

**brother®**

# OWNER'S MANUAL

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# *IntelliFAX*

## *900*

## *950M*

## *980M*

## *1500M*

**FOR YOUR INFORMATION**

**SUPPLIES FOR YOUR  
INTELLIFAX - 900/950M/980M/1500M**

**PAPER**

- Your IntelliFAX-900/950M/980M/1500M is a plain paper fax machine, therefore it will work with almost all plain paper.
- However please be aware that plain paper types or grades can vary; and different types or grades of plain paper do play a part in the quality of output.
- Almost any type of "copy or xerographic" plain paper will give you good output.
- For the best quality output we recommend a "laser printer" plain paper, which is also readily available in the market and competitively priced.



**PLAIN PAPER BENEFITS**

- Easy to handle and copy
- Easy to write on
- No print fading
- No more curled faxes

## How to Use This Owner's Manual

---

Thank you for purchasing a Brother fax machine. This fax machine has been designed to be simple to use, but you can utilize it to its fullest potential by taking some time to read this owner's manual. You will be ready to use the fax machine as soon as you read the first four chapters. Then you can refer to topics in the remaining chapters, as needed.

### Structure of the Manual

■ **Chapters 1-4**

How to set up the fax machine and what you need to know before you use it.

■ **Chapters 5-7**

Basic operations, how to send and receive faxes.

■ **Chapters 8-11**

Advanced operations.

### Finding Information in the Owner's Manual

- Use the **table of contents**. This side of the manual is coded so you can find topics easily.
- If there is a **key on the fax machine** you are not familiar with, refer to **chapter 2**.
- To find information about a function, refer to the "**Function Selection Table**" in **chapter 3**.
- If you have **trouble**, refer to **chapter 12** on how to troubleshoot.
- Use the **chapter 14 index**.

## Test Sheet Procedure

---

Please fill out the TEST SHEET and fax it to **1-908-469-4547** as your first transmission. This will verify that your fax machine is properly installed.

When this document is received at Brother Diagnostic Center, a confirmation sheet will be sent back to your machine from Brother Automatic Fax Back Response System. Be sure to set up your "Station ID". (See page 4-3.)

FAX NO. : **1-908-469-4547** (Fax Transmission Only)

TEL NO. : **1-800-284-4FAX** (Voice Phone Only)

**1-800-284-4329**





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- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

# SETUP & PREPARATION BEFORE USE

## 1. SETUP & PREPARATION BEFORE USE

### *Choosing a Suitable Place for Your Fax Machine*

---

Use the following list as a guide to find a suitable place for your fax machine.

#### *The Good Places...*

---

Place your fax machine on a flat, stable surface, such as a desk.

Select a place that is free of vibration and shocks.

Locate it near a telephone jack and a standard, grounded power outlet.

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

#### *And the Bad Places...*

---

Avoid setting it up in a high-traffic area.

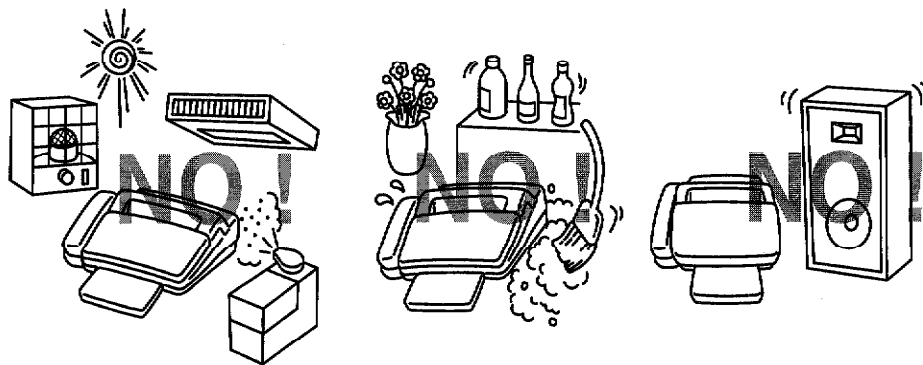
Avoid setting up the machine near heaters, air conditioners, water, chemicals, or refrigerators.

Do not select a place that exposes your fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect your fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory.

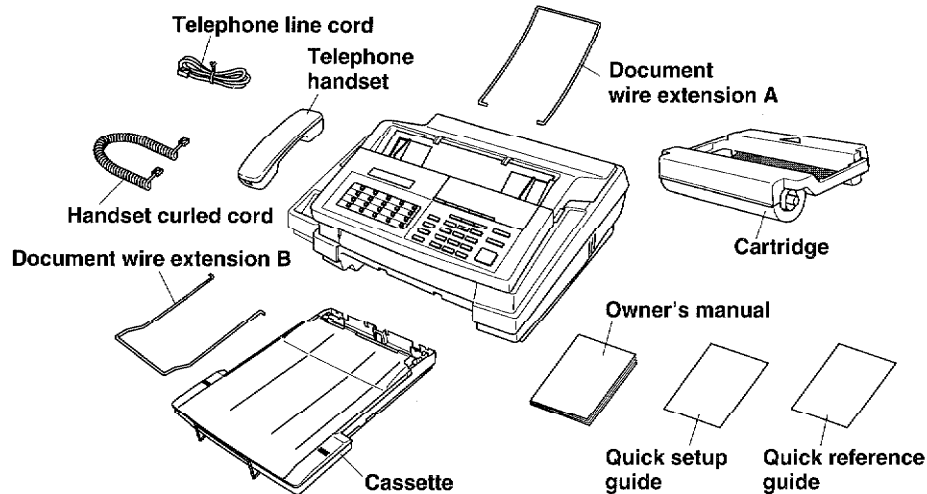
Do not connect your fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disturb the power supply.

Avoid interference sources, such as speakers or the base units of cordless phones.



## ***Packing List***

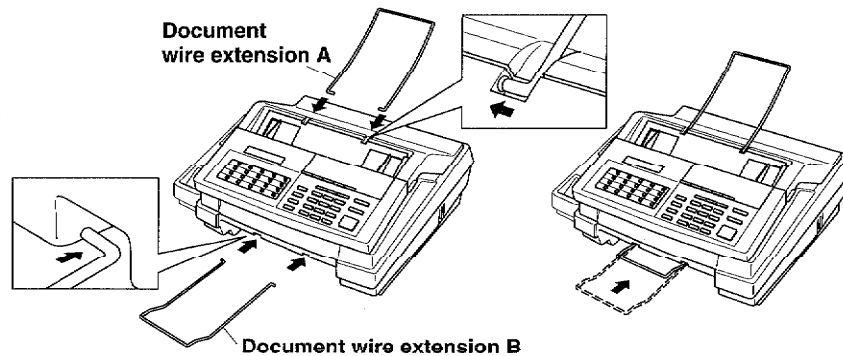
Please check to see that you have the following items:



