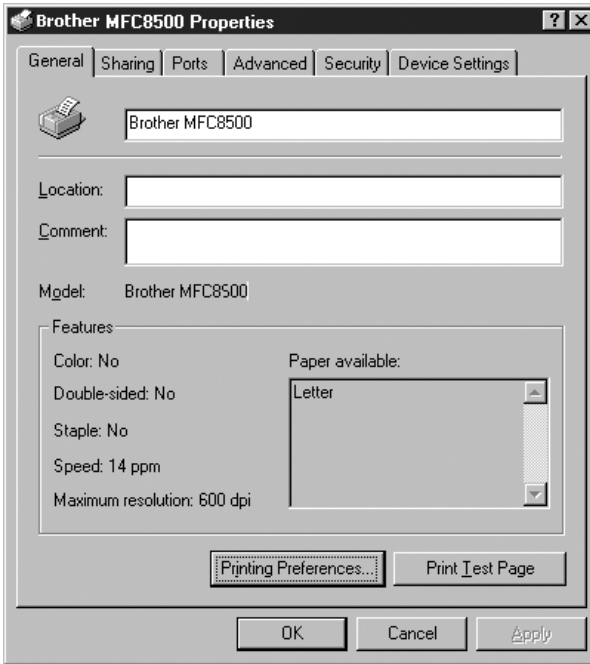
Printing Preferences

In the General tab, click the **Printing Preferences...** button to access the Layout tab.

Layout Tab

*1   *2
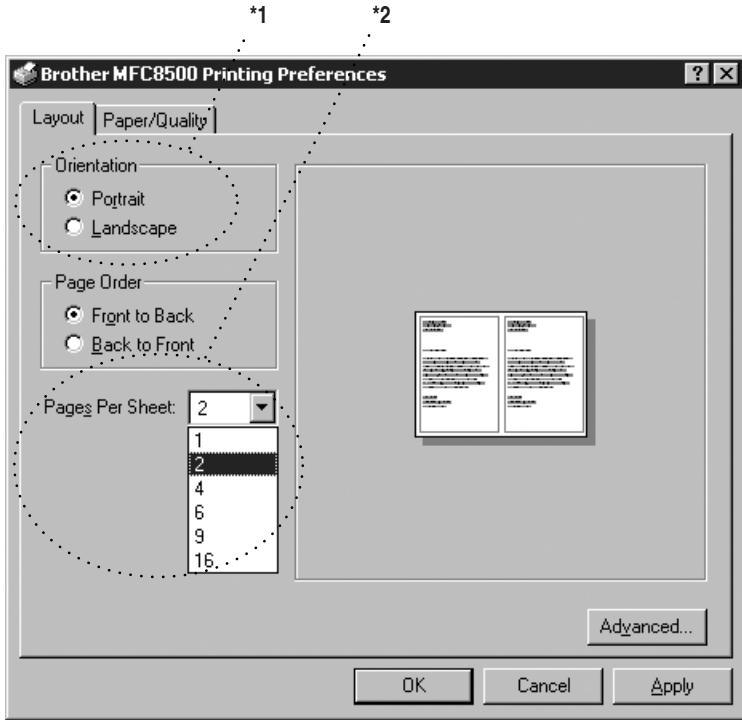
*1 Orientation

Select the Orientation, which is how your document will be positioned on the paper (Portrait or Landscape).
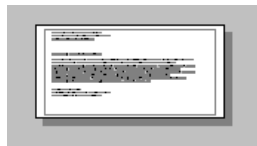
Portrait   Landscape

*2 Pages Per Sheet

You can select 1, 2, 4, 6, 9 or 16 pages to be printed on one sheet of paper. The image of each page will be reduced as needed to fit on the paper.
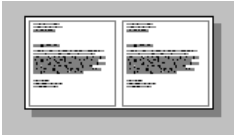
2 in 1
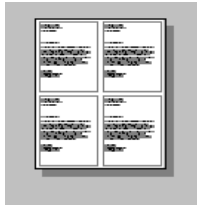
4 in 1

Paper/Quality Tab
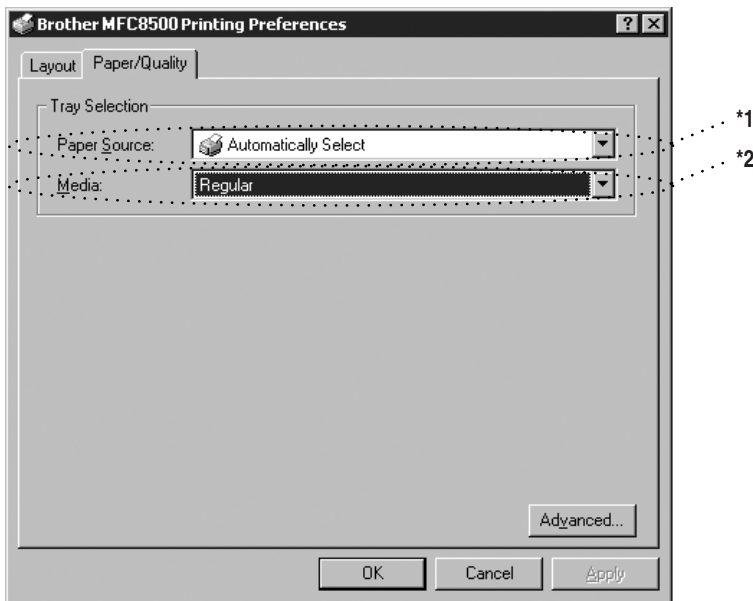
*1 Paper Source

Possible paper sources are: Automatically Select, Auto, Upper Paper Tray, Lower Paper Tray (optional cassette #2) and Manual Feed Slot.

When "Automatically Select" is chosen the machine automatically will choose the cassette with the appropriate size of paper.

Note: The paper size for each paper source must be set in the Device Settings tab for the Automatically Select feature to work properly.
The "Auto" option is for machines that can automatically detect the size of paper that is loaded in the paper source; Auto is not active for your machine.

*2 Media

For the best print quality, select the type of media you are using:

Regular

Thick Paper

Thicker Paper

Transparency

When using ordinary plain paper, select Regular. When using heavier weight paper, envelopes, or rough paper, select Thick Paper or Thicker Paper. For OHP transparencies, select Transparency.

Advanced Options

Click the **Advanced...** button in the Paper/Quality tab to access the screen below:
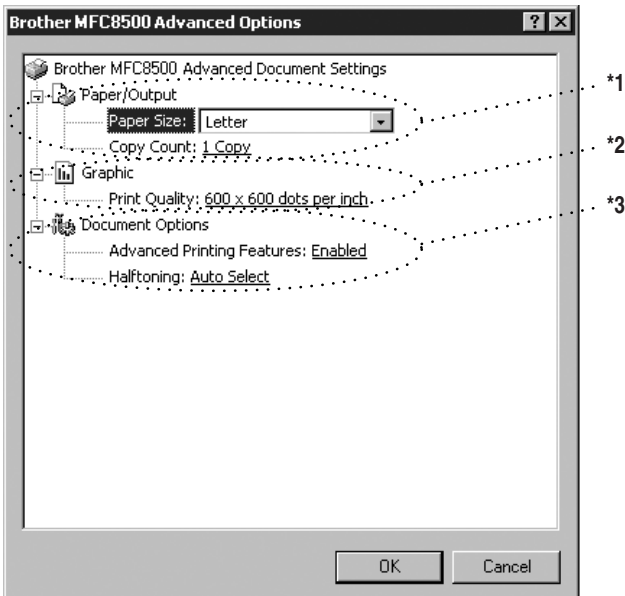
*1 Paper /Output

Paper Size – Select the paper size of the document you are printing. This size should be the same as the paper size that is set in your application software.

Copy Count – Type the number of copies you want.

*2 Graphic

Print Quality – You can change the resolution as follows:

600×600 dots per inch

300×300 dots per inch

*3 Document Options

Advanced Printing Features – You can Enable or Disable Advanced Printing Features from this selection. If you disable it, Page Order, Pages Per Sheet, Copy and Collate will be disabled.

Halftoning – This selection is for changing the dither pattern to achieve the best print results when printing graphics. The choices are as follows:

Auto Select

Super Cell

Dither 6×6

Dither 8×8

Device Settings Tab

Brother MFC8500 Properties

General | Sharing | Ports | Advanced | Security | Device Settings

Brother MFC8500 Advanced Document Settings
- Form To Tray Assignment
  - Auto: Letter
  - Upper Paper Tray: Letter
  - Lower Paper Tray: Not Available
  - Manual Paper Feed: Letter
- Installable Options
  - Printer Memory: 8MB
  - Lower Paper Tray: Off

OK   Cancel   Apply
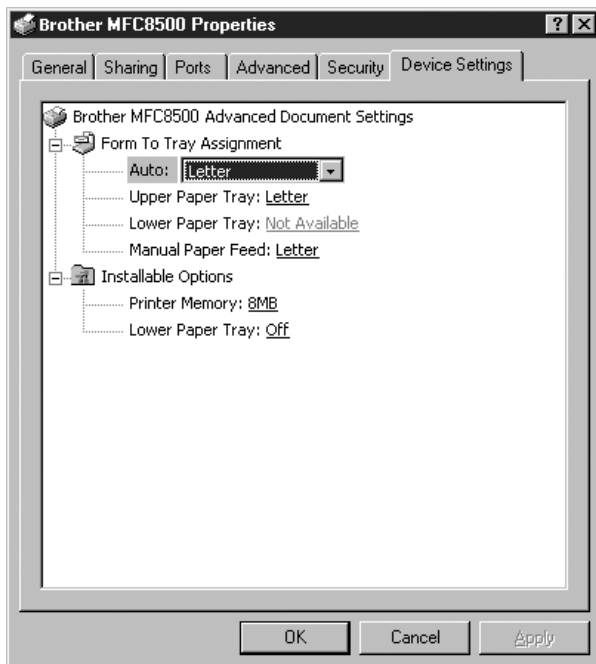
Form To Tray Assignment – This selection assigns the paper size to each paper source. For auto paper selection (Automatically Select) to work properly, the paper size set for each source must match the actual size of paper loaded.

The available options are:

A4

A5

B5 (JIS)

Executive

Legal

Letter

Installable Options

Printer Memory – If you installed optional memory in your machine, you must select the correct size of total memory in the machine for the driver to access the additional memory.

Lower Tray – If an optional lower tray is installed, this selection must be set to ON to enable access to the lower tray.

15 Using the Windows®-Based Brother MFL-Pro Control Center

Brother Control Center

The Brother Control Center is a software utility that pops up on the PC screen whenever paper is placed in the automatic document feeder (ADF). This allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center eliminates the need to manually launch the specific applications.

The Brother Control Center provides three categories of functions:

1 Scanning directly to a file, E-mail, word processor or graphic application of choice

2 Copy operations

3 PC Faxing using the Brother PC Fax software

MFC-8500:

AutoLoad the Brother Control Center

The Control Center is initially configured to automatically load each time Windows® is started. When the Control Center is loaded, the Control Center icon will appear in the task bar. If you don't want the Control Center to load automatically, you can turn off AutoLoad.

If the Control Center icon does not appear in your task bar, you will have to install this software.

From the **Start** menu select **Programs**, **Paper Port**, and then double-click **Brother Smart UI PopUp**.

How to Turn Off AutoLoad

_1_ Left-click the Control Center ![icon] icon, and then click **Show**.

_2_ When the Control Center icon appears, left-click the Smart Click ![Smart Click] Control Center button. A dialogue box with a check box labeled "AutoLoad Pop-up" will appear:
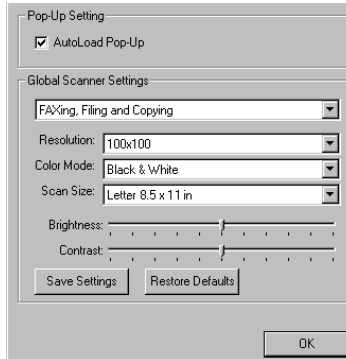
_3_ Uncheck the AutoLoad Pop-Up option.

Using the Scan Keys

You can use the Scan keys on the control panel to scan originals into your word processing, graphics or E-mail applications. The advantage of using the Scan keys is that you avoid the mouse clicks required to scan from your PC.
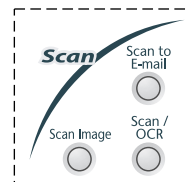
Using the Control Panel Keys

⊘ If you have connected a Macintosh, the control panel keys will not work with your computer.

Before you can use the Scan keys on the control panel, you must have connected the MFC to your Windows®-based PC and loaded the appropriate Brother Drivers for your version of Windows®. When you are ready to use the Scan keys, make sure the Brother Control Center application is running on your PC. (For details about how to configure the Brother Control Center buttons to launch the application of your choice using the Scan keys, see _Brother Control Center Features_, Page 15-4 to15-6.)

Scan Image

You can scan a picture into your graphics application for viewing and editing.

1   Place your original face down in the ADF.

2   Press **Scan Image**.

The MFC will scan the original and send a image to your graphics application.

Scan/OCR

If your original is text, you can have it automatically converted by ScanSoft™ TextBridge® to an editable text file and then displayed in your word processing application for further editing.

1   Place your original face down in the ADF.

2   Press **Scan/OCR**.

3   The MFC will scan the original perform OCR in ScanSoft™ TextBridge® and then display the result in your word processing application for viewing and editing.

Scan to E-mail

You can scan an original into your E-mail application as a file attachment. Although the Brother Control Center can be configured to send only black and white file attachments at one time, you can easily change this setting. (For details see *Scan to E-mail, Page 15-8* to 15-10.)

1   Place the original face down in the ADF.

2   Press **Scan to E-mail**.

3   The MFC will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Brother Control Center Features

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Auto Configuration

During the installation process the Control Center checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor. For example, if you are using Outlook as your default E-mail application, the Control Center automatically will create a link and a scanning application button for Outlook.

You can change a default application by right-clicking any of the scan buttons in the Control Center and selecting a different application. For example,

you can change a scan button from MS Word [W] Microsoft Word 2000 to MS Word Pad

[Microsoft WordPad] by changing the application that is listed for the Word Processor.

Scanning Operations

Scan to File—allows you to scan directly to a disk file with two mouse clicks. You can change the file type, destination directory and file name, as needed.

Scan to E-mail—enables you, with just two mouse clicks, to scan a picture or text document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

Scan to Word Processor—enables you to scan a text document, run ScanSoft TextBridge OCR and insert the text original (not graphic image) into a word processing file with just two mouse clicks. You have the option of selecting the destination word processing program, such as Word Pad, MS Word, Word Perfect, etc.

Scan to Graphic Application—allows you to scan an image directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint or Corel PhotoPaint.

Copy Operations

Copy—allows you to use the PC and any Windows® printer driver for enhanced copy functions. You can scan the page on the Brother MFC and print the copies using any of the features of the Brother MFC printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC.

PC Fax Operation

Send a Fax—allows you to scan a picture or text original and automatically send the image as a fax from the PC using the Brother MFL Pro fax software.

Scanner Settings for Scan, Copy and PC Fax Buttons

When the Pop-Up screen is displayed, you can access the Scanner Settings window.

Click the Smart Click [icon] icon at the top right of the Brother Control Center screen—**OR**—Click the **Modify Settings**… button on any of the Configuration screens.
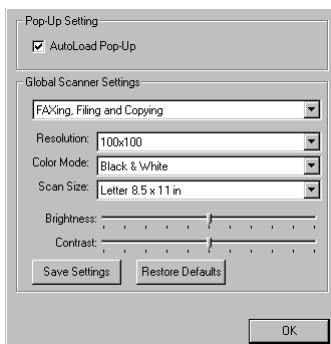
Global Settings

AutoLoad Pop-Up—Click this checkbox if you want Brother MFL Control Center to load when you boot your computer.

Setting Up the Scanner Configurations

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you will choose the most appropriate scanning mode from the following:

Faxing, Filing and Copying
Text for OCR
Photos
Photos (High Quality)
Photos (Quick Scan)
Custom
Draft Copy
Fine Copy

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

Resolution—Select the scanning resolution you most frequently use.
Color Mode—From the pull-down list, select
Scan Size—From the pull-down list, select
Brightness—Slide the adjuster from 0% to 100%
Contrast—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or later decide to return to the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

To Access the Scanner Configuration Screen:

1 Place the original in the ADF.

2 Right-click the appropriate Control Center button to display *Configurations…*, then click it. The configuration screen for that **Control Center** button will appear.

3 To save your settings, press the **OK** button—**OR**—To return to the factory default settings, press the **Restore Defaults** button.

