

Connecting an External Telephone Answering Device (TAD)

Sequence

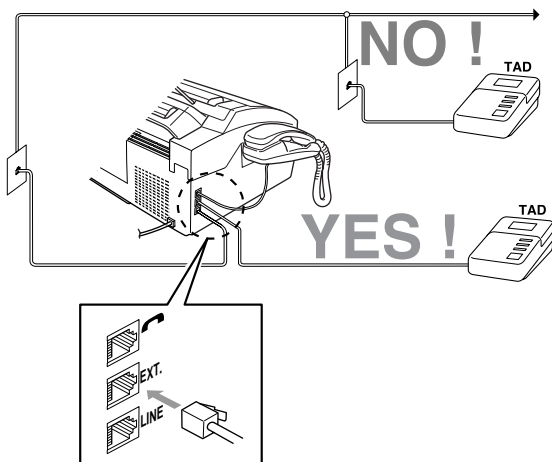
You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the FAX/MFC, the TAD answers all calls. The FAX/MFC “listens” for fax calling (CNG) tones. If it hears them, the FAX/MFC takes over the call and receives the fax. If it doesn’t hear CNG tones, the FAX/MFC 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 FAX/MFC 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.

- ⊘ Do not connect a TAD elsewhere on the same phone line—your FAX/MFC and TAD will both try to control the line.

Connections

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



- 1 Plug the telephone line cord from the wall jack into the left side of the FAX/MFC, in the jack labeled LINE.
- 2 Plug the telephone line cord from your TAD into the left side of the FAX/MFC, 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 FAX/MFC's Ring Delay setting does not apply).
- 4 Record the outgoing message (see below).
- 5 Set the TAD to answer calls.

Set the Receive Mode to TAD: ANSWER MACH. (Press **Receive Mode**.)

Recording Outgoing Message 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 FAX/MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- 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.”

Connecting an External Telephone

Your FAX/MFC 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 FAX/MFC.

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

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

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 FAX/MFC 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 FAX/MFC 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 FAX/MFC will work best on a dedicated line.

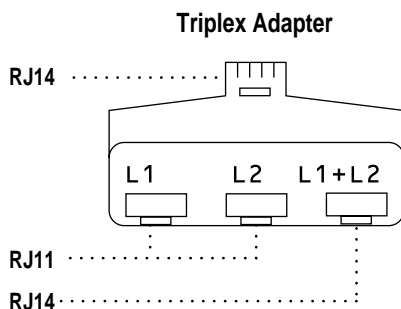
Two-Line Phone System

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 FAX/MFC 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 FAX/MFC.

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.

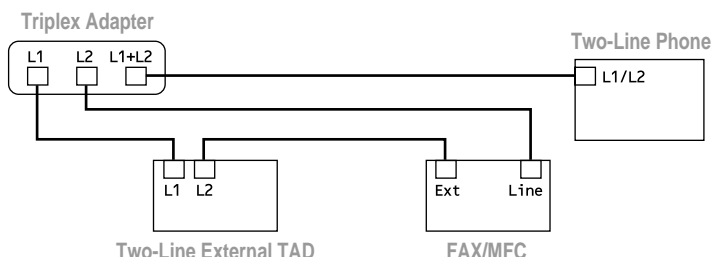
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the fax machine into Line 2 of the triplex adapter.



Installing Fax 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 FAX/MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the FAX/MFC on Line 2. 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 FAX/MFC 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 FAX/MFC.
- 2 Plug one end of the telephone line cord for your FAX/MFC into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the FAX/MFC.
- 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 FAX/MFC.



You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the FAX/MFC'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 FAX/MFC 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 FAX/MFC for you. It is advisable to have a separate line for the FAX/MFC. You can then leave the FAX/MFC in FAX mode to receive faxes any time of day or night.

If the FAX/MFC 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. (See *Easy Receive*, page 5-3.)

- ⊘ 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 FAX/MFC cannot be made.

If you are installing the FAX/MFC 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 FAX/MFC may be used with either pulse or tone dialing telephone service.

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the *Troubleshooting and Routine Maintenance*, page 11-1.