## ***Setting up Your Fax Machine***

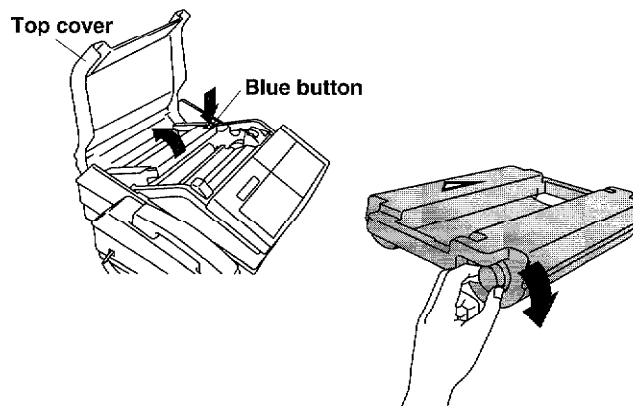
Follow these steps to set up your fax machine:

### **1. Attach the wire extensions.**



### **2. Install the printing cartridge.**

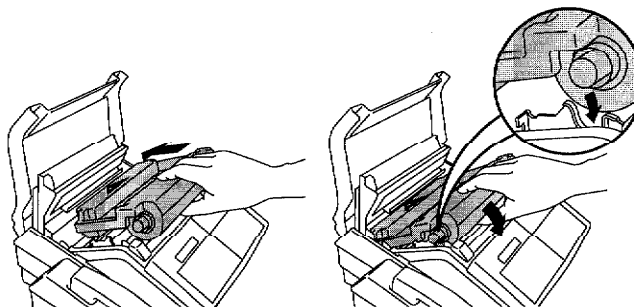
- 1) Open the top cover.
- 2) Press the blue button.  
The printer head will pop up.
- 3) If a used cartridge is still in the machine, take it out.
- 4) Tighten Ribbon in Cartridge carefully.





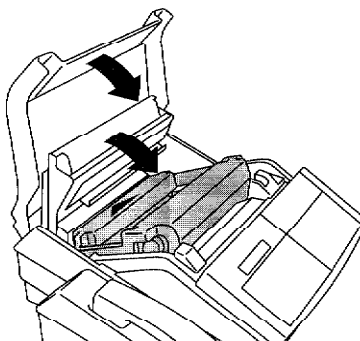
## SETUP & PREPARATION BEFORE USE

- 5) Carefully install a new cartridge inserting the marked side first. Make sure that the cartridge gear rest in the white gear holders.



- 6) Push down the printer head slowly and completely. Make sure it latches.

- 7) Close the top cover.



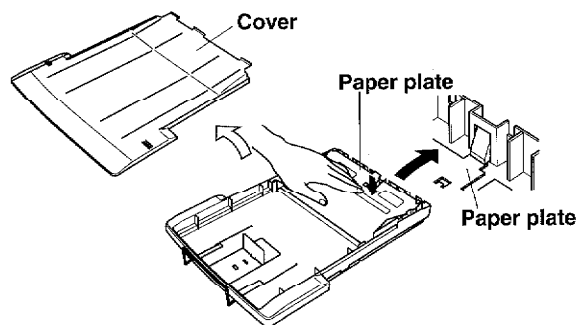
### 3. Install the Cassette.

The paper cassette can hold about 200 sheets of paper (20lbs).

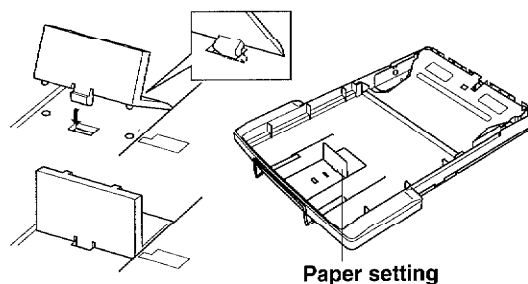
- 1) Raise the paper cassette slightly and pull it toward you to remove.

- 2) Take off the cover.

- 3) Push the paper plate down until it locks into position.



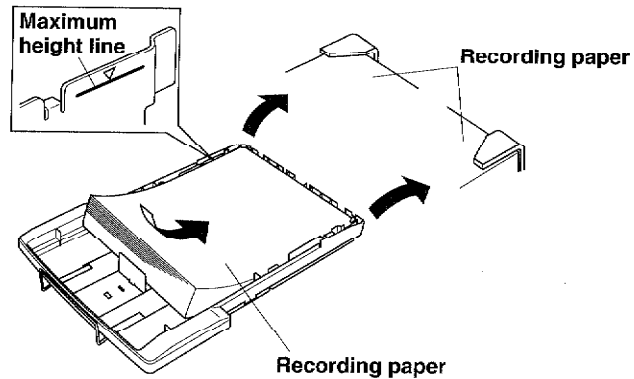
- 4) Adjust the paper setting to letter or legal position depending on what size you are using.



- 5) Place up to 200 sheets of plain paper into the cassette.

## SETUP & PREPARATION BEFORE USE

- 6) Place the paper in the cassette.  
Make sure the front right and left corners of the paper are under the edge tabs.  
Do not place paper above the maximum height line, or paper may misfeed.
- 7) Close the cover on the cassette.
- 8) Slide the paper cassette into the fax machine until it locks into place.



### NOTICE

#### ***About the Recording Paper...***

Please use standard copier paper for the recording paper as below :

Width : 216mm (8.5")  
Length: Letter/ Legal size  
Weight: 17 lb to 24 lb

#### ***About the Cassette...***

When you pull the paper cassette, it is necessary to push down the paper plate until the cassette "clicks" into position before you re-install the cassette to the fax machine. Otherwise the "REFILL PAPER CASSETTE" will remain on the LCD display. Also, please do not pull out or re-insert the cassette while the machine is doing a job (for example, copying, transmitting or receiving), or a paper jam may occur.

#### **4. Connect the handset.**

#### **5. Connect the power code.**

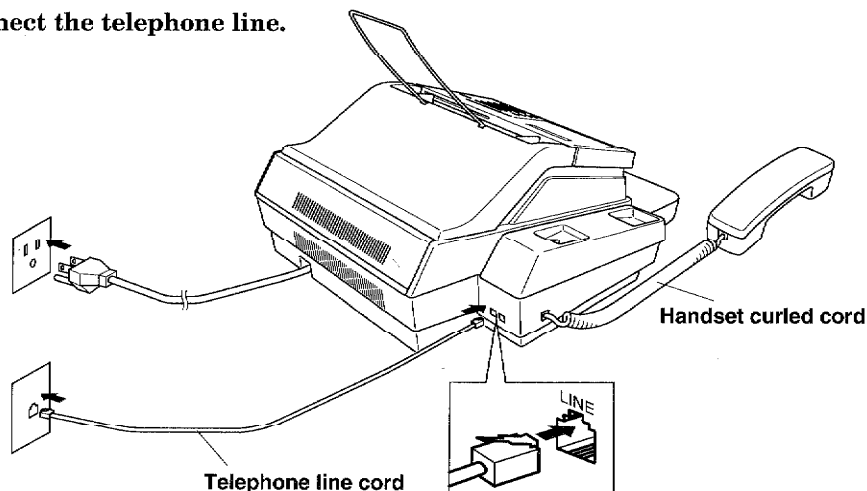
When you connect the power, your fax machine will automatically print a power failure report, and the display will show "01/01/1995 00:00".