Perform an Operation from the Control Center Screen

If you see this screen it means you left-clicked a button in the Control Center window without first placing an original in the ADF.
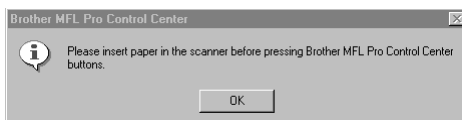
Place the original in the Brother machine's ADF, and then click **OK** to return to the Control Center screen.

Scan to File
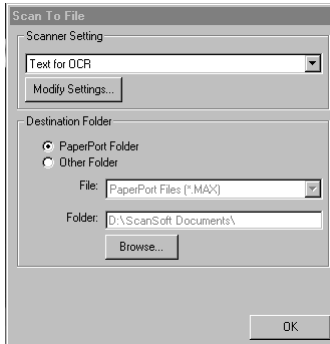
Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings**… button.

Destination Folder

PaperPort Folder—Select this checkbox to scan the original into your PaperPort folder.

Other Folder—Select this checkbox, to scan the original as another file type and/or into another directory/folder.

File—If you selected Other Folder, from the pull-down list select the type of file:

> *PaperPort Files (*.MAX)*
> *Self Viewing Files (*.EXE)*
> *PaperPort 5.0 Files (*.MAX)*
> *PaperPort 4.0 Files (*.MAX)*
> *PaperPort 3.0 Files (*.MAX)*
> *Windows Bitmap (*.BMP)*
> *PC Paintbrush (*.PCX)*
> *Multi-page PCX (*.DCX)*
> *JPEG Image Files (*.JPG)*
> *TIFF-Uncompressed (*.TIF)*
> *TIFF Group 4 (*.TIF)*
> *TIFF Class F (*.TIF)*
> *Multi-Page TIFF-Uncompressed (*.TIF)*
> *Multi-Page TIFF Group 4 (*.TIF)*
> *Multi-Page TIFF Class F (*.TIF)*
> *PDF Files (*.PDF)*
> *Portable Network Graphics (*.PNG)*
> *FlashPix (*.FPX)*
> *HFX Fax Files (*.HFX)*

To Search your system for the directory and folder you want, click the **Browse**… button. Click **OK** to save your settings.

Scan to E-mail
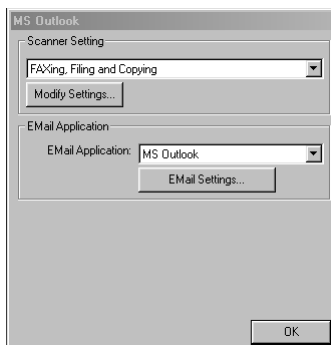
Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings…** button.

E-mail Application

E-mail Package—From the pull-down list, select your E-mail application.

E-mail Settings—Click the **EMail Settings…** button to set up links.

The Links Preferences window will appear:
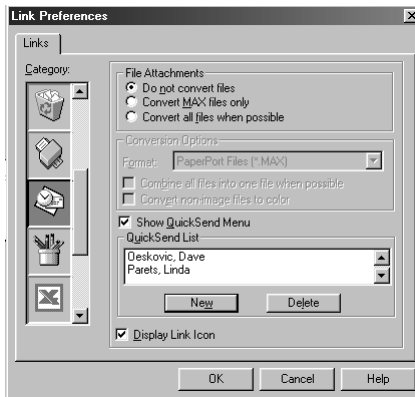
File Attachments

Do not convert files—Click this checkbox if you do not want to change the file type of attachments. The Conversion Options will not be available (grayed).

Convert MAX files only—Click this checkbox if you want to convert only attachments that are PaperPort files.

Convert all files when possible—Click this checkbox if you want to change the file type of all attachments.

Conversion Options

Format

Combine all files into one file when possible—Click this checkbox to combine all files of the same type into one file.

(For Brother Color Models Only)
Convert non-image files to color—Click this checkbox to convert all files that have been processed through OCR to color.

Show QuickSend Menu

Click this checkbox if you want the Select QuickSend Recipient window to be displayed when you choose Scan to E-mail. This feature works only with MAPI type E-mail applications, such as Microsoft Exchange, Microsoft Outlook and Eudora.

QuickSend List

You can create a list of Email names and addresses for quick selection.

To add a name(s) to your QuickSend list, click the **New** button. Your Email phone book listing will be displayed, so you can select stored names or create new ones:
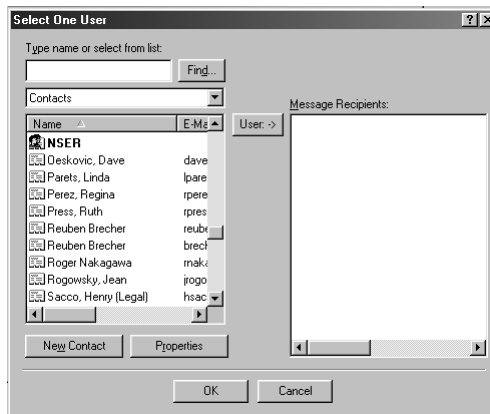
Highlight the name(s) you want to add to your list, and then click the **User** button. Click **OK** to return to the Link Preference window.

To remove a name from the QuickSend list, in the Link Preference window highlight the name and click the **Delete** button.

Scan to Word Processor

Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings**… button.

Word Processor

Word Processor—From the pull-down list, select the word processor you want to use.

Click the **Link Settings**… button to display a screen to set up a link to the version of OCR and document format that you want to use:
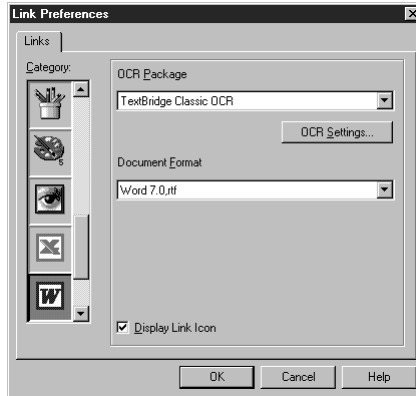
OCR Package—From the pull-down list, select *TextBridge Classic OCR* if you want to use the OCR package that was installed with the Brother software.

Click the **OCR Settings**… button to choose how the OCR application will read the pages you scan into your word processor application.

The Preferences window will appear:
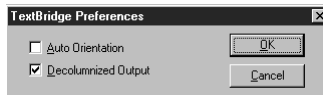
Select your setting and click **OK**.

- *Auto Orientation*—Check this checkbox if you want your word processor application to read the page as it is set up.

- *Decolumnized Output*—Check this checkbox if you want your word processor application to read across the entire page from left to right.

- *Document Format*—From the pull-down list, select the file format you want to use for your word processor or text documents.

User-Defined Button

Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings**… button.

Target Application

Application—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings**… button to set up links for your user-defined application.

Copy
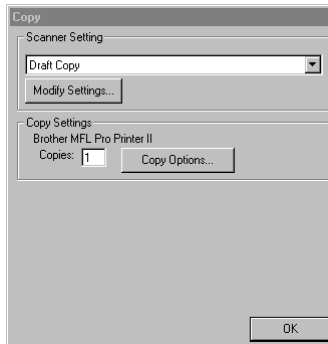
Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings...** button.

Copy Settings

Brother MFC-8500

Copies—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options...** button.

Click the **OK** button to save your Copy settings.

Send a Fax

Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.

To change any of the settings for that mode, click the **Modify Settings**… button.

Fax Settings

Brother MFL Pro Fax

FAX Resolution—Fine (200 × 200).

To change the fax options, click the **FAX Options**… button.

Click the **OK** button when you are ready to save your FAX settings.

The Brother PC-FAX Properties screen appears:
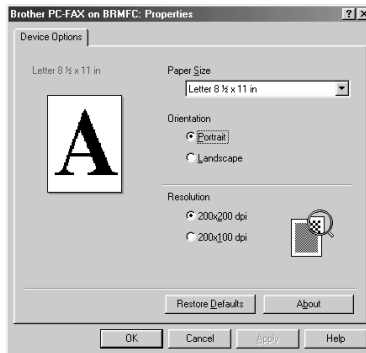
Select the *Paper Size and Orientation* (Portrait or Landscape) and click **OK**.

To return to the factory default settings, click the **Restore Defaults** button.

16 Using ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®

Using ScanSoft™ PaperPort® and TextBridge®

ScanSoft™ Paper Port® for Brother is a document management application. You will use PaperPort® to view incoming faxes and scanned documents. PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your documents. It allows you to combine or "stack" documents of different formats for printing, faxing or filing. PaperPort® can be accessed through the PaperPort® program group. See *On-Line Documentation for Multi-Function Link® Pro* on the CD-ROM.
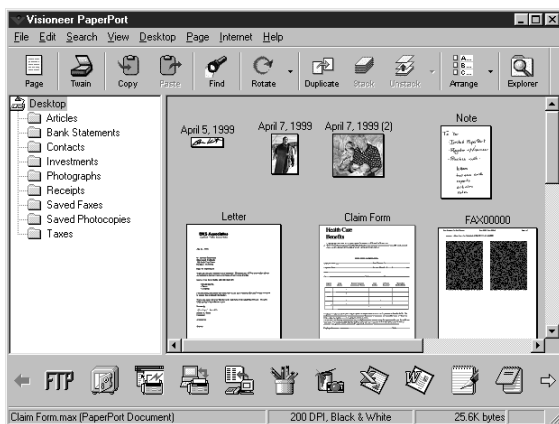
The complete ScanSoft™ PaperPort® Owner's Manual, including ScanSoft™ TextBridge® OCR, is in the On-Line Documentation on the CD-ROM. This chapter is only an introduction to the basic operations.

When you install Multi-Function Link® Pro, ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge® OCR are installed with it automatically.

To Uninstall PaperPort® and ScanSoft™ TextBridge

For Windows® 95/98/98SE, and Windows NT® Workstation 4.0, Windows® ME and Windows® 2000 Professional:

Select Start, Settings, Control Panel, Add/Remove Programs and the Install/Uninstall tab. Select PaperPort® from the list and click the Add/Remove button.

Viewing Items in ScanSoft™ PaperPort® for Brother

PaperPort® provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it. As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.
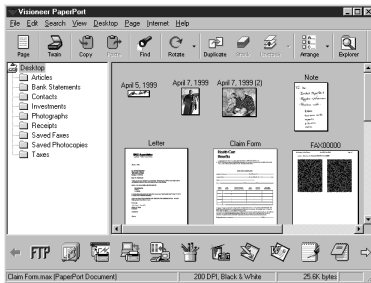
Destop View displays items as thumbnails	Page View displays each item as a full page
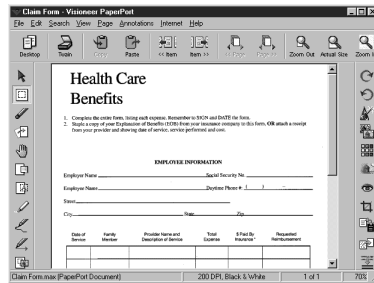
Organizing Your Items in Folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

• Folders are arranged in a "tree" structure in the Folder View. You use this pane to select folders and view their items in Desktop View.

• You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.

• Folders can be "nested"—that is, stored in other folders.

• When you double-click a folder, its items (both PaperPort® MAX files and other files) appear on the Desktop.

• You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

Links to Many Other Applications

PaperPort® automatically recognizes many other applications on your computer and creates a "working link" to them. The Link Bar at the bottom of Desktop view shows icons of those linked applications. To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Link Bar is to select an item and then fax it.

This sample Link Bar shows several applications with links to PaperPort®.

If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Create New Link** command. (See *PaperPort® Help* for more information about creating new links.)

Using ScanSoft™ TextBridge® OCR (Converting Image Text to Text You Can Edit)

Software by:

ScanSoft™ TextBridge® OCR is automatically installed with PaperPort® when you install Multi-Function Link® Pro on your computer.

PaperPort® can quickly convert the text on a PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application. PaperPort® uses the optical character recognition application ScanSoft™ TextBridge, which comes with PaperPort®—**OR**—PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy As Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.

Importing Items from Other Applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

• Print to the Desktop View from another application, such as Microsoft Excel.

• Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

Exporting Items in Other Formats

You can export or save PaperPort® items in several popular file formats. For Windows® 95/98/98SE, and Windows NT® Workstation Version 4.0, Windows® 2000 Professional and Windows® Me, you can export formats BMP, PCX, DCX, JPG, TIF, PDF, PNG, FPX, HFX, or self-viewing.

Exporting an Image File

1 Select the Export command from the File pull-down menu in the PaperPort® window. The Export 'XXXXX' As dialog box will be displayed.

2 Select the drive and directory where you want to store the file.

3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)

4 Select the **OK** button to save your file, or **Cancel** to return to the PaperPort® without saving it.

Accessing the Scanner

To choose the Brother Multi-Function Link® Pro as your scanner driver, select it under the "Select scanner"**—OR—**"Select source" option in your software.

From the PaperPort® window, select **Acquire** from the File drop-down menu or select the **TWAIN** or **Scan** button. The Multi-Function Link® Pro Scanner Setup dialog box will appear:
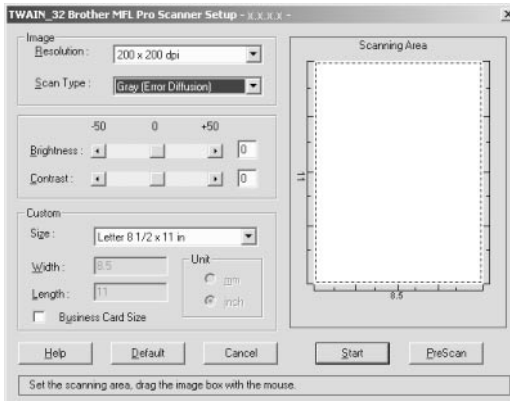
Scanning a Document into Your PC

1 Insert document(s) face down in the document feeder of the machine.

2 Adjust the following settings, if needed, in the Scanner Setup window:

- Resolution
- Gray Scale (Black & White, Gray [Error Diffusion], True Gray)
- Brightness
- Contrast
- Size

3 Select the **Start** button from the Scanner window.

When scanning is completed, close the scanner window. The PaperPort® screen will appear showing the image you scanned highlighted in red.

Settings in the Scanner Window

Image

Resolution

Resolution: Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.

When the setting is True Gray, 200×100 dpi and 200×400 dpi is not available.

Gray Scale

Gray Scale: Set the image Type to Black & White for text or line art. For photographic images, set the image type to Gray (Error Diffusion) or True Gray.

Gray (Error Diffusion) is used for documents that contain photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots in a specific matrix instead of true gray dots.)

256 True Gray mode is used for documents containing photographic images or graphics. This mode requires the most memory and longest transfer time.

Brightness

Brightness: Adjusting the brightness settings to obtain the best image. The Brother Multi-Function Link® Pro offers 100 brightness settings (-50 to 50). The default value is 0, representing an "average" setting.

You can set the brightness level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the settings.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.

Contrast

The contrast setting is adjustable only when you have selected one of the gray scale settings, but it is not available when Black & White is selected as the gray Scale.

Increasing the contrast level (by dragging the slidebar to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the slidebar to the left) ravels more detail in gray areas. Instead of using the slidebar, you can type a value in the box to set the contrast.

Custom

Size

Set the Size to one of the following:

- Letter (8 1/2 × 11 in.)
- A4 (210 × 297 mm.)
- Legal (8 1/2 × 14 in.)
- A5 (148 × 210 mm.)
- B5 (182 × 257 mm.)
- Executive (7 1/4 × 10 1/2 in.)
- Business Card (60 × 90 mm.)
- Custom (User adjustable from 0.35 × 0.35 in. to 8.5 × 14 in.)

After you select a custom size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is required when you want to crop an image when scanning.

Business Card Size

To scan business cards, select the Business Card (60 × 90 mm.) size setting and place the business card at the top center of a carrier sheet.

Carrier sheets are available from your Dealer.

When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the Scanning Area. This is only a preview of the image so you can see how it will look. The PreScan button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button to scan the image.

1 Insert document face down in document feeder of the machine.

2 Select the **PreScan** button:

The entire document will be scanned into the PC and will appear in the Scanning Area of the Scanner window.

You can crop the prescanned image
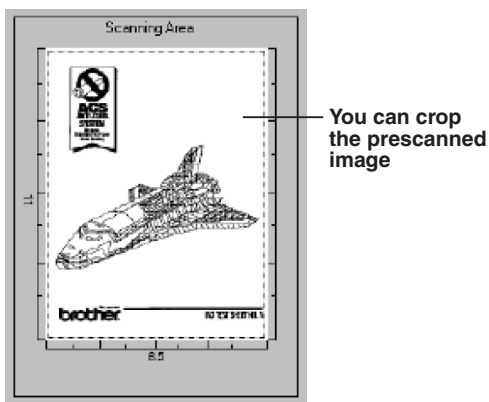
3 To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.

