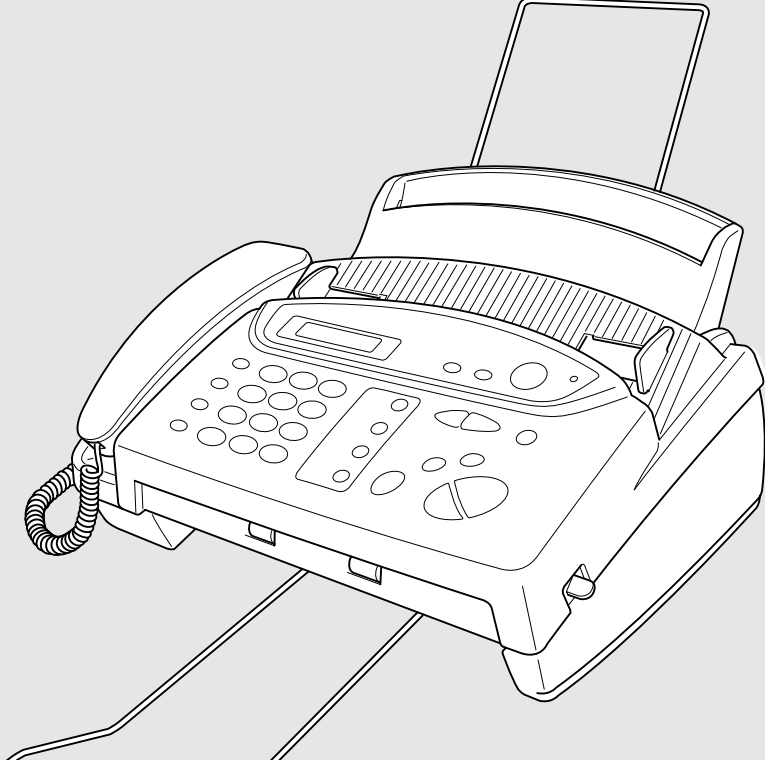


brother



FAX-645
FAX-685MC
MFC-960MC

.....

brother

If You Need to Call Customer Service

Please complete the following information for future reference:

Model: FAX-645 FAX-685MC MFC-960MC

(Circle your model number)

Serial Number: *

Date of Purchase:

Place of Purchase:

* The serial number is on the underside of the unit.
Retain this Owner's Manual with your sales receipt
as a permanent record of your purchase, in the event
of a warranty service.



WARNING

Failure to use only GENUINE brother® supplies will damage the machine and such damages will not be covered under warranty.

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1

Introduction

Using This Manual

Thank you for purchasing a Brother FAX/MFC. This FAX/MFC has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your FAX/MFC to its fullest potential by taking a few minutes to read this manual.



Additionally, your FAX/MFC has a Help Key. Press **Copy/Help** and then press **Start** to print a list of basic operational steps and functions.

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 function by checking the Index at the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

About FAX/MFC

If you're a first-time FAX/MFC user, fax operation might seem a little mysterious. You'll soon get used to the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax Tones and Handshake

When someone is sending a fax, the FAX/MFC sends fax calling tones (CNG tones)—soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 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 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 40 seconds over the phone line, and the screen displays **RECEIVE**. If your FAX/MFC is set to the **FAX ONLY Mode**, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your FAX/MFC continues to send the “chirps” for about 40 seconds, and the screen continues to display “**RECEIVE**”. To cancel the receiving mode, press **Stop**.

When your FAX/MFC answers in **FAX/TEL (F/T) Mode**, the FAX/MFC listens for CNG tones and then responds with receiving tones. This mode is best suited to conditions where you want to man the FAX/MFC.

The fax “handshake” is the time in which the sending machine's CNG tones and the receiving machines “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 40 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.



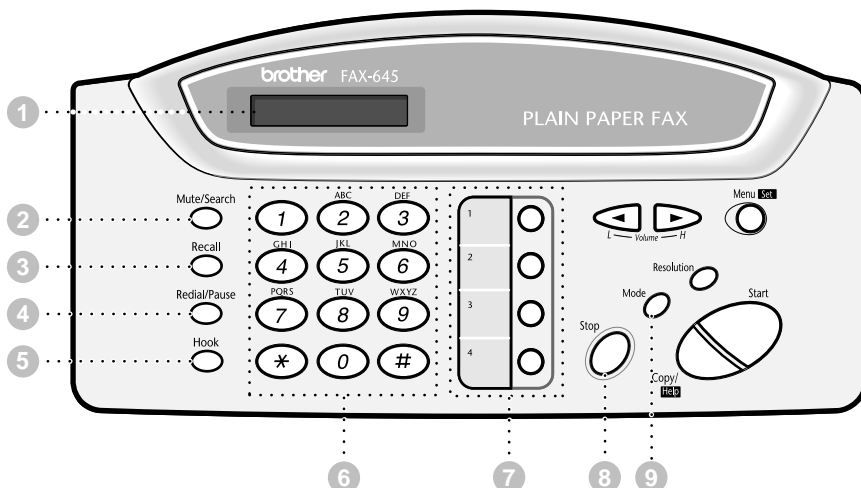
When you have an external telephone answering device (TAD) on your fax line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the **Installation** chapter for connecting a TAD to your FAX/MFC.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the FAX/MFC 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. ECM by default is set **ON**.

Sufficient memory must be available in your FAX/MFC for this feature to work.

FAX-645 Control Panel Overview



1 Liquid Crystal Display

The LCD displays messages to help you set up and operate your FAX/MFC.

2 Mute/Search

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

3 Recall

Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

4 Redial/Pause

Redials the last number called. Also inserts a pause in autodial numbers.

5 Hook

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

6 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the FAX/MFC.

7 One Touch Dial Keys

These 4 keys give you access to 4 previously stored phone numbers.

8 Stop

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

9 Mode

Use to select how FAX/MFC will handle incoming calls.



10 Copy/Help

Makes a copy. If no originals are in the ADF, it prints a quick reference Help List.

11 Start

Starts an operation, such as sending a fax.

12 Resolution

Sets the resolution when you send a fax or make a copy.

**13 ◀ (Left Arrow)
▶ (Right Arrow)
(Volume)**

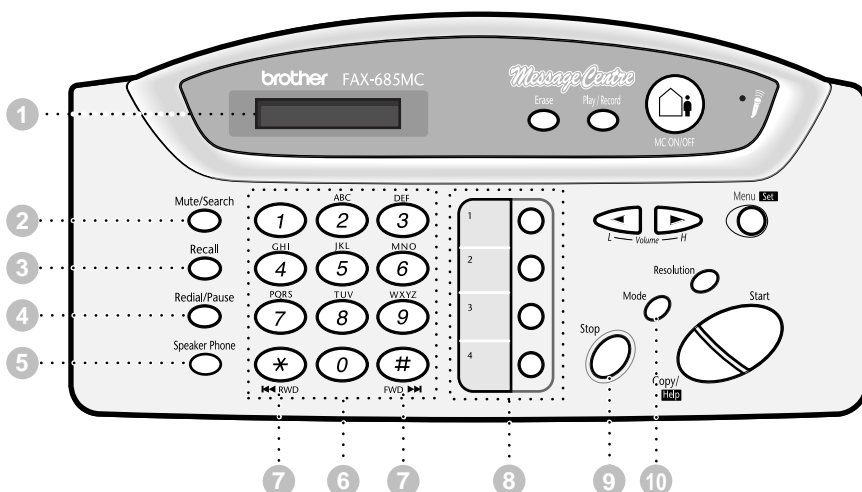
Moves the LCD cursor to the left or right. Adjusts speaker and ring volume.

14 Menu/Set

Lets you access the function menu and programming mode. Also, stores a function setting into the FAX/MFC.

FAX-685MC Control Panel Overview

(MFC-960MC panel keys are same as FAX-685MC)



1 Liquid Crystal Display

The LCD displays messages to help you set up and operate your FAX/MFC.

2 Mute/Search

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

3 Recall

Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

4 Redial/Pause

Redials the last number called. Also inserts a pause in autodial numbers.

5 Speaker Phone

Lets you speak to the person at the other end and dial telephone and fax numbers without lifting the handset.

6 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the FAX/MFC.

7 RWD (*) FWD (#)

Use to repeat or skip to the next voice message during playback.

8 One Touch Dial Keys

These 4 keys give you access to 4 previously stored phone numbers.

9 Stop

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

10 Mode

Use to select how FAX/MFC will handle incoming calls.



11 Copy/Help

Makes a copy. If no originals are in the ADF, it prints a quick reference Help List.

12 Start

Starts an operation, such as sending a fax.

13 Resolution

Sets the resolution when you send a fax or make a copy.

14 ◀ (Left Arrow) ▶ (Right Arrow) (Volume)

Moves the LCD cursor to the left or right. Adjusts speaker and ring volume.

15 Menu/Set

Lets you access the function menu and programming mode. Also, stores a function setting into the FAX/MFC.

16 Erase

Lets you delete voice messages, fax messages or all messages.

17 Play/Record

Lets you listen to voice messages and print fax messages stored in memory. Also, lets you record telephone calls.

18 MIC (Microphone)

Picks up your voice when you speak to another party using Speaker Phone.

19 MC ON/OFF

Lets you activate Message Centre. Also, notifies you that you have voice or fax messages in the memory.

2

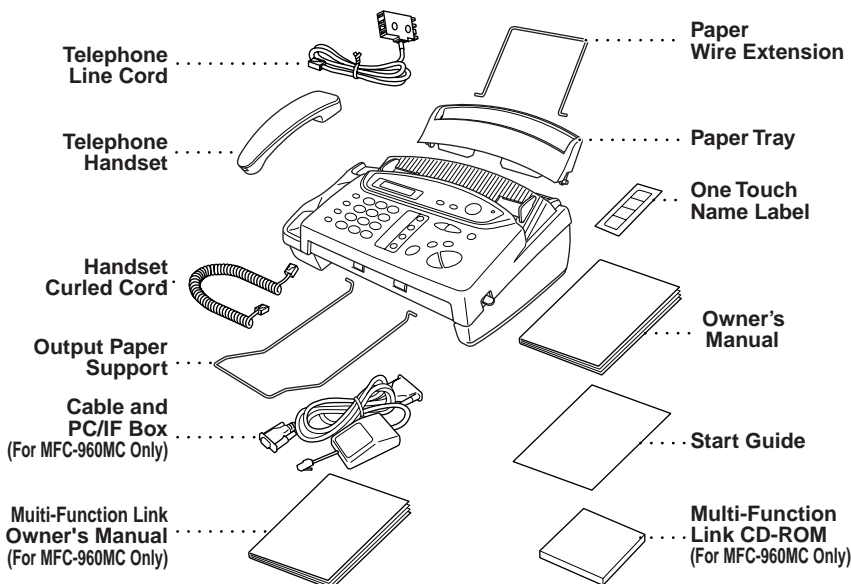
Location and Connections

Caution

- 1 Never install telephone wiring during a lightning storm.
- 2 We recommend that this product be used with a surge protection device to protect the product against lightning storms.
- 3 Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- 4 Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.
- 5 Use caution when installing or modifying telephone lines.
- 6 Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 7 Do not use the telephone to report a gas leak in the vicinity of the leak.
- 8 For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

Packing List

Check that you have the following items:



Keep the packing materials for possible future transport. If you do not pack the machine properly, such damage will not be covered under warranty.

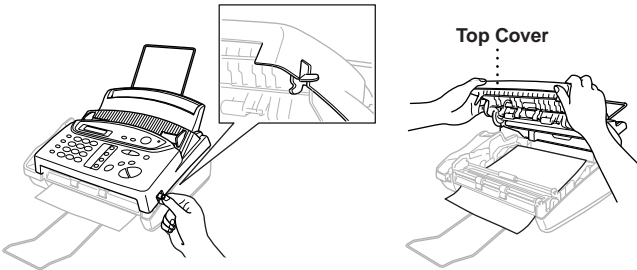
Choosing a Location

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

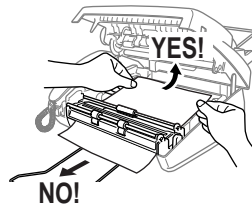
- ⊘ Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the FAX/MFC to direct sunlight, excessive heat, moisture or dust. Do not connect your machine to electrical outlets controlled by wall switches or automatic 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.

Remove Ribbon Protection Sheet

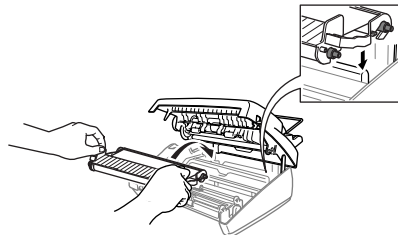
- 1 Open the top cover by lifting the gray lever on the right side of the top cover.



- 2 Remove the ribbon protection sheet.



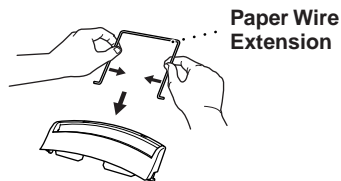
- 3 Remove the print cartridge and notice how the ribbon is wound on the print cartridge frame.
- 4 Re-install cartridge.
- 5 Close the top cover.



Assembly

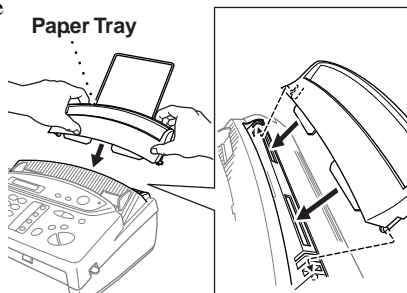
Attach the paper wire extension

Attach the paper wire extension as shown in the illustration below.



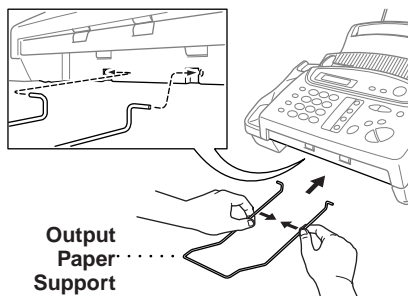
Attach the paper tray

Attach the paper tray. Make sure the wide pins on the paper tray are inserted firmly into the pockets on the top edge of the machine.



Attach the output paper support

Attach the output paper support.



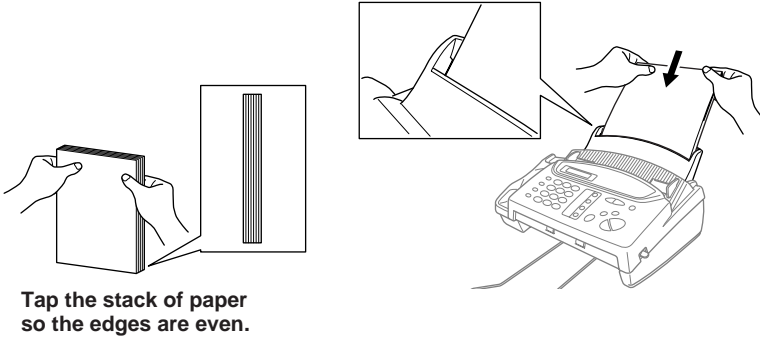
Loading the Paper

The paper tray can hold about 30 sheets of paper.

Temperature: 20°C (68°F)

Humidity: 60%

- 1 Place paper in the paper tray.



Acceptable Paper

Size: A4

Weight: 64gsm-90gsm (17 lb. – 24 lb.)

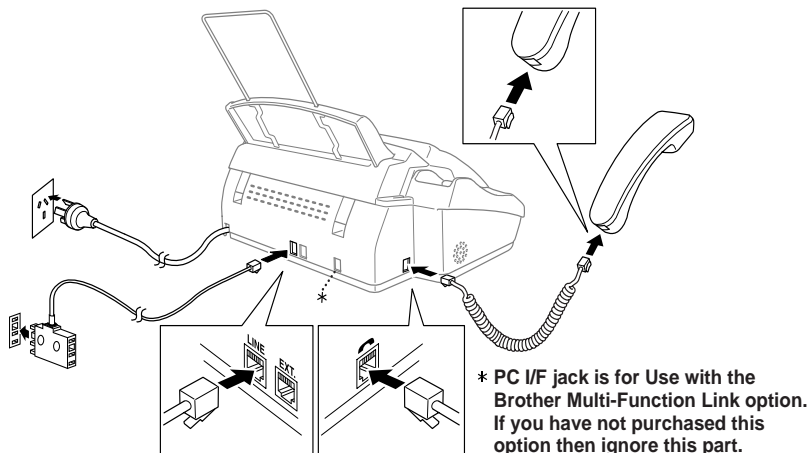
Thickness: 0.08 – 0.10mm

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.