### NOTICE

1. This fax machine must be grounded using a 3-prong plug.
2. Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your fax machine on before you connect it to a telephone line.

## SETUP & PREPARATION BEFORE USE

### 6. Connect the telephone line.



### FOR YOUR INFORMATION

#### ***Multi Line Connections (PBXs)***

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (private branch exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

It is advisable to have a separate line for the fax machine. You can then leave the machine in AUTO Answer Mode to receive faxes at any time of the day or night.

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

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

If you have call waiting, ring master, an alarm system, or any other custom calling feature on your telephone line, it may create a problem in operation of your fax unit.

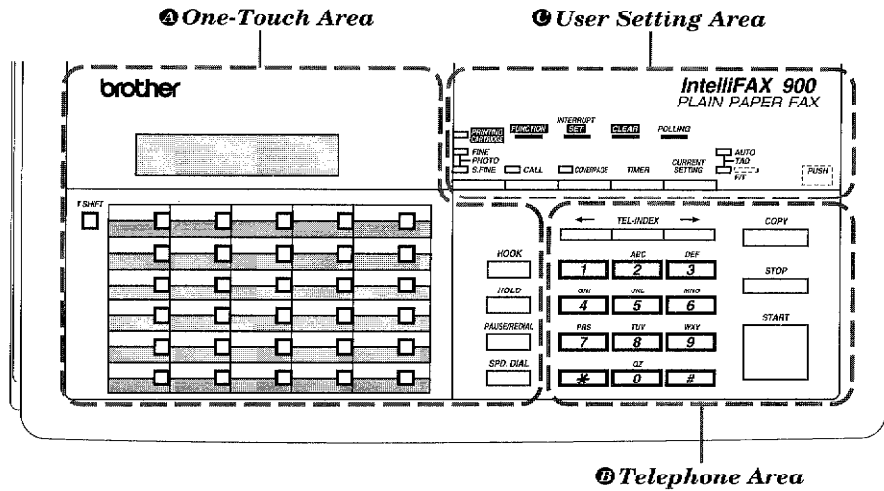
#### ***Connecting to a Private Branch Exchange***

The following points should be kept in mind if you are installing the machine to work with a private branch exchange(PBX).

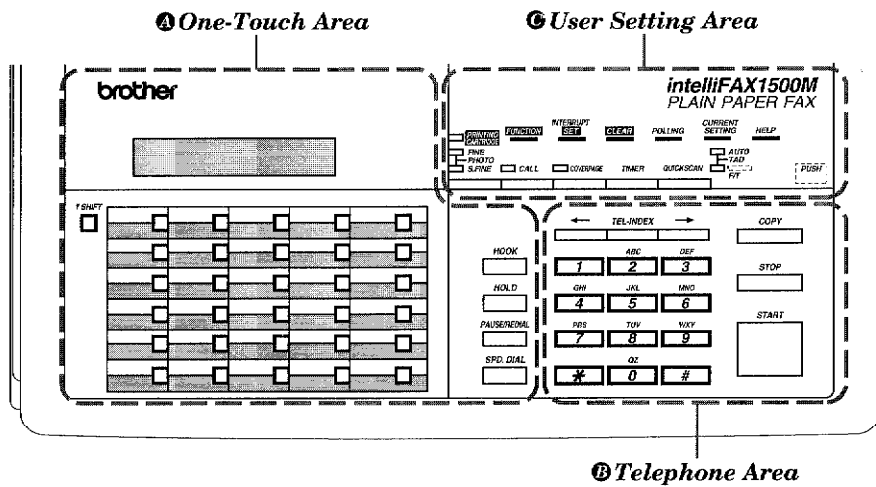
- 1) It is not guaranteed that the unit will operate correctly under all circumstances with PBXs. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2) If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to be MANUAL. (See page 7-2.) All incoming calls should initially be regarded as telephone calls.
- 3) The unit may be used with either the pulse or tone dialing telephone types.

## 2. THE CONTROL PANEL KEYS

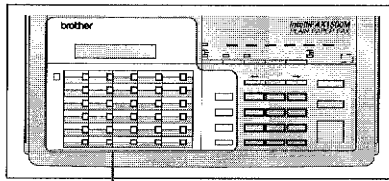
### FAX-900



### FAX-950M/980M/1500M



# THE CONTROL PANEL KEYS



## **A ONE-TOUCH AREA**

### **1. Liquid Crystal Display**

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See page 3-1.)

### **3. HOOK**

This key lets you dial telephone and fax numbers without lifting the handset. (See page 5-1.)

### **2. HOLD**

You can use this key to put a call on hold. (See page 5-1.)

### **4. PAUSE/REDIAL**

This key re-dials the last number called. (See page 6-5.) This key is also used to insert a pause in autodial numbers. (See page 5-1.)

### **5. SPD. DIAL**

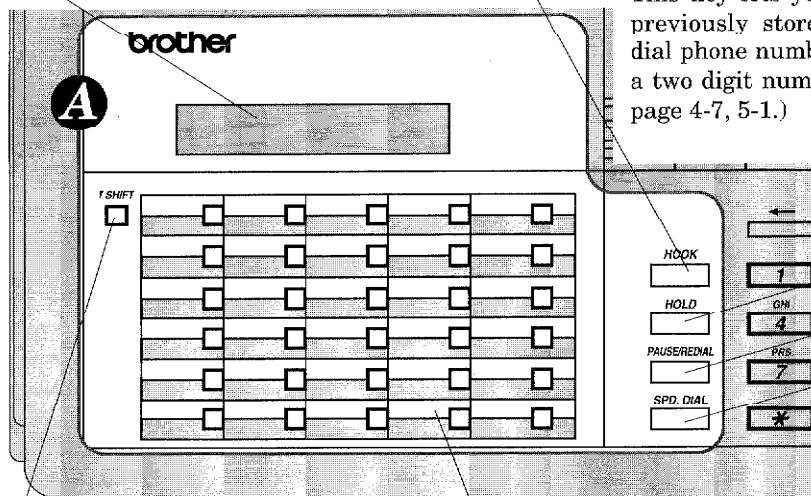
This key lets you access previously stored speed dial phone numbers with a two digit number. (See page 4-7, 5-1.)

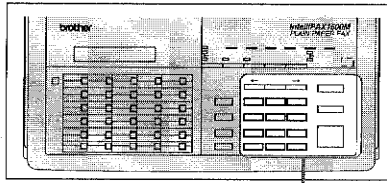
### **6. SHIFT**

This key is used to access the "31" through "60" One-Touch keys. (See page 4-4.)

### **7. One-Touch Dial Keys**

These keys give you instant access to previously stored phone numbers. (See page 4-4, 5-1.)





## **B TELEPHONE AREA**

### **8. ← (Left Arrow)**

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in a function mode (see page 3-5) or Telephone Index.