User-Friendly Programming

We have designed your FAX/MFC with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your FAX/MFC 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 FAX/MFC. All you need to do is follow the prompts as they guide you through the function menu selections and programming options and settings.

Function Mode

You can access the function mode by pressing **Function**. When you enter the function mode, your FAX/MFC displays a list of main menu options from which you can choose. These options appear one after the other on the display. Select an option by pressing **Set** when the option appears on the screen.

You can “scroll” more quickly through options by pressing ►. When the screen displays your selection, press **Set**. (Press ◀ to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.)

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

When you finish a function, the screen displays ACCEPTED.



If you want to exit the Function mode, press **Stop**.

Do You Have a FAX or MFC?

See the model number on your machine's control panel to know if your machine is a FAX or an MFC. If you have an MFC model there is an extra key press—to access the FAX functions you must first press **1**. If you have a FAX 2600, follow the function step for FAX. If you have an MFC 4600, follow the function step for MFC. For example,

For the FAX, press **Function, 1, 3**.

For the MFC, press **Function, 1, 1, 3**.

Alternating Displays

When you see alternating displays, the LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you'll probably see most often is shown below, showing you, when you place an original in the ADF, that you can dial a number and send a fax, or you can make a copy.



Function Selection Table

If you have a basic understanding of how to program your FAX/MFC, you can perform most of the programming settings without the Owner's Manual. To help you understand the function selections, options and settings that are found in your fax programs, use the Function Selection Table below.

1. Fax Functions

1. INITIAL SETUP			
Function	Description	Factory Set	Page
1. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	—	4-1
2. STATION ID	Program name, fax number and elephone number to appear on each transmitted page.	—	4-1
3. BEEPER	Adjust volume level of beeper.	LOW	4-4
4. SLEEP MODE	Conserves power	00 MIN	4-6
5. DELAYED TIMER	Sets the time of day that delayed faxes will be sent.	—	4-6
6. VOLUME AMPLIFY	For the hearing-impaired, you can set the volume to the AMPLIFY: ON setting on a permanent or temporary basis.	OFF	4-5
7. TONE/PULSE (For Canada Only)	Selects dialing mode.	TONE	4-1
8. LOCAL LANGUAGE (For Canada Only)	Allows you to change the LCD Language to French	ENGLISH	See French Operations Manual

1. Fax Functions (CONTINUED)

2. SETUP RECEIVE			
Function	Description	Factory Set	Page
1. RING DELAY	Number of rings before FAX/MFC answers in FAX or FAX/TEL mode.	04	5-2
2. F/T RING TIME	Sets the time for “double ring” in FAX/TEL mode.	20	5-3
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	5-3
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	5-6
5. REDUCTION	Reduces size of image.	AUTO	5-4
6. PAPER	Selects size of paper for fax receiving.	LETTER	5-5
7. PRINT DENSITY	Make prints darker or lighter.	—	5-5
8. POLLING RX	Turns Polling Receive ON or OFF.	OFF	5-7
9. TONER SAVE	Increases life of toner cartridge.	OFF	5-5

1. Fax Functions (CONTINUED)

3. SETUP SEND			
Function	Description	Factory Set	Page
1. COVERPG SETUP	Automatically sends the cover page you programmed.	OFF	6-4
2. COVERPAGE MSG	Program customized message for fax cover page.	—	6-5
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	6-7
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	6-9
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	6-7
6. CALL RESERVE	You can send a fax, then speak.	OFF	6-8
7. DELAYED FAX	Send documents later.	—	6-9
8. POLLED TX	Sets up your FAX/MFC with a document to be retrieved by another fax machine.	OFF	6-10
9. REAL TIME TX	You can send a fax without using memory.	OFF	6-3

4. REMAINING JOBS			
Function	Description	Factory Set	Page
	Cancel a delayed fax or polling job.		5-8

5. INTERRUPT			
Function	Description	Factory Set	Page
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		6-10

1. Fax Functions (CONTINUED)

6. SET AUTO DIAL

Function	Description	Factory Set	Page
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	7-1
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	7-2
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	7-3