Connections

Connecting the Machine

Connect the handset, power cord, and telephone line cord.



1 Connect the Handset.

Connect the curled handset cord to the bottom of the handset and the back of the machine.

2 Connect the power cord.

3 Connect the telephone line cord.

Connect one end of the telephone line cord to the jack labeled **LINE** on the back 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.

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 ONLY 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 *Fax Detect (set ON by default)*, page 5-4.)



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.

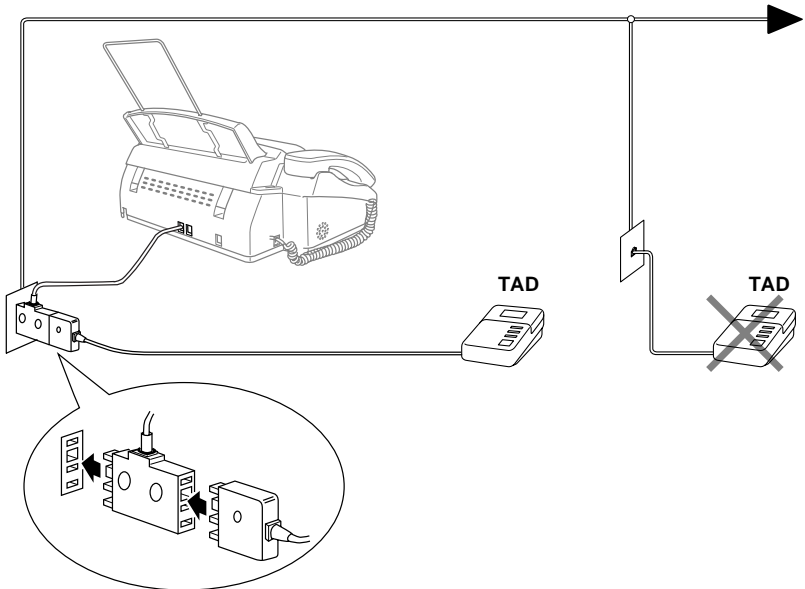
If you are installing the FAX/MFC to work with a PBX:

- 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 Answer Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.
- 3** The unit may be used with either pulse or tone dialing telephone service.

Connecting an External Telephone Answering Device (TAD)

Connections

- 1 You may connect an external TAD to your machine, as shown below.



- 2 Set the number of rings to one or two on your external TAD.
(The FAX/MFC's Ring Delay setting does not apply.)
 - 3 Record the outgoing message on your external TAD (see below).
 - 4 Set the external TAD to answer calls.
 - 5 Set **MESSAGE STORE** (Function menu 8-1) to **VOICE:EXT.**
(Only for FAX-685MC and MFC-960MC)
 - 6 Set the Answer Mode to **TAD:ANSWER MACH.** (Only for FAX-645)
On the FAX-685MC and MFC-960MC, set the Answer Mode to **MC:MSG CTR.**
- ⊘ Do not connect a TAD elsewhere on the same phone line—your machine and TAD will both try to control the line.

Outgoing Message (OGM) of External TAD

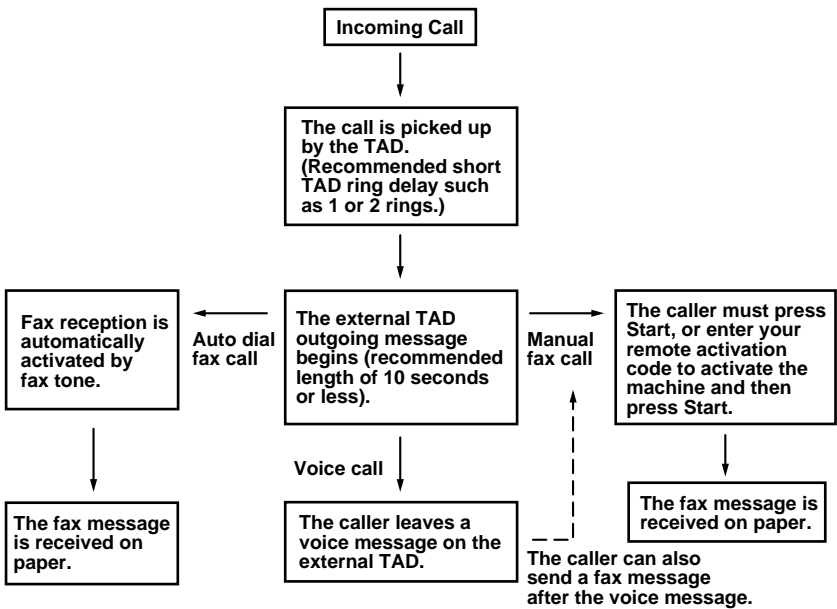
Timing is important in recording this message.

- 1 Record four 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 Try to record the shortest possible message on your telephone answering device (ideally less than 10 seconds).
- 3 End your message by giving your Remote Activation Code for people sending manual faxes. For example:
“After the beep, leave a message or send a fax manually by pressing * 5 1.”

Please note that some faxes that are sent manually cannot be received automatically because some FAX/MFCs do not send a fax tone in manual mode. In these cases you must inform callers that they must enter the remote activation code to send a fax.

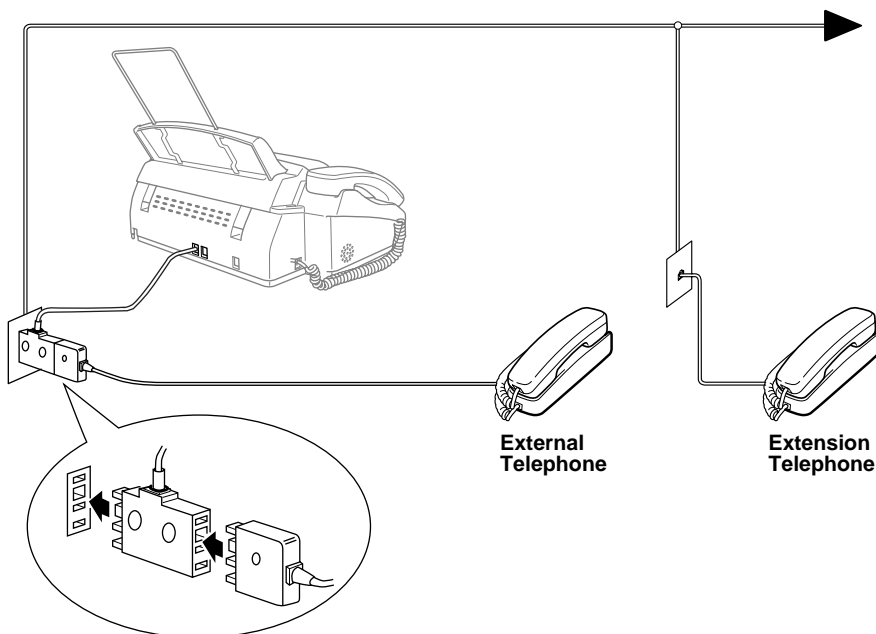
Sequence of External TAD Reception

When you leave your machine set in TAD mode, all calls will be answered by the externally connected telephone answering device, and fax calls will be received automatically provided they come from a machine which sends standard Calling tone (CNG).



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 to your machine, as shown below.



Whenever this external phone (or TAD) is in use, the screen displays **EXT. TEL IN USE**, and, if the fax handset is lifted, an alarm sounds.

To disconnect the call on the external phone and switch to the fax, press **Hook** or **Speaker Phone**.



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 **Menu/Set**. 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 a menu option by pressing **Menu/Set** when the option appears on the screen. The display will scroll the options within that menu.

You can “scroll” more quickly through options by pressing . When the screen displays your selection, press **Menu/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 **Menu/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 screen displays ACCEPTED.

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

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.



Menu 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 Menu Selection Table below.

1. INITIAL SETUP			
Function	Description	Factory Set	More Info
1. TONE/PULSE	Selects the dialling mode.	TONE	4-1
2. DATE/TIME	Enter date and time for LCD display and to print on transmissions.	—	4-1
3. STATION ID	Program the name, fax number and telephone number to appear on each transmitted page.	—	4-2
4. BEEPER	Adjust the volume level of the beeps when you press a key, an error occurs or a document is sent or received.	LOW	4-4
5. PBX	Turn on if PABX (Private Automatic Branch Exchange) is connected to your machine.	OFF	4-4

2. SETUP RECEIVE			
Function	Description	Factory Set	More Info
1. RING DELAY	Number of rings before the machine answers in F/T, FAX, or MC (Message Centre) mode.	RING DELAY:02 TOLL SAVER:OFF (FAX-685MC and MFC-960MC Only)	5-3, 9-6
2. F/T RING TIME	Sets the time for "F/T pseudo-ring" in F/T mode.	30	5-3
3. FAX DETECT	Receive fax messages without pressing the Start key.	ON	5-4
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location or to transfer voice call from DECT cordless phone to the machine.	ON (✕ 51, #51, ✕ 81)	5-7
5. REDUCTION	Reduces size of image.	AUTO	5-4

2. SETUP RECEIVE

6. MEM.RECEIVE	Automatically stores any incoming faxes in its memory if it runs out of paper.	ON	5-5
7. POLLING RX	You call another FAX/MFC to receive a fax from it.	—	5-12, 5-13
8. PC INTERFACE (Only for MFC-960MC or with Multi-Function Link for FAX)	Fax Receive Only/PC Priority/PC Receive Only.	PC PRIORITY	See Multi-Function Link Owner's manual

3. SETUP SEND

Function	Description	Factory Set	More Info
1. COVERPG SETUP	Automatically sends a cover page you program or prints a sample coverpage.	OFF	6-4, 6-5
2. COVERPAGE NOTE	Program customized message for fax cover page.	—	6-6
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	6-6
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 or print a sample call back message.	OFF	6-7, 6-8
7. TIMER	Send documents later.	—	6-8
8. POLLED TX	Set Polled Transmission for someone to poll your fax machine to receive a fax.	—	6-10
9. MEMORY TX	You can send faxes from memory.	OFF	6-2, 7-6

4. CANCEL JOB

Function	Description	Factory Set	More Info
	Cancel a delayed fax or polling job.		5-13

5. INTERRUPT			
Function	Description	Factory Set	More Info
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		6-11

6. SET QUICK-DIAL			
Function	Description	Factory Set	More Info
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 four keys.	—	7-2
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	7-3

7. PRINT REPORTS			
Function	Description	Factory Set	More Info
1. TRANSMIT REPOR	Print lists and reports of activity. (Details in chapter 11)	OFF	11-1, 11-2
2. JOURNAL		JOURNAL: OFF	11-1, 11-2
3. QUICK-DIAL		—	11-1
4. TEL.INDEX		—	11-1
5. SYSTEM SETUP		—	11-1
6. MEMORY STATUS		—	11-1

8. REMOTE FAX OPT (FAX-645 Only)			
Function	Description	Factory Set	More Info
1. FAX FWD	Set your FAX/MFC to forward faxes.	OFF	8-1
2. FAX STORAGE	Store incoming faxes in memory for remote retrieval.	OFF	8-1
3. REMOTE ACCESS	Set code for retrieving faxes.	159✳	8-2
4. PRINT DOCUMENT	Print incoming faxes stored in the memory.	—	5-8

8. SETUP MSG CTR (FAX-685MC and MFC-960MC Only)

Function	Description	Factory Set	More Info
1. MESSAGE STORE	Select if memory will store fax, voice or both.	DOC:OFF VOICE:ON	9-2
2. BACKUP PRINT	Automatically prints a copy of faxes received into memory.	ON	9-5
3. OGM	Select/Record outgoing message.	MSG CTR OGM	5-3, 9-8
4. ICM MAX. TIME	Select maximum length of incoming messages.	30 seconds	9-6
5. ICM REC. MONITR	Select ON or OFF for voice messages as they come in.	ON	9-6
6. FAX FWD/PAGING	Set FAX/MFC to forward fax/message— OR —to call your pager.	OFF	9-7, 9-8
7. REMOTE ACCESS	Set code for retrieving messages.	159✱	9-9


0. TEL SERVICE

Function	Description	Factory Set	More Info
1. CALLER ID	View and dial back, or print a list of the last 30 Caller IDs stored in memory.	—	5-9, 5-10
2. DISTINCTIVE	Use with phone company distinctive ringing service.	OFF	5-10

Setting the Station ID

You can store your name, fax number, and telephone number to be printed on all fax pages.

It is important that you enter the fax numbers in the internationally standardised format, i.e. in accordance with the following strict sequence:

- The “+” (plus) character
- Your Country Code (e.g. “61” for Australia)
- Your local area code minus any leading “0” (e.g. “2” not “02” for Sydney)
- A space (press  twice)
- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, your machine is installed in Australia and your national telephone number is 02 9887 4344, then you must set the fax number part of your station ID as: +61 2 9887 4344

- 1 Press **Menu/Set**, 1, 3.

FAX:
- 2 Enter your fax number (up to 20 digits) and press **Menu/Set**.

TEL:
- 3 Enter your telephone number (up to 20 digits) and press **Menu/Set**. If your telephone number and fax number are the same, enter the same number again.
The screen displays your entry.

NAME:
- 4 Use the dial pad to enter your name (up to 20 characters) and press **Menu/Set**. (You can use the chart on next page to help you enter letters.)
- 5 Press **Stop**. The screen returns to the date and time.


Details for Entering Text

When you are setting certain functions, such as the Station ID, you may need 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 or operations.


By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

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


Inserting spaces

If you want to enter a blank space, press  twice.


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**; the letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also 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 Ä Æ Ö Ü À Ç È É 0



- The telephone number you enter is used only for Call Back Message and Cover Page features.
- If you do not enter a fax number, no additional information can be entered.
- To enter a space, press  once between numbers and twice between characters.
- If your Station ID has already been programmed, the screen prompts “1” to make a change, or “2” to exit without changing.

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 Press **Menu/Set**, 1, 4.
- 2 Press $\text{L} \langle \rangle$ or $\text{R} \rangle \text{H}$ to select your setting and press **Menu/Set**.
- 3 Press **Stop** to exit.

PABX and TRANSFER

Your machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. You can gain access to the outside line from your fax connected to PABX by just pressing **Recall**.



You can transfer a call to another extension by pressing **Recall**.

If your FAX/MFC is connected to a PABX, you may need to insert an additional number prefix (e.g. “9”) and a “pause”, not press **Recall**, before each fax or telephone number, in order to again access to the outside line.

Setting PABX

If your machine is connected to a PABX system, set **PBX:ON**. If not, set **OFF**.

- 1 Press **Menu/Set**, 1, 5. The screen displays
- 2 Press $\text{L} \langle \rangle$ or $\text{R} \rangle \text{H}$ to select **ON** (or **OFF**).
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Stop** to exit.



You can program an **Recall** keypress as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed Dial number (Function menu 7-1 or 7-2) press **Recall** first (the screen displays “!”), then enter the telephone number. If you do this, you do not need to press **Recall** each time before you dial using a One Touch or Speed Dial location. (See chapter 7.) However, if PBX is set to OFF, you can't use the One Touch or Speed Dial number that an **Recall** keypress is programmed into.

Setting the Speaker Volume

You can adjust the speaker volume when your FAX/MFC is on hook (after you pressed **Hook** or **Speaker Phone**), by selecting a speaker volume level.

Press **L** or **R** to adjust the volume level. The display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.



If you have FAX-685MC and MFC-960MC, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages).



If you turn Incoming Recording Monitor to OFF (**Menu/Set, 8, 5**) on the FAX-685MC and MFC-960MC, the Speaker for screening calls will be disabled and you won't hear callers leaving messages. The volume for other operations can still be controlled using **L** and **R**.

Setting the Ring Volume

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

Press **L** or **R** to adjust the volume level. With each key press, the FAX/MFC rings so you can hear the current setting and the display shows the setting you are choosing. 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 QUICK DIAL, REMOTE FAX OPT and SETUP MSG CTR plus the COVERPG SETUP and COVERPAGE MSG (from SETUP SEND) functions are stored permanently. You may have to reset the date and time.

5 Setup Receive

Basic Receiving Operations

This fax machine was designed to accommodate different applications. There are four receiving modes the FAX/MFC can operate in. Please choose one the most appropriate for you.

Select Answer Mode

MANUAL—You must answer all calls yourself. If you hear fax tones, press **Start** to begin receiving the fax, then hang up. You can use this mode with Distinctive Ringing. (See *Distinctive Ringing (Telstra™ Fax Stream Duet®)*, page 5-10.) Use this mode for Fax Stream Duet®.

FAX ONLY—The FAX/MFC automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call.