### **10. TEL-INDEX**

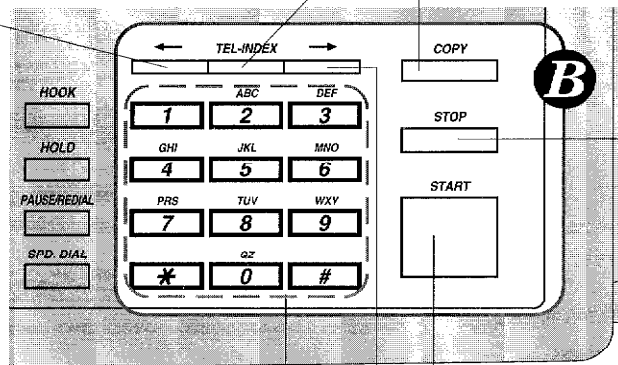
This key allows you to alphabetically look up numbers stored in the dialing memory. (See page 5-2.)

### **9. COPY**

Press this key to make a copy. (See page 8-1.)

### **11. STOP**

This key stops a fax, cancels an operation, or exits from function mode. (See page 3-5.)



### **12. Number Keys**

These twelve keys are used to dial phone and fax numbers (see page 5-1), and can also be used as an alphanumeric keyboard for entering information into the fax machine (see page 3-7).

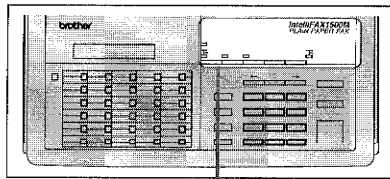
### **13. START**

Use this key to start an operation, such as sending a fax. (See page 6-3.)

### **14. → (Right Arrow)**

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see page 3-5) or Telephone Index.

## THE CONTROL PANEL KEYS



### **C USER SETTING AREA**

\* When the cover is closed.

### **15. PRINTING CARTRIDGE**

The LED will blink when the Printing Cartridge needs to be replaced.

### **17. COVERPAGE**

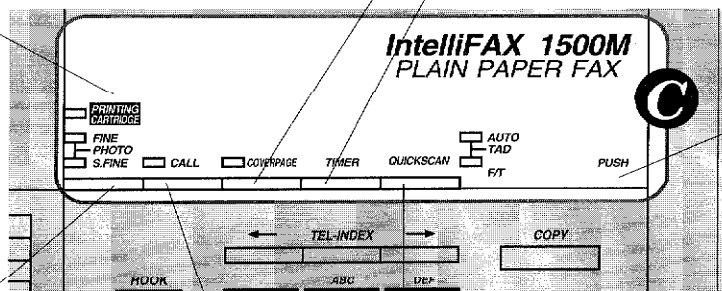
This key is used to send a Cover Page as the first page of a fax transmission. (See page 6-14.)

### **16. TIMER**

This key is used to set a delayed transmission. (See page 6-7.)

### **18. PUSH**

Push at this point and open the cover to access "User Setting Area D."



### **19. CALL**

This key is used to activate a call reservation and call back message. (See page 6-17.)

### **20. QUICKSCAN**

(Only for FAX-950M/980M/1500M)

This key enables you to scan in your originals at three times the normal speed, by storing them in the memory before actual transmission. (See page 6-6, 9-4.) When QUICKSCAN is pressed, Broadcasting is available. (See page 6-8.)

### **21. Resolution**

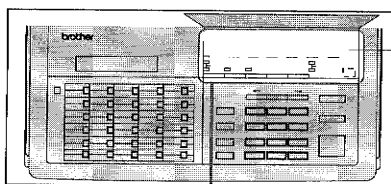
This key is used to set the resolution requirements when sending a fax. (See page 6-2.)

### **20. CURRENT SETTING**

(Only for FAX-900)

This key is used to set contrast, multiple resolution setting, overseas mode, password, etc. (See page 6-3, 6-11, 6-12, 10-2.)





## **D USER SETTING AREA**

\* When the cover is open.

### **22. FUNCTION**

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 3-1.)

### **24. INTERRUPT/SET**

This key is used to temporarily interrupt the job. (See page 6-9.)  
This key is used for storing a function setting into the fax machine. (See page 3-5.)

### **23. CLEAR**

This key deletes entered data or backs up one step in function procedure. (See page 3-5.)

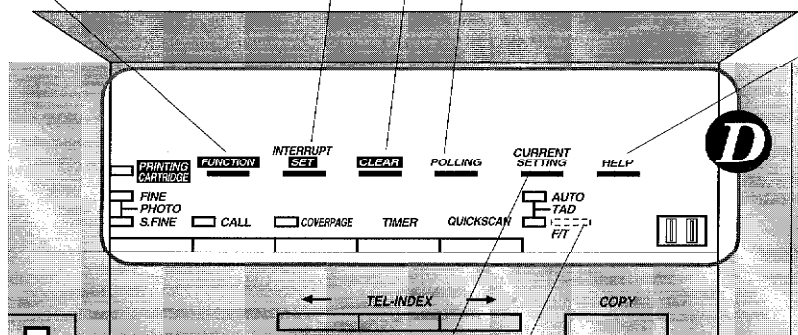
### **25. POLLING**

This key accesses the polling feature. (See page 9-1.)

### **26. HELP**

(Only for FAX-950M/980M/1500M)

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform certain settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. (See page 3-1, 3-5, 3-6)



### **27. CURRENT SETTING**

(Only for FAX-950M/980M/1500M)

This key is used to set contrast, multiple resolution setting, overseas mode, password, etc. (See page 6-3, 6-11, 6-12, 10-2.)

### **28. Answer Mode**

This key is used to specify how the fax machine should handle incoming calls. (See page 7-1.)

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

## 3. HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

### *User-friendly Programming*

We have designed your fax machine with on-screen programming and a **HELP** key (only for FAX-950M/980M/1500M), for user-friendly programming that helps you take full advantage of all the functions your fax machine has to offer.

### *On-screen Programming (OSP)*

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

### *Function Selection Table*

If you have a basic understanding of how to program a fax machine, you can perform most of the programming settings without the owner's manual. To help you understand what function selections, options, and settings are found in your fax programs, we have the following Function Selection Table.

Read through this table to gain a basic understanding of what your new fax model can do, and then the next section will begin instructing you how to use on-screen programming.

| Level one function | Level two function                                       | Explanation of Options  | Factory setting | Page |
|--------------------|--|---|-----------------|------|
| 1. CANCEL JOB      |  | If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.   |                 | 6-9  |
| 2. PRINT REPORTS   |  | You can print several different lists and reports, which are available under function item 2. PRINT REPORTS.  |                 | 11-1 |
| 3. SET AUTO DIAL   | 1. SETUP ONE-TOUCH DIAL                                  | If you register names and numbers on One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key. (60 locations)                  | —               | 4-4  |
|                    | 2. SETUP SPEED-DIAL                                      | If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing SPD. DIAL and a two digit number. (100 locations) | —               | 4-7  |
|                    | 3. SETUP NUMBER GROUPS<br>(Only for FAX-950M/980M/1500M) | This is used for setting up a group number used for broadcasting.   | —               | 4-8  |