7. PRINT REPORTS

Function	Description	Factory Set	Page
1. XMIT REPORT	Print lists and reports of activity. (Details in Chapter 9)	OFF	9-1
2. ACT.REPORT		INTERVAL: OFF	9-1
3. AUTO DIAL		—	9-1
4. TEL. INDEX		—	9-1
5. USER SETTINGS		—	9-1
6. MEMORY STATUS		—	9-1

8. REMOTE FAX OPT

Function	Description	Factory Set	Page
1. FAX FWD/PAGING	Set FAX/MFC to forward fax messages— OR —to call your pager.	OFF	8-1
2. FAX STORAGE	Store incoming faxes in memory for remote retrieval.	OFF	8-2
3. REMOTE ACCESS	Set code for retrieving faxes.	159*	8-3
4. PRINT FAX	Print incoming faxes stored in the memory.	—	5-8

0. TEL SERVICE

Function	Description	Factory Set	Page
1. DISTINCTIVE	Use with telephone company's Distinctive Ring service to register the ring pattern on the FAX/MFC.	OFF	5-9
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	5-11

2. Printer Functions (For MFC 4600 Only)

1. PRINT OPTIONS			
Function	Description	Factory Set	Page
1. INTERNAL FONT	You can print resident fonts to check and confirm font types.	—	See MFC Manual
2. CONFIGURATION	Printer settings and status are listed here.	—	See MFC Manual

2. RESET PRINTER			
Function	Description	Factory Set	Page
1. FACTORY SET	You can restore the printer back to the factory default settings.	—	See MFC Manual
2. HEX DUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	—	See MFC Manual

3. TEST PRINT			
Function	Description	Factory Set	Page
	You can print a test sample page to check print quality.	—	See MFC Manual

4 Initial Setup

Getting Started

After you have assembled your machine using the Brother StartCard, continue the setup by programming the rest of the initial settings.

Setting Date and Time

Your FAX/MFC 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 For the FAX, press **Function, 1, 1**.
For the MFC, press **Function, 1, 1, 1**.
- 2 Enter the last two digits of the year and press **Set**.
- 3 Enter two digits for the month and press **Set**
(for example, enter 09 for September).
- 4 Enter two digits for the day (for example, 06)
and press **Set**.
- 5 Enter the time in 24-hour format and press **Set** (for example, enter 15:25 for 3:25 PM).
- 6 Press **Stop**.
The screen now displays the date and time you set, and displays it whenever the FAX/MFC is in Standby mode.


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 6-4 and *Entering Text*, page 4-2.)

- 1 For the FAX, press **Function, 1, 2**.
For the MFC, press **Function, 1, 1, 2**.
- 2 Enter your fax number (up to 20 digits)
and press **Set**.
(You must enter a fax number to proceed.)
- 3 Enter your telephone number (up to 20 digits)
and press **Set**.
(This number appears on Cover pages.)
If your telephone number and fax number are the same, enter the same number again. The LCD displays your entry.

4 Use the dial pad to enter your name (up to 20 characters) and press **Set**.
(You can use the chart below to help you enter letters.)

5 Press **Stop**.
The screen returns to the date and time.

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

Setting Tone/Pulse Dialing (For Canada Only)

Your FAX/MFC comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you must change the dialing mode.

1 For the FAX, press **Function, 1, 7**.
For the MFC, press **Function, 1, 1, 7**.

2 Press ◀ or ▶ to select dialing mode
and press **Set**.

3 Press **Stop** to exit.



Entering Text

When you are setting certain functions, such as the Station ID, you will have to enter text into the FAX/MFC. 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 on the dial pad the correct number of times, 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

To enter a 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 **Stop**; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. Also, you can back up and type over incorrect letters.

Repeating letters

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

Special characters and symbols

Press ✕, # or 0 repeatedly to move the cursor under the special character or symbol you want, then press ► to select it.

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 page 4-1.

Setting 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 FAX/MFC beeps every time you press a key or make an error, and at the end of fax sending or receiving.