4 Place document in the document feeder of the machine again.

5 Adjust the settings for Resolution, Color Type (Gray Scale), Brightness, Contrast, and Size in the Scanner Setup window, as needed.

6 Select the **Start** button.

This time only the selected area of the document will appear in the PaperPort® window.

7 In the PaperPort® window, use the options available in the Markups pull-down menu and the Crop option in the Options pull-down menu to refine the image.

17 Setting Up and Using PC FAX (For Windows® Only)

Introduction

This chapter outlines the basics of the Brother software, so you can get started using the Multi-Function Link® Pro software. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM that is included with your MFC.

Check the online **README.WRI** file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

Multi-Function Link® Pro software for your MFC includes ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®. (See Chapter 16, *Using ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®* .)

Brother Resource Manager

The Brother Resource Manager application must be running for you to use your MFC with your Windows® computer. Multi-Function Link® Pro software and the MFL Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the MFC to simulate a Communications port for faxing and scanning and to simulate a Parallel port for Windows® GDI printing.

MFC Remote Setup

The MFC Remote Setup application allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your PC. When you access this application, the settings on your MFC will be downloaded automatically to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the MFC.
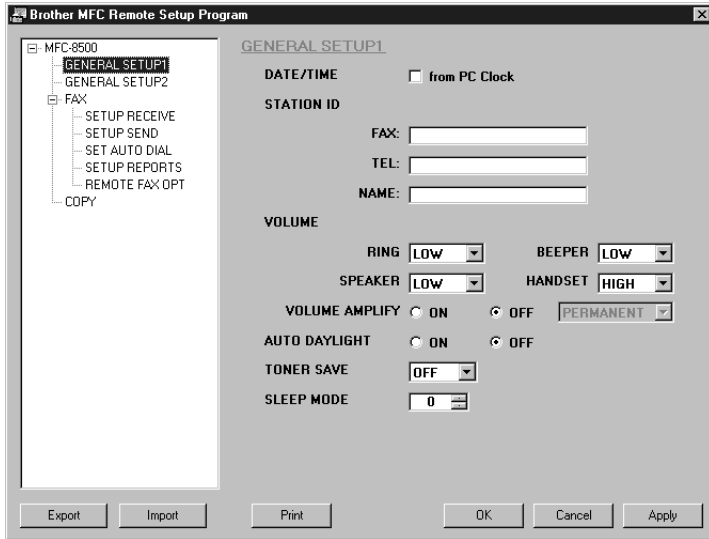
OK

This starts the process of uploading the data to the MFC and exiting the remote setup program. If an error message is displayed enter the correct data again, then click **OK**.

Cancel

This exits the remote setup application without uploading the data to the MFC.

Apply

This uploads the data to the MFC, but does not exit the remote setup application.

Print

This command prints the selected items on the MFC. You can not print the data until it is uploaded to the MFC. Click **Apply** to upload the new data to the MFC and click **Print**.

Export

This command saves the current configuration settings to a file.

Import

This command reads the settings from a file.

PC FAX Sending (For Windows® Only)

The Brother PC FAX feature allows you to use your PC to send a file. You can create a file in any application on your PC, and then send it as a PC FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your fax.

Setting Up User Information

1   Access the User Information from the FAX Sending dialog box by clicking

—**OR**—

From the **Start** menu, select **Programs**, **Brother**, **Brother MFL Pro Suite**, and then select **PC-FAX Setting**.

The Brother PC Fax Setup dialog box will appear:

Brother PC-FAX Setup	? |X

User Information | Sending | Speed Dial (Facsimile style only) |

Name:	John Doe
Company:	International Spring Board Assoc.
Department:	U56
Phone Number:	908-555-1212
Fax Number:	908-555-1212
E-mail:	JDoe@springboard.org
Address 1:	123 Rose Hill Driver
Address 2:	Potsville, NJ 08888

OK   Cancel

2   Enter the required User information. This information is required to create the Fax Header and Cover Page.

3   To save the User Information, click **OK**.

Setting Up Sending

To access the Sending tab from the Brother PC-FAX Setup dialog box by clicking the **Sending** tab.
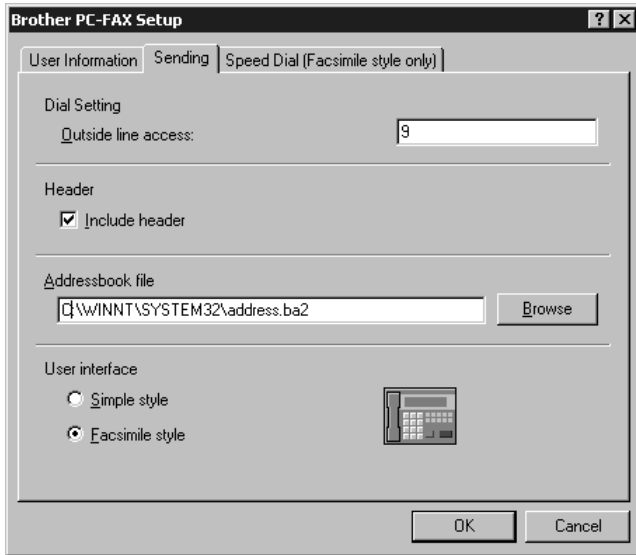
Outside line access

Enter the number needed to access an outside line. This is sometimes required by the local PBX telephone system.

Include header

To add header information to the top of the fax pages being sent, check the Header box.

Address Book file

You can select different database files for use with the Address Book. You must enter the path and file name of the database file or use the Browse button to view the file system to select the file.

User interface

To select User Interface for the sending dialog box. You have a choice of the Simple Style or the Facsimile Style.

Simple Style
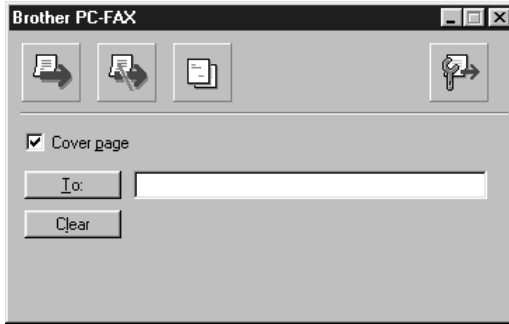
Facsimile Style

Setting Up Speed Dial

Access the Speed Dial tab from the Brother PC-Fax Setup dialog box by clicking the **Speed Dial** tab. (To use the feature you must select the Facsimile Style user interface.)
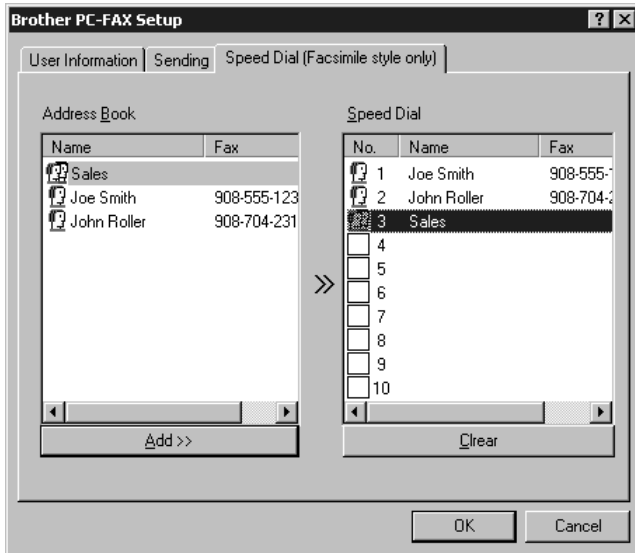
You can register any address or group on one of the ten Speed Dial buttons.

To register an address on a Speed Dial location:

1 Click the Speed Dial location you want to program.

2 Click the address or group you wish to assign to the Speed Dial location.

3 Click the **Add >>** button to program the Speed Dial location.

To clear a Speed Dial location:

1 Click the Speed Dial location you want to clear.

2 Click the **Clear** button.

The Address Book

From the **Start** menu, select **Programs**, **Brother**, **Brother MFL Pro Suite**, and then click **Address Book**.
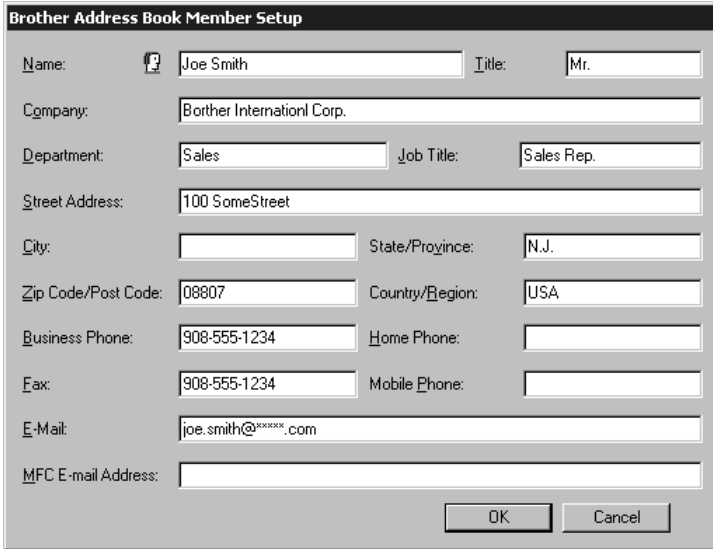
The Brother Address Book dialog box will appear:
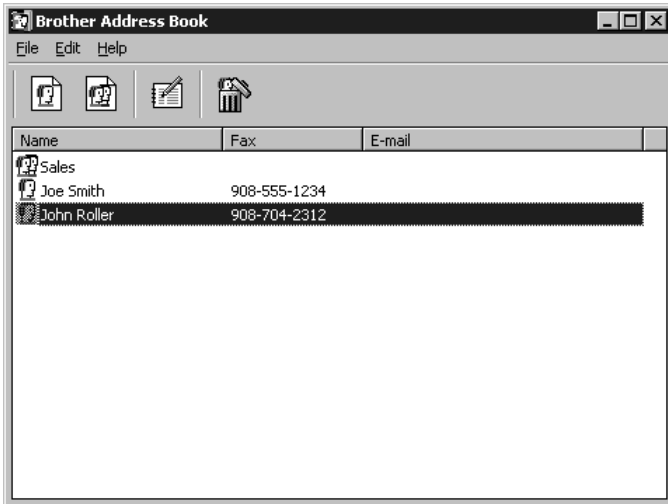
Setting Up a Member in the Address Book

In the Brother Address Book dialog box you can add, edit and delete stored information for members and groups.

1 In the Address Book dialog box, click the ![icon] icon to add a member.

The Brother Address Book Member Setup dialog box will appear:

Brother Address Book Member Setup				
Name:	Joe Smith	Title:	Mr.	
Company:	Borther Internationl Corp.			
Department:	Sales	Job Title:	Sales Rep.	
Street Address:	100 SomeStreet			
City:		State/Province:	N.J.	
Zip Code/Post Code:	08807	Country/Region:	USA	
Business Phone:	908-555-1234	Home Phone:		
Fax:	908-555-1234	Mobile Phone:		
E-Mail:	joe.smith@*****.com			
MFC E-mail Address:				
			OK	Cancel

2 In the Brother Address Book Member Setup dialog box, type the member's information. **Name** and **Fax** are required fields. Click the **OK** button to save the member's information.

Setting Up a Group for Broadcasting

If you repeatedly send the same PC-FAX to multiple recipients, you can combine members into a Group.

1 In the Brother Address Book dialog box, click the [icon] icon to create a group.

The Brother Address Book Group Setup dialog box appears:

```
Brother Address Book Group Setup

Group Name          [🖳]   [Sales                    ]

Available Names            Group Members
[                  ]       [Joe Smith                ]
[                  ]       [John Roller              ]
[                  ]       [                         ]
[                  ]       [                         ]
[                  ]  》    [                         ]
[                  ]       [                         ]
[                  ]       [                         ]
[                  ]       [                         ]

   [   Add >>   ]             [  << Remove  ]

                    [   OK   ]    [  Cancel  ]
```
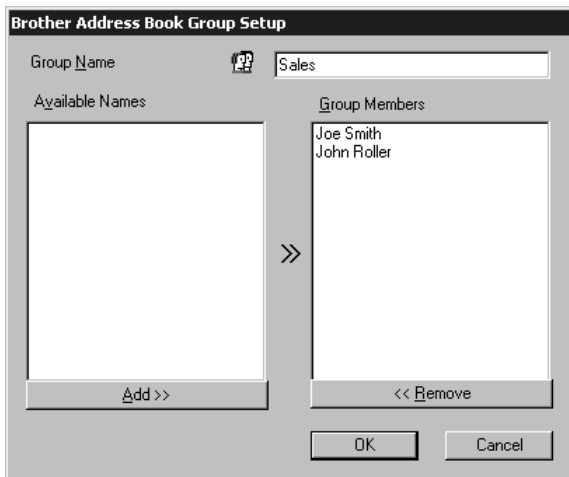
2 Type the name of the new group in the **Group Name** field.

3 In the Available Names box, select each member to be included in the Group, and then click **Add >>**.
Members you add to the group will be listed in the Group Members box.

4 After all the members have been added, click **OK**.

Editing Member Information

To edit a Member or Group:

1 Select the Member or Group you want to edit .

2 Click the edit [icon] icon.

3 Edit the Member or Group information.

4 Click **OK** to save your changes.

Deleting a Member or Group

To delete a Member or Group:

1 Select the Member of Group you want to delete.

2 Click the delete icon.

3 Click OK when the Delete OK? Dialog appears.

Exporting the Address Book

You can export the address book to an ASCII text file (*.csv).

To export the current telephone book:

Note If you are creating a Vcard, you must first select the member.

1 From the Address Book select **File**, point to **Export**, and then click **Text**
—**OR**—Click **Vcard** and go to Step 5.

2 Select the data fields you wish to Export from the **Available Items** column, and
then click **Add >>**.

Note Select items in the order you want them listed.

3 If you are exporting to an ASCII file, select **Divide Character - Tab or
Comma**. This selection inserts a Tab or Comma between each data field when
it is Exported.

4 Select the **OK** button to save the data.
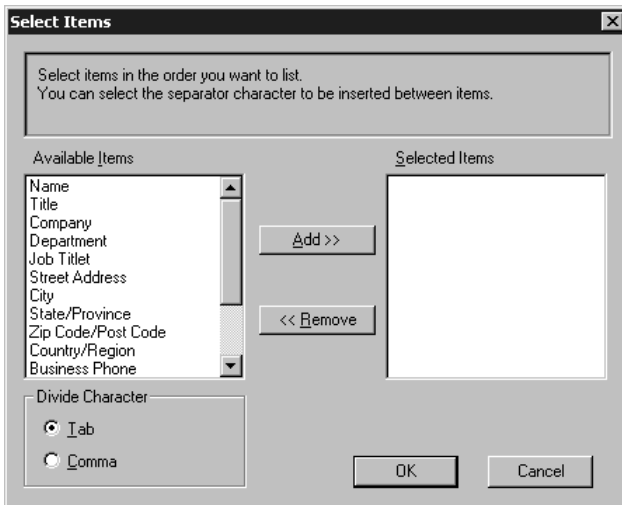
5 Type the name of the file, and then select **Save**.
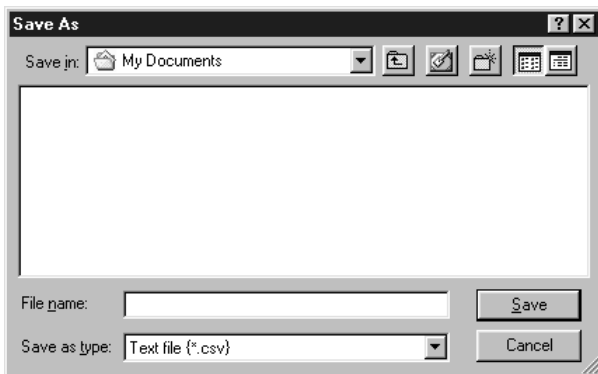
Importing to the Address Book

You can import ASCII text files (*.csv) or Vcards into your Address Book.