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

| Level one function   | Level two function     | Explanation of Options  | Factory setting | Page  |
|----------------------|------------------------|---|-----------------|-------|
| 4. USER OPTIONS      | 1. SMOOTHING           | Smoothing enhances the appearance of incoming faxes.<br>If you set SMOOTHING to ON, you can receive messages with smoothing.<br>ON/OFF  | ON              | 7-4   |
|                      | 2. BEEPER              | You can adjust the volume of the beeper with this function.<br>OFF/LOW/HIGH   | LOW             | 4-1~2 |
|                      | 3. COVERPAGE           | If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment.<br>ON/OFF | OFF             | 6-16  |
|                      | 4. GRAY SCALE          | You can select a GRAY SCALE level.<br>16/32   | 32              | 6-13  |
|                      | 5. PRINT REDUCTION     | You can set up the printing reduction.<br>OFF/93%/87%/73%/MANUAL  | 93%             | 7-6   |
|                      | 6. PRINTER ALARM       | You can set up the printing alarm condition.<br>ONCE/3 TIMES/CONTINUE   | ONCE            | 7-7   |
| 5. TELEPHONE OPTIONS | 1. SET TONE/PULSE DIAL | There are two different dial types and you must select the type of signal suitable for your telephone.<br>TONE/PULSE  | TONE            | 4-1   |
|                      | 2. SET RING DELAY      | The number of rings that will occur before F/T or AUTO Answer Mode selections are activated.<br>0/1/2/3/4 rings   | 2               | 7-2   |
|                      | 3. AUTO REDIAL         | If you set AUTO REDIAL to ON, your machine will automatically re-dial the last number called if the number was busy or the call failed for some other reason.<br>ON/OFF               | ON              | 6-5   |
|                      | 4. SPEAKER VOLUME      | You can set the speaker volume.<br>OFF/LOW/HIGH   | LOW             | 7-5   |
|                      | 5. SET F/T RING TIME   | F/T RING TIME sets the time for simulated ringing in F/T mode.<br>10/20/30/60 seconds   | 20              | 7-4   |
|                      | 6. SET RING VOLUME     | You can set the ring volume.<br>OFF/LOW/HIGH  | HIGH            | 7-5   |

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

| Level one function   | Level two function                               | Explanation of Options  | Factory setting                  | Page    |
|----------------------|--|---|----------------------------------|---------|
| 5. TELEPHONE OPTIONS | 7. DISTINCTIVE<br>(Only for FAX-950M/980M/1500M) | If you have distinctive ringing service from your phone company, you can use this function to register the ringing pattern of your fax number. And if you set it to ON, you can use the registered number as a fax number only.<br>OFF/ON/SET | OFF                              | 7-13~17 |
|                      |  |   |                                  |         |
| 6. SETUP SYSTEM      | 1. SET DATE AND TIME                             | If you enter the date and time in 24-hour format, the LCD will display the date and time and will also be printed on outgoing faxes.  | 01/01/1995<br>00:00              | 4-2     |
|                      | 2. SET DAILY JOB TIMER                           | If you frequently have delayed jobs, all for execution at same time each day, you can program that time. Once you register it, you do not need to enter that time, just press TIMER.  | 00:00                            | 6-7     |
|                      | 3. ACT. REPORT INTERVAL                          | You can select the time interval at which the activity report is printed.<br>6/12/24 hours, 2/4/7 days, OFF   | OFF                              | 11-3    |
|                      | 4. SET STATION ID                                | You can enter your name or company name, fax number and telephone number in STATION ID.<br>It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.                                       | —                                | 4-3     |
|                      | 5. FAX REMOTE CODE                               | If you enter REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone.<br>ON/OFF   | ON<br>*51 (ACT.)<br>#51 (DEACT.) | 7-10    |
|                      | 6. SET COVERPAGE                                 | You can register your own two programmable comments on the Cover Page.  | —                                | 6-15    |
|                      | 7. SET RECEIVE PASSWORD                          | You can setup the password for the receiving documents.<br>ON/OFF/PLUS  | OFF                              | 10-3    |

## Current Setting Chart

| Level one function | Level two function | Explanation of Options   | Factory setting | Page |
|--------------------|--------------------|--|-----------------|------|
| CURRENT SETTING    | 1. CONTRAST        | There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send an especially light or dark document, please change the setting.<br>AUTO: Default setting is AUTO. Contrast setting always reverts to AUTO after one transmission.<br>S. LIGHT: To send very light documents.<br>S. DARK: To send very dark documents. | AUTO            | 6-3  |

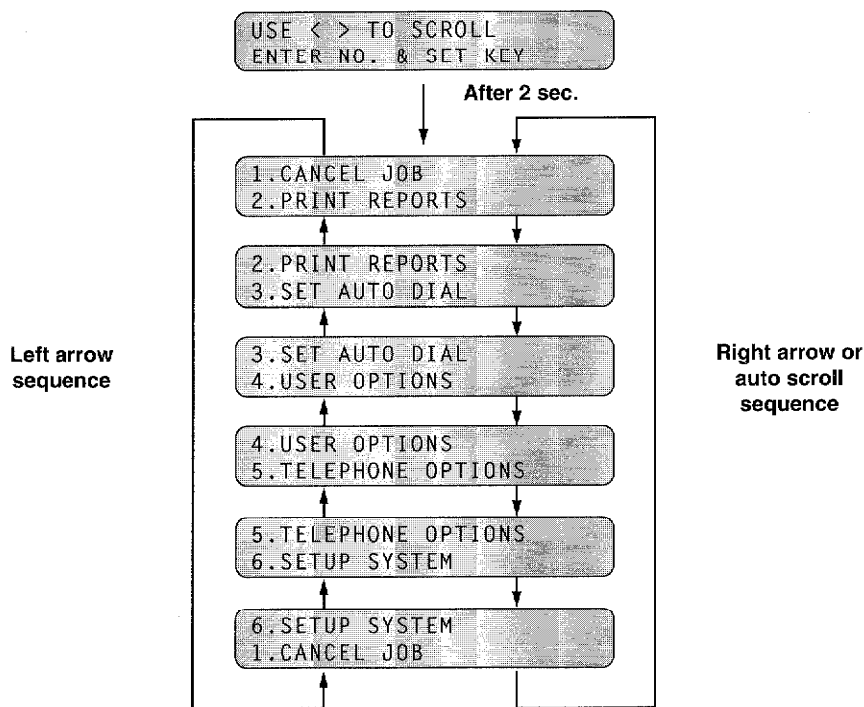
# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

| Level one function | Level two function       | Explanation of Options   | Factory setting | Page |
|--------------------|--------------------------|--|-----------------|------|
| CURRENT SETTING    | 2. RESOLUTION            | If you need to send a set of originals at various resolutions, this function will allow you to send your required resolution by page. (If all documents are the same resolution, use the Resolution key. See page 2-4 #21.)<br>STANDARD/FINE/S. FINE/PHOTO | STANDARD        | 6-12 |
|                    | 3. OVERSEAS MODE         | If you have trouble when sending overseas, you may want to use set OVERSEASMODE to ON.<br>ON/OFF   | OFF             | 6-11 |
|                    | 4. PASSWORD TRANSMISSION | You can send a fax with four-digit password.   | —               | 10-2 |

## *Using the Function Mode to Access On-Screen Programming (OSP)*

You can access the function mode by pressing **FUNCTION** found in the User Setting Area of your fax Control Panel. (See page 2-5.)