FAX/TEL—The FAX/MFC automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with a F/T pseudo-ring, different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay and F/T Ring Time features (on the following pages). (See *For F/T (FAX/TEL) Mode Only*, page 5-6.) This mode is not recommended if extensions are in use.

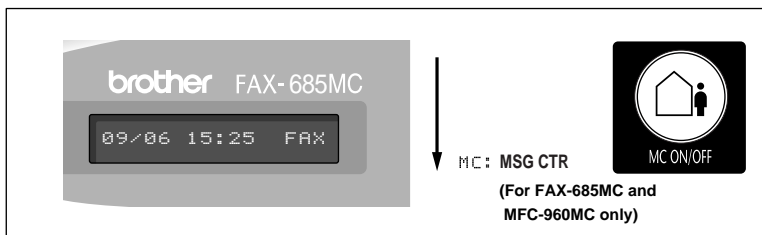
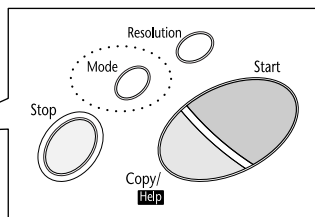
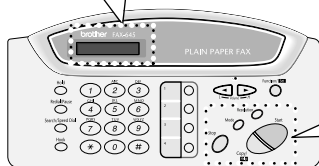
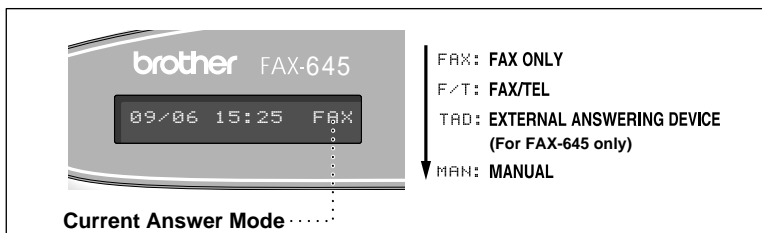
TAD (For FAX-645 only)—This is the only setting in which you can use an external answering machine. Your telephone answering device is connected to your FAX, and answers every call. Once the TAD answers, the FAX listens for fax tones. If it detects fax tones, it prints the fax.

The TAD setting works only with an external telephone answering device (TAD); it does not work with telephone company voice mail. Ring Delay and F/T Ring Time do not work in this setting.

MSG CTR (For FAX-685MC and MFC-960MC only)—The FAX/MFC provides you with a built-in digital Message Centre for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes of messages. You will need to record a MSG CTR OGM before this feature is available to you. For more information about Message Centre (MSG CTR) operation, please see Chapter 9.

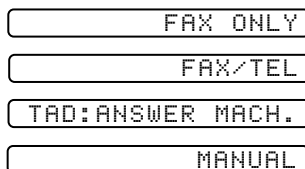


If you have not recorded the Outgoing Message for Message Centre mode, your FAX/MFC does not receive the voice call. (See chapter 9).

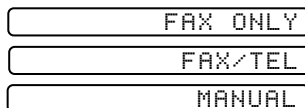


To select or change your Answer Mode

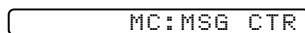
- 1 Press **Mode**. The screen displays your current selection.
 The options on the FAX-645 are:



The options on the FAX-685MC and MFC-960MC are:



Or, if Message Centre Mode is ON, it overrides your Answer Mode Setting, so the display shows







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



If you're changing Answer Mode while in another operation, the screen returns to the current operation display.



Setting Ring Delay

The Ring Delay setting determines the number of times the FAX/MFC rings before it answers. (See *Fax Detect (set ON by default)*, page 5-4 and *Operation from an External or Extension Telephone*, page 5-6 and *For F/T (FAX/TEL) Mode Only*, page 5-6.)

- 1 Press **Menu/Set, 2, 1**. If you have a FAX-645, go to Step 3.
- 2 Press  or  to select Ring Delay and press **Menu/Set**.
- 3 Press  or  to select how many times the line rings before the FAX/MFC answers (02 - 10) and press **Menu/Set**.
- 4 Press **Stop** to exit.

Setting F/T Ring Time (Only for F/T receiving mode)

You need to determine how long the FAX/MFC will notify you with its special F/T pseudo-ring when you have a voice call. It will ring after the initial ringing from the phone company. Only the FAX/MFC rings for 20, 30, 40 or 70 seconds (depends on settings) ; no other phones on the same line ring the special F/T pseudo-ring. However, you can answer the call on any phone (in a separate wall jack) on the same line as the FAX/MFC.

- 1 Press **Menu/Set, 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 **Menu/Set**.
- 3 Press **Stop** to exit.

RING TIME:30 SEC

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.





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 machine prints the fax automatically. You do not have to pick up the handset to receive a fax. If it's a voice call, the machine signals you with a F/T pseudo-ring for the length of time you selected in F/T Ring Time.



Even if the caller hangs up during the F/T pseudo-ring, the FAX/MFC continues for the set time.

Record FAX/TEL Outgoing Announcement (FAX/TEL OGM) (For FAX-685MC and MFC-960MC only)

This is the announcement played by your FAX/MFC (not an external TAD) when someone calls and your machine is set to F/T mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions on 9-3.

- 1 Press **Menu/Set, 8, 3**. The screen prompts you to choose FAX/TEL OGM, MSG CTR OGM or PAGING OGM.
- 2 Press  or  to select FAX/TEL OGM and press **Menu/Set**.
- 3 Press  or  to select RECORD OGM? and press **Menu/Set**.
Then pick up the handset to record a message.
- 4 Replace the handset. Your OGM is played.
- 5 Press **Stop** to exit.



It is not necessary to have an outgoing message. The F/T mode will work fine without one. It is only to help the caller understand the status of your machine.

For example, you can leave a message that says:

“Hello, you have reached an automatic answer phone. Please hold the line, we will be with you shortly. If you wish to send a fax, press ✕ **5 1** (your three-digit activation code) and press the Start key now.”

Fax Detect (set ON by default)



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 hang up the handset, and your machine 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 machine 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 your machine. (See *Operation from External or Extension Telephone*, and *For F/T (FAX/TEL) Mode Only*, page 5-6.)



In case Fax Detect does not work, because of a poor phone line connection, just press **Start** or press the Activation Code ✕ **5 1**.

This feature works best with Manual, F/T or MC mode.

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**.



- 1 Press **Menu/Set, 2, 3**.
- 2 Press  or  to select **ON, SEMI** or **OFF** and press **Menu/Set**.
- 3 Press **Stop** to exit.

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage with your machine. If you choose **AUTO**, the machine chooses the level of reduction for you regardless of the original size of the incoming document.

1 Press **Menu/Set, 2, 5**. The screen displays:

5. REDUCTION

2 Use  or  to select the reduction ratio you want—**AUTO, 100%, 93%, 87%,** or **75%**. Choose **100%** if you don't want a reduction.

3 Press **Menu/Set** when the screen displays your selection.

4 Press **Stop** to exit.



If you receive faxes that are split on two pages, change the reduction to **AUTO**—**OR**—choose a lower reduction percentage.

- When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than 35 cm. If the original is longer than 35 cm, the data will not be reduced and will carry over to print on a second page.
- When you are Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place, and you will get the same size recorded as the original.

Reception into Memory if:

As soon as the paper cassette becomes empty during fax reception, the screen will display “**CHECK PAPER**”; please put some paper in the paper cassette (see chap. 1).

① If the **MEMORY RECEPTION** switch is **ON** at this time...



The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming faxes will also be stored into memory until the memory is full, following which no further incoming fax calls will be automatically answered; all data will be printed as soon as fresh paper is put in the paper cassette.

② If the **MEMORY RECEPTION** switch is **OFF** at this time...

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper cassette. The last fax received will be printed as soon as fresh paper is put in the cassette.

1 Press **Menu/Set, 2, 6**. The screen displays:

6. MEM. RECEIVE

2 Use  or  to select **ON** or **OFF**.

3 Press **Menu/Set** when the screen displays your selection.

4 Press **Stop** to exit.

Advanced Receiving Operations

Operation from an External or Extension Telephone

If you answer a fax call on an external or an extension phone, you can make your fax machine take over the call by using the Activation Code. When you press the Activation Code **✖ 5 1**, the machine starts to receive a fax. (only in F/T mode)

If the machine answers a voice call and F/T pseudo-rings for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone. The Deactivation Code is used only in F/T mode. (See *Setting F/T Ring Time (Only for F/T receiving mode)*, page 5-3.)

If you answer a call, and no one is on the line, assume you're receiving a fax. At the machine 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.)



If you accidentally pick up an extension phone when a fax message is being received, you may disrupt the transmission or render some portions unreadable.

Extension telephones are not permitted in some countries, in such a case the deactivation code will not work. It works in Australia.

The Remote Activation Code also can be used by your callers. When you are using an external TAD, your outgoing message (OGM) should end with the statement "to send a fax, press **✖ 5 1**". (See *Outgoing Message (OGM) of External TAD*, page 2-8.)

For F/T (FAX/TEL) Mode Only

When the FAX/MFC is in F/T mode, it will use the F/T Ring Time (F/T pseudo-ring) to alert you to a voice call. If you're at the FAX/MFC, you can lift the handset to answer the call.

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 F/T pseudo-ring. 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**.

Remote Call Transfer

This function works when you receive the incoming Voice call at the remote DECT cordless phone externally connected to the FAX/MFC. You can transfer voice call to the FAX/MFC. But you can not transfer the incoming voice call from the FAX/MFC to the DECT cordless phone.

To transfer telephone call to the FAX/MFC

When you pick up the voice call at remote DECT cordless phone and would like to transfer it to the FAX/MFC,

- 1 Press Activation Voice Code *** 8 1** at remote cordless phone.
- 2 The FAX/MFC rings (pseudo-ring same as current F/T ring) and the display shows "PICK UP PHONE".
- 3 Pick up the handset and press **Hook** or **Speaker Phone**—**OR**—just press **Speaker Phone** at the FAX/MFC in order to transfer the voice call to the FAX/MFC.



Don't hang up the call from the cordless phone until the voice call has been transferred to the FAX/MFC. You will know when this is because you will no longer be able to hear or talk to the caller via the cordless phone. If you do not wait until this point before hanging up from the cordless phone, the call will be lost.



If nobody answers at the FAX/MFC, pseudo-ringing stops after 30 seconds. In that case, it may still be possible to speak with the caller from the cordless phone. Speech between the FAX/MFC and the cordless phone (= intercom) is not possible.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Activation Code is *** 5 1**. The preset Deactivation Code is **# 5 1**. The present Activation Voice Code is *** 8 1**.



If you are always disconnected when accessing your external TAD remotely, try changing the Activation Code from *** 5 1** to **###** and the Deactivation Code from **# 5 1** to **1 1 1**. You cannot use the same number for the Activation Code, the Deactivation Code and Activation Voice Code.

- 1 Press **Menu/Set**, **2**, **4**.
- 2 Press  or  to select ON (or OFF) and press **Menu/Set**.
- 3 If you want to, enter a new Remote Activation Code, then press **Menu/Set**.
- 4 If you want to, enter a new Remote Deactivation Code, then press **Menu/Set**.
- 5 If you want to, enter a new Activation Voice Code, then press **Menu/Set**.
- 6 Press **Stop** to exit.

REMOTE ACT.:ON

ACT.CODE:*51

DEACT.CODE:#51

ACT.VOICE:*81

Printing a FAX in Memory (For FAX-645 only)

If you have Fax Storage ON for remote retrieval, you can still print a fax in the memory when you are at your machine:

- 1** Press **Menu/Set, 8 , 4**.
- 2** Press **Start**.
- 3** Press **Stop**. (See *Setting Fax Storage*, page 8-1.)

Telephone Services

Your FAX/MFC supports the Distinctive Ring and Caller ID telephone services offered by some telephone companies.

Caller ID (Caller IDentification)

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number or name as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your machine's memory. In addition to the standard Caller ID features, you can select a Caller ID and have your machine dial the number for you.



■ To get the Caller ID Service: apply for the Caller ID service at your local telephone company, if available.

■ To PABX Users :

Calling line identification signals are not generally delivered to your Brother FAX/MFC if it is connected behind a private branch exchange (PBX) system or other call routing device.

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

At Home

Residential customers can protect themselves from unwanted calls.

How Does the Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the display shows you the caller's phone number or name. Once you pick up the handset, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

Helpful Hints

- If “**OUT OF AREA**” appears on the display, it means that the call came from outside your caller ID service area. *
- If “**PRIVATE CALL**” appears on the display, it means the caller intentionally blocked the transmission of his/her ID. *
- If no caller ID was transmitted to your FAX/MFC, “**PICK UP PHONE**” will remain on the display.

* Depends on network Function.

The Caller ID is Stored in Your Machine's Memory

The machine can store a maximum of the last 30 incoming caller IDs in the memory, along with the time and date of reception. The 31st call will cause the oldest ID to be erased.

The Caller ID information stored in the memory can be used for the following.

- **Selecting a Caller ID from the Memory for Call Reply.**

You can scroll through the Caller IDs on the display and select one for your machine to dial.

- **Printing the Caller ID List.**

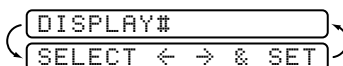
You can review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), and type of call (Comment).

Selecting a Caller ID from the Memory for Call Reply

You can display the caller IDs that are stored in the memory and select the caller you want your machine to dial. Call Reply is a convenient feature whereby your Brother fax can dial back a voice/fax call “on-hook” to the opposite party associated with a Caller ID number which has been captured into memory. This saves you from having to copy and dial back to that number manually.



1 Press **Menu/Set, 0, 1**. The screen displays:

2 Press  or  select **DISPLAY#**.



- 3** Press **Menu/Set**. The caller ID of the last call will appear on the display.

If no ID is stored, the beeper will sound and “**NO CALLER ID**” will appear on the display.

- 4** Press  or  to scroll through the Caller IDs in the memory.

25>98874344

- 5** Press **Menu/Set** To automatically dial the Caller ID number, wait until the screen prompts you to press the Start key.

25>09/11 15:25

DIAL:PRESS START

- 6** Press **Start**.

If you wish to send a fax, insert a document into the feeder.

DIALING

TELEPHONE



Then press **Start**.

To cancel the Call Reply (for example, when you selected the Wrong Caller ID), simply press **Stop** and begin again ; the Caller ID will not be lost.

Clearing the Caller ID Stored in Memory (Only for FAX-685MC and MFC-960MC)

For the effective use of the memory, it is recommended that you should clear the Caller ID stored into memory by pressing **Erase** when the display shows the number.

Printing Caller ID List

- 1** Press **Menu/Set, 0, 1**.
- 2** Press  or  to select PRINT REPORT.
- 3** Press **Menu/Set**.
- 4** Press **Start**.

Distinctive Ringing (Telstra™ Fax Stream Duet®)

Your machine has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes.

This machine feature lets you use the Distinctive Ringing subscriber service offered by Telstra's FaxStream® Duet, which allows you to have at least two separate telephone numbers on the phone line. Each phone number has its own Distinctive Ringing pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for your machine.





You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.



- To have your TAD answer only the main number, the machine must be in Manual Mode.
- In FAX/TEL mode or FAX ONLY, the machine will answer all numbers on the phone line.

Set the Distinctive Ringing to ON

- 1** Disconnect the machine from any TAD or telephone company voice mail.
- 2** Set the machine to MANUAL mode.
- 3** Press **Menu/Set, 0, 2**. The screen displays the current setting of this feature.
- 4** Press  or  select **ON** (or **OFF**).
- 5** Press **Menu/Set**.
- 6** Press **Stop** to exit.

Polling



Polling is the process of retrieving faxes from another FAX/MFC. 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/MFCs to accommodate polling. When someone polls your machine to receive a fax, they pay for the call; if you poll someone’s FAX/MFC to receive a fax, you pay for the call.
(See *Cancelling a Scheduled Job*, page 5-13.)

Secure Polling



Secure Polling is a way to keep your documents and others’ from falling into the wrong hands while the FAX/MFCs are set up for polling. You can use Secure Polling only with another Brother FAX/MFC. Your four-digit ID number must be entered on the FAX/MFC that polls for your documents.



Some FAX/MFCs do not respond to the polling function.

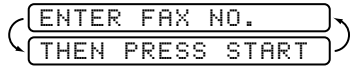
Set for Polling Receive

Polling Receive is when you call another FAX/MFC to receive a fax from it.