To import an ASCII text file:

1 From the Address Book select **File**, point to **Import**, and then click **Text** —**OR**—Click **Vcard** and go to Step 5.
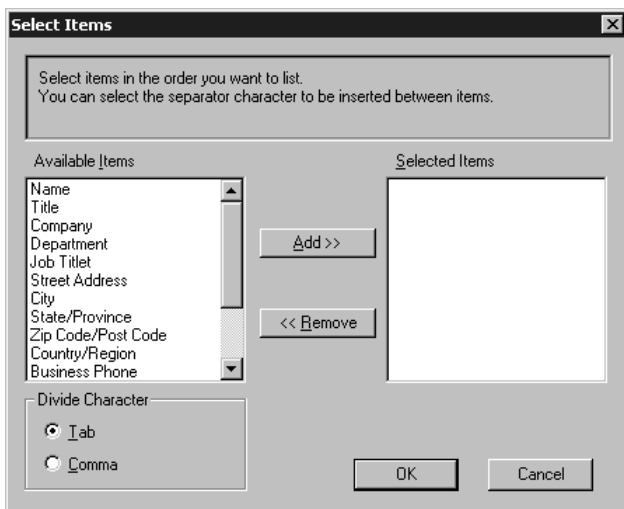
2 Select the data fields you wish to Import from the **Available Items** column, and then click **Add >>**.

Note> Select items in the order you want them listed.

3 Select **Divide Character - Tab or Comma** based on what file format you are importing.

4 Select the **OK** button to import the data.

5 Type the name of the file, and then select **Open**.
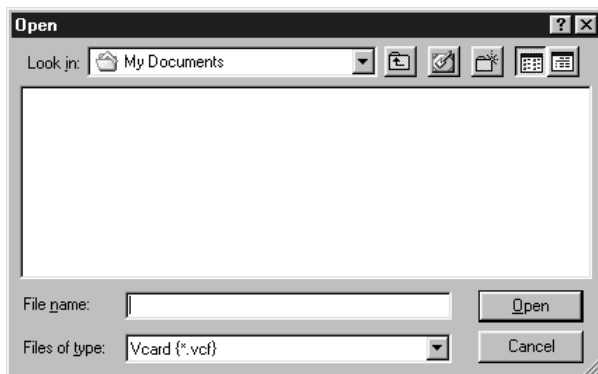
Setting Up Cover Page

Access the Brother PC-FAX Cover Page Setting from the FAX Sending dialog box by clicking ▯. The Brother PC-FAX Cover Page Setup dialog box will appear:
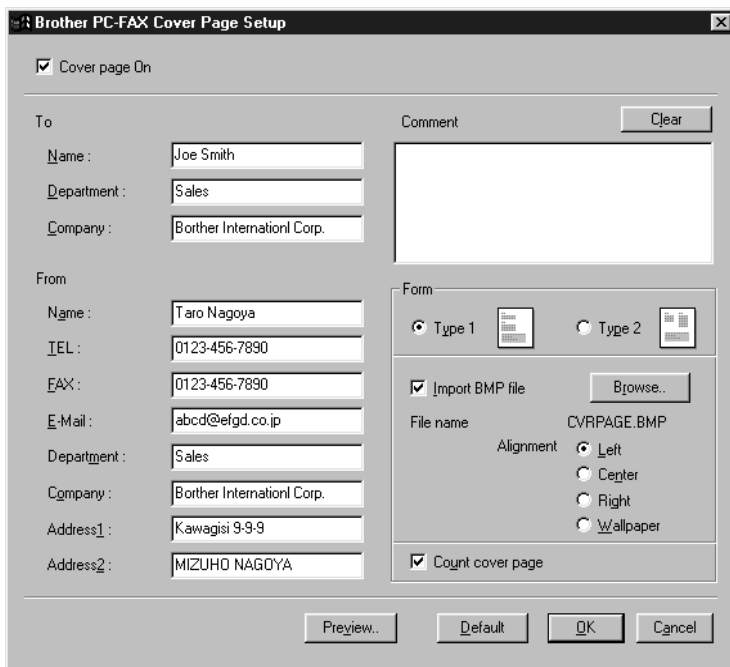
To

You can enter information in each field.

If you are sending a fax to multiple recipients, the recipient information will not be printed on the Cover Page.

From

You can enter information in each field.

Comment

Type the comment you want to add to the cover page.

Select Cover Page Form

Select the cover page form you want.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Select the BMP file by using the browse button, and then select the alignment style.

Count Cover Page

When this box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Sending a File as a PC-FAX Using the Simple Style

1 Create a file in Word, Excel, Paint, Draw, or any other application on your PC.

2 From the **File** menu, select **Print**.

The Print dialog box will appear:
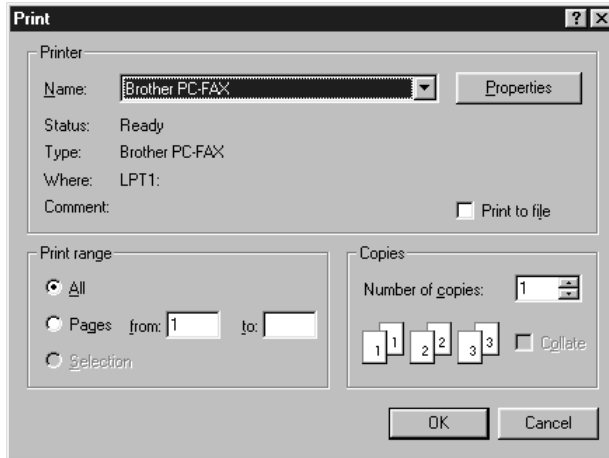
3 Select **Brother PC-FAX** as your printer, and then click **OK**.

The FAX Sending dialog box will appear:
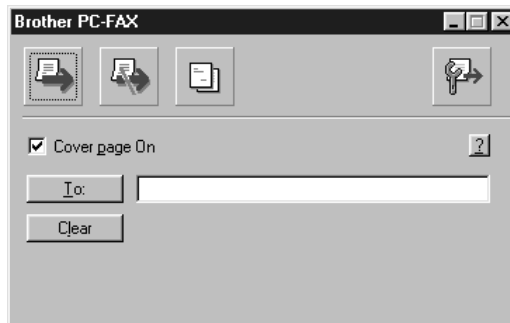
4 In the **To**: field, type the fax number of the receiving party. You can also use the Address Book to select destination fax numbers. If you made a mistake entering a number, click the **Clear** button to clear all entries.

5 To send a Cover Page and note, click the **Cover Page** check box.

6 When you are ready to send your fax, click the Send icon.

7 If you wish to cancel the fax, click the icon.

Sending a File as a PC-FAX Using the Facsimile Style

1 Create a file in Word, Excel, Paint, Draw, or any other application on your PC.

2 From the **File** menu, select **Print**.
The Print dialog box will appear:
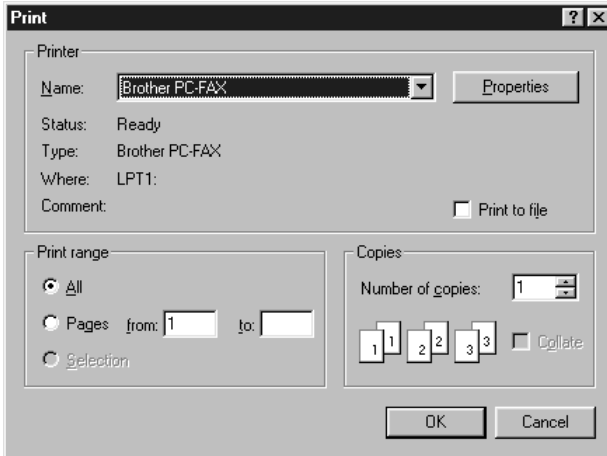
3 Select **Brother PC-FAX** as your printer, and then click **OK**.
The FAX Sending dialog box will appear:

4 Enter the fax number by using any of the following methods:

    a.   Enter the number using the dial pad.

    b.   Click any of the 10 **Speed Dial** buttons.

    c.   Click the **Search** button, and then select a Member or Group from the Address Book.

Note	If you make a mistake you can use the click the **Clear** button to clear all the entries.

5 To include a cover page, check the **Cover Page** option. You can also click the **Cover Page** button to create or edit an existing cover page.

6 Click **Start** to send the fax.

7 If you wish to cancel the fax, click **Stop**.

🔍 **Redial**
If you want to redial a number, click **Redial** button to scroll through the last five fax numbers, and then click **Start**.

Setting Up PC FAX Receiving

You can set up your PC to receive incoming faxes into your PC.

Setting Up Your MFC

1 Press **Menu**, **2**, **1**, **8**.

2 Press ⬅ or ➡ to select **ON** (or **OFF**), and then press **Set**.

3 Press **Stop/Exit**.

Running PC FAX Receiving

Form the **Start** menu, select **Program File**, **Brother**, **Brother MFL Pro Suite** and then select "PC-FAX Receiving".

The PC FAX ◁ 🖳 10:40 icon will appear on your PC Task tray for this Windows® session.

Setting Up Your PC

1 Right-click the PC-FAX `⫿ ⫿ ◁ 🖥 10:40` icon on your PC Task Bar, and then click **PC-Fax RX Setup**.

2 The PC-Fax RX Setup dialog box will appear:

```
PC-Fax RX Setup                                          ✕

   Ring Delay    1        ▼

   Save file to  f:\ScanSoft Documents\Fax Receiv  Browse

   File Format   ⦿ .max(Default Required for use with PaperPort)
                 ○ .tif

   ☑ Play wave file when receiving FAX

   Wave File  C:\WIN2K\Media\Windows Logon  Browse

   ☐ Add to Startup folder

              OK              Cancel
```

3 In **Ring Delay**, select the number of rings before your PC answers incoming calls.

4 In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.

5 Make sure **File Format** is checked for *.max (Default Required to use with PaperPort).*

6 If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path.

7 To load PC FAX receiving *automatically* when you statup Windows®, select the **Add to Startup folder** check box.

Viewing New PC FAX Messages

Each time you start to receive a PC FAX, the Blue and Red 🖥 🖥 icons will blink on the PC Task Bar. The Red icon will remain.

1 Run PaperPort.

2 Open the Fax Received folder.

3 Double-click any of the new faxes to open and view them.

The title example of your unread PC message.
"Fax 2-20-2002 16:40:21 max"

18 Using Automatic E-Mail Printing

For Windows® 95, 98, 98SE, Me Only

Main Features

■ You can use Automatic E-Mail Printing with other E-mail software:
Brother Automatic E-Mail Printing has some extra functions that other E-mail software, such as Netscape Navigator™ or MS Internet Mail, do not support.

■ Automatic E-Mail Printing can be configured for a multiple user account:
In Brother Automatic E-Mail Printing you can set up more than one e-mail account on a single PC so you can print e-mail in each account automatically.

■ Automatic access to your specifed POP3 server at the specifed time:
You can specify the time when the Brother Automatic E-Mail Printing automatically accesses the server to check for new mail.

■ Provides an "In Memory" printer driver:
You can receive and print e-mail data at the same time, by searching for a specified character string in the mail header. It allows you to see the sender, subject and relevant part of the mail content.

Before You Use this Software

Please read *Using Automatic E-Mail Printing* in the **On-Line Documentation** on the CD-ROM. Check the online README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips not included in the On-Line Documentation.

To Access the On-Line Documentation

Note After you have installed the Brother driver(s) for your model and operating system, click **View On-Line Documentation** for operating instructions.

To Install Automatic E-mail Printing (Optional Application):

1 Insert MFL Pro CD-ROM into your CD-ROM drive.

2 Click on **Install Software** from the main CD-ROM screen.

3 Click **Automatic E-mail Printing**.

This is optional software and will not be required for printing, faxing and scanning operations.

The "*Automatic E-mail Print*" option is NOT available for Windows NT ®4.0 and Windows® 2000 Professional.

19 Using the Brother MFC with a New Power Macintosh® G3, G4 or iMac™/iBook

Set up Your USB Equipped Apple® Macintosh® G3,G4, iMac™ or iBook with Mac OS 8.5/8.51/8.6/9.0/9.0.4/9.1

Note Before you can connect the MFC to your Machintosh®, you must purchase a USB cable that is no longer than 6 feet (1.8 meters).

To work with your MFC your USB Equipped Apple® Macintosh® must be set up with Mac OS 8.5/8.51/8.6/9.0/9.0.4/9.1 (The Brother Scanner Driver works only with Mac OS 8.6/9.0/9.0.4/9.1)

Using Brother Printer Driver with Your Apple® Macintosh®

To select the Printer:

1 From the Apple menu, open the **Chooser**.
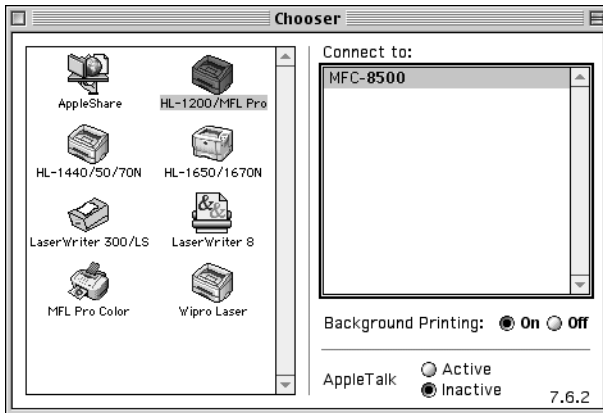
2 Click HL-1200/MFL Pro icon. On the right side of the Chooser, click the printer to which you want to print. Close the Chooser.

To print the document:

3 From application software such as PaperPort®, click *File menu* and select *Page Setup*. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, and then click **OK**.
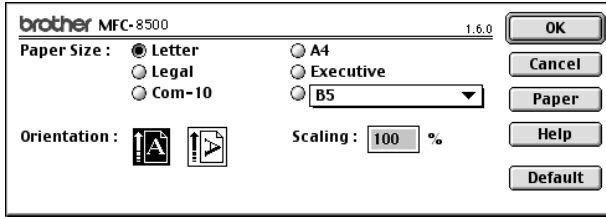
4 From application software such as PaperPort, click *File menu* and select *Print*. Click **Print** to start printing.
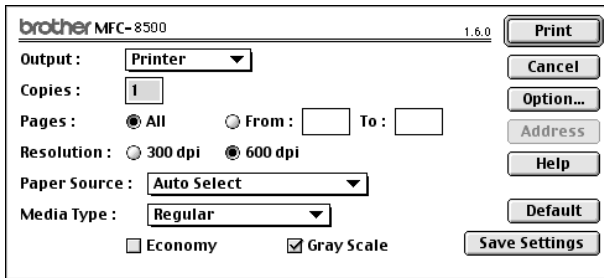
| Note | If you want to change **Copies**, **Pages**, **Resolution**, **Paper Source** and **Media Type**, select your settings before clicking **Print**.

Option Setup allows you to select **Duplex**.
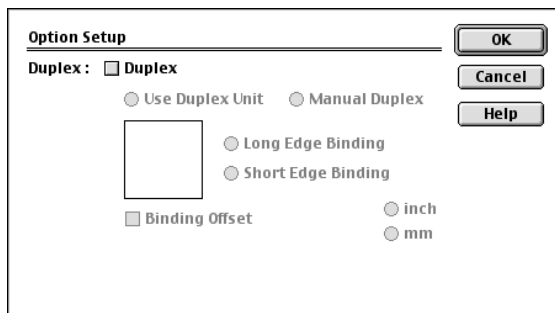
Sending a Fax from Your Macintosh® Application

You can send a fax directly from your Macintosh® application using the following steps:

1 Create a document in a Macintosh application.

2 To begin the fax transmission, select **Print** from the **File** menu.
The Printer dialog box appears:
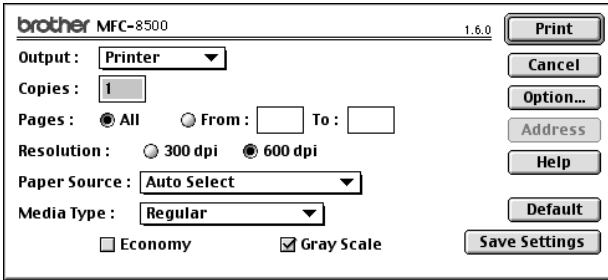
When **Printer** is selected, the top button shows **Print** and the **Address** button is grayed.

3 From the **Output** pop-up menu, select **Facsimile**.
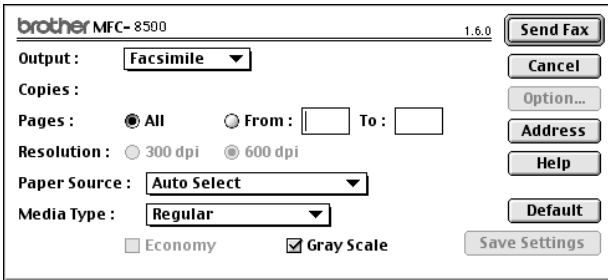
When **Facsimile** is selected, the top button shows **Send Fax** and the **Address** button is available.

4 Click **Send Fax**.

The *Send Fax* dialog box appears:

Send Fax		
Input Fax Number :		**Destination Fax Numbers :**

The Address Book dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers**; the right box will show the **Destination Fax Numbers** as you select them.