When you enter the function mode, your fax machine will display a list of Level One Functions to choose from (see pages 3-1 through 3-3 for these Level One Functions), as seen below.



\* a number of upper row will blink.

## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

These function options will appear two at a time on the display. You can then choose one of these options by pressing **SET** when your desired option appears on upper row of the LCD and blink it's number.

You can also move through the function menu options at a faster rate by pressing **→** (right arrow). (See page 2-3 to locate this key on your Control Panel.) When you find the option you want on upper row, press **SET**.

You can simply press the Level One Function number associated with each option (refer to page 3-1 through 3-4).

**Helpful Hints**      If you want to exit the function mode, simply press **STOP**. Also, if you select the wrong menu, and to return to the previous step, press **CLEAR**.

### ***Displays for On-Screen Programming (OSP)***

---



SPEAKER : HIGH  
SELECT < > & SET KEY

When you see the LCD displays, the upper row of LCD will show the currently selected option, and lower row will show a help message that gives you brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use **←** (left arrow) and **→** (right arrow) to alter the setting, and then to press **SET** to store it.

### ***Help Key (Only for FAX-950M/980M/1500M)***

---

Press this key whenever you need a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes.

### ***How to print a Help List***

---

Press **HELP** to get a print-out of the Help List. Use it when you need information about how to register or set one of the functions, or how to send or receive faxes. You can request a print-out whenever the machine meets the following conditions:

- while the LCD displays the date and time.
- while the machine is timer waiting.
- while the machine is polled/polling waiting.
- while the machine is at level one or two of the function menu.
- while you are using the phone.

# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

## \*\*\*\*\* HELP LIST \*\*\*\*\*

### <STEPS FOR KEY FUNCTIONS>

- 1)PRESS FUNCTION  
[ ]
- 2)SELECT A LEVEL ONE FUNCTION  
BY PRESSING NUMBER KEY [ ]  
(FROM THE SELECTION  
CHART ON THE RIGHT)
- 3)SELECT A LEVEL TWO FUNCTION  
BY PRESSING NUMBER KEY [ ]
- 4)SELECT THE DESIRED SETTING  
USING THE ARROW KEYS.  
[ ] [ ]
- 5)PRESS SET  
[ ]
- 6)PRESS STOP TO EXIT  
[ ]

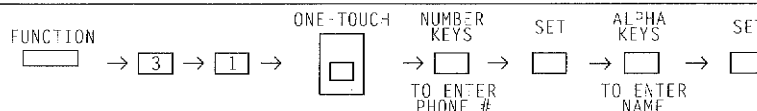
NOTE:  
MAKE SURE YOU FIRST SET  
TONE/PULSE(FUNCTION 5-1),  
DATE/TIME(FUNCTION 6-1), AND  
STATION ID(FUNCTION 6-4).

### <FUNCTION SELECTION CHART>

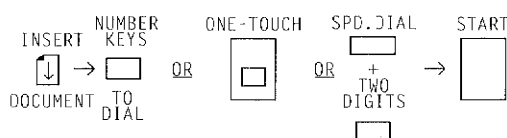
| LEVEL ONE                  | LEVEL TWO              | OPTIONS                       |
|----------------------------|------------------------|-------------------------------|
| 1.CANCEL JOB               |                        |                               |
| 2.PRINT REPORTS---         | 1.ACTIVITY REPORT      |                               |
|                            | 2.ALL DIAL LIST        |                               |
|                            | 3.TELEPHONE/FAX INDEX  |                               |
|                            | 4.COVERPAGE FORMAT     |                               |
|                            | 5.CALL BACK MSG.FORMAT |                               |
|                            | 6.USER OPTION LIST     | (ON/OFF)                      |
|                            | 7.TRANSMIT REPORT      |                               |
|                            | 8.MEMORY STATUS LIST   |                               |
| 3.SET AUTO DIAL---         | 1.SETUP ONE-TOUCH DIAL |                               |
|                            | 2.SETUP SPEED-DIAL     |                               |
|                            | 3.SETUP NUMBER GROUPS  |                               |
| 4.USER OPTIONS ---         | 1.SMOOTHING            | (ON/OFF)                      |
|                            | 2.BEEPER               | (OFF/LOW/HIGH)                |
|                            | 3.COVERPAGE            | (ON/OFF)                      |
|                            | 4.GRAY SCALE           | (32/16)                       |
|                            | 5.PRINT REDUCTION      | (OFF/93/87/73/<br>MANUAL)     |
|                            | 6.PRIATER ALARM        | (ONCE/3 TIMES/<br>CONTINUE)   |
| 5.TELEPHONE<br>OPTIONS --- | 1.SET TONE/PULSE DIAL  | (TONE/PULSE)                  |
|                            | 2.SET RING DELAY       | (0/1/2/3/4)                   |
|                            | 3.AUTO REDIAL          | (ON/OFF)                      |
|                            | 4.SPEAKER VOLUME       | (OFF/LOW/HIGH)                |
|                            | 5.SET F/T RING TIME    | (10/20/30/60)                 |
|                            | 6.SET RING VOLUME      | (OFF/LOW/HIGH)                |
|                            | 7.DISTINCTIVE          | (OFF/ON/SET)                  |
| 6.SETUP SYSTEM ---         | 1.SET DATE AND TIME    |                               |
|                            | 2.SET DAILY JOB TIMER  |                               |
|                            | 3.ACT.REPORT INTERVAL  | (OFF/6H/12H/24H/<br>2D/4D/7D) |
|                            | 4.SET STATION ID       | (FAX/TEL/NAME)                |
|                            | 5.FAX REMOTE CODE      | (ON/OFF,SET CODE)             |
|                            | 6.SET COVERPAGE        |                               |
|                            | 7.SET RECEIVE PASSWORD | (ON/OFF/PLUS)                 |

## \*\*\*\*\* EXAMPLE \*\*\*\*\*

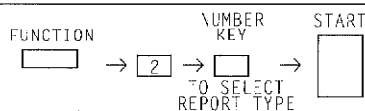
### <STORING ONE-TOUCH>



### <SENDING A FAX (AUTO)>



### <PRINTING A LIST/REPORT>



### <FAX RECEPTION SETTINGS>

| MANUAL MODE                        | AUTO MODE                    | F/T MODE                     | TAD MODE  |
|------------------------------------|------------------------------|------------------------------|---|
| *FOR DEDICATED TELEPHONE USE ONLY. | *FOR DEDICATED FAX USE ONLY. | *FOR BOTH FAX AND TELEPHONE. | *WHEN CONNECTING EXTERNAL TELEPHONE ANSWERING DEVICE. |



# HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

## *How to Enter Text in Function Mode*

Each number key has two or three letters printed above it. The following keys “1”, “#” and “\*” have no printed letters because they have special characters.

|          |          |          |
|----------|----------|----------|
|          | ABC      | DEF      |
| <b>1</b> | <b>2</b> | <b>3</b> |
| GHI      | JKL      | MNO      |
| <b>4</b> | <b>5</b> | <b>6</b> |
| PRS      | TUV      | WXY      |
| <b>7</b> | <b>8</b> | <b>9</b> |
|          | QZ       |          |
| <b>*</b> | <b>0</b> | <b>#</b> |

**By pressing the appropriate number key the correct number of times, you can get the character you want.** When you are making certain settings, such as the station ID settings, you need to enter text into your fax machine.

| Key | once | twice | 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    | R     | S           | 7          |
| 8   | T    | U     | V           | 8          |
| 9   | W    | X     | Y           | 9          |
| 0   | Q    | Z     | 0           | Q          |

Let's say that you want to enter the initials “BR”. Follow the example of next page.