- 1 Press **Menu/Set, 2, 7.**
The screen displays
- 2 Press  or  to choose **STANDARD.**
- 3 Press **Menu/Set.**
The screen prompts you to enter the fax number you want to poll, and then to press **Start.**
- 4 Enter the fax number you are polling.
- 5 Press **Start.** The screen displays **DIALING.**





POLLING:STANDARD
SELECT < -> & SET



ENTER FAX NO.
THEN PRESS START

Setup for Polling Receive with Secure Code

You need to make sure you are using the same ID number as the other party.

- 1 Press **Menu/Set, 2, 7.** The screen displays:
- 2 Press  or  to choose **SECURE.**
- 3 Press **Menu/Set.**
- 4 Enter a four-digit number.
This is the same as the security code of the FAX/MFC you are polling.
- 5 Press **Menu/Set.**
The screen prompts you to enter the fax number you want to poll, and then to press **Start.**
- 6 Press **Start.**





POLLING:STANDARD
SELECT < -> & SET



ENTER FAX NO.
THEN PRESS START

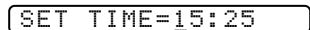
Setup Delayed Polling Receive

You can set your machine to begin polling Receive at a later time.

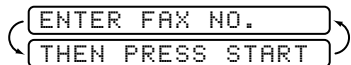
- 1 Press **Menu/Set, 2, 7.** The screen displays:
- 2 Press  or  to choose **TIMER.**
- 3 Press **Menu/Set.**
- 4 The screen prompts you to enter the time you want to begin polling.
- 5 Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.
- 6 Press **Menu/Set.** The screen prompts you to enter the fax number you are polling.



POLLING:STANDARD
SELECT < -> & SET



SET TIME=15:25



ENTER FAX NO.
THEN PRESS START

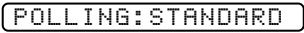



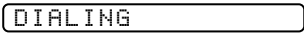
- 7 Enter the fax number (you can use One Touch or Speed Dial, or dial manually).
- 8 Press **Start**. The machine makes the polling call at the time you entered.



You can set up only one Delayed Polling.

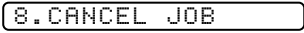


Sequential Polling

Your FAX/MFC can request documents from several fax units in a single operation. You just specify several destinations in Step 6. Afterward, a Sequential Polling Report will be printed.

- 1 Press **Menu/Set, 2, 7**.
The screen displays: 
- 2 Press  or  to choose **STANDARD, SECURE** or **TIMER**.
- 3 Press **Menu/Set** when the screen displays the setting you want.
- 4 If you selected **STANDARD**, the screen prompts you to enter the fax number you want to poll, and then to press **Start**.

 - If you selected **SECURE**, enter a four-digit number and press **Menu/Set**.
 - If you selected **SECURE**, enter a four-digit number and press **Set**.
- 5 Specify the destination FAX/MFCs, which you wish to poll by using One Touch, Speed Dial or a Group.
- 6 Press **Start**.
Your FAX/MFC will poll each number or group member in turn for an document.




Cancelling a Scheduled Job

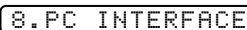
You can cancel tasks you've scheduled such as Delayed Fax, Delayed Polling Receive or Polling Transmit.

- 1 Press **Menu/Set, 4**. Any waiting jobs appear on the display. If nothing is waiting, the screen displays **NO JOB WAITING**.

- 2 If you have more than two jobs waiting, use  or  to select the job you want to cancel. Press **Menu/Set** when the screen displays your selection.—**OR**—If you have only one job waiting, go to Step 3.
- 3 Press **1** to cancel—**OR**—Press **2** to exit without cancelling.
- 4 Press **Stop** to exit.

Setting PC Interface Mode (Only for MFC-960MC or With Multi-Function Link option)

If you connect your FAX/MFC to your PC, you can receive faxes into your PC. See the Multi-function Link Manual. After completing the setup for Multi-Function Link, you can select PC INTERFACE Mode (**PC PRIMARY/PC RECEIVE ONLY/FAX RECEIVE ONLY**) for routing incoming faxes.

- 1** Press **Menu/Set**, **2**, **8**.
- 2** Press  or  to select **PC PRIMARY**, **PC RECEIVE ONLY** or **FAX RECEIVE ONLY**.
- 3** Press **Menu/Set** when the screen displays your selection.
- 4** Press **Stop** to exit.

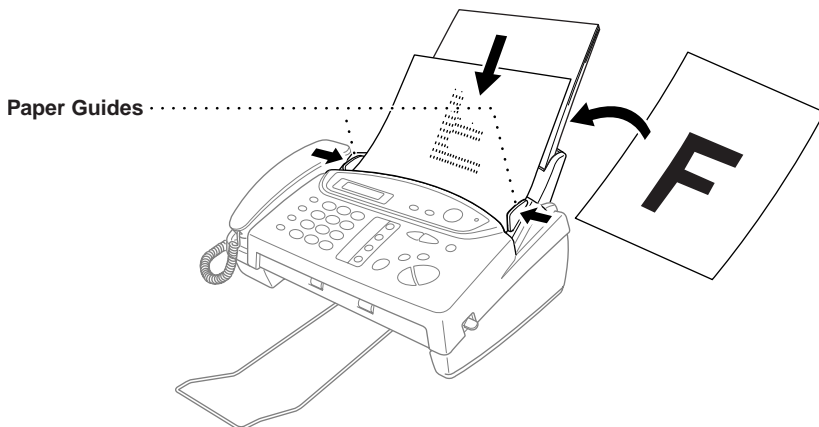


8.PC INTERFACE

6 Setup Send

Automatic Document Feeder (ADF)

- Originals must be between 14.8 and 21.6 cm wide, and 15 and 60 cm long. Your FAX/MFC can only scan an image 20.8 cm wide, regardless the paper width.
- Make sure you place the original **face down, top edge first**.
- Adjust the paper guides to fit the width of your original.



- The automatic document feeder (ADF) can hold up to 10 pages, feeding each one individually through the FAX/MFC. Use standard (64 gsm–90 gsm) 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. **DO NOT** use paper on which correction fluid has been used.
- Make sure originals written with ink are completely dry.
- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending. (See *Resolution*, page 6-6.)

Manual Transmission

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

- 1 Place the original face down in the ADF.
- 2 Pick up the handset and listen for a dial tone
—**OR**—press **Hook** or **Speaker Phone** 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 using **Mute/Search**.) (See *One Touch Dialing*, page 7-4 and *Search*, page 7-5.)
- 4 When you hear the fax tone, press **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** or **Speaker Phone**.

- 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 *One Touch Dialing*, *Speed Dialing* and *Search*, page 7-4 to 7-5.)
- 3 Press **Start**.

Manual and Automatic Fax Redial

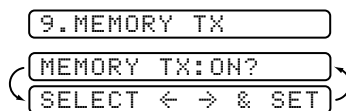
If you're sending a fax manually and the line is busy, press **Redial/Pause** to retry the number.

If you're sending a fax automatically and the line is busy, the FAX/MFC will redial automatically up to twice at 2 minute intervals.

Memory Transmission

This feature allows your machine to scan a fax into its memory and send it as soon as the scan is complete. This way, you don't have to wait for the entire fax to be transmitted before you retrieve your original.

- 1 Place the original face down in the ADF.
- 2 Press **Menu/Set**, 3, 9.
- 3 To change the default setting, press ◀ or ▶ to select ON (or OFF) and press **Menu/Set**. Go to Step 5—**OR**—For the next fax transmission only, press ◀ or ▶ to select NEXT FAX ONLY and press **Menu/Set**.
- 4 For the next fax only, press ◀ or ▶ to select ON (or OFF) and press **Menu/Set**.



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

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



If you get a MEMORY FULL message while scanning the first page of a fax, press **Stop** to cancel the scan. If you get a MEMORY FULL message while scanning in a subsequent page, you'll have the option to press **Start** to transmit the pages scanned so far, or to press **Stop** to cancel the operation. In this case, send the fax by the Manual Transmission.



Depending on your typical faxes, MEMORY FULL errors can occur frequently. If this happens, change the Memory Transmission setting back to OFF.

Basic Sending Operations

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 7-4, *Speed Dialing*, page 7-5.)

The cover page indicates the fax is from your Station ID, and the number of pages you're sending. If you have Coverpage Setup set to ON (**Menu/Set 3 1**), the number of pages remains blank. (See *Setting the Station ID*, page 4-2.)

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

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

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 4-2 to help enter characters.

1. NOTE OFF

2. PLEASE CALL






3. URGENT

4. CONFIDENTIAL

Cover Page for Next Fax Only

Make sure the Station ID is set up. (See *Setting the Station ID*, page 4-2.) This feature does not work without the Station ID.

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

- 1** Place the original in the ADF.
- 2** Press **Menu/Set, 3, 1**.
- 3** When the screen displays NEXT FAX ONLY?, press **Menu/Set**.
- 4** Press  or  to select ON.
- 5** Press **Menu/Set**.
- 6** Press  or  to view the comment selections.
- 7** Press **Menu/Set** when the screen displays your selection.
- 8** Enter two digits to indicate the number of pages your are sending. (Enter **00** to leave the number of pages blank.) If you make a mistake, press  to back up and reenter the number of pages.
- 9** Press **Menu/Set**. The screen displays:
- 10** Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 11.
- 11** Enter the fax number you're calling.
- 12** Press **Start**.

1. NOTE OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

5. <USER DEFINED>

6. <USER DEFINED>

ACCEPTED





NEXT

1. YES 2. NO

Always Send Cover Page

Make sure Station ID is set up. (See *Setting the Station ID*, page 4-2.) This feature does not work without the Station ID.

You can set the FAX/MFC 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/Set**, **3**, **1**.
- 2 Press  or  to select.
- 3 Press **Menu/Set** when the screen displays COVERPAGE:ON. (If you select ON, a coverpage is always sent when you send a fax.)
- 4 If you selected ON, you must select a comment. Press  or  to view possible selections. (You can select your custom comment.)
- 5 Press **Menu/Set** when the screen displays your selection. The screen displays:
- 6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** to exit if you are finished choosing settings.

COVERPAGE:OFF

COVERPAGE:ON

1.NOTE OFF

2.PLEASE CALL

3.URGENT

4.CONFIDENTIAL

5.(USER DEFINED)

6.(USER DEFINED)



ACCEPTED

NEXT

1.YES 2.NO

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/Set**, **3**, **1**.
- 2 Press  or  to select PRINT SAMPLE.
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Start**. Your FAX/MFC prints a copy of your cover page.

=== COVER PAGE ===

TO: _____

FROM: _____

FAX: _____

TEL: _____



PAGE[S] TO FOLLOW

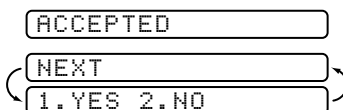
COMMENT: _____

Cover Page Message

You can set up two custom comments.



Composing Your Own Comments

- 1 Press **Menu/Set**, **3**, **2**. The screen displays: COVERPAGE NOTE.
- 2 Press  or  to choose position 5 or 6 for your customized comment.
- 3 Press **Menu/Set**.
- 4 Use the dial pad to enter your customized comment (up to 27 characters).
- 5 Press **Menu/Set**. The screen displays:
- 6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** to exit.



Contrast

If your original is very light or very dark, you might want to set the contrast accordingly. Use **LIGHT** to send a very light original. Use **DARK** to send a very dark original.

- 1 Place the original face down in the ADF.
- 2 Press **Menu/Set**, **3**, **3**.
- 3 Press  or  to select **AUTO**, **LIGHT** or **DARK** and press **Menu/Set**.
- 4 Press **2** if you have finished choosing settings, and go to Step 5—**OR**—Press **1** if you want to select additional settings. The display returns to the Setup Send menu.
- 5 Enter a fax number and press **Start** to send a fax—**OR**—Press **Copy/Help** to make a copy.

Resolution



You must press **Resolution** (before you send the fax) to select the resolution for the type of original you're sending.

Standard—suitable for most typed originals.

Fine—good for small print; transmits a little slower than standard resolution.

Super Fine—good for small print or artwork; transmits slower than fine resolution.

Photo—use when original has varying shades of gray; slowest transmission time.






If the receiving FAX/MFC does not have the resolution you select, the transmission will fall back to the next available resolution on receiving machine.

Advanced Sending Operations

Overseas Mode

If you have difficulty sending a fax overseas, use the Overseas mode.





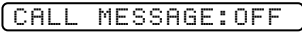



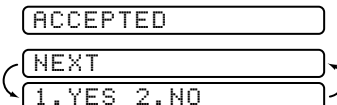
After you send a fax using this feature, the feature turns itself off.

- 1 Place the original face down in the ADF.
- 2 Press **Menu/Set**, **3**, **5**.

- 3 Press  or  to select ON (or OFF) and press **Menu/Set**.
- 4 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you have finished choosing settings and go to Step 5.
- 5 Enter the fax number you're calling.
- 6 Press **Start**.


Call Reservation

You can send a fax and let the other party know that you want to have a conversation after the fax transmission is complete. The other FAX/MFC will ring as if it were receiving a telephone call; if the other party picks up the handset, your FAX/MFC will ring. Lift the handset to speak.



If you set Call Reservation and Call Back message to ON, your FAX/MFC leaves a message if the other party does not answer.

- 1 Place the original in the ADF.
- 2 Press **Menu/Set**, **3**, **6**. The screen displays the current setting for Call Reservation.


- 3 Press  or  to select ON (or OFF).
- 4 If you set Call Reservation to ON, press **Menu/Set** when the screen displays your selection. The screen displays the current setting for Call Back Message.


- 5 Press  or  to select ON (or OFF).
- 6 Press **Menu/Set** when the screen displays your selection. The screen displays


- 7 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 8. The screen prompts you to enter the fax number you want to call.


- 8** Enter the fax number.
- 9** Press **Start**.
- 10** If you've set Call Reservation to ON, pick up your handset if the FAX/MFC rings.
-  You cannot use automatic redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

- 1** Press **Menu/Set, 3, 6**.
- 2** Press  or  to select PRINT SAMPLE.
- 3** Press **Menu/Set**.
- 4** Press **Start**.

Delayed Transmission (Timer)

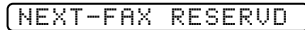
You can use this function to send a fax up to 24 hours later.

- 1** Place the original face down in the ADF.
- 2** Press **Menu/Set, 3, 7**.
- 3** Enter the time, in 24-hour format, that you want the fax to be sent, in 24-hour format and press **Menu/Set**. (For example, enter 19:45 for 7:45 PM)
- 4** Press **1** to leave the originals waiting in the ADF—**OR**—Press **2** to scan the original into memory.

(See *Interrupting Timer and Polling Transmit Jobs*, page 6-11.)
- 5** Press **1** to select additional settings.
The display returns to the SETUP SEND menu—**OR**—Press **2** if you have finished choosing settings and go to Step 6.
- 6** Enter the fax number.
- 7** Press **Start**. The machine will wait to send the fax at the time you set up.

Next-Fax Reservation

Even if your FAX/MFC is receiving another fax, you can set your machine to send your fax next. This way, you don't have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial, One Touch, Speed Dial, or Chain dialing. (When you use One Touch and Speed Dial, only the memory location—not the name of the person you're calling—is displayed.)

- 1 Place the originals in the ADF. If necessary, press **Resolution** to adjust resolution.
- 2 Enter the fax number.
- 3 Press **Start**.
- 4 Press **Menu/Set**. The screen displays:
- 5 To cancel the reservation, remove the originals and press **Stop**.



NEXT-FAX RESERVD





You can't use this feature if there is an original waiting in the ADF (possibly for Delayed Transmission or Polled Transmit).



If you use Next-Fax Reservation, the machine will send an original without storing it in memory.

Multiple Resolution Transmission

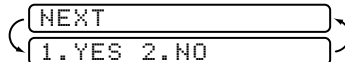
Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to STANDARD after the fax is sent. (See *Resolution*, page 6-6.)

- 1 Insert the originals in the feeder, then press **Menu/Set**, **3**, **4**.
- 2 Use  or  to select resolution for page 1, then press **Menu/Set**.
- 3 Repeat Step 2 for subsequent pages.
- 4 Press **Stop** when you're finished. The screen displays:



ACCEPTED

- 5 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 6. The screen prompts you to enter the fax number you want to call.



NEXT
1.YES 2.NO





- 6 Enter the fax number you're calling.
- 7 Press **Start**.



To copy an original using multiple resolutions, press **Copy/Help** in Step 6.

Setup for Polling Transmit

Polled Transmit is when you set up your FAX/MFC to wait with a document so another FAX/MFC can retrieve it.