5 To address the fax, type a fax number in the **Input Fax Number** box.

—OR—

Select a name/number from the **Stored Fax Numbers** box, and then click ⟩⟩ . Your recipient will appear in the **Destination Fax Numbers** box.

Note You can select several stored numbers at once by using the Shift and Ctrl keys.

6 If you want to, you can add your new recipients to the Address Book at this time by clicking **New** to open the Address Book dialog box. (See *Adding a New Member*, page 19-5.)

—OR—

You can add a new group by clicking **Group**. (See *Adding a New Group*, page 19-6.)

7 If you are finished addressing your fax, click **Send Fax**.

Note To select and send only certain pages of the document, enter the page numbers in the From and To : boxes in the Facsimile dialog box.

Note If you click Send Fax without addressing your fax, the following error message appears:

No fax number is selected!
Click OK to continue, and then select the
Destination Fax Numbers.

OK
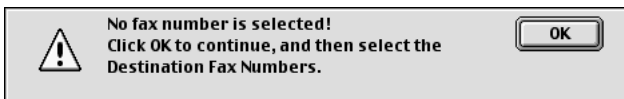
Click **OK** to return to the Send Fax dialog box.

Setting Up Your Address Book

You can add new members and groups to your Address Book, even while you are addressing a fax.

Adding a New Member

1 To add a new member to the Address Book, in the Facsimile dialog box click **Address**.
The Address Book dialog box appears:

2 Click **New**. The following dialog box appears:

3 Type the name and fax number.

4 If you want to, you can store a comment in the Memo field if you wish (up to 15 characters).

5 Click **OK** to return to the Address Book dialog box.

Adding a New Group

You can set up a group of multiple recipients.

1 Click **Group**.
The Group Setting dialog box appears.
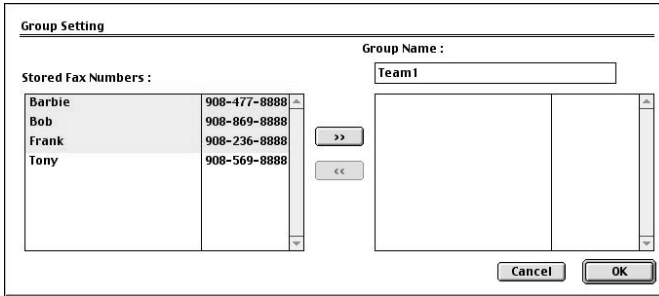
2 In the Group Name field, type a name for your Group.

3 From the **Stored Fax Numbers** box select the recipients for your Group, and then click ⟩⟩ .
Your selection will appear in the box under the **Group Name** field.

4 Click **OK**.
The Address Book dialog box reappears:
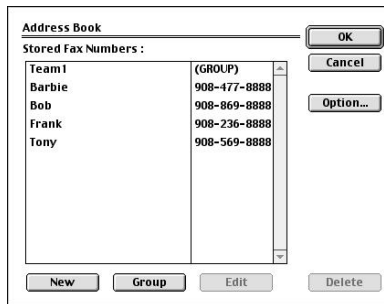
5 Click **OK**.
The Print/Facsimile dialog box reappears:
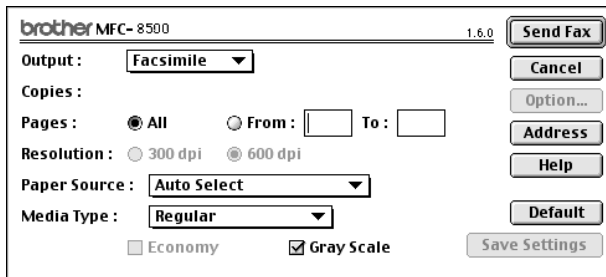
6 If you are ready to send your fax, click **Send Fax**.
(Follow the steps on page 19-3 for sending a fax.)

Using Brother TWAIN Scanner Driver with Your Apple® Macintosh®

The Brother MFC software includes a TWAIN Scanner driver for Macintosh®. This Macintosh® TWAIN Scanner driver can be used with application that supports the TWAIN specification. You can use PaperPort® for scanning.
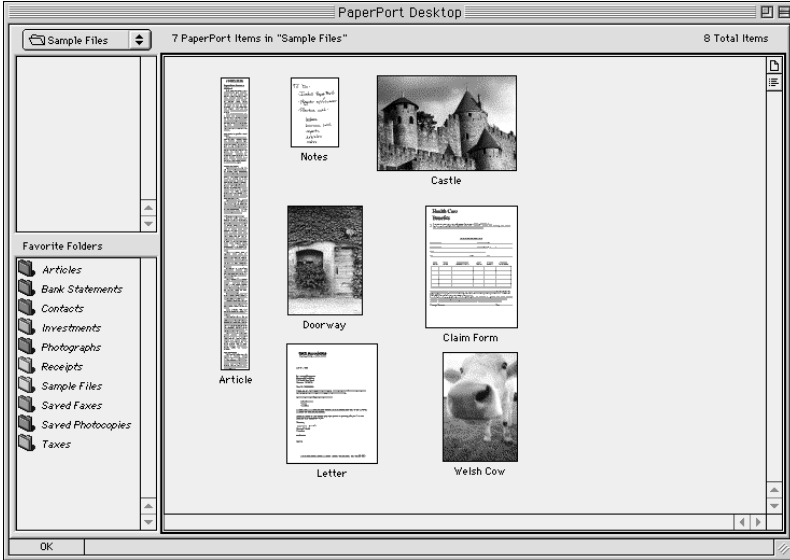
Accessing the Scanner

Run your PaperPort® software. You will see the **PaperPort® icon** in the upper right corner of your screen. The first time you use the Brother TWAIN driver, set it as the default by choosing the *Select Source*, and then click the *PaperPort®* icon. Afterward, for each original you scan, choose *Acquire Image* by clicking the *PaperPort®* icon. The Scanner setup dialog box will appear.
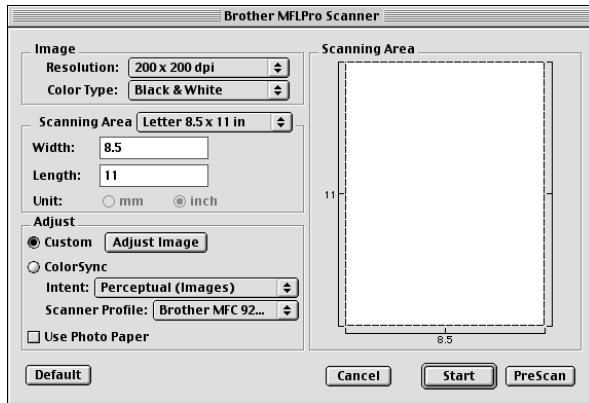
Scanning a Document into Your Macintosh G3, G4 or iMac

1 Place the original in the ADF.

2 Adjust the following settings, if needed, in the scanner setup dialog box:
   Resolution
   Color Type
   Brightness
   Contrast
   Scanning Area

3 Click **Start**.

When scanning is finished, the image will appear in your graphics application.

Settings in the Scanner Window

Image

Resolution

Choose the scanning resolution from the Resolution pop-up menu. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. (Each model has different resolutions. See Specification.)
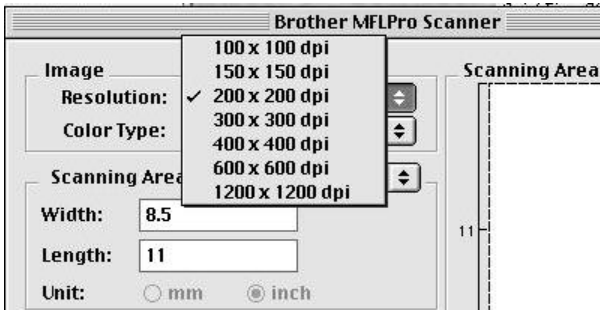
Scanning Area

Set the **Size** to one of the following:

- *Letter* (8.5 × 11 inches)
- *A4* (210 × 297 mm)
- *Legal* (8.5 × 14 inches)
- *A5* (148 × 210 mm)
- *B5* (182 × 257 mm)
- *Executive* (7.25 × 10.5 inches)
- *Business Card* (90 × 60 mm)
- *Custom* (User adjustable from 0.35 × 0.35 inches to 8.5 × 14 inches)

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

Width: Enter the width of the custom size.

Length: Enter the length of the custom size.

Business Card Size

To scan business cards, select the Business Card size setting (90×60 mm) and place the business card at the top center of a carrier sheet.

Carrier sheets are available from your Dealer.

When scanning photographs or other images for use in a word processor or other graphics application, it is a good idea to try different settings for the contrast, mode and resolution to determine which settings look best.

Miscellaneous

Brightness

Adjust the brightness settings to obtain the best image. The Brother TWAIN Scanner driver offers 100 brightness settings (-50 to 50). The default value is 0, representing an "average" setting.

You can set the brightness level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the setting. Click **OK**.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.
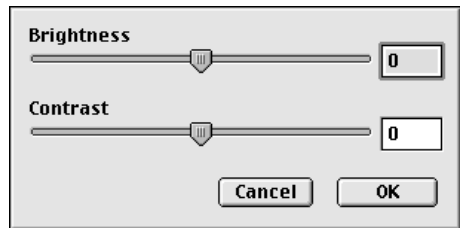
Contrast

The contrast setting is adjustable only when you have selected one of the gray scale settings, but it is not available when Black & White is selected as the Gray Scale.

Increasing the contrast level (by dragging the slidebar to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the slidebar to the left) reveals more detail in gray areas. Instead of using the slidebar, you can type a value in the box to set the contrast. Click **OK**.

PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the Scanning Area. This is only a preview of the image, so you can see how it will look. The PreScan button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click Start to scan the image.

1 Insert the original face down in the ADF.

2 Click **PreScan**.
The entire original will be scanned into your Macintosh G3 or iMac and will appear in the Scanning Area of the Scanner dialog box:

3 To scan a portion of the prescanned image, click and drag the mouse to crop it.
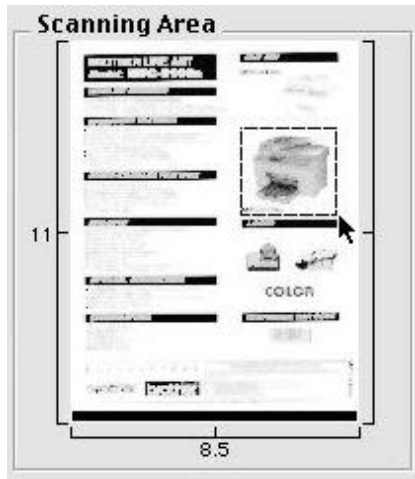
4 Insert original in the ADF of the Brother MFC again.

5 Adjust the settings for Resolution, Color Type (Gray Scale), Brightness, Contrast, and Size in the Scanner Setup dialog box, as needed.

6 Click **Start**.

This time only the selected area of the original will appear in the Scanning Area.

7 Use your application Software for editing and refining the image.

20 **Optional Accessories**

Paper Cassette #2 (Option)

You can purchase the Paper Cassette #2 accessory (**LT400**) to use as a third paper source. Cassette #2 holds up to 250 sheets of 20 lb. (75 g/m^2) paper.

Multi-purpose Paper Cassette #2:	Holds approx. 250 sheets of 20 lb. (75 g/m^2)
Basis Weight:	16 to 28 lb. (60 to 105 g/m^2)
Caliper:	0.003 to 0.005 inches. (0.08 to 0.13 mm)
Moisture Content:	4% to 6% by weight
Smoothness:	100 to 250 (Sheffield)
We Recommend: Cut sheet:	Xerox 4200 DP 20 lb, Champion Paper One 20 lb, Hammermill Laser Paper 24 lb

21 **Important Information**

Standard Telephone and FCC Notices

These notices are in effect on models sold and used in the United States only.

This equipment is hearing aid compatible.

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

■ Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

■ Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premises wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your MFC-8500 damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with your MFC-8500, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your MFC, contact Brother Customer Service. (See *Brother Numbers*, page i)

⚠ WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

Laser Safety

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the fax machine during any phase of user operation.

FDA Regulations

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the machine indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

> **Manufactured**
> BROTHER CORP. (ASIA) LTD.
> BROTHER BUJI NAN LING FACTORY
> Gold Garden Industry, Nan Ling Village, Buji, Rong Gang, Shenzhen, China.
> This product complies with FDA radiation performance standards,
> 21 CFR Subchapter J.

⚠ WARNING

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

ⓘ Caution

Changes or modifications not expressly approved by Brother Industries, Ltd. may void the user's authority to operate the equipment.

⚠ WARNING

Important—About the Interface Cable

A shielded interface cable which is included with your machine should be used to ensure compliance with the limits for a Class B digital device.

Federal Communications Commission (FCC) Declaration of Conformity (For USA Only)

Responsible Party:	Brother International Corporation 100 Somerset Corporate Boulevard Bridgewater, NJ 08807-0911 USA TEL: (908) 704-1700

declares, that the products

Product Name: MFC-8500

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

■ Reorient or relocate the receiving antenna.

■ Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Important

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Warranty

You use the IEEE-1284 shielded parallel cable provided by Brother Industries, Ltd. (See *Ordering Accessories and Supplies*, page ii.)

International ENERGY STAR® Compliance Statement

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that product meets the ENERGY STAR® guidelines for energy efficiency.

Important Safety Instructions
===

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

7 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.

8 This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug by using an adapter.

9 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

10 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).

11 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

12 This product does not have an ON/OFF switch. Therefore, it is very important that you have easy access to the main plug and the main socket to which the plug is connected, in case the main power to the MFC must be disconnected quickly.

13 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

   A When the power cord is damaged or frayed.

   B If liquid has been spilled into the product.

   C If the product has been exposed to rain or water.

   D If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

   E If the product has been dropped or the cabinet has been damaged.

   F If the product exhibits a distinct change in performance, indicating a need for service.

14 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Authorized Service Personnel. A list of Authorized Service Centers has been included for your convenience, or you may contact Customer Service for your nearest Brother Authorized Service Center. (See *Brother Numbers*, page i.)

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

16 When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water (for example, near a bathtub, sink, swimming pool or in a wet basement).
- Do not use the machine's telephone during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.
- Use only the power cord indicated in this manual.

Trademarks

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22 Troubleshooting and Routine Maintenance

Troubleshooting

IMPORTANT
For technical and operational assistance, you must call the country where you purchased the MFC. Calls must be made *from within* that country.

Error Messages

You may occasionally encounter a difficulty with your machine or telephone line. If this happens, your machine often identifies the problem and displays an error message. The list below explains the most common error messages. You can correct most problems by yourself.

If you need additional help, call the Brother fax-back system. (See *Brother Numbers*, page i.)

Error Messages		
Error Message	**Cause**	**Action**
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.
	The drum counter was not reset.	1. Open the front cover and then press **Clear**. 2. Press **1** to reset.
CHECK PAPER CHECK PAPER #1 CHECK PAPER #2	The machine is out of paper or paper is not properly loaded in the paper cassette.	Refill the cassette or remove the paper and load it again.
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see pages 4-1).	The paper in the cassette does not match the paper size you set in **Menu**, **1**, **1**. Either load the appropriate size paper or change the default setting.
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	The fax machine you polled is not in Polled Waiting mode.	Verify the other party's polling setup.

Error Messages		
Error Message	**Cause**	**Action**
COOLING DOWN WAIT FOR A WHILE	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the machine shows **COOLING DOWN** and **WAIT FOR A WHILE**.	You must wait and allow the machine to resume printing when it is ready.
COVER OPEN PLS CLOSE COVER	The front cover was not completely closed.	Close the front cover for the drum unit.
DISCONNECTED	The other party or other party's fax machine terminated the call.	Try to fax or receive again or call the other party to see what happened.
CHECK DOCUMENT	Documents did not feed properly or document was too long.	Do not pull paper out until you read Page 22-4.
MACHINE ERROR XX	Machine has a mechanical problem.	Turn the power off. Then call Brother Customer Service at **In USA: 1-800-284-4329 In Canada: 1-877-BROTHER In Montreal: 1-514-685-6464**
OUT OF MEMORY (May occur when the machine is used as a printer)	Machine memory capacity has been exceeded.	• If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document.
NO RESPONSE / BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.
NOT REGISTERED	The One Touch or Speed Dial number that you accessed is not programmed.	Set up the One Touch or Speed Dial number. (See Pages 7-1, 7-2.)