### KEYS TO BE PRESSED

1. Press **2** twice to enter the letter **B**.
2. Press **7** twice to enter the letter **R**.
3. Press **SET**.

### STATUS OF LCD DISPLAY

NAME:  
ENTER/PRESS SET TO END

NAME:B  
ENTER/PRESS SET TO END

NAME:BR  
ENTER/PRESS SET TO END

## HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

### FOR YOUR INFORMATION

1. If you want to enter a blank space, press → (right arrow) twice.
2. If you entered a letter incorrectly and want to change it, you can use ← (left arrow) to move the cursor back to where it is. When you reach the letter, you can enter a new one in its place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.
3. If you enter a character that is assigned to the same number key as the previous character, press → (right arrow) to move the cursor to the right.

### *How to Enter Special Characters, Symbols and Punctuation Marks in the Function Mode*

1 key ----- ÄËÖÜÀÇÈÉ1

\* key ----- (space) !"#%&'()\*+,-./

# key ----- ;:<=>?@[]^\_

The "1" key contains all the accented characters. The "\*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the Symbol "&". Follow the example below.

#### KEYS TO BE PRESSED

1. Press \* to show a list of characters.
2. Press \*, \*, \*, \*, \*, \* (6 times).
3. Press → (right arrow).

#### STATUS OF LCD DISPLAY

NAME: JAMES  
ENTER/PRESS SET TO END

NAME: JAMES  
MARK - !"#%&'()\*+,-./

NAME: JAMES &  
MARK - !"#%&'()\*+,-./

NAME: JAMES &  
ENTER/PRESS SET TO END

# TELEPHONE FUNCTION SETTINGS

## 4. TELEPHONE FUNCTION SETTINGS

There are some settings, such as the date and time, you should make to your fax machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customizing the settings by pressing **FUNCTION** on the control panel. This activates the function mode and On - Screen Programming prompts. You can complete a variety of settings in this mode.

### *Setting the Dialing Mode (Tone/Pulse)*

Your fax machine supports both tone (or multi-frequency) and pulse (or rotary) dialing. It is initially set to TONE, so you do not need to change the setting if you use that kind of line. If you are using a pulse dial line, you can change the setting to PULSE by following the steps below:

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.  
You will see scrolling options on the display.  
You can choose one.
3. Press **5**.
4. Press **1**.  
After two seconds you will be automatically prompted to select pulse or tone.
5. Press **←** (left arrow) or **→** (right arrow) to find the dialing mode that matches your telephone line.  
Example: PULSE.
6. Press **SET**.
7. Press **STOP** to return to date and time.

#### STATUS OF LCD DISPLAY

01/01/1995 00:00  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

1. SET TONE/PULSE DIAL  
PRESS STOP TO CANCEL

DIAL METHOD : TONE  
SELECT < > & SET KEY

DIAL METHOD : PULSE  
SELECT < > & SET KEY

1. SET TONE/PULSE DIAL  
2. SET RING DELAY

### *Setting the Beeper Sound Level*

If the beeper setting is LOW or HIGH, it will "beep" every time you press a key, make an error, or at the end of sending or receiving a fax.

The initial setting on your fax machine for the beeper is LOW. If you do not want the beeper on, select OFF, and if you want it loud, select HIGH.

## TELEPHONE FUNCTION SETTINGS

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **2**.
5. Press **←** (left arrow) or **→** (right arrow) until you get the setting you want.  
Example: OFF.
6. Press **SET**.
7. Press **STOP** to return to date and time.

### STATUS OF LCD DISPLAY

01/01/1995 00:00  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

1.USER OPTIONS  
PRESS STOP TO CANCEL

2.BEEPER  
PRESS STOP TO CANCEL

BEEPER : LOW  
SELECT < > & SET KEY

BEEPER : OFF  
SELECT < > & SET KEY

2.BEEPER  
3.COVERPAGE

### *Setting the Date and Time*

Your fax machine shows the date and time on the display and prints it on every fax page you send. You can set the date and time in function mode.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **1**.
5. Enter the last two digits of the year.  
Example: 94.
6. Enter two digits for the month. (JAN.= 01, OCT.= 10, etc.)  
Example: 09.

### STATUS OF LCD DISPLAY

01/01/1995 00:00  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6.SETUP SYSTEM  
PRESS STOP TO CANCEL

1.SET DATE AND TIME  
PRESS STOP TO CANCEL

YEAR : XX  
ENTER & SET KEY

YEAR : 94  
ENTER & SET KEY

MONTH : XX  
ENTER & SET KEY

MONTH : 09  
ENTER & SET KEY

## TELEPHONE FUNCTION SETTINGS

7. Enter two digits for the day.

Example: 12.

DAY : XX  
ENTER & SET KEY

8. Enter the time in 24-hour format.

Example: 15:25 (3:25 P.M.).

DAY : 12  
ENTER & SET KEY

TIME : XX:XX  
ENTER & SET KEY

TIME : 15:25  
ENTER & SET KEY

9. Wait for two seconds.

1. SET DATE AND TIME  
2. SET DAILY JOB TIMER

10. Press **STOP** to exit and view the new date and time.

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

### Helpful Hints

If you do not register your station ID, you can not print the date and time on every fax pages you send.

### *Setting the Station ID*

The Station ID is for identification purposes. Here you can store your name, fax number, and telephone number. Your machine then prints this information on the electronic Cover Page and every fax page you send.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **4**.  
You will then be prompted to enter your fax number.
5. Enter your fax number (up to 20 digits).  
Example: 4155554444.
6. Press **SET**.  
You will now be prompted to enter your telephone number.
7. Enter your telephone number (up to 20 digits).  
If your telephone number and fax number share the same line, enter the same number again.  
Example: 4155554445.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

4. SET STATION ID  
PRESS STOP TO CANCEL

FAX:  
ENTER & SET KEY

FAX: 4155554444  
ENTER & SET KEY

TEL:  
ENTER & SET KEY

TEL: 4155554445  
ENTER & SET KEY

## TELEPHONE FUNCTION SETTINGS

8. Press **SET**.

You will be prompted to enter your name or company's name.

NAME:  
ENTER/PRESS SET TO END

9. Enter your name by using the number keys (up to 20 characters).

Example: **BROTHER**.

Refer to the section "How to Enter Text in the Function Mode" on the page 3-7, 8.

NAME: BROTHER  
ENTER/PRESS SET TO END

10. Press **SET** to confirm the entry.

4. SET STATION ID  
5. FAX REMOTE CODE

11. Press **STOP** to return to date and time.

- Helpful Hints**
1. The telephone number that you stored above is only used for the Call Back Message and the Cover Page features.
  2. If you do not enter a fax number, no additional information can be entered.
  3. When you enter a space, use → (right arrow). Then it will be registered as a blank space, " \_".