- 1 For the FAX, press **Function, 1, 3**.
For the MFC, press **Function, 1, 1, 3**.
- 2 Press ◀ or ▶ to select your setting and press **Set**.
- 3 Press **Stop** to exit.

Setting the Handset Volume

Before you begin to use the FAX/MFC, you must decide if you need to set the handset volume to AMPLIFY:ON for a user who is hearing-impaired. The AMPLIFY 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 ◀ or ▶ on the control panel to adjust the volume. When the handset is replaced, the handset volume remains 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 ◀ or ▶ on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume will return 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 ◀ or ▶ 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 ◀ or ▶ 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 users are hearing-impaired. Otherwise, the default setting of AMPLIFY may damage the hearing of some users.

Setting Volume Amplify

Please carefully read “Setting the Handset Volume” before you do the following steps:

- 1 For the FAX, press **Function, 1, 6**.
For the MFC, press **Function, 1, 1, 6**.
- 2 Press ◀ or ▶ to select **VOL AMPLIFY:OFF?** if none of the users are hearing-impaired and go to Step 4

—OR—

If some or all of the users are hearing-impaired, select **VOL AMPLIFY:ON?**.

- 3 If all the users are hearing-impaired, press ◀ or ▶ to select **PERMANENT?** and press **Set**

—OR—

If only some of the users are hearing-impaired, select **TEMPORARY?** and press **Set**.

- 4 Press **Stop** to exit.



VOL AMPLIFY:OFF?
SELECT ◀ ▶ & SET



PERMANENT?
SELECT ◀ ▶ & SET

Setting the Speaker Volume

You can adjust the speaker volume of your FAX/MFC. First press **Hook**, then press ◀ or ▶ to select a speaker volume level.

When you press ◀ or ▶ to adjust the volume level, the display shows the setting you are choosing. Each key press changes the volume to the next level. The new setting will remain until you change it again.

Setting the Ring Volume

You can adjust the ring volume when your FAX/MFC is idle. You can turn the ring off or you can select a ring volume level.

As you press ◀ or ▶ to adjust the volume level, the FAX/MFC rings so you can hear the volume for the level shown on the display. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

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

Sleep Mode

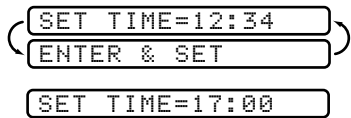
Setting the Sleep mode reduces power consumption while the FAX/MFC is idle. You can choose how long the FAX/MFC is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically resets when the FAX/MFC receives a fax or PC data, or makes a copy. The default setting is 0 minutes.

- 1 For the FAX, press **Function, 1, 4**.
For the MFC, press **Function, 1, 1, 4**.
- 2 Use the Dial pad to enter the amount of time the FAX/MFC is idle before it drops into sleep mode (00 to 99) and press **Set**.
- 3 Press **Stop** to exit.

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 6-9.)

- 1 For the FAX, press **Function, 1, 5**.
For the MFC, press **Function, 1, 1, 5**.
- 2 Enter the time (in 24-hour format) that you want delayed faxes to be sent and press **Set**.
- 3 Press **Stop** to exit.



5 Setup Receive

Basic Receiving Operations

Select Receive Mode

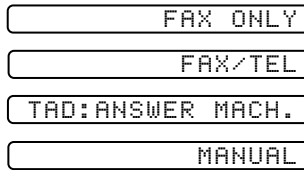
There are four different receive modes for your FAX/MFC. You can choose the mode that best suits your needs by pressing **Receive Mode** repeatedly until the LCD displays the setting you want to use.

LCD	How it works	When to use it
MANUAL (manual receive)	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 Ringing.
FAX ONLY (automatic receive)	The FAX/MFC automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
FAX/TEL* (fax and telephone)	The FAX/MFC 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.
TAD:ANSWER MACH. (External Telephone Answering Device)	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.

To select or change your Receive Mode

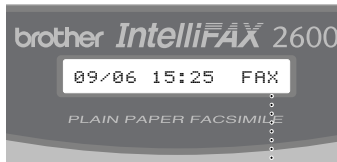
- 1 Press **Receive Mode**. The LCD display your current selection.