- 1 Place document to be retrieved in feeder.
- 2 Press **Menu/Set, 3, 8**.
The screen displays:

- 3 Press  or  to choose **STANDARD** and press **Menu/Set**.
- 4 Press **1** to select DOC if you want your machine to scan the printed document at the time it is polled—**OR**—Press **2** to select MEMORY.

- 5 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finishing choosing settings and go to Step 6.
- 6 Press **Start**. The screen displays **POLLED WAITING**.



If you pressed **1** in Step 4, the printed document remains in the ADF until your machine is polled. However, you can “interrupt” it to send another fax.

Setup for Polling Transmit with Secure Code

When you set **POLLED:SECURE** to on, anyone who polls your machine must enter the polling ID number.

- 1 Place document in feeder.
- 2 Press **Menu/Set, 3, 8**.
The screen displays:

- 3 Press  or  to choose **SECURE**.
- 4 Press **Menu/Set**.

- 5 Enter a four-digit number and press **Menu/Set**.
- 6 Press **1** to select DOC if you want your machine to scan the printed document at the time it is polled—**OR**—Press **2** to select MEMORY.
- 7 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 8.
- 8 Press **Start** and wait for the fax to be polled.

Interrupting Timer and Polling Transmit Jobs

You can send a fax or make a copy now, even if you have the machine set to send a fax later, or if you have it set to be polled. However, you cannot use automatic redial or the function mode.

- 1** Press **Menu/Set, 5**.
- 2** Wait 2 seconds, then remove the documents that are waiting in the feeder.
- 3** Place the document you want to send now in the feeder.
- 4** Enter the number for the fax you want to send now.
- 5** Press **Start**.
- 6** After the transmission is finished, return the first document to the feeder.
- 7** Press **Menu/Set, 5** to restore the timer.

INSERT DOCUMENT



If you have set up a Timer or Polling Transmit job in memory, you don't have to interrupt it to send a fax or make a copy.



If you have set up a Timer or Polling Transmit job, the machine will send an original without storing it in memory.

7

Automatic Dial Numbers and Dialing Options

Storing Numbers for Easy Dialing

You can set up your FAX/MFC to do three types of easy dialing:

One Touch, Speed Dial, and Groups for Broadcasting of faxes.



If you lose electrical power, automatic dial numbers in memory will not be lost.

Storing One Touch Dial Numbers

You can store four fax/phone numbers that you can dial by pressing one key (and **Start**). You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed. (See *One Touch Dialing*, page 7-4.)

One Touch keys are not the dial pad keys. They are the four keys (numbers 1–4) located in the middle of the control panel.

- 1 Press **Menu/Set**, **6**, **1**.
- 2 Press the One Touch key where you want to store a number. The screen displays the location you selected.





The screen displays the location you selected.

- 3 Enter a number (up to 20 digits) and press **Menu/Set**.

NAME:



If you want to enter a pause in the dialing sequence (to wait for an “outside line,” for example), press **Redial/Pause** as you’re entering digits. Pressing **Redial/Pause** enters a 3.5-second pause when the number is dialed, and a dash appears on the screen.

- 4 Use the dial pad to enter the name or company (up to 15 characters) and press **Menu/Set**. You can use the chart on page 17 to help you enter letters—**OR**—To store the number without a name, press **Menu/Set**. (See *Details for Entering Text*, page 4-2.)
- 5 Press  or  to select the type of number and press **Menu/Set**.

FAX	a fax only number
TEL	a telephone (voice) number
F/T	both a fax and telephone (voice) number

- 6** Press to Step 2 to store another One Touch number—**OR**—Press **Stop** to exit.


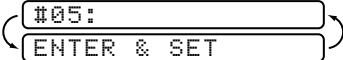
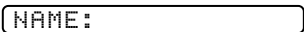


When you dial an ALL DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.



If you must wait for another dial tone at any point in the dialing sequence, store a pause at that place in the number by pressing **Redial/Pause**. Each key press adds a 3.5 second pause.

Storing Speed Dial Numbers

You can store Speed Dial numbers, when you dial by pressing only four keys. There are 50 Speed Dial locations.

- 1** Press **Menu/Set**, **6**, **2**.

- 2** Use the dial pad to enter a two-digit location (01–50) and press **Menu/Set**.

- 3** Enter the number (up to 20 digits) and press **Menu/Set**.

- 4** Use the dial pad to enter the name or company (up to 15 characters) and press **Menu/Set**—**OR**—Press **Menu/Set** to store the number without a name. (See *Details for Entering Text*, page 4-2.)
- 5** Press  or  to select the type of number and press **Menu/Set**.



FAX	a fax only number
TEL	a telephone (voice) number
F/T	both a fax and telephone (voice) number

- 6** Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.

Changing One Touch and Speed Dial Numbers




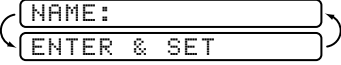

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either

1. CHANGE—OR—2. QUIT.

- 1** Press **1** to change the number stored, or press **2** to exit without making a change.
- 2** Enter a new number.
 - If you want to erase the entire number, press **Stop** when the cursor is to the left of the digits. The letters above and to the right of the cursor are deleted.
 - 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 from Step 3 in 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 key (Broadcasting). **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 four small Groups, or you can assign up to 53 numbers to one large Group. (See *Storing One Touch Dial Numbers*, page 7-1, *Storing Speed Dial Numbers*, page 7-2 and *Broadcasting*, page 7-6.)

- 1 Press **Menu/Set**, 6, 3. 
 - 2 Select a One Touch key where you wish to store the number. (For example, press One Touch key 2 to store a Group.)
 - 3 Use the dial pad to identify the Group with a number and press **Menu/Set**. (For example, press 1 for Group 1.) 
 - 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 3, press One Touch key 3. For Speed Dial location 09, press **Mute/Search**, then press 0, 9 on the dial pad. The LCD shows ✕03, #09. 
 - 5 Press **Menu/Set** to accept the numbers for this group. 
 - 6 Use the dial pad to enter a name for the group and press **Menu/Set**. (For example, NEW CLIENTS) (See *Details for Entering Text*, page 4-2.)
 - 7 Press **Stop** to exit.
-  You can print a list of all One Touch and Speed Dial numbers. See *Printing Reports*, Chapter 11.

Dialing Options

You can use your FAX/MFC to make voice telephone calls, by dialing manually, or by using Search, One Touch or Speed Dial memory. You can use the handset or, if you have FAX-685MC and MFC-960MC, you can use the **Speaker Phone** to make and receive calls.

The Speakerphone allows you to operate the phone hands free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speakerphone, make sure to speak clearly and close to the microphone .

When you dial an automatic dial number, the screen displays 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** or **Speaker Phone**.
- 2 When you hear a dial tone, dial the number 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.)

On the FAX-685MC and MFC-960MC, you can switch from handset to Speakerphone by pressing **Speaker Phone**, then replacing the handset. You can switch from Speakerphone to handset by lifting the handset.

- 4 To hang up, replace the handset—**OR**—Press **Speaker Phone**.

One Touch Dialing

- 1 Pick up the handset—**OR**—Press **Hook** or **Speaker Phone**. (See *Storing One Touch Dial Numbers*, page 7-1.)
- 2 When you hear a dial tone, press the One Touch key of the location you want to call.
- 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 a voice call, replace the handset—**OR**—Press **Speaker Phone**.




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





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

Speed Dialing

- 1** Pick up the handset—**OR**—Press **Hook** or **Speaker Phone**. (See *Storing Speed Dial Numbers*, page 7-2.)
 - 2** When you hear a dial tone, press **Search/Speed Dial**, press **#**, then press 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 pick up the handset.)
 - 4** To hang up a voice call, replace the handset—**OR**—Press **Speaker Phone**.
-  If you are sending a fax, press **Start** after entering the Speed Dial number. If you picked up the handset, press **Start** when the receiving FAX/MFC answers with fax tones.

Search


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

- 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 screen displays the name you want to call, pick up the handset or press **Hook** or **Speaker Phone** for a voice call.
- 4** Press **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 pick up the handset.)
- 6** When the call is over, hang up—**OR**—Press **Speaker Phone** to cancel the call.

Redial

If the last number you dialed was busy, press **Redial/Pause** for easy dialing.

Answering Calls with the Speakerphone (For FAX-685MC and MFC-960MC Only)

When the FAX/MFC rings, instead of lifting the handset, press **Speaker Phone**. Speak clearly, toward the microphone . To end the call, press **Speaker Phone**.

If you have a bad telephone line connection, the other party might hear your voice echoed during the call. Hang up and try the call again—**OR**—Pick up the handset.

Broadcasting

Using the numbers you have stored in Groups, One Touch and Speed Dial memory, you can “broadcast” faxes automatically to a maximum of 54 different locations in a few simple steps. (See *Setting Up Groups for Broadcasting*, page 7-3.) To Broadcast, you must set MEMORY TX to either ON or NEXT FAX ONLY.

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

- 1** Place the original face down in the ADF.
- 2** Press **Menu/Set, 3, 9** to select ON or NEXT FAX ONLY and press **Menu/Set**.
- 3** Enter the One Touch and Speed Dial numbers (one after the other) or a Group Number you have stored.
- 4** Press **Start**. The FAX/MFC stores the original in memory, then transmits it to all the numbers you entered.



Press **Stop** during transmission to cancel the current fax broadcast.

Mute

- 1 Press **Mute/Search** to put a call on Hold.
- 2 You can put down the handset without disconnecting the call.
- 3 Pick up the machine's handset or press **Speaker Phone** to release the call from hold.

Pause

Press **Redial/Pause** to insert a pause between digits to be dialed.



If your FAX/MFC is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number to gain access to the outside line. When you press **Redial/Pause**, a dash "_" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.

F/T (FAX/TEL) Mode

When you share one line for your telephone and FAX/MFC, in the F/T (FAX/TEL) mode, the FAX/MFC can determine whether an incoming call is a fax or a telephone call. (See *Select Answer Mode*, page 5-1.)

On Hook Dialling (For FAX-685MC and MFC-960MC Only)

- 1 Dial the number by using the dial pad or Quick-Dial keys.
- 2 The number you are dialling, or the name you have stored for One Touch or Speed Dial is displayed on the LCD.
- 3 Press **Start**.
- 4 Pick up the handset when you hear the other end from the monitor speaker. If you press Hook before lifting the handset, the call will be disconnected. (Only for FAX-645).

On the FAX-685MC and MFC-960MC, you can now speak to the party at the other end without lifting the handset when you hear the other end from the speaker. Press **Speaker Phone** when you finish the conversation.

8

Remote Fax Options

(For FAX-645 Only)

This chapter is for Model FAX-645. If you have model FAX-685MC or MFC-960MC your remote fax options are handled by the Message Centre. Please see chapter 9, Message Centre.

Fax Forwarding

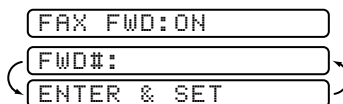


You can not use Fax Forwarding when “Fax Storage” is set to **OFF**.

Programming a Fax Forwarding Number

When Fax Forwarding is set to **ON**, your FAX/MFC stores the received fax in memory, then dials the FAX/MFC phone number you’ve programmed, and forwards the fax message.

- 1 Press **Menu/Set**, **8**, **1**.
- 2 Press or to select **ON** (or **OFF**).
- 3 Press **Menu/Set**. The screen prompts you to enter the number of the FAX/MFC where faxes will be forwarded.
- 4 Enter the forwarding number (up to 20 digits).
- 5 Press **Menu/Set**.
- 6 Press **Stop** to exit.



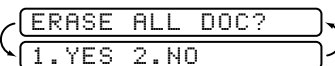
Setting Fax Storage

If you set Fax Storage to **ON**, you will be able to retrieve fax messages from another location, using Fax Forwarding, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory. (See *Remote Retrieval*, page 8-2.)

- 1 Press **Menu/Set**, **8**, **2**.
- 2 Press or to select **ON** (or **OFF**) and press **Menu/Set**.
- 3 Press **Stop** to exit.




If there are faxes in memory when you turn Fax Storage **OFF**, the screen 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. (See *Printing a FAX in Memory (For FAX-645 only)*, page 5-8.)

Changing Remote Retrieval Access Code


Enter your Remote Retrieval Access Code when the FAX/MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 ✱, but you can change this. (See *Changing Remote Codes*, page 5-7.)

- 1 Press **Menu/Set, 8, 3**.
- 2 Enter a three-digit number from 000 to 999 and press **Menu/Set**.
-  Do not use the same digits that appear in your Remote Activation Code or Deactivation Code.
- 3 Press **Stop** to exit.

Remote Retrieval

You can call your FAX/MFC from any FAX/MFC using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Cut out the Remote Retrieval Access Card on the last page of this manual and keep it in your wallet as an aid. (See *Changing Remote Retrieval Access Code*, page 8-2.)

Using Remote Retrieval Access Code

- 1 Dial your fax number from a FAX/MFC using touch tone.
 - 2 When your FAX/MFC answers and beeps, immediately enter your Remote Retrieval Access Code (1 5 9 ✱).
 - 3 The FAX/MFC signals the kinds of messages received:
1 long beep—Fax message(s)
No long beeps—No messages
 - 4 The FAX/MFC then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the FAX/MFC hangs up. If you enter an invalid command, the FAX/MFC beeps three times.
 - 5 Press **9 0** to reset the FAX/MFC when you finish.
 - 6 Hang up.
-  If your FAX/MFC is set to MANUAL mode, you can access your machine remotely by phoning it and letting it ring for about 50 seconds. Your FAX/MFC will answer the phone after 50 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.


Remote Commands

Follow the commands below to access features remotely. When you call the FAX/MFC 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 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 fax forwarding). You can register your fax forwarding number by using 4. FAX FWD NO (see p. 8-1). Once you have registered the number, the FAX/MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see p. 8-4) to make sure that the Fax Forwarding number you registered is correct in the List.
2 Fax Forwarding	
4 FAX FWD No.	
6 Fax Storage ON	You can set FAX STORAGE to ON or OFF.
7 Fax Storage OFF	
96 Retrieve a fax	
1 Memory Status List	Enter the number of a remote FAX/MFC to receive the Memory Status List or stored fax message(s). (See p. 8-4)
2 Retrieve all faxes	
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	You can check whether your FAX/MFC has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
1 FAX	
98 Change Receive Mode	If you hear one long beep, you can change the Receive Mode. If you hear three short beeps, you cannot change it.
1 TAD	
2 F/T	
3 FAX	
90 Exit	After a long beep, you can exit remote access.

Retrieving Memory Status List

You can retrieve the Memory Status List from a remote FAX/MFC to see if you have any fax messages.

- 1** Dial your fax number.
 - 2** When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✕**).
 - 3** When you hear two short beeps, use the dial pad to press **9 6 1**.
 - 4** Using the dial pad, enter the number of the remote FAX/MFC where you want the Memory Status List forwarded (up to 20 digits), and then press **# #**.
-  You can *not* use **✕** and **#** as dial numbers. However, if you want to store a pause, press **#**.
- 5** After you hear your FAX/MFC beep, hang up and wait. Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints the Memory Status List.

Retrieving Fax Messages

- 1** Dial your fax number.
 - 2** When you hear the beep, 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 of the remote FAX/MFC where you want your fax messages forwarded (up to 20 digits), then press **# #**.
-  You can *not* use **✕** and **#** as dial numbers. However, if you want to store a pause, press **#**.
- 5** After you hear your FAX/MFC beep, hang up and wait. Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints your fax messages.

Changing Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote FAX/MFC.

- 1** Dial your fax number.
- 2** When you hear the beep, 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 number of the remote FAX/MFC where you want your fax messages forwarded (up to 20 digits), then press **# #**.



You can *not* use **✕** and **#** as dial numbers. However, if you want to store a pause, press **#**. Also, if your FAX/MFC is connected to a PABX, you can press **#** first before the FAX/MFC's number. The **#** works as well as **Recall** key.

- 5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.
- 6** Use the dial pad to enter the number of the remote FAX/MFC (up to 20 digits), and then press **# #**.
- 7** After you hear your FAX/MFC beep, hang up and wait. Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints the Memory Status List showing the new forwarding number.
- 8** Check the forwarding number.
If the forwarding number is incorrect, return to Step 1 and reset it.

9 Message Centre

(For FAX-685MC and MFC-960MC Only)

Message Centre Mode

Message Centre Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores 15 minutes of voice messages, or up to 20 pages of fax memory. Any voice or fax message can be retrieved remotely. Memory is shared between fax and voice messages, which are stored on a “first-come, first-served” basis.

You must record an outgoing message in order to use the Message Centre Mode. (See *Recording Message Centre Outgoing Message*, page 9-2.)