Error Messages		
Error Message	**Cause**	**Action**
PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the machine.	Open the front cover. If you see any jammed paper or other item, gently pull it out, then close the scanner unit. If the error message remains, open and close the front cover again. If the machine cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX. Please call Brother Customer Service and tell them the Machine Error number at: **In USA:** **1-800-284-4329** **In Canada:** **1-877-BROTHER** **In Montreal:** **1-514-685-6464**
PAPER JAM	The paper is jammed in the machine.	Do not pull the paper out until you see page 22-4.
TONER EMPTY	Toner cartridge is not installed. —**OR**— Toner is used up and printing is not possible.	Reinstall the toner cartridge. —**OR**— Replace the toner cartridge with a new one. (See Page 22-18.)
TONER LOW	If the LCD shows TONER LOW and the Toner Empty LED on the control panel is blinking, you can still print. But the toner is depleted and the machine is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

The originals did not feed properly, or were too long.

1 Lift the control panel.

2 Carefully pull the document toward
the front of the machine.

3 Close the control panel.

4 Press **Stop/Exit**.

Paper Jam

Before you can clear a printer jam error, you must find out where the paper is
stuck. See the following three types of paper jams.

⚠ WARNING

Do not use force to pull the jammed paper from the paper tray because you may
damage the machine and cause toner to scatter on the next printed pages.

After you use the machine, some internal parts are extremely **HOT!** When you
open the front or the rear cover, never touch the shaded parts shown in the
following diagram.

Front view   **Rear view**
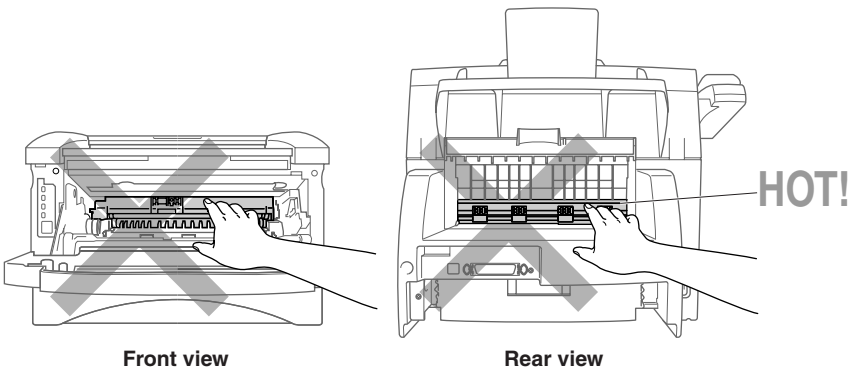
Paper is Jammed in the Multi-purpose Paper Cassette

1 Pull the paper cassette out of the machine.

2 Remove any crinkled sheets.
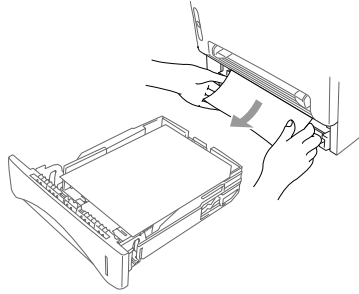
3 Adjust the guides to fit.

4 Press down the paper to flatten it in the paper cassette.

5 Reinstall the paper cassette.

Paper is Jammed near the Drum Unit

1 Open the front cover.

2 Remove the drum unit but do not force it if it cannot be removed easily. Instead, pull the edge of the jammed paper from the paper cassette.
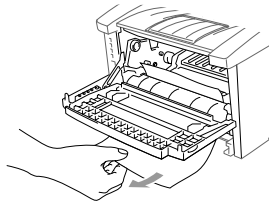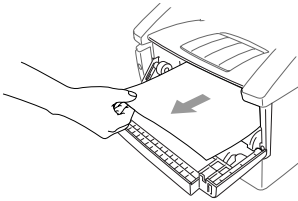
3 Gently pull out the jammed paper.

4 Reinstall the drum unit.

5 Close the front cover.

Paper is Jammed in the Fuser Unit

1 Open the rear cover.

2 Pull out jammed paper. When you have to pull paper out the back of the machine, the fuser may get dirty with toner powder causing the next few printed page(s) to look messy. Print a few copies of the test page until the pages print clearly.

3 Close the rear cover.
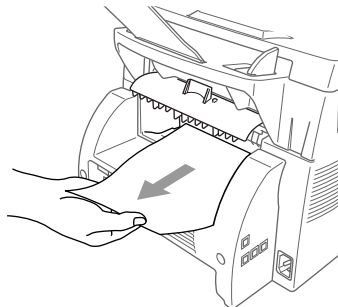
If You Are Having Difficulty with Your Machine

If you think there is a problem with your machine, *make a copy first.* If the copy looks good, the problem is probably not your machine. Check the table below and follow the troubleshooting tips.

	Difficulty	Suggestions
▶ **Printing and Receiving Faxes**	Condensed print and horizontal streaks, the top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, call Brother Customer Service at 1-800-284-4329 **(in USA)**, 1-877-BROTHER **(in Canada)** or 1-514-685-6464 **(in Montreal)**.
	Vertical streaks/ black lines appear on faxes you receive.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your the machine's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (see Page 22-17), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at 1-800-284-4329 **(in USA)** or 1-877-BROTHER **(in Canada)** or 1-514-685-6464 **(in Montreal)**.
	Fax Machine "Hears" voice as CNG tone.	If your fax machine is set to Easy Receive ON, it is more sensitive to sounds. Your fax machine may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the fax by pressing **#51** if you are at an extension phone or press **Stop/Exit** if you are at the fax machine or an external phone. Try avoiding this problem by turning Easy Receive to OFF. (See *Easy Receive*, Page 5-3.)
	Horizontal streaks	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
	Received faxes appear as split or blank pages.	If the received data is divided and printed on 2 pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using. (See Page 4-1.) If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the paper in your machine. (See Page 5-3.)
▶ **Phone Line or Connections**	Dialing does not work	Check for a dial tone. Change TONE/PULSE setting. (See Page 4-8.) Check all line cord connections, and make sure the curled handset cord is not in the **EXT** jack. Check power cord connection. Send a manual fax by pressing **Hook** —**OR**—by lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing **Fax Start**

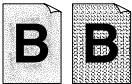| Difficulty	Suggestions
Machine does not answer when called	Make sure the machine is in the correct receiving mode for your setup (either FAX, FAX/TEL, TAD). Check for dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the machine's telephone jack. If there is no ringing when you call your machine, call your Telephone Company to check the line.
No dial tone on the handset	Press **Hook** —**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the machine and wall jack. Check that the handset curled cord is connected to the machine's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
Poor transmitting quality	Try changing your resolution to FINE or SUPERFINE. (See Resolution, Page 6-5.) Make a copy to verify the machine's scanner operation.
Transmission report prints "Results:NG"	There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
When the receiving party says the picture is not clear	Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your machine's scanner may be dirty, so try cleaning it. (See Page 22-16.)
When the receiving says vertical streaks appear on the faxes they receive	Your machine's scanner may be dirty or the party receiving party's print head may be dirty. Clean your scanner, (see Page 22-16) and make a copy to check if the receive problem was caused by your machine.
Double-ring in FAX/TEL Mode	The machine knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the machine's handset or answer from an extension or external phone and then press your machine's Telephone Answer Code (default setting is #51).
Transferring a fax call to the machine	If you answered at the machine, press **Fax Start** and hang up immediately. If you answered at an extension or external phone, press your machine's Remote Activation Code (default setting is ✱51). When your machine answers, hang up.
The Caller ID does not display after the Call Waiting Signal	The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfere with it. When you hear the Call Waiting signal, ask the other party to hold while you catch the other call. Then stop speaking until you see the Caller ID on the LCD.

▶ **Sending Faxes**

▶ **Handling Incoming Calls**
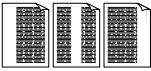
Difficulty	Suggestions
I have difficulty with custom features on a single line	If you have Call Waiting, RingMaster, Voice Mail, an answering machine, alarm system or other custom features on a single phone line with your fax machine, it may create a problem sending or receiving fax data.

For Example: Your Brother machine handles the Caller ID and Call Waiting/Caller ID subscriber services. However, if you subscribe to *only* Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

Using Call Waiting/Caller ID: If you are having a telephone conversation and a fax communication signal comes through on Call Waiting Caller ID, you can verify that the second call is a fax by switching to it. You have the option to receive the fax call, by asking the first caller to hang up to clear the line. |

▶ **Copy Quality Difficulties**

Difficulty	Suggestions
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See Pages 22-16 and 22-17.)

▶ **Scanning Difficulty**

Difficulty	Suggestions
TWAIN Errors appear while scanning.	Make sure the Brother TWAIN Driver is selected as the primary source. In PaperPort®, click File	Select Source, highlight the Brother TWAIN Driver and click Select.

▶ **General Printing Difficulties**

Difficulty	Suggestions
The machine does not print.	Check the following: • The machine is plugged in. (See Page 2-9.) • The toner cartridge and drum unit are installed properly. (See Page 2-3.) • The interface cable is securely connected between the machine and computer. (See Quick Setup Guide.) • Check to see if the LCD is showing an error message. (See Page 22-1.)
The machine prints unexpectedly or it prints garbage.	Reset the machine or unplug the electrical cord and plug it back in. Check the primary settings in your application software to make sure it is set up to work with your machine.

Difficulty	Suggestions
The machine cannot print full pages of a document.	The machine received a very complex print job and could not process part of the page. This print may be solved in several ways. If you are using Windows® 95/98/Me/2000 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the "Windows® Setup Printing Difficulties" section. Try to reduce the complexity of your document or reduce print resolution.
The machine prints first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer's input buffer full signal. Please make sure to connect the printer cable correctly.
The machine cannot print full pages of a document. **OUT OF MEMORY** message occurs.	• Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
My headers or footers appear when I view my document on the screen but do not up when I print them.	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the but do not show up when show top and bottom margins in your document to allow for this.
▶ **Windows® Setup Printing Difficulties** — I cannot print from my application software.	Make sure the Windows® printer driver is installed and you select it in your application software.
▶ **DOS Setup Printing Difficulties** — I cannot print from my application software.	Check that the DOS application software interface settings match those of your printer: for example, if you are using a parallel printer cable, you would probably set your DOS software printer port to LPT1. Check for an error message on the LCD.
The machine prints, but it prints incorrect information. Sometimes it prints a couple of characters and then ejects the pages, etc.	This is an indication that your application printer emulation Prints setting and the machine's printer emulation do not match. Check your application software to make sure you selected the correct printer driver. The machine emulates HP LaserJet IIP. Try setting the machine to HP emulation in Remote Printer Console and then select the HP LaserJet IIP printer in your application software.
The machine prints the part of my document but does not print the last page (The LCD shows **REMAINED DATA**).	This is common problem first with database software and part of spreadsheet software when they are not correctly set up. The data has been sent to the printer but the printer did not receive the Page Eject command. Press **Reset** to eject the page. Then ask your software supplier how to add a Page Eject (or Form Feed) command to the end of your print job.
How can I change the user settings or default settings on the machine?	Use the Remote Printer Console (RPC) program.

	Difficulty	Suggestions
▶ **Software Difficulties**	"Unable to write to LPT1" or "LPT1 already in use" error message appears. "MFC is Busy" or "MFC Connect Failure" error message appears.	1. Make sure the MFC is on (plugged into the AC outlet) and that is connected directly to the computer using the bundled IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box). 2. Make sure the MFC's LCD screen is not displaying an error message. 3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc…) Suggested areas to check: (*Load=, Run= command lines in the win.ini file or the Startup Group*) 4. Check with you computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine, i.e. (Parallel Port Mode-ECP).
▶ **Paper Handling Difficulties**	The machine does not load paper. The LCD shows **CHECK DOCUMENT** or **PAPER JAM**.	Check to see if the **CHECK DOCUMENT** or **PAPER JAM** message appears on the LCD. If so, the multi-purpose paper cassette may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder. If there is paper in the multi-purpose paper cassette, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the multi-purpose paper cassette. Reduce the amount of paper in the multi-purpose paper cassette, then try again. Check the manual feed mode is not selected in the printer driver.
	The machine does not feed paper from the manual feed slot.	Reinsert the paper firmly, load one sheet at a time. Make sure that manual feed mode is selected in the printer driver.
	How can I load envelopes?	You can load envelopes from the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your software application manual.
▶ **Paper Handling Difficulties (Cont.)**	What paper can I use?	You can use plain paper, envelopes, transparencies and labels that are made for laser machines. (For information on paper you can use, see Acceptable Paper, on Page 2-6.)
	How can I clear paper jams?	See Printer Jams, on Page 22-4.
▶ **Print Quality Difficulties**	Printouts are too dark or light.	Adjust the print conditions by setting the Print Density function. It has been factory set to the middle position. (See Setting the Print Density, on Page 5-4.)

Difficulty	Suggestions
Printed pages contain white stripes. **White Stripes or Faint Images**	You may fix this by wiping the scanner windows with a clean soft cloth. (See Routine Maintenance and Cleaning the Drum Unit, on Pages 22-16 and 22-17.) If you still see white stripes or faint images and the LCD shows **CHANGE DRUM SOON**, replace the drum unit with a new one. Check the machine's environment. Conditions such as humidity, high temperatures, etc. may cause this print defect to occur.
Printed pages are stained corona with toner or have vertical stripes. **Dark Stripes or Toner Stains**	Clean the machine's interior and the primary wire of the drum unit. (See Routine Maintenance and Cleaning the Drum Unit, on Pages 22-16 and 22-17.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the LCD shows **CHANGE DRUM SOON**, replace the drum unit with a new one.
Printed pages have white sports in black text and graphic areas. **White Spots**	Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the problem. If you still see white spots and the LCD shows **CHANGE DRUM SOON**, replace the drum unit with a new one. Check the machine's environment; conditions such as high humidity may cause this situation to occur.
Toner scatters and stains the printed page. **Scattering Toner**	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the machine's interior. (See Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on Pages 22-16 and 22-17.) Make sure that you use paper that meets specifications. (See Page 2-6.) If you still have scattered toner and the LCD shows **CHANGE DRUM SOON**, replace the drum unit with a new one. Check the machine's environment; high temperature and high humidity conditions may cause this condition to occur.
The whole page is printed black. **Black Page**	Clean the machine's interior and the primary corona wire of the drum unit. (See Pages 22-16~17.) Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black or the display shows **CHANGE DRUM SOON**, replace the drum unit with a new one. The drum unit may be damaged.
Nothing is printed on the page. **White Page**	Make sure that the toner cartridge is not empty. Wipe electric terminals referring to Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on Pages 22-16 and 22-17. Make sure that a torn piece of paper does not remain on the scanner window.

▶ **Print Quality Difficulties (Cont.)**

Difficulty	Suggestions
Printed pages are marked at regular intervals. **Example of Regular Marking**	Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the machine has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.
Printed pages are blurred at the center or at either edge. **Blurred Page**	Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the machine is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See Routine Maintenance, Cleaning the Printer and Cleaning the Drum Unit, on Pages 22-16 and 22-17.) If a blurred page occurs after cleaning and the display shows **CHANGE DRUM SOON**, replace the drum unit with a new one.
Ghost images appear on printed page. **B** B B **Ghost Images**	Adjust the print conditions by setting the Print Density function. Make sure that you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image. Make sure that you select the appropriate media type in the printer driver.

The drum unit is a consumable item and it is necessary to replace it periodically.

Packing and Shipping the Machine

Whenever you transport the machine, use the packing materials that came with your machine. Also, follow the steps below to pack the machine so it won't be damaged, which would void the machine's warranty.
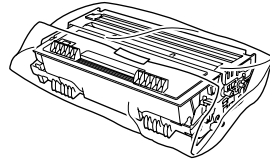
1 Remove the telephone line cord and unplug MFC from the AC outlet.

2 Open the front cover.

3 Remove the drum unit.

⚠ **Caution**

Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
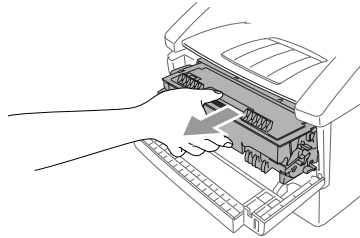
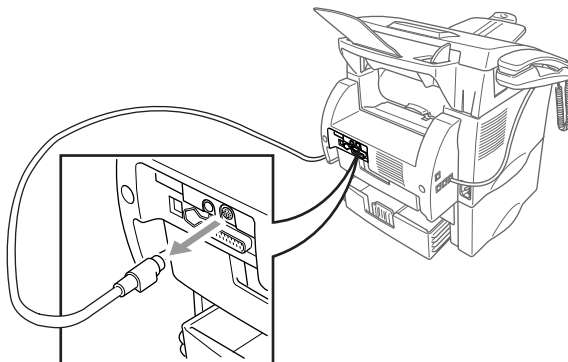*4* Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag.

5 Close the front cover. Fold down the front output bin extension. Remove the telephone line cord, document tray, document support, handset, and handset cord, and pack them.