- 2 Continue to press **Receive Mode** until your new selection appears. After 2 seconds, the LCD returns to the date and time display, along with your new Receive Mode setting.



If you are changing Receive Mode while in another operation, the LCD returns to the current operation display.



Current Receive Mode.....

FAX: FAX ONLY
F/T: FAX/TEL
TAD: EXTERNAL ANSWERING DEVICE
MNL: MANUAL

Setting Ring Delay

The Ring Delay setting determines the number of times the FAX/MFC rings before it answers. If you have extension phones on the same line as the fax machine, keep the Ring Delay default setting of **4**. (See *Easy Receive*, page 5-3, *Operation from Extension Telephone or External Telephone*, page 5-6 and *For FAX/TEL Mode Only*, page 5-6.)

- 1 For the FAX, press **Function, 2, 1**.
For the MFC, press **Function, 1, 2, 1**.
- 2 Press **◀** or **▶** to select how many times the line rings before the FAX/MFC answers (00 – 04) and press **Set**. If you select 00, the line doesn't ring at all.
- 3 Press **Stop** to exit.

Setting F/T Ring Time

You must determine how long the FAX/MFC will notify you with its special double ring when you have a voice call. This ringing happens after the initial ringing from the phone company. Only the FAX/MFC 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 phone number as the FAX/MFC.

- 1 For the FAX, press **Function, 2, 2**.
For the MFC, press **Function, 1, 2, 2**.
- 2 Press ◀ or ▶ to select how long the FAX/MFC will ring to alert you that you have a voice call and press **Set**.
- 3 Press **Stop** to exit.

RING TIME:20 SEC

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

You can let the FAX/MFC pick up and detect if it's a fax or voice call. If it's a fax call, the FAX/MFC prints the fax. If it's a voice call, the FAX/MFC 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 FAX/MFC continues for the set time.

Easy Receive

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

(See *Operation from Extension Telephone or External Telephone*, page 5-6.)

- 1 For the FAX, press **Function, 2, 3**.
For the MFC, press **Function, 1, 2, 3**.
- 2 Press ◀ or ▶ to select ON, SEMI or OFF and press **Set**.
- 3 Press **Stop** to exit.

If you've set the feature to ON, but your FAX/MFC 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 FAX/MFC, lift the handset and press **Start**. (See *For FAX/TEL Mode Only*, page 5-6.)

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage, regardless of the size of the paper (up to legal) in your FAX/MFC. If you choose AUTO, your FAX/MFC chooses the level of reduction for you.

- 1 For the FAX, press **Function, 2, 5**.
For the MFC, press **Function, 1, 2, 5**.

5. REDUCTION
- 2 Press ◀ or ▶ to select the reduction ratio you want—AUTO, 93%, 87% or 75% and press **Set**.
Choose 100% if you don't want a reduction.
- 3 Press **Stop** to exit.

Recommended Reductions

If your paper is letter size (8.5" x 11"), and the incoming fax is

letter size, select 93%

A4 size, select 87%

legal size, select 75%.

If your paper is A4 (8.2" x 11.6"), and the incoming fax is

letter size, select 100%

A4 size, select 93%

If your paper is legal size (8.5" x 14"), and the incoming fax is

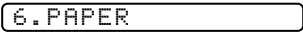
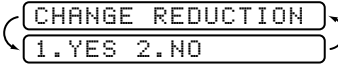
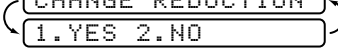
letter size, select 100%

A4 size, select 100%

legal size, select 93%.

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 FAX/MFC, you will need to change the setting for paper size, so your FAX/MFC will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your FAX/MFC.

- 1 For the FAX, press **Function, 2, 6**.
For the MFC, press **Function, 1, 2, 6**.
- 2 Press ◀ or ▶ to select LETTER, LEGAL or A4 and press **Set**.
- 3 Press **1** if you want to change the reduction setting—OR—Press **2** to go to Step 5.
- 4 Press ◀ or ▶ to select AUTO, 100%, 93%, 87% or 75% and press **Set**.
- 5 Press **Stop** to exit.