Flexible Memory Settings (Message Storage)

Message Centre Mode offers you six flexible memory settings, so you can decide the kinds of messages you want to receive.

- | | |
|----------------------------|---|
| 1.DOC:ON VOICE:ON | Both voice and fax messages are stored. You can use the Fax Forwarding or Paging features and retrieve voice and fax messages remotely. |
| 2.DOC:ON VOICE:EXT | You need an external answering machine connected to the EXT jack for this setting. Fax messages are stored in the message centre memory, but voice messages are stored in your external answering machine. Retrieve messages from the external answering machine. You cannot use the Paging feature for voice messages with this setting. |
| 3.DOC:ON VOICE:OFF | All memory is used to store fax messages—no voice messages will be stored. |
| 4.DOC:OFF VOICE:ON | All memory is used to store voice messages—no fax messages will be stored. Incoming faxes will print on paper. You can use the Paging feature, and retrieve voice messages remotely. |
| 5.DOC:OFF VOICE:EXT | You need an external answering machine connected to the EXT jack for this setting. Incoming faxes are not stored in memory, but will print on paper. Voice messages are stored in the external answering machine. |
| 6.DOC:OFF VOICE:OFF | Incoming faxes are not stored in memory, but will print on paper. Voice calls are not stored in memory. |

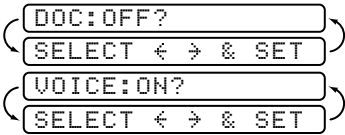




Setting Up the Message Centre

You must set up the Message Centre in the following order:

- 1 Setting Message Storage. (See *Setting Message Storage*, page 9-2.)
- 2 Record Message Centre Outgoing Message (MSG CTR OGM). (See *Recording Message Centre Outgoing Message*, page 9-2.)
- 3 Activate Message Centre Mode. (See *Activating Message Centre Mode*, page 9-3.)

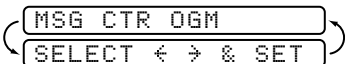




Setting Message Storage

Read the Flexible Memory Setting descriptions on page 9-1 before you select the DOC and VOICE settings below.

- 1 Press **Menu/Set, 8, 1.**

- 2 Press  or  to select ON (or OFF) and press **Menu/Set.**
- 3 Press  or  to select your setting from the list on pages *Flexible Memory Settings (Message Storage)*, page 9-1 (ON, OFF, EXT) and press **Menu/Set.**
- 4 Press **Stop** to exit.

Recording Message Centre Outgoing Message







Recording the Message Centre Outgoing Message (MSG CTR OGM) is the second step you need to follow before you can turn on the Message Centre. Make sure your OGM is less than 20 seconds long.

- 1 Press **Menu/Set, 8, 3.**
The screen prompts you to choose an OGM. 
- 2 Press  or  to select MSG CTR OGM (not F/T OGM) and press **Menu/Set.**
This is the only setting you can select if you want to turn the Message Centre on.
- 3 Press  or  to select RECORD OGM and press **Menu/Set.**
- 4 Pick up the handset to record a message.





For example: *Hello. We are unable to take your call at this time. Please leave a message after the signal. If you wish to send a fax, please press *5 1, wait for fax tones, then press the Start button.*

- 5 Replace the handset. The Message Centre will play your OGM.
- 6 Press **Stop** to exit.

Listening to Outgoing Message (OGM)

- 1 Press **Menu/Set**, **8**, **3**.
- 2 Press  or  to select MSG CTR OGM (or FAX/TEL OGM or PAGING OGM) and press **Menu/Set**.
- 3 Press  or  to select PLAY OGM and press **Menu/Set**. Adjust volume by pressing Volume  or .
- 4 Press **Stop** to exit.


Erasing Outgoing Message (OGM)

- 1 Press **Menu/Set**, **8**, **3**.
- 2 Press  or  to select MSG CTR OGM (or FAX/TEL OGM or PAGING OGM) and press **Menu/Set**.
- 3 Press  or  to select ERASE OGM and press **Menu/Set**.
- 4 Press **1** to erase the OGM—**OR**—Press **2** to exit without erasing.
- 5 Press **Stop** to exit.


Activating Message Centre Mode

Press and hold  until it lights and the screen displays

MC:MSG CTR


When  light is out, the Message Centre is off. (See *Setting Up the Message Centre*, page 9-2.)

Message Indicator

The  light flashes when you have *new* messages or faxes waiting for your review.

The LCD screen displays the total number of voice and fax messages stored in the Message Centre memory.

VOICE:03 DOC:02

If you press the flashing  to turn off the Message Centre before getting your new

messages, they won't be lost. The new messages will be played automatically and the LCD will ask you to acknowledge the new faxes:

PRINT DOC?
1.YES 2.NO

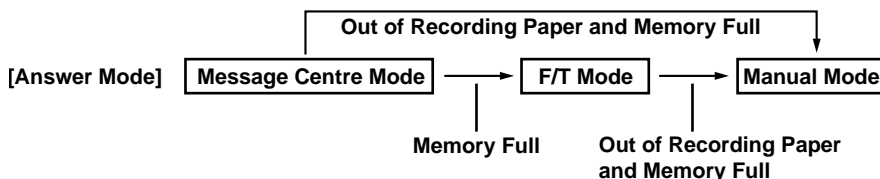
Press **1** to print (and automatically delete) the faxes from memory—**OR**—Press **2** to save the faxes in memory until printing is convenient.

What Happens When the Memory is Full...



If the memory becomes full when you have set your machine to Message Centre mode, the machine will change to F/T mode automatically. In this mode, the machine can accept incoming faxes automatically. Then, if your machine should run out of paper, the answer mode will shift automatically to manual mode. In manual mode the call is not answered, so your caller will know to try again later.

Print the Memory Status List and select the item to be cleared. This will clear space for new messages and faxes to be stored in memory. (See *Printing Reports*, Chapter 11.)



Print the Memory Status List and select the item to be cleared. This will clear space for new messages and faxes to be stored in memory.

Playing Voice Messages

Follow the steps below to listen to voice messages.

- 1 Press **Play/Record**. Adjust Volume by pressing arrow keys **L** or **R**.

All messages are played in the order they were recorded. The display shows the number of the current message, and the total number of messages.

If Caller ID information was received, the FAX/MFC beeps during the message and displays the Caller ID information for one second.

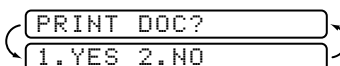
During playback, the screen displays the time and date the message was recorded.

- 2 Press *** (RWD)** at the end of the message to repeat a message. Press **# (FWD)** to skip to the next message. You can press ***** and **#** repeatedly until you reach the message you want to play.
- 3 Press **Stop** to exit.

Printing a Fax Message

Once you print a new fax message stored in memory, it is erased from the memory automatically.



- 1 Press **Play/Record**. After two seconds, the FAX/MFC begins to play voice messages.
- 2 If there are fax messages in memory, the LCD displays:
- 3 To print the faxes, press **1**—OR—Press **2** to exit without printing.



Backup Printing Option

When you choose DOC: ON in the Message Centre mode, all incoming fax messages are stored in the available memory for retrieval. To print a backup copy automatically, turn this option on.

- 1 Press **Menu/Set**, **8**, **2**.

- 2 Press  or  to display **ON** (or **OFF**) and press **Menu/Set**.



- 3 Press **Stop** to exit.

Erasing Messages

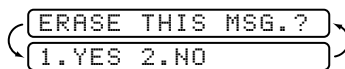
If you choose to erase all *fax* messages, the FAX/MFC will print any previously unprinted faxes before erasing them from memory. Fax messages cannot be erased individually.

You can erase *voice* messages individually, or all at once.

To erase voice messages individually

- 1 Press **Play/Record**. The FAX/MFC sounds a two-second beep and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.

- 2 To erase a specific message, press **Erase** immediately after the two short beeps, or while the message is playing. The screen prompts





- 3 Press **1** to erase the message—**OR**—Press **2** to cancel.

- 4 Press **Stop** to exit.

To erase messages all at once

- 1 Press **Erase**.

- 2 Press  or  to select erasing all voice messages (**ALL VOICE**), all document messages (**ALL DOC**), or all messages—both voice and fax—(**ALL MSG**) and press **Menu/Set**.





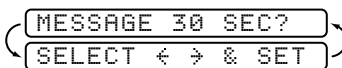
- 3 Press **1** to erase—**OR**—Press **2** to cancel.

- 4 Press **Stop** to exit.

Setting Maximum Time for Incoming Messages

Your FAX/MFC comes set to receive voice messages up to 30 seconds long. You can change this setting to any length from 20 seconds to 60 seconds, in 5-second increments.

- 1 Press **Menu/Set**, **8**, **4**.
- 2 Press  or  to select the maximum time setting for incoming messages and press **Menu/Set**.
- 3 Press **Stop** to exit.







Setting Toll Saver

When you set the toll saver feature, the FAX/MFC answers after four rings if you *don't* have messages, and after two rings if you *do* have messages. This way, when you call the FAX/MFC, if it rings three times, you know you have no messages, and can hang up, to avoid a toll charge.





When Toll Saver is ON, it overrides your Ring Delay setting. Toll Saver must be off for the FAX/MFC to operate using your Ring Delay setting. (See *Setting Ring Delay*, page 5-3.)

- 1 Press **Menu/Set**, **2**, **1**.
- 2 Press  or  to select the TOLL SAVER (or RING DELAY) and press **Menu/Set**.
- 3 Press  or  to select ON and press **Menu/Set**.
- 4 Press **Stop** to exit.

ICM Recording Monitor

This feature lets you turn the speaker volume for voice messages ON or OFF. When you turn the monitor OFF, you will not hear messages as they come in.

- 1 Press **Menu/Set**, **8**, **5**.
- 2 Use  or  to select OFF (or ON) and press **Menu/Set**.
- 3 Press **Stop** to exit.

Recording a Conversation

You can record a telephone conversation by pressing **Play/Record** during the conversation. Your recording can be as long as the Incoming Message Maximum Time. You and the other party will hear a beep every 15 seconds while recording. To stop recording, press **Stop**. You cannot record a conversation using Speaker Phone.

Fax Forwarding/Paging



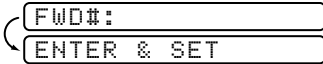
When Paging is set to ON, your machine dials the pager number you have programmed and, when connected, plays the Paging OGM that you have recorded. This activates your pager and let you know you have a fax or voice message in the Message Centre memory.

When Fax Forwarding is set to ON, your FAX/MFC dials the FAX/MFC phone number you've programmed, and forwards any faxes you've received.



You can *not* use Paging and Fax Forwarding at the same time.

Programming a Fax Forwarding Number

- 1 Press **Menu/Set**, **8**, **6**.
- 2 Press  or  until the LCD displays **FAX FORWARD** and press **Menu/Set**.
- 3 Enter the number of the FAX/MFC where faxes will be forwarded (up to 20 digits) and press **Menu/Set**.

- 4 Press **Stop** to exit.



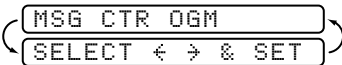




You can change a Fax Forwarding number remotely. (See page 9-13.)





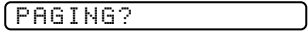
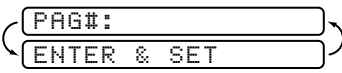
You can *not* use Paging and Fax Forwarding at the same time.

Recording the Paging Outgoing Message (OGM)

Before paging can work, you should first record the Paging OGM.

- 1 Press **Menu/Set, 8, 3**. The screen prompts you to choose an OGM.
- 2 Press  or  to reach PAGING MSG. and press **Menu/Set**.
- 3 Press  or  to Select RECORD OGM? and press **Menu/Set**. Then pick up the handset to record a message.
- 4 Replace the handset. Your OGM is played.
- 5 Press **Stop**.

Programming the Paging Number

- 1 Press **Menu/Set, 8, 6**.
- 2 Press  or  until the screen displays 
- 3 Press **Menu/Set**. The screen prompts you to enter your pager number.
- 4 Enter your paging number up to 20 digits. This is the telephone number which your machine must call.
- 5 Press **Menu/Set**.
- 6 Press **Stop** to exit.



You cannot change a Paging number remotely.

Remote Retrieval

Using Remote Retrieval Access Code


- 1** Dial your fax number from a touch tone phone.
- 2** When your FAX/MFC answers, immediately enter your Remote Retrieval Access Code.
- 3** The FAX/MFC signals the kinds of messages received:
 - 1 long beep—Fax message(s)**
 - 2 long beeps—Voice message(s)**
 - 3 long beeps—Fax and Voice message(s)**
 - No beeps—no messages**
- 4** The FAX/MFC then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the MFC hangs up. If you enter an invalid command, the FAX/MFC beeps three times.
- 5** Press **9 0** to reset the FAX/MFC when you finish.
- 6** Hang up.



If your FAX/MFC is set to MANUAL mode, you can access your machine remotely by phoning it and letting it ring for about 50 seconds. Your FAX/MFC will answer the phone after 50 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.

Changing Remote Retrieval Access Code

Enter your Remote Retrieval Access Code when the FAX/MFC picks up your call, so you can access features remotely. The access code is preset to 159✳, but you can change it.

- 1** Press **Menu/Set, 8, 7**.
- 2** Enter a three-digit number from 000 to 999 and press **Menu/Set**. The “✳” cannot be changed.
-  Do not use the same digits that appear in your Remote Activation or Deactivation Code.
- 3** Press **Stop** to exit.



When you call machine and enter the Remote Access Code, you must press the fourth digit (three-digit number plus✳).

Remote Commands

Follow the commands below to access features remotely. When you call the FAX/MFC and enter your Remote Retrieval Access Code (159✕), the system will signal you with two short beeps to enter a remote command.

Remote Commands		Operation Details
91	Playing Voice Messages	After one long beep, the FAX/MFC plays In Coming Message.
	1 ◀ (go back)	Press 1 while listening to an ICM to repeat it. If you press 1 before a message, you will hear the previous message.
	2 ▶ (Skip to next)	While playing the ICM, you can skip to the next message.
	9 STOP Playing	Stop playing the ICM.
92	Record Memo	After one long beep, you can record a memo. To stop recording, press 9 .
93	Erase all ICM	If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.
94	Play and Record OGM in memory	
	1 Play	1 MSG CTR OGM
		2 FAX/TEL OGM
		3 PAGING OGM
	2 Record	1 MSG CTR OGM
		2 FAX/TEL OGM
		3 PAGING OGM

Remote Commands		Operation Details
95	Changing Fax Forwarding/Paging Setting	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 9-13.) Once you have registered the number, the FAX/MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 9 6 1 (See page 9-12.) to make sure that the Fax Forwarding number you registered is correct in the List.
	1 OFF	
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD NO.	
96	Retrieve a fax	
	1 Memory Status List	Enter the number of a remote FAX/MFC to receive a report or stored fax messages. (See page 9-12.)
	2 Retrieve all faxes	
	3 Erase fax in the memory	If you hear one long beep, you can erase the fax message from the memory.
97	Check the receiving status	You can check whether your FAX/MFC has received any Document or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 Document	
	2 VOICE	
98	Change Answer Mode	If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: There is no MSG CTR OGM when you want to change to MSG CTR mode.)
	1 MSG CTR	
	2 F/T	
	3 FAX	
90	Exit	After a long beep, you can exit remote control.

Retrieving Memory Status List

You can retrieve the Memory Status List from a remote FAX/MFC to see if you have any fax messages.

- 1** Dial your fax number.
- 2** When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✕**).
- 3** When you hear two short beeps, use the dial pad to press **9 6 1**.
- 4** Using the dial pad, enter the number of the remote FAX/MFC (up to 20 digits) where you want the Memory Status List forwarded, and then press **# #**.



You can *not* use ✕ or # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your FAX/MFC beep, hang up and wait.

Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints the Memory Status List.

Retrieving Fax Messages

- 1** Dial your fax from a remote telephone or FAX/MFC using touch tone.
- 2** When you hear the beep, 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 of the remote FAX/MFC (up to 20 digits) where you want your fax messages forwarded, and then press **# #**.



You can *not* use ✕ or # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your FAX/MFC beep, hang up and wait.

Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints your fax messages.

Changing Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote FAX/MFC.

- 1** Dial your fax number.
- 2** When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✕**).
- 3** When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4** Enter the new number of the remote FAX/MFC where you want your fax messages forwarded, then press **##**.



You can *not* use ✕ or # as dial numbers. However, if you want to store a pause, press #. Also, if your FAX/MFC is connected to a PABX, you can press # first before the FAX/MFC's number. The # works as well as Recall key.

- 5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.
- 6** Use the dial pad to enter the number of the remote FAX/MFC (up to 20 digits), then press **##**.
- 7** After you hear your FAX/MFC beep, hang up and wait.