6 If Cassette #2 is connected, unplug the modular cable from the modular jack of the Brother machine.

7 If you have the Cassette #2 option, carefully pick up the machine and remove Cassette #2 to pack it *separately*.
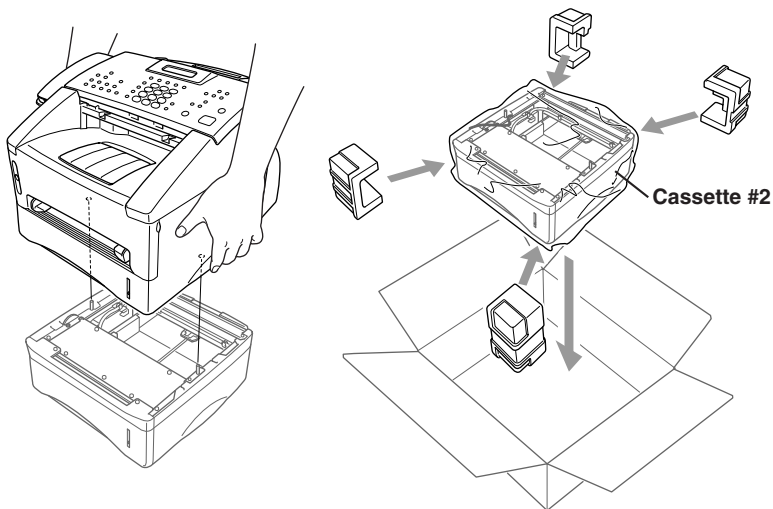
Cassette #2

8 Pack additional parts (cord, paper cassette, printed materials) into the carton.

Bottom Layer
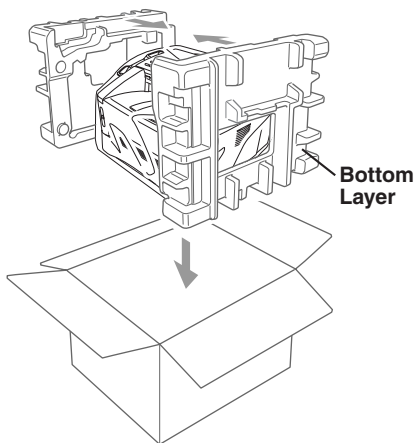
Note: If you are returing the MFC to Brother as part of the Exchange Service, pack only the MFC. Keep all separate parts to use with your "Exchange" machine.

Middle Layer

Top Layer
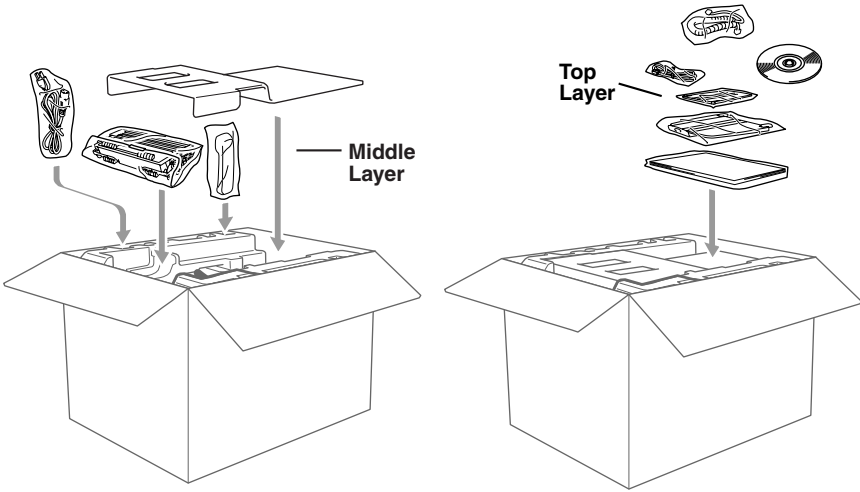
9 Close the carton and tape it shut.

Routine Maintenance

Keep your machine in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents and do not use water.

Cleaning the Document Scanner

1 Unplug the telephone line and then the power cord.
When you reconnect these lines later, connect the power cord *first*, then the telephone line.

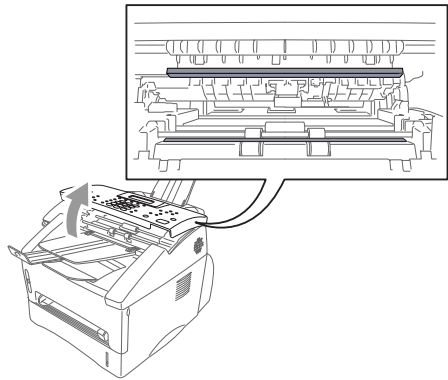2 Lift the control panel cover.

3 Clean the white bar and glass cover under the white bar.
Moisten a small, clean, soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar.

Cleaning the Printer

! Caution

■ Do *not* use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

■ Do *not* use isopropyl alcohol to clean the scanner window.

■ Do *not* touch the scanner window with your finger.

■ The drum unit contains toner, so handle it carefully. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

1 Open the front cover.

2 Remove the drum unit assembly.

⚠️ WARNING

Just after you have used the machine, some internal parts of the machine are extremely **HOT!** When you open the front cover of the machine, never touch the shaded parts as shown in the diagram below.

HOT!
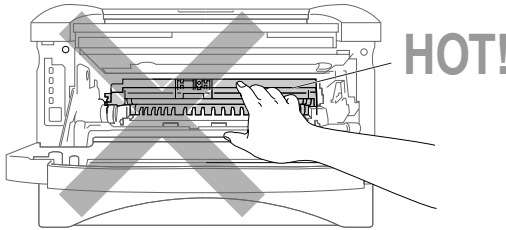
3 Gently clean the scanner window by wiping with a clean soft dry cloth. Do *not* use isopropyl alcohol.

Scanner Window
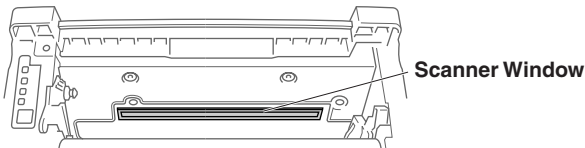
Cleaning the Drum Unit

We recommend placing the drum unit on a drop cloth or large disposable paper to avoid spilling and scattering toner.

1 Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.

2 Return the tab and snap it into the home position (▼).

Corona Wire

Tab
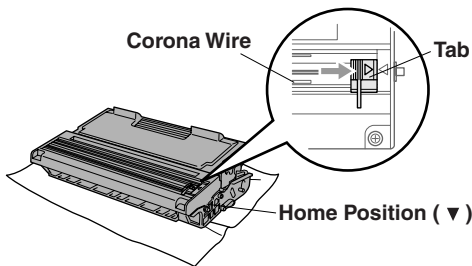
Home Position (▼)

⚠️ Caution

If the tab is not at the home position, printed pages may have vertical stripes.

3 Reinstall the drum unit into the machine.
(See *Replacing the Drum Unit*, Page 22-21.)

4 Close the front cover.

5 Plug in the power cord *first*, and then plug in the telephone cord.

Replacing the Toner Cartridge

The machine can print *up to 6,000* pages using a *high yield* toner cartridge.
When the toner cartridge is running low, the display shows **TONER LOW**. The
machine is supplied with a *standard* toner cartridge that must be replaced after
approximately 3,000 pages. Actual page count will vary depending on your
average document type (i.e., standard letter, detailed graphics).

It is a good idea to keep a new toner cartridge ready for use when you see the
toner low warning.

Discard the used toner cartridge according to local regulations. If you are not
sure of them, consult Brother Customer Service. Be sure to seal the toner
cartridge tightly so toner powder does not spill out of the cartridge. When
discarding used toner cartridges, keep them separate from domestic garbage.

We recommend that you clean the machine when you replace the toner
cartridge.

Toner Empty Indicator

When the toner cartridge is running low, the LCD shows **TONER LOW** and
the Toner Empty icon on the control panel flashes on and off to indicate the
toner is low.
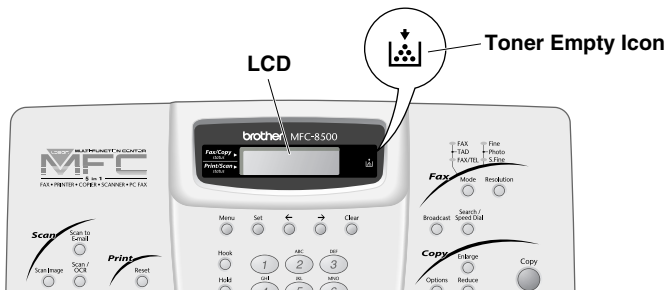
The Toner Empty icon appears and the LCD shows **TONER EMPTY**. Once
this icon appears, your machine will not resume printing until you install a new
toner cartridge.

⚠ WARNING

Just after you use the machine, some internal parts of the machine will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.

1 Open the front cover and pull out the drum unit.
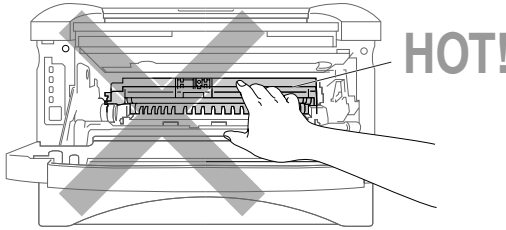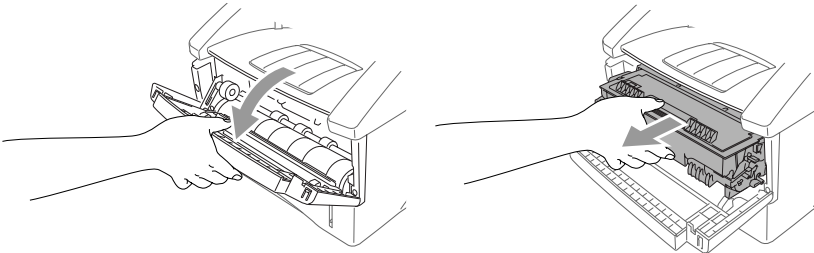

Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

2 Hold down the lock lever on the right as you pull the toner cartridge out of the drum unit assembly.

Lock Lever
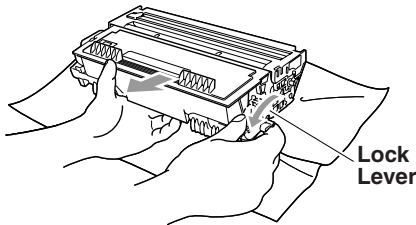
ⓘ Caution

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.

3 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

! Caution

■ Wait to unpack the toner cartridge until immediately before you install it into the machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.

■ You can use only a genuine Brother toner cartridge **(TN-430 or TN-460)**, which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your machine's warranty.

4 Gently rock the toner cartridge from side to side five or six times to distribute the toner evenly inside the cartridge.
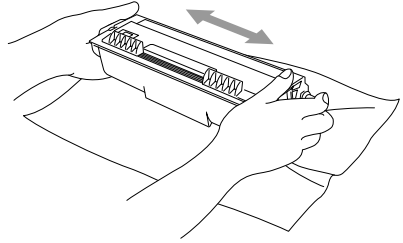
5 Remove the protective cover.
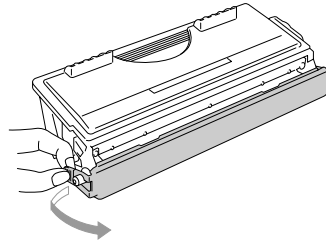
6 Install the new toner cartridge into the drum unit until it clicks into place.

Drum Unit

Toner Cartridge
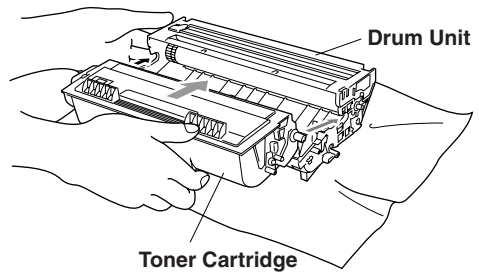
7 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times. Return the blue tab to the home positio before reinstalling the drum unit assembly.

Corona Wire   **Tab**

Home Position (▼)
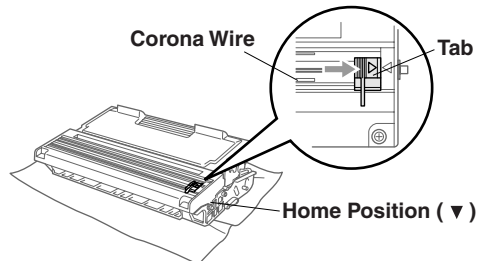
8 Reinstall the drum unit and close the front cover.
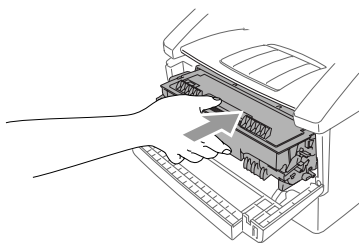
Replacing the Drum Unit

The machine uses a drum unit to create print images on paper. If the LCD shows **CHANGE DRUM SOON**, the drum unit is near the end of its life and it is time to purchase a new one.

Even if the LCD shows **CHANGE DRUM SOON**, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before **CHANGE DRUM SOON** is shown), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See Page 22-17.)

Caution

When removing the drum unit, handle it carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job, etc. The estimated drum life is *up to* 20,000 pages. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

WARNING

Just after you have used the machine, some internal parts of the machine are extremely HOT! So please be careful.

HOT!
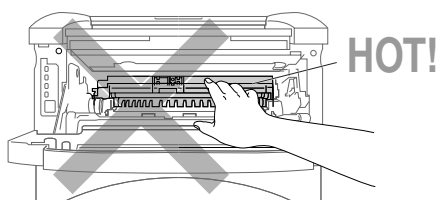
Follow these steps to replace the drum unit:

1 Open the front cover.

2 Remove the old drum unit.
Place the drum unit on a drop cloth or disposable paper to avoid scattering toner.
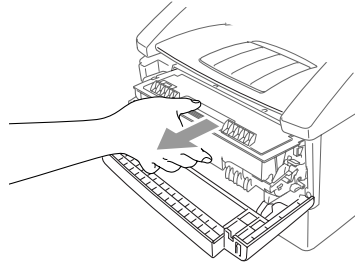
3 Hold down the lock lever on the right and pull the toner cartridge out of the drum unit assembly.
(See *Replacing the Toner Cartridge*, Page 22-18.)

Lock Lever
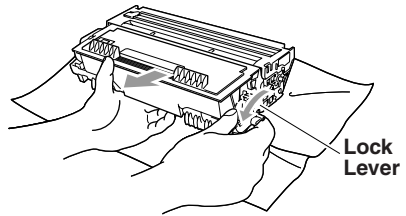
Discard the used drum unit according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic garbage.

4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminium bag, and then discard it according to local regulations.

5 Reinstall the toner cartridge into the new drum unit. (See *Replacing the Toner Cartridge*, Page 22-18.)

6 Reinstall the new drum unit, keeping the front cover *open*.

7 Press **Clear**.

8 Press **1** and when the LCD shows ACCEPTED, and close the front cover.

```
REPLACE DRUM?
1.YES  2.NO
```

⚠ **Caution**

If toner scatters and your hands or clothes get dirty, immediately wipe off or wash with cold water.

Checking the Drum Life

You can see the percentage of the drum's life that remains available.

1 Press **Menu**, **2**, **0**, **3**.

```
3.DRUM LIFE
```

2 For five seconds, the LCD shows the available percentage of drum life.

```
DRUM LIFE
REMAINING:70%
```

Even if the remaining drum life is 0%, you may continue to use the drum unit until you have a print quality problem.

Glossary

ADF (Automatic Document Feed) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

Auto Dial List Listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

automatic fax transmission Sending a fax without picking up the handset or pressing **Hook**.

Automatic Redial If the fax did not go through because the line was busy the fax machine redials the number.

Batch Transmission As a cost savings feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper The sound the keys make when they are pressed, an error occurs, or a document has been received or transmitted (programmable).

Broadcasting Sending the same fax message to more than one location.

Caller ID Service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Call Waiting Caller ID Subscribers to this service from the Telephone Company can see the Caller ID of a second call while on the telephone and can switch back and forth between two calls.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

CNG tones Special tones (beeps) sent by fax machines during automatic transmission telling the receiving machine that a fax machine is calling.

communication error (or Comm. Error) An error during fax sending or fax receiving, usually caused by line noise or static.

coding method Method of coding the information contained in an original. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.

compatibility group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast A setting that compensates for dark or light originals, by lightening dark documents or darkening light originals.

Cover Page Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Message The comment on the Cover Page (programmable).

Delayed Fax Sends your fax at a later time that day.

Delayed Timer You can program a certain time each day that all delayed faxes will be sent.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

drum unit A printing device for your machine.

Dual Access Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending, receiving or printing a fax.