Setting the Print Density

If your FAX/MFC 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 For the FAX, press **Function, 2, 7**.
For the MFC, press **Function, 1, 2, 7**.
- 2 Press ◀ to make print lighter, or ▶ to make print darker and press **Set**.
- 3 Press **Stop** to 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 For the FAX, press **Function, 2, 9**.
For the MFC, press **Function, 1, 2, 9**.
- 2 Press ◀ or ▶ to turn ON (or OFF) and press **Set**.
- 3 Press **Stop** to exit.

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 FAX/MFC take over by using the Fax Receive Code. When you press the Fax Receive Code ✕ 5 1, the FAX/MFC starts to receive a fax. (See *Setting F/T Ring Time*, page 5-3 and *Easy Receive*, page 5-3.)

If the FAX/MFC 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 FAX/MFC phone, press **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 screen displays RECEIVE) before you hang up. (Your caller will have to press **Start** to send the fax.)

For FAX/TEL Mode Only

When the FAX/MFC 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 FAX/MFC, 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 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 FAX/MFC 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 For the FAX, press **Function, 2, 4**.
For the MFC, press **Function, 1, 2, 4**.
- 2 Press ◀ or ▶ to select ON (or OFF) and press **Set**.
- 3 If you want to, enter a new Fax Receive Code, then press **Set**.
- 4 If you want to, enter a new Telephone Answer Code, then press **Set**.
- 5 Press **Stop** to exit.

REMOTE ACT.:ON?

FAX RECEIVE:*51

TEL ANSWER:#51

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your FAX/MFC 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.

- 1 For the FAX, press **Function, 2, 8**.
For the MFC, press **Function, 1, 2, 8**.
- 2 Press ◀ or ▶ to choose ON and press **Set**.
- 3 Enter the fax number you are polling.
- 4 Press **Start**.
The screen displays DIALING.

POLLING RX:OFF?
SELECT ◀ ▶ & SET

ENTER FAX NO.
PRESS START KEY

Setting Up Sequential Polling Receive

The FAX/MFC 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 For the FAX, press **Function, 2, 8**.
For the MFC, press **Function, 1, 2, 8**.
- 2 Press ◀ or ▶ to select Polling ON and press **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.
- 4 Press **Start**. The FAX/MFC will poll each number or group member in turn for a document.

POLLING RX:OFF?
SELECT ◀ ▶ & SET

POLLING RX:ON?

ENTER FAX NO.
PRESS START KEY

ACCEPTED

DIALING #01

Printing a Fax in Memory

If you have Fax Storage ON for remote retrieval, you can still print a fax from memory when you are at your FAX/MFC. (See *Setting Fax Storage*, page 8-2.)

- 1 For the FAX, press **Function, 8, 4**.
For the MFC, press **Function, 1, 8, 4**.
- 2 Press **Start**.
- 3 After printing is finished, press **Stop** to exit.

Canceling a Scheduled Job

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

If the FAX/MFC is idle,

- 1 For the FAX, press **Function, 4**.
For the MFC, press **Function, 1, 4**.
Any waiting jobs will appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

4. REMAINING JOBS
- 2 If you have more than two jobs waiting, use ◀ or ▶ to select the job you want to cancel and press **Set** when the screen displays your selection.
—OR—
If you have only one job waiting, go to Step 3.
- 3 Press **1** to cancel the job—OR—Press **2** to exit without canceling it.
To cancel another job, return to Step 2.
- 4 Press **Stop** to exit.



If your FAX/MFC is busy, press **Stop**, then follow Steps 2 through 4 to cancel a job.



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

Telephone Services

Distinctive Ring

This FAX/MFC feature lets you use the Distinctive Ring subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ring pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your FAX/MFC.

Your FAX/MFC has a Distinctive Ring function, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below to "register" the new Distinctive Ringing pattern, that was assigned by the Telephone Company, so your FAX/MFC can recognize its incoming calls.



You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, then turn it back on. When you get a new fax number, be sure to reset this function.







You can register only one Distinctive Ring pattern with the FAX/MFC. Some ringing patterns cannot be registered.