Your FAX/MFC calls the remote FAX/MFC. The remote FAX/MFC prints the Memory Status List showing the new forwarding number.

- 8** Check the forwarding number.

If the forwarding number is not correct, return to Step 1 to reset it.



There are some FAX/MFCs which, having completely received the **MEMORY STATUS LIST** from your machine, will give an audible “HANDSET UP” or similar alarm, if you keep the line held in readiness for the next command.

In such cases, it may be possible to clear the alarm and enter the next command (e.g. “962” for the RETRIEVE), by pressing the **Stop** once or twice on the receiving machine during the alarm beeping time. If this doesn't work, simply replace the handset, pause, and redial the call, using then the “962” command after your machine answers and accepts your remote access code.

10 Making Copies

Copy Functions

To make a single copy that is not reduced, enlarged or sorted, you only have to press one key. The default resolution for a single copy is Super Fine. Set the resolution to PHOTO for photographs. Remember, your machine cannot scan anything closer than 4 mm from the edge of the paper.

Making a Single Copy

- 1 Place the original face down in the ADF.
- 2 Press **Copy/Help** twice.

To cancel, press **Stop**.

Do NOT pull on the paper while copying is in progress.

Copy Options: Single or Multiple Copies, Reduce/Enlarge, Sort/Stack

You can choose additional copy options. First, you can select the number of copies. Next, you can choose whether multiple copies will be STACKED (all copies of page 1, then all copies of page 2, etc.) or SORTED (collated). Finally, you can choose an enlargement or reduction ratio. To automatically reduce the copy to the paper size you have set for the paper tray, select **AUTO**. To reduce the copy by a fixed percentage, choose **93%**, **87%**, **75%** or **50%**. Or, to enlarge the copy, select **150%**, **125%** or **120%**. To copy a document at its original size, select **100%**.

- 1 Place the original face down in the ADF.
- 2 Press **Copy/Help**.
- 3 Enter the number of copies you want (1-99).
For example, press 9 for nine copies.

To start copying now, press **Copy/Help**.

If you would like to select additional copy options, like **SORT**, **ENLARGE** or **REDUCE**, press **Menu/Set**.

NO.OF COPIES:01
THEN COPY OR SET

NO.OF COPIES:09

STACK P.01 FINE

MULTI COPY:STACK
THEN COPY OR SET

- 4** Press ◀ or ▶ to select ***SORT or STACK***.
For example, select **SORT**.

*To start copying now without enlarging or reducing, press **Copy/Help**.*

*To reduce or enlarge the image, press **Menu/Set**.*

- 5** Press ◀ or ▶ to select an enlargement or reduction ratio.

For example, **75 %**.

- 6** Press **Copy/Help**.

MULTI COPY: SORT

SORT P.01 FNE

ELG/RDC: 100% ?
THEN COPY OR SET

ELG/RDC: 100% ?

ELG/RDC: 120% ?

:

ELG/RDC: 93% ?

ELG/RDC: 75% ?

SORT P.01 FNE



If you are making multiple copies and get a **MEMORY FULL** message while you are scanning the first page, press **Stop** to cancel the job. Then make a single copy. If you selected **SORT** and the **MEMORY FULL** message appears while scanning subsequent pages, you can press **Copy/Help** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy/Help** for stacked copies.


11 Printing Reports

FAX/MFC Settings and Activity

You can print the following lists and reports:

- | | |
|--------------------|--|
| 1. TRANSMIT REPORT | Choose to print a Transmission Verification Report after each fax you send. |
| 2. JOURNAL | Journal lists information about the last 15 (FAX-645), 30 (FAX-685MC and MFC-960MC) incoming and outgoing faxes. TX means Transmit, RX means Receive. |
| 3. QUICK-DIAL | Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order. |
| 4. TEL. INDEX | Quick-dial list (above), alphabetically. |
| 5. SYSTEM SETUP | Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, TEL SERVICE, REMOTE FAX OPT (for FAX-645 only) and SETUP MSG CTR (for FAX-685MC and MFC-960MC only). |
| 6. MEMORY STATUS | Lists summary information and amount of memory in use. |

To Print a Report



- 1 Press **Menu/Set**, 7.
- 2 Enter the number (see list above) of the report you want to print. For example, press 4 to print the **SYSTEM SETUP**.
-  For Journal, press 2 and also press ◀ or ▶ to select PRINT JOURNAL and press **Menu/Set**.
- 3 Press **Start**.
- 4 Press **Stop** to exit.

Transmission Verification (Xmit) Report

You can use the Xmit Report as a proof that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and whether the transmission was successful.



When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates ERROR, send the original again. If the report indicates you should check the readability of certain pages, resend those pages.



When the feature is ON, the report is printed with every fax you send.

- 1** Press **Menu/Set, 7, 1**.
- 2** Press  or  to select ON (or OFF) and press **Menu/Set**.
- 3** Press **Stop** to exit.

Journal Period

You can set the FAX/MFC to print Journal at specific intervals (1, 3, 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 previous section.

- 1** Press **Menu/Set, 7, 2**.
- 2** Press  or  to display:

JOURNAL PERIOD
- 3** Press **Menu/Set**.
- 4** Press  or  to choose your setting . If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.
- 5** When the screen displays the setting you want, press **Menu/Set**.
- 6** Enter the time in 24-hour format, that printing will begin and press **Menu/Set**.
(For example, enter 19:45 for 7:45 PM).
- 7** Press **Stop** to exit.

12 Important Information

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 use this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7** Slots and openings in the cabinet and the back or bottom of the machine 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.
- 8** 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 with your dealer or local power company.
- 9** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11** 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 ampere rating of the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall or floor socket does not exceed the socket rating.
- 12** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.
- 14** 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 a risk of fire or electric shock. Never spill liquid of any kind on the product.

- 15** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 16** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.
- 17** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified 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.
- 18** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

13 Troubleshooting and Routine Maintenance

Troubleshooting

Error Messages

You may occasionally encounter a difficulty with your FAX/MFC or telephone line. If this happens, your FAX/MFC often identifies the problem and displays an error message. The list below explains the most common error messages.

The ribbon is used up and printing is not possible. Replace the ribbon or the ribbon cartridge with a new one. (See *Changing the Ribbon*, page 13-7.)

CHANGE CARTRIDGE

The FAX/MFC is out of paper, or the paper is not properly loaded. After you load paper, press **Start** key.

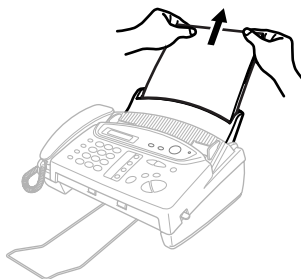
CHECK PAPER

PRESS START KEY

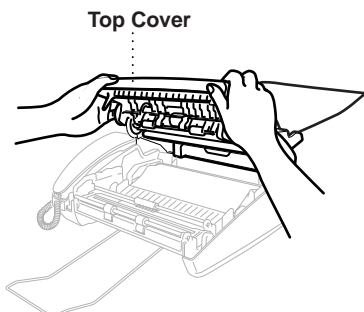
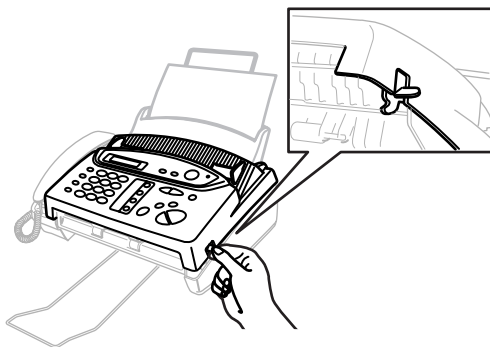
The paper is jammed in the FAX/MFC.

CHECK PAPER

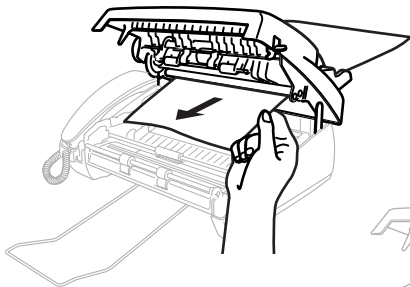
- 1 Remove any paper that is not jammed.



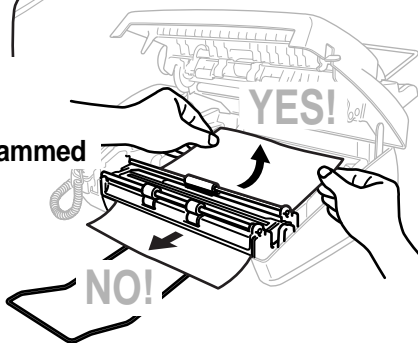
- 2** Open the top cover by lifting the gray lever on the right side of the top cover.



- 3** Pull the jammed printout gently from the paper tray toward the *front* of the machine. If the printout is jammed, then pull it toward the *back* of the machine.



Printout is jammed



- 4** Remove the print cartridge and turn the spool to tighten the ribbon.
- 5** Install the cartridge. (See page 13-7.)
- 6** Close the top cover.
- 7** Load the paper.

A poor quality phone line resulted in a communications error. Try the call again.

COMM.ERROR

You have requested a polling call from another party, but the other FAX/MFC is not in Poll Waiting mode.

CONNECTION FAIL

The other party has disconnected during a fax. Try calling the other party.

DISCONNECTED

The documents were not inserted or fed properly, or were too long or too short.

DOCUMENT JAM

- 1** Remove any paper that is not jammed from the ADF.
- 2** Open the top cover.
- 3** Pull the original toward the *front* of the machine.
- 4** Close the cover.

Original is jammed



Contact the shop where you purchased or your Brother Dealer for service.

MACHINE ERROR XX

PRESS STOP KEY

The number you called does not answer or is busy.
You may also have reached a number not connected to a fax. Check the number and call again.

NO RESPONSE/BUSY

You've tried accessing a One Touch or Speed Dial location with no number assigned to it. See pages 7-1 to 7-2 for information about storing One Touch or Speed Dial numbers.

NOT REGISTERED

The print head has overheated. Unplug the FAX/MFC and wait 30 minutes for it to cool.

PRINTER FAULT

The top cover is not closed completely.

TOP COVER OPEN

If You Are Having Difficulty with Your FAX/MFC

If you think there is a problem with your FAX/MFC, make a *copy* first. If the copy looks good, the problem is probably not your FAX/MFC. Check the difficulties below and follow the troubleshooting tips.

Printing or Receiving Faxes

Condensed Print and Horizontal Streaks; Top and Bottom of Sentences Cut Off

If your copy looks good, you probably had a bad connection, with static or interference on the phone line.

Vertical Black Lines When Receiving

The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another FAX/MFC.

Phone Line or Connections

FAX/MFC Does Not Answer When Called

Make sure the FAX/MFC is in the correct receiving mode for your setup (either FAX, F/T (FAX/TEL), TAD or MSG CTR). Check for dial tone. If possible, call your FAX/MFC to hear it answer. If there is still no answer, check the telephone line cord connection. (See *Connecting the Machine*, page 2-5 and *Connect the telephone line*.) Connect a *standard* telephone handset to the FAX/MFC telephone jack. If there is no ringing when you call your FAX/MFC, call your Telephone Company to check the line.

Telephone Answering Device (TAD) Does Not Answer When Called

Connect the telephone line cord from your TAD to the back of the FAX/MFC, in the jack labeled EXT. Make sure the TAD is set to answer calls. (See *Connecting an External Telephone Answering Device (TAD)*, page 2-7.)

No Dial Tone on the Handset

Press **Hook** or **Speaker Phone**—**OR**—Lift the handset. If you don't hear a dial tone, check telephone line cord connections at the FAX/MFC and wall jack. Check that the handset is connected to the FAX/MFC's handset jack. Test the wall jack with another single line telephone. If there is no dial tone at the wall outlet, call your Telephone Company.

Sending Faxes

Poor Transmitting Quality

Try changing your resolution to FINE or SUPERFINE. (See *Resolution*, page 6-6.) Make a copy to verify the FAX/MFC's scanner operation.

Dialing Does Not Work

Check for a dial tone. 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 **Speaker Phone**—**OR**—Lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing **Start**.

Vertical Black Lines When Sending

Use your FAX/MFC to make a copy. If the copy shows the same problem, the scanner area is dirty. Lift the top cover and check the original path. Clean the scanner's white tape and the glass strip under the tape using isopropyl alcohol and a lint-free cloth. (See page 13-6.)

Handling Incoming Calls

F/T pseudo-ring in FAX/TEL Mode

The FAX/MFC knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the FAX/MFC handset or answer from an extension phone and press your FAX/MFC's Telephone Answer Code (default setting is #51). (See *For F/T (FAX/TEL) Mode Only*, page 5-6.)

Transferring a Call to the FAX/MFC

If you have answered the FAX/MFC handset, press **Start**, and hang up immediately.

If you answered at an extension phone, press your three-digit Fax Receive Code (the factory setting is ✕51). When your FAX/MFC answers, hang up.

FAX/MFC "Hears" Voice as CNG Tone

If your FAX/MFC is set to Fax Detect ON, and it answers voice calls by trying to receive a fax, try turning Fax Detect to OFF. (See *Fax Detect (set ON by default)*, page 5-4.)

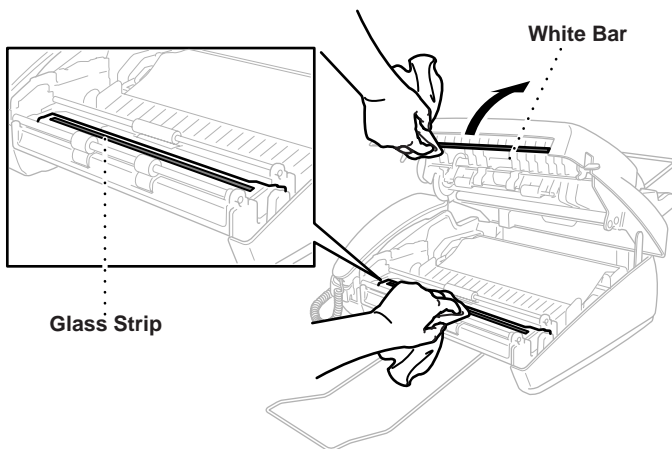
Transmission Verification Report Prints "Result: ERROR"

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.

Routine Maintenance

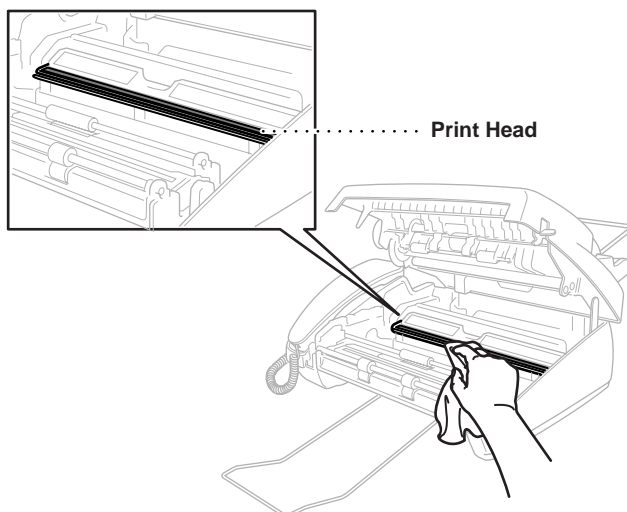
Cleaning the Scanner

Before cleaning, unplug the power cord for safety. Clean the white bar and the glass strip under the bar with isopropyl alcohol on a lint-free cloth. Be careful not to bend the spring plate or drop anything into the FAX/MFC.



Cleaning the Print Head

Before cleaning, unplug the power cord for safety. To clean the FAX/MFC print head, wipe the print head with a lint-free cloth that is dry or lightly moistened with isopropyl alcohol.