Easy Receive Enables your machine to respond to CNG tones if you interrupt a fax call by answering.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) that had an error.

Electronic Cover Page Preprogrammed cover page sent from the machine's memory, eliminating the need for writing cover pages.

extension phone A telephone on the fax number that is plugged into a separate wall jack.

external phone A TAD (Telephone Answering Device) or telephone that is plugged into the EXT jack of your machine.

F/T Ring Time The length of time the machine rings (when the receive mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.

Fax Activity Report Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Forwarding Sends a fax received into memory to another preprogrammed fax number.

Fax Receive Press this code ($\ast$51) when you answer a fax call from an extension or external phone.

Fax Storage The machine can store faxes in memory for remote retrieval.

FAX/TEL You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

fax tones The signals sent by sending and receiving fax machines while communicating information.

Fine Mode Resolution is 203×196 dpi. It is used for small print and graphs.

gray scale The shades of gray available for copying and faxing photographs.

Group number A combination of One Touch and Speed Dial numbers that are stored on a One Touch key for Broadcasting.

Help List A printout of the complete Menu that you can use to program your machine when you do not have the Owner's Manual with you.

interval The preprogrammed time period between automatically printed Fax Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

LCD (liquid crystal display) The display screen on the machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

manual fax When you press **Hook**—**OR**—lift the handset so you can hear the receiving fax machine answer before you press **Fax Start** to begin transmission.

Menu mode Programming mode for changing your machine's settings.

Multi-Function Link® Pro Turns your machine into a printer and scanner and enables PC faxing using the machine.

One Touch Keys on the machine's control panel where you can store numbers for easy dialing. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the machine's memory when the machine is out of paper.

Overseas mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging This feature enables your fax unit to call your pager when a fax is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored in One Touch and Speed Dial numbers.

Photo mode A resolution setting that uses varying shades of gray for the best representation of photographs.

Polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

print reduction Reduces the size of incoming faxes.

Pulse (for Canada only) A form of dialing on a telephone line.

Remaining Jobs You can check which jobs are waiting in memory and cancel jobs individually.

Remote Activation Allows you to transfer a fax call, answered at an external or extension phone, to the machine.

Remote Retrieval Access Code The four-digit code (159✱) that allows you to call and access your machine from a remote location.

Resolution The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

Ring Delay Number of rings before your machine answers an incoming call.

Ring Volume Volume setting for the machine's ring.

scanning The process of sending an electronic image of an original paper document into your computer.

Search An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speaker Volume You can set the volume when your machine is on **Hook**.

Speed Dial A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.

Standard resolution 203×98 dpi. For quickest transmission of regular size text.

Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution 203×392 dpi. Best for very small print and line art.

Telephone Answer Code (FAX/TEL mode only) When the machine answers a voice call, it double-rings. You can pick up at an extension or external phone by pressing this code (#51).

temporary setting You can select certain options for each fax transmission without changing the default settings.

Tone A form of dialing on the telephone line used for Touch Tone telephones.

toner cartridge Accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process of affixing less toner to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

transmission The process of sending documents over the phone lines from your machine to the receiving fax machine.

Transmission Verification Report A listing of each transmission, showing caller ID, date, time and number of pages.

True Type Fonts The fonts that are used in the Windows® operating systems. If you install the Brother True Type Fonts, more types of fonts will be available for Windows® applications.

User Settings List Printed report showing your machine's settings.

Specifications

■■ ■ ■ ■ ■

Product Description

Five performance modes are available for the 5in1 model MFC-8500:
Fax, Printer, Copier, Scanner and PC Fax.

Fax

Coding System		MH/MR/MMR:
Modem Speed		14400-2400 bps;
		Automatic Fallback:
Document Input Width		5.8 inches to 8.5 inches (148 mm to 216 mm)
Document Input Length		3.9 inches to 14.1 inches (100 mm to 360 mm)
Printing Width		8.2 inches (208 mm)
Scanning Width		8.15 inches (207 mm)
Paper Size		Letter/Legal/A4
Automatic Document Feeder (ADF)		Up to 30 sheets (20 lbs)
Multi-purpose Paper Cassette		250 sheets (20 lbs)
Gray Scale		64 levels
Polling Types		Standard or Sequential
Contrast Control		Automatic/Super Light/Super Dark (manual setting)
Resolution	• Horizontal	203 dot/inch (8 dot/mm)
	• Vertical	Standard—98 line/inch (3.85 line/mm)
		Fine, Photo—196 line/inch (7.7 line/mm)
		Superfine, Photo—392 line/inch (15.4 line/mm)
Memory Capacity		8MB (up to 500 pages)*
One Touch dial		16 stations
Speed Dial		100 stations
Automatic Redial		3 times at 5 minute intervals
Speaker Type		Monitor
Auto Answer		0, 1, 2, 3 or 4 rings
Communication Source		Public switched telephone network

* "Pages" refers to the "Brother Standard Chart No.1" with MMR cording and Standard resolution. Specifications and printed materials are subject to change for improvement without prior notice.

Printer

Emulation	Brother Printing System for Windows® and emulation mode of HP LaserJet IIP (PCL level 4)
Printer Driver	Windows® 95/98/98SE/Me/2000 and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability Apple® Macintosh® QuickDraw® Driver for OS 8.6/9.0/9.0.4/9.1
Interface	Bi-directional parallel (IEEE 1284); USB (Universal Serial Bus) Interface
Memory Capacity	8 MB
Print Method	Electrophotography by semiconductor laser beam scanning
Resolution	600 dots/inch
Print Quality	Normal printing mode Economy printing mode (saves up to 50% of the normal toner usage)
Print Speed	Up to 15 pages/minute (when loading letter size or Letter paper from paper cassette)

Consumable Items	Toner cartridge Life Expectancy:
	    Up to 6,000 pages/*high yield* toner cartridges
	    Up to 3,000 pages/*standard* toner cartridges
	(when printing letter size or A4 paper at 5% print coverage)

Toner life expectancy will vary depending upon the type of average print job.

Drum Unit Life Expectancy: up to 20,000 pages

There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper, toner you use and number of pages per print job.

True Type Fonts on CD-ROM	35 TrueType compatible soft-fonts for Windows® on the on bundled CD-ROM

Computer Requirement

For Windows®			
Operating System	CPU (Pentium)	RAM	Hard Disk Space
95, 98, 98SE	75MHz	24MB (32MB recommended)	**50MB**
NT Workstation4.0	75MHz	32MB (64MB recommended)	
2000 Professional	133MHz	64MB (128MB recommended)	
Me	150MHz	32MB (64MB recommended)	

For Macintosh®			
Operating System	CPU (Pentium)	RAM	Hard Disk Space
Apple® Macintosh® QuickDraw® G3, G4, iMac or iBook with OS8.5, 8.5.1 (Only Printer) OS8.6/9.0/9.0.4/9.1 (Printer & Scanner)	All base models meet minimum requirements.		**50MB**

Electrical and Environment

Temperature	(Allowable)	50 - 90.5°F (10 - 32.5°C)
	(Storage)	32 - 104°F (0 - 40°C)
Warm-Up	Max. 25 seconds at 73.4°F (23°C)	
First Print	15 seconds (using Letter size paper in paper cassette)	
Power Source	120 V AC 50/60 Hz (USA Canadian Version Only)	
Power Consumption	Average Operating (Copying) 350 W (25°C)	
	Peak: 940 W	
	Sleep Mode: 10 W or less	
	Stand by: 70 W or less (25°C)	
Noise	Operating: 51 dB (A)	
	Stand by: 30 dB (A)	
Humidity	Operating: 20 to 80% (without condensation)	
	Storage: 20 to 80% (without condensation)	
Dimensions	$17.1 \times 17.4 \times 12.7$ inches/($435 \times 442 \times 323$ mm)	
Weight	26.4 lbs/(12 kg)	

Parallel Interface Specifications

Interface Connector   Printer Side: Amphenol FCN-685J036-L/X or equivalent

A shielded cable should be used.

Pin Assignment

Pin No.	Signal	Direction	Pin No.	Signal	Direction
1	DATA STROBE	Input	19	0V(S.G.)	-
2	DATA 1	Input	20	0V(S.G.)	-
3	DATA 2	Input	21	0V(S.G.)	-
4	DATA 3	Input	22	0V(S.G.)	-
5	DATA 4	Input	23	0V(S.G.)	-
6	DATA 5	Input	24	0V(S.G.)	-
7	DATA 6	Input	25	0V(S.G.)	-
8	DATA 7	Input	26	0V(S.G.)	-
9	DATA 8	Input	27	0V(S.G.)	-
10	$\overline{\text{ACKNLG}}$	Output	28	0V(S.G.)	-
11	BUSY	Output	29	0V(S.G.)	-
12	PE	Output	30	0V(S.G.)	-
13	SLCT	Output	31	$\overline{\text{INPUT PRIME}}$	Input
14	$\overline{\text{AUTO FEED}}$	Input	32	$\overline{\text{FAULT}}$	Output
15	N.C.	-	33	N.C.	-
16	0V (S.G.)	-	34	N.C.	-
17	0V (S.G.)	-	35	N.C.	-
18	+5V	-	36	$\overline{\text{SLCT IN}}$	Input

USB (Universal Serial Bus) Interface Specifications

Pin Assignment

Pin No.	Signal	
1	Vol (+5V)	
2	- Data	Serial Data -
3	+ Data	Serial Data +
4	Ground	

Resident Fonts

The following bitmapped fonts are resident in the machine.

Brougham 10 (12 point)   upright/normal

Brougham 12 (10 point)   upright/normal

Letter Gothic 16.66 (8.5 point)   upright/normal

(Portrait and Landscape are available for the above.)

Symbol Sets/Character Sets

*HP mode

• ISO14 JIS ASCII	• Roman 8
• ISO57 Chinese	• ISO Latin 1
• ISO11 Swedish	(ECMA-94)
• HP Spanish	• ISO60 Norwegian 1
• ISO17 Spanish	• ISO61 Norwegian 2
• ISO10 Swedish	• ISO4 UK
• ISO16 Portuguese	• ISO25 French
• ISO84 Portuguese	• ISO69 French
• ISO85 Spanish	• HP German
• PC-8	• ISO21 German
• PC-8 D/N	• ISO15 Italian
• PC-8 Turkish	• ISO6 ASCII
• PC-850	• Legal
• PC-852	• ISO2 IRV
• PC-860	• PC-863
• PC-865	

If you want to know which characters are in each symbol/character set, print the CHARSETS.PRN file from "The Print Form" option in the Direct Access Menu of the Remote Printer Console Program.

Roman 8

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

ISO Latin1

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

The following table shows characters available only in the corresponding character set. The numbers at the top of the table are code values with which characters are to be replaced in the Roman 8 character set. For other characters, see character set of Roman 8.

SYMBOL SET	23	24	40	5B	5C	5D	5E	60	7B	7C	7D	7E
ISO2 IRV	#	¤	@	[	\	]	^	`	{	|	}	‾
ISO4 UK	£	$	@	[	\	]	^	`	{	|	}	
ISO6 ASCII	#	$	@	[	\	]	^	'	{	|	}	-
ISO10 Swedish	#	¤	@	Ä	Ö	Å	^	`	ä	ö	å	‾
ISO11 Swedish	#	¤	É	Ä	Ö	Å	Ü	é	ä	ö	å	ü
ISO14 JIS ASCII	#	$	@	[	¥	]	^	`	{	|	}	
ISO15 Italian	£	$	§	°	ç	é	^	ù	à	ò	è	ì
ISO16 Portuguese	#	$	§	Ã	Ç	Õ	^	`	ã	ç	õ	°
ISO17 Spanish	£	$	§	¡	Ñ	¿	^	`	°	ñ	ç	
ISO21 German	#	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
ISO25 French	£	$	à	°	ç	§	^	`	é	ù	è	¨
ISO57 Chinese	#	¥	@	[	\	]	^	`	{	|	}	‾
ISO60 Norwegian1	#	$	@	Æ	Ø	Å	^	`	æ	ø	å	‾
ISO61 Norwegian2	§	$	@	Æ	Ø	Å	^	`	æ	ø	å	|
ISO69 French	£	$	à	°	ç	§	^	µ	é	ù	è	¨
ISO84 Portuguese	#	$	´	Ã	Ç	Õ	^	`	ã	ç	õ	‾
ISO85 Spanish	#	$	·	¡	Ñ	Ç	¿	`	´	ñ	ç	¨
HP German	£	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
HP Spanish	#	$	@	¡	Ñ	¿	°	`	{	ñ	}	‾

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V

W

Remote Retrieval Access Card

If you plan to receive fax messages while away from your machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.

REMOTE RETRIEVAL ACCESS CARD

Using Remote Access Code

1 Dial your fax number from a fax machine using touch tone.

2 When your machine answers and beeps, immediately enter your Remote Retrieval Access Code (159✱).

3 Your machine signals the kinds of messages received:
  1 long beep — Fax message(s)
  No beeps — No messages.

4 After 2 short beeps, enter a command.

5 Press **9 0** to reset your machine when you finish.

6 Hang up.

Fold →   ← Fold

CHECK RECEIVING STATUS
Press **9 7 1**
  1 long beep — Fax message(s)
  No beeps — No messages

CHANGE ANSWER MODE
Press **9 8**
then for TAD, press **1**.
  FAX/TEL (Fax/Telephone), press **2**.
  FAX, press **3**.

EXIT REMOTE OPERATION
Press **9 0**.

Changing Remote Retrieval Access Code

1 Press **Menu, 2, 5, 3**.

2 Enter a three-digit number from 000 to 999.
The ✳ cannot be changed.

3 Press **Set**.

4 Press **Stop/Exit**.

Remote Commands

CHANGE PAGING/FAX FORWARDING SETTING
Press **9 5**.
then to   **Turn feature off**, press **1**.
Select Fax Forwarding, press **2**.
Select Paging, press **3**.

②

Program Fax Forwarding Number press **4**. Enter the new fax number where you want your fax messages forwarded, and press **# #**.

Turn Fax Storage on, press **6**.
Turn Fax Storage off, press **7**.

RETRIEVE A FAX
Press **9 6**.
then to   **Retrieve all faxes**, press **2**.
then enter the number of remote fax machine, and press **# #**. After the beep, hang up and wait.
Erase all fax messages, press **3**.

③

Fold →   ← Fold
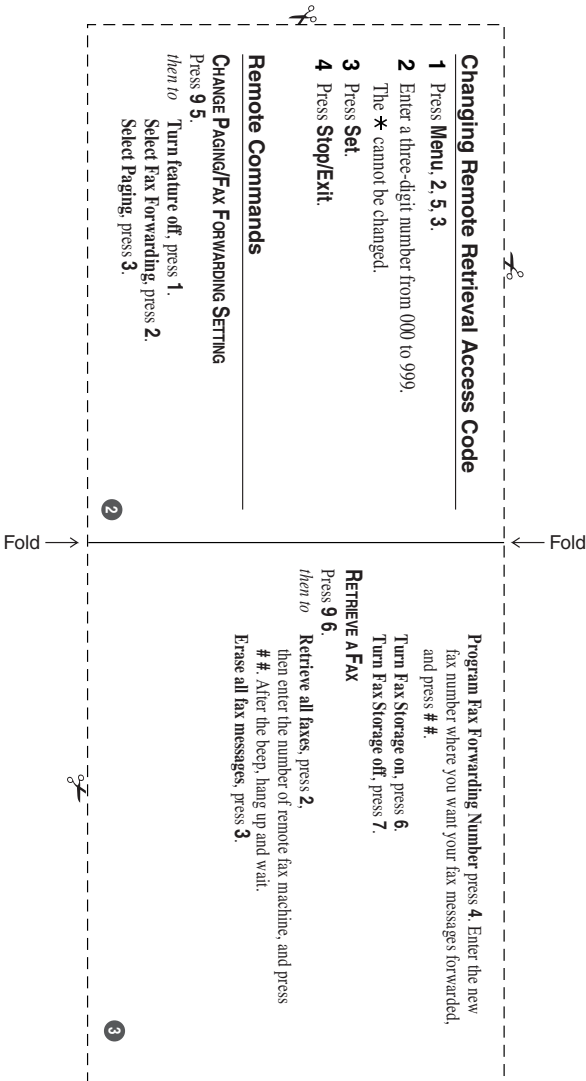
EQUIPMENT ATTACHMENT LIMITATIONS
(For Canada Only)

NOTICE:

The industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user s satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.
This precaution may be particularly important in rural areas.

Caution:

Users should not attempt to make such connections themselves,
but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTICE:

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5 REN=0.2B

brother®

Visit us on the World Wide Web
http://www.brother.com

These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your multi-function center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**

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