- The FAX/MFC will answer only calls to its registered number.
- You will not hear the first two rings of all incoming calls on the machine.
- To have your TAD answer only the main number, the FAX/MFC must be in Manual mode.
- In FAX/TEL or FAX mode, the FAX/MFC will answer all numbers on the phone line.

Registering Your Distinctive Ring Pattern

If you are not sure which ring pattern you have call your telephone company. Then assign your ring pattern in the steps below.

- 1 Set the FAX/MFC to MANUAL mode.
- 2 For the FAX, press **Function, 0, 1**.
For the MFC, press **Function, 1, 0, 1**. The screen displays the current setting of this feature.
- 3 Press ◀ or ▶ to select DISTINCTIVE: SET? and press **Set**.
- 4 Press ◀ or ▶ to select the prestored ring pattern you want to assign and press **Set**. (You will hear each pattern as you scroll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

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

- 5 Press **Stop** to exit.

Once you've registered the Distinctive Ring pattern in your FAX/MFC, you can turn this feature on or off. To change the setting, follow Steps 1 to 4 above, selecting ON (or OFF).

Caller ID



The Caller ID feature lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the LCD display, the name or telephone number of your caller as the line rings.

After a few rings, the screen displays 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. (See *Printing Caller ID List*, page 5-11.)

- You will see the first 16 characters of the number or name.
- OUT OF AREA means call originates outside your Caller ID service area.
- PRIVATE CALL means the caller has intentionally blocked transmission of information.
- CALL PICKUP remains on the screen when no Caller ID information was transmitted.

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your FAX/MFC.

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 FAX/MFC.

- 1 For the FAX, press **Function, 0, 2**.
For the MFC, press **Function, 1, 0, 2**.
- 2 Press ◀ or ▶ to select DISPLAY #? and 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 press **Set**.
The LCD shows the caller's name and number and the date and time of the call.
- 4 Press ◀ or ▶ to return to the Caller ID listing—**OR**—Press **Stop** to exit.

Printing Caller ID List

- 1 For the FAX, press **Function, 0, 2**.
For the MFC, press **Function, 1, 0, 2**.
- 2 Press ◀ or ▶ to select PRINT REPORT? and press **Set**.
- 3 Press **Start**.

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 FAX/MFC'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 displays the Caller ID.
- 2 Press **Speed Dial** to switch to the second call.
- 3 To switch back to the first call, press **Speed Dial** again.



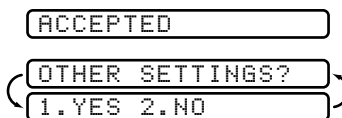
Either caller can hang up at any time. However, if you hang up you will disconnect both callers.

6 Setup Send

Before You Begin

Sending Faxes Using Multiple Settings

When you send a fax you can choose any combination of the available settings: add a coverage page and select a comment; set the contrast or resolution; send using overseas mode, call reservation or delayed fax timer, polling transmission or real time transmission. After each function is accepted, the display will ask if you want to enter other settings:

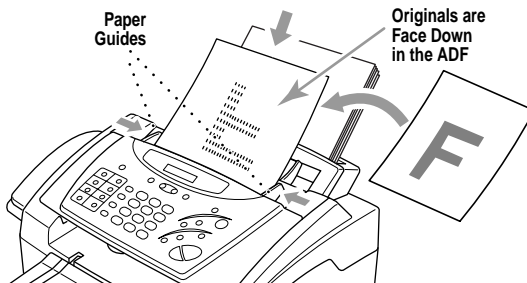


Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—

Press **2** if you are finished choosing settings, and go to the next step.

Using the ADF (Automatic Document Feeder)

- Documents must be between 5.8 and 8.5 inches wide, and 3.9 and 14.1 inches long. Your FAX/MFC can scan an image only 8.2 inches wide, regardless of how wide the paper.
- Make sure you place original **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 20 pages, feeding each one individually through the fax machine. Use standard (14 lb–24 lb) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.
- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending. (See *Resolution*, page 6-7.)
- ⊘ **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.