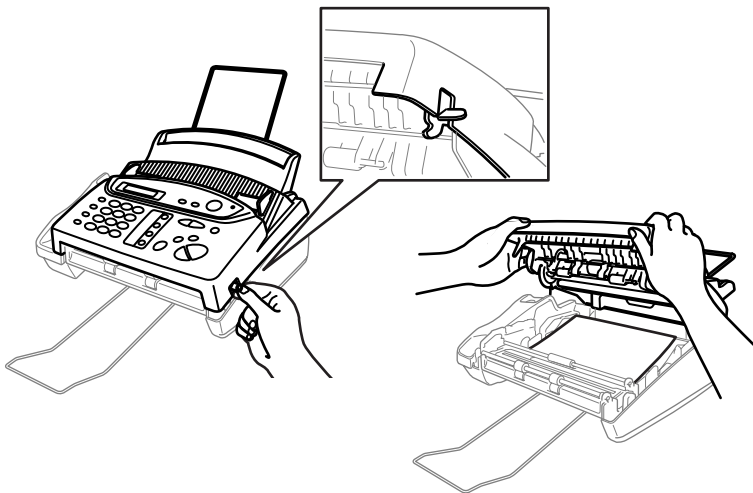


WARNING

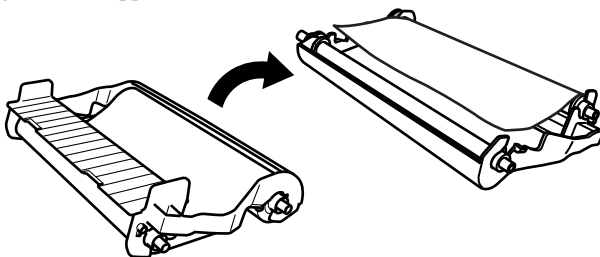
Just after you have used the machine, the print head is extremely **HOT!**

Changing the Ribbon

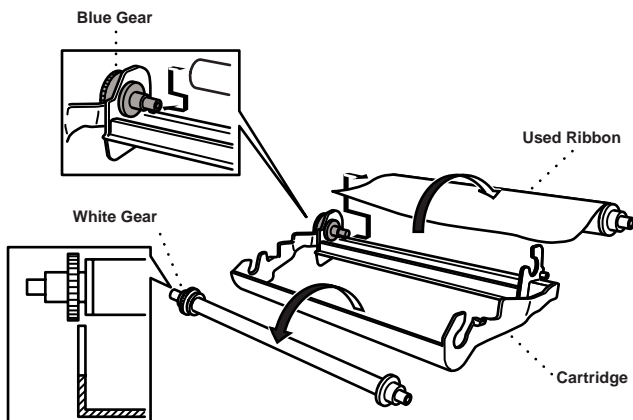
- 1 Open the top cover by lifting the gray lever on the right side of the top cover.



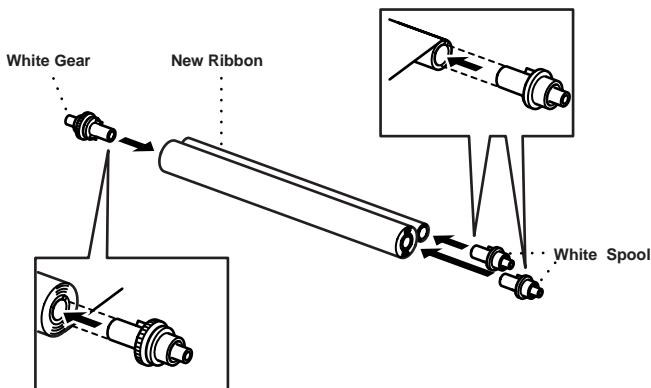
- 2 Remove the print cartridge containing the used ribbon and set it upside—down with the blue gear in the upper left corner.



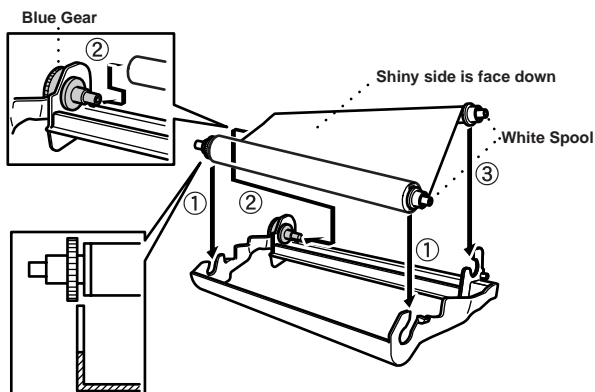
- 3** Take the used ribbon out of the cartridge:
- Snap out the upper white spool and slide the roll off the blue gear. (Do not remove the blue gear)
 - Lift out the lower roll.



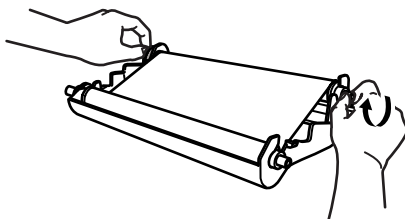
- 4** Slide the white elastic off the new refill rolls and set them down with the full roll in the lower position. (The ribbon's shiny side is facing *down*.)
- 5** Remove the white gear and spools from the ends of the used cardboard cores. Then insert them into the same positions in the new cores.




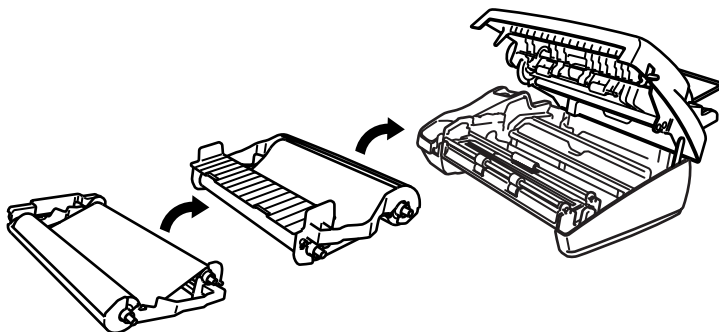
- 6** Slip the upper left cardboard core onto the blue gear of the cartridge and insert the rolls into the cartridge holders.

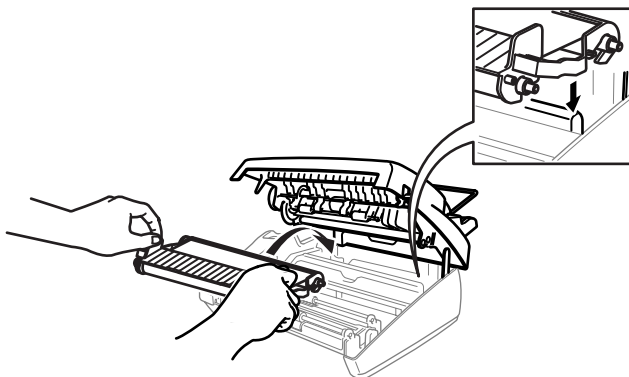


- 7** Turn the upper right white spool *clockwise* to tighten the ribbon, as shown.



- 8** Turn the cartridge over and re-install it into the machine: Insert the recessed  first and place the cartridge into its four holders.





9 Press down on both sides of the top cover to close it securely.



You can save money by purchasing the Refill Ribbon Rolls. (Installation instructions will be included.) If you handle the print cartridge (frame) carefully, you can reuse it until it breaks.

14 Multi-Function Link[®] (option)

You can purchase the optional Multi-Function Link package. Multi-Function Link turns your FAX into a Multi-Function Centre, by enabling you to use your FAX as a printer and a scanner and to use it to fax messages from Windows applications in your computer.

Multi-Function Link is available at most Brother dealers and retailers.

Installation instructions will be included with the Multi-Function Link package. However, it is important that you hook up your FAX to your computer before you install the software.

Specifications

Type	Desktop facsimile transceiver
Compatibility	ITU-T Group 3
Coding System	Modified Huffman (MH)
Modem Speed	9600/7200/4800/2400; Automatic Fallback (FAX-645) 14400/12000/9600/7200/4800/2400; Automatic Fallback (FAX-685MC and MFC-960MC)
Original Input Width	148 mm to 216 mm
Scanning/Printing Width	208 mm
Paper Tray	Up to 30 Sheets
Printer Type	Line Thermal with Ribbon
Gray Scale	64 levels (Dithered)
Display	LCD, 16 characters
Polling Types	Standard, Secure, Sequential, Delayed
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	<ul style="list-style-type: none">• Horizontal 8 dot/mm• Vertical Standard—3.85 line/mm Fine, Photo—7.7 line/mm Superfine, Photo (copy)—15.4 line/mm
Memory Capacity	512 KB (up to 20 pages*)
One Touch Dial	4
Speed Dial	50 stations
Automatic Redial	twice at 2 minute intervals
Speaker Type	Monitor (FAX-645) Full Duplex, Digital (FAX-685MC and MFC-960MC)
Auto Answer	2-10 rings
Communication Source	Public switched telephone network
Operating Environment	5 - 35° C
Power Source	220~240V AC 50/60Hz
Power Consumption	Standby: under 5 watts — Peak: under 170 watts
Dimensions	334 x 301 x 281 (mm)
Weight	3.6 kg

*“Pages” refers to the ITU-T #1 chart (in Out of Paper Reception in ECM mode).
Specifications are subject to change without prior notice.

Glossary

Activity Report Lists information about the last 30 incoming and outgoing faxes. TX means Transmit. RX means Receive.

ADF (Automatic Document Feed) Refers to the number of pages that can be placed in the original feeder and fed one at a time automatically.

Automatic Dial List A 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 or Speaker Phone.

beeper The sound the keys make when they are pressed, an error occurs or an original has been received or transmitted.

Broadcasting The ability to send the same fax message to more than one location.

Call Back Message Allows you to send a fax and then leave a message for the other party to call you back.

Call Reservation Allows you send a fax and then at the end of transmission, you can talk with the other party.

Caller ID A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

CNG tones The special tones (beeps) sent by FAX/MFCs during automatic transmission to tell the receiving machine that they are from a FAX/MFC.

communication error (or Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

Contrast Setting to compensate for dark or light originals, by lightening dark originals 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 original.

Delayed Fax Sends your fax at a later time that day.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother FAX/MFC uses the new number to simulate a dedicated fax line.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the original that had an error.

F/T Ring Time The length of time the FAX/MFC rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.

Fax Forwarding Sends a fax received in memory to another preprogrammed fax number.

fax tones The signals sent by sending and receiving FAX/MFCs while communicating information.

Fine Mode Resolution is 196 x 203 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/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

Interrupt Temporarily puts a waiting job on hold while you perform another operation.

interval The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

LCD (liquid crystal display) The display screen on the FAX/MFC 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 **Speakerphone**—**OR**—lift the handset so you can hear the receiving FAX/MFC answer before you press Start to begin transmission.

Memory Status List Shows how much memory is being used, how much is left, and the type of messages in memory.

Memory Transmission You can set your machine to scan originals before dialing, so you do not have to leave them at the FAX/MFC.

memory usage Instructs the FAX/MFC how to allocate the memory.

Next Fax Reservation Accepts the next original in the original feeder for transmission while the FAX/MFC is still receiving.

OGM (Out-Going Message) The message callers hear when you call your external answering machine.

One Touch Keys on the FAX/MFC 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 FAX/MFC'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 Feature enables your fax unit to call your pager when a fax and/or a voice message is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored on 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/MFC calling another FAX/MFC to retrieve waiting fax messages.

Pulse A form of dialing on a telephone line.

print reduction reduces the size of incoming faxes.

remote access The ability to access your FAX/MFC remotely from a touch tone phone.

remote activation allows you to transfer a fax call, answered at an extension phone, to the FAX/MFC.

- remote access code** The four-digit code that allows you to call and access your FAX/MFC from a remote location.
- resolution** The number of vertical and horizontal lines per inch. See: Standard, Super Fine and Photo.
- Rotary** A form of dialing on a telephone line.
- scanning** The process of sending an electronic image of a paper document into your computer.
- Speed dial** A preprogrammed number for easy dialing. You must press the Search/Speed Dial key, press **#**, and then the two digit code to start the dialing process.
- Standard resolution** 98 x 203 dpi. It is used for regular size text and quickest transmission.
- 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** 392 x 203 dpi. Best for very small print and line art.
- Tel Index** An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.
- thermal transfer** A printing process in which heat transfers carbon ink from a ribbon to a plain paper.
- Tone** A form of dialing on the telephone line used for Touch Tone telephones.
- transmission** The process of sending originals over the phone lines from your FAX/MFC to the receiving FAX/MFC.
- User Setting List** A printed report that shows the current settings of your FAX/MFC.
- Xmit Report (Transmission Verification Report)** A listing of each transmission, showing caller ID, date, time, and number of pages.

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Accessory List

Model Name	Description
PC-401	Printing Cartridge (1 set per box)
PC-402RF	2 re-fills for use in PC-401 Printing Cartridge
PC-404RF	4 re-fills for use in PC-401 Printing Cartridge

***For optimum print quality and product performance within published specifications. Failure to use only GENUINE Brother supplies will damage the machine and such damages will not be covered under warranty.**

(For FAX-645) →

Change Answer Mode

Press **9 8**.
 then for **TAD**, press **1**.
Fax/Telephone (F/T), press **2**.
Fax, press **3**.

Exit Remote Operation

Press **9 0**.

Change Remote Access Code

- 1 Press **Menu/Set**, **8**, **3**.
- 2 Enter a three- digit number. The * cannot be changed.
- 3 Press **Menu/Set**.
- 4 Press **Stop** to exit.

(For FAX-685MC
and MFC-960MC)
↓

Check Receiving Status

Press **9 7**.
 then for **Fax message**, press **1**.
Voice message, press **2**.
1 long beeps – received messages
3 short beeps – no messages

Change Answer Mode

Press **9 8**.
 then for **Message Centre**, press **1**.
Fax/Telephone (F/T), press **2**.
Fax Only, press **3**.

Exit Remote Operation

Press **9 0**.

REMOTE CONTORL ACCESS CARD

Using Remote Access Code

- 1 Dial your machine phone number from a touch tone phone.
- 2 Enter your Remote Control Access Code (159*) after the beep.
- 3 Your machine signals the kinds of messages received:
 - 1 long beeps – 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.

MESSAGE CENTRE

REMOTE CONTORL ACCESS CARD

Using Remote Access Code

- 1 Dial your FAX/MFC phone number from a touch tone phone.
- 2 Enter your Remote Control Access Code (159*) after the beep.
- 3 The FAX/MFC signals the kinds of messages received:
 - 1 long beep – Fax message(s)
 - 2 long beeps – Voice message(s)
 - 3 long beeps – Fax and Voice message(s)
 - No beeps – no messages
- 4 After 2 short beeps, enter a command.
- 5 Press **9 0** to reset the machine when you finish.
- 6 Hang up.

Remote Commands

Change Fax Forwarding Setting

Press **9 5**.
then to **Turn feature off** press **1**.
Enter Fax Forwarding press **2**.
Program Fax Forward Number press **4**. Enter the new number of the remote FAX/MFC where you want your fax messages forwarded, and then press **#**. Press **9 6 1** after two short beeps, then enter the number of remote FAX/MFC, and then **# #** to retrieve Memory Status List.
Turn Fax Storage on press **6**.
Turn Fax Storage off press **7**.

2

Retrieve a Fax

Press **9 6**.
then to **Print a Memory Status List** press **1**, then enter the number of remote FAX/MFC, and then **# #**. After the beep, hang up and wait.
Retrieve all faxes press **2**, then enter the number of remote FAX/MFC, and then **# #**. After the beep, hang up and wait.
Erase all fax messages press **3**.

Check the Receiving Status

Press **9 7 1**.
1 long beep – Fax message(s)
3 short beeps – no messages

3

Changing Remote Access Code

- 1 Press **Menu/Set, 8, 7**.
- 2 Enter a three-digit number from 000 to 999. The * cannot be changed.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

Remote Commands

Listen to Voice Messages

Press **9 1**.
then to **Repeat a message** press **1**.
Skip to next message, press **2**.
Stop playing the message press **9**.

Record a Memo

Press **9 2**.
Wait for the beep, then speak.
then to **Stop recording** – press **9**.

2

Erase All Messages

Press **9 3**. If you hear three beeps, all messages have not yet been heard, and the messages will not be erased.

Play/Record Outgoing Message

Press **9 4**.
then to **Play Message Centre OGM** press **1 1**.
Play F/T OGM press **1 2**.
Record new Message Centre OGM press **2 1**, then speak after beep, press **9** to stop.
Record new F/T OGM press **2 2**, then speak after beep, press **9** to stop.

Change Paging/Fax Forwarding Setting

Press **9 5**.
then to **Turn feature off** press **1**.
Enter Fax Forwarding press **2**.
Enter Paging press **3**.

3

Progrm Fax Forward Number press **4**. Enter the new number of the remote FAX/MFC where you want your fax messages forwarded, and then press **# #**. Press **9 6 1** after two short beeps, then enter the number of remote FAX/MFC, and then **# #** to retrieve Memory Status List.

Retrieve a Fax

Press **9 6**.
then to **Print a Memory Status List** press **1**, then enter the number of remote FAX/MFC, and then **# #**. After the beep, hang up and wait.
Retrieve all faxes press **2**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.
Erase all fax messages press **3**.

4



This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support fax machines purchased in their own countries.