### NOTICE

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

In order to program this information into your fax machine, you should complete the steps of the previous page.

### *Storing One-Touch Dial Numbers*

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so that when you call, you can verify the destination on the display. You can store a maximum of 60 phone numbers (01-60). To use 31 to 60 One - Touch number locations, you need to press **SHIFT**. For example, One - Touch location "31" is accessed by pressing **SHIFT** + One-Touch "01" simultaneously. Here is how to store a telephone number as a One-Touch dial number:

If you are registering a number that is not in your area make sure you program the number with a "1" plus the area code.

# TELEPHONE FUNCTION SETTINGS

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **3**.
4. Press **1**.
5. Press one of the One-Touch keys, you want to use to store a number.  
Example: One-Touch **05**.  
The One-Touch keys are not the number keys.
6. Enter the number (up to 20 digits).  
Example: **4155551212**.
7. Press **SET**.  
You then will be prompt to enter the name or company associated with this number.
8. Enter the name by using the number keys (up to 17 characters).  
Example: NJ OFFICE.  
(See pages 3-7 and 3-8 for how to enter text.)
9. Press **SET**.
10. Select the type of number (FAX, TEL, F/T or CHAIN) by using ← (left arrow) or → (right arrow) to display the type you want.  
(See For Your Information of next page.)  
Example: FAX.
11. Press **SET**.
12. Return to step 5 to enter another number, or press **STOP** to return to date and time.

### Helpful Hints

If you have to wait for a dial tone when you get access to the outside line, you should use **PAUSE/REDIAL**. When you press **PAUSE/REDIAL**, a dash “-” will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. SET AUTO DIAL  
PRESS STOP TO CANCEL

1. SETUP ONE-TOUCH DIAL  
PRESS STOP TO CANCEL

SETUP ONE-TOUCH DIAL  
SELECT ONE-TOUCH KEY

\*05: \_  
ENTER & SET KEY

\*05: 4155551212  
ENTER & SET KEY

NAME: \_  
ENTER/PRESS SET TO END

NAME: NJ OFFICE  
ENTER/PRESS SET TO END

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

SETUP ONE-TOUCH DIAL  
SELECT ONE-TOUCH KEY

## FOR YOUR INFORMATION

***Types of Numbers***

When you store a number as a One-Touch or as a Speed-Dial number, you have a choice of choosing the type of number. There are 4 options:

1. FAX (A fax number).
2. TEL (A telephone number).
3. F/T (Both a fax number and a telephone number)
4. CHAIN (A number, usually an access code, for chain dialing).

***Chain Dialing***

Sometimes you may want to choose from among several long-distance carriers when you make a call. This is because rates may vary depending on the time and destination. To take advantage of low rates, you can register the access code of a long-distance carrier as a One-Touch or a Speed-Dial number for chain dialing. To do this, you store the access code as you would a regular number and register it as a "chain" number. (See the step 10 of page 4-5.) Then, when you want to make a call, you use this number in combination with the regular number, which also may be a One-Touch or a Speed-Dial number.

This is also important for transmissions using credit cards.

If you want to store a phone/credit card number to be used in your dialing sequence, you must store that phone/credit card number as a "chain" number. You can start a chain dialing call by pressing a One-Touch key or Speed-Dial number where your chain number is stored. Next you press another One-Touch or Speed-Dial number for the regular phone number (either FAX, TEL or F/T number), or enter the number manually. And then press **START** to begin calling.

NOTE: When you send a fax using your credit card number in chain dialing, do **NOT** send a cover page because your credit card number will be on it.



# TELEPHONE FUNCTION SETTINGS

## Storing Speed-Dial Numbers

When you store a phone or fax number as a Speed-Dial number, you need to enter **two digits number**, from 01 to 00 using the number keys. For example, you cannot enter "5". You need to enter "0", "5". You can store as many as 100 numbers as Speed-Dial numbers.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **3**.
4. Press **2**.
5. Use the number keys to enter two digits number.  
Example: **05**.
6. Enter the number (up to 20 digits).  
Example: **5555151**.
7. Press **SET**.  
You then will be prompted to enter the name or company associated with this number.
8. Use the number keys to enter a name (up to 15 characters).  
Example: **MANCHESTER**.  
(See pages 3-7 and 3-8 for how to enter text.)
9. Press **SET**.
10. Select the type of number (FAX, TEL, F/T or CHAIN) by using **←** (left arrow) or **→** (right arrow) to display the type you want.  
Example: **TEL**.
11. Press **SET**.
12. You are ready to enter another Speed-Dial number, or press **STOP** to return to date and time.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. SET AUTO DIAL  
PRESS STOP TO CANCEL

2. SETUP SPEED-DIAL  
PRESS STOP TO CANCEL

SETUP SPEED-DIAL : #  
ENTER & SET KEY

SETUP SPEED-DIAL : #05  
ENTER & SET KEY

#05:  
ENTER & SET KEY

#05:5555151  
ENTER & SET KEY

NAME:  
ENTER/PRESS SET TO END

NAME:MANCHESTER  
ENTER/PRESS SET TO END

TYPE OF NUMBER : FAX  
SELECT < > & SET KEY

TYPE OF NUMBER : TEL  
SELECT < > & SET KEY

SETUP SPEED-DIAL : #  
ENTER & SET KEY

- Helpful Hints**
1. Print the All Dial List to make sure you have stored the correct numbers. (See page 11-2.) This list will contain the type of number: FAX, TEL, or F/T.
  2. **Even if there should be a loss of electrical power to your fax machine, the telephone and fax numbers you have stored will not be lost.**

## FOR YOUR INFORMATION

### ***When You Wish to Change the Stored One-Touch and Speed Dial Numbers (During Step 5 on Page 4-5, 7)***

When you access the function for a One-Touch key or Speed-Dial number, that is already in use, you will be asked if you wish to change it or to exit and select a different One-Touch or Speed-Dial number. This display does not appear if the One-Touch key or Speed-Dial you chose is not assigned.

1. Press **1** to assign a new number to the One-Touch key or Speed-Dial, or press **2** to choose a different One-Touch key or Speed-Dial.

\*05: NJ OFFICE  
CHANGE ? 1. YES 2. NO

2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **CLEAR** to erase the old number and name. Then, enter the new number and name and press **SET** to store the entry.

### ***Memory Storage***

Your fax machine is equipped with an internal battery that will keep the memory working for up to two hours after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. All other settings in the SET AUTO DIAL, USER OPTIONS and SETUP SYSTEM functions are stored permanently and will be retained even in the event of a power failure.

- Helpful Hints** If your fax machine is connected to a PBX, you may need to insert an additional number before each fax or telephone number to get access to the outside line.

### ***Setting up Number Groups (Only for FAX-950M/980M/1500M)***

You can have at most 6 groups of number which, can assign one of the One-Touch dialing keys as a group number. For each number group, you can assign up to 159 numbers (consisting of One-Touch numbers or Speed-Dial numbers), and each number group can have a name up to 17 characters long. You can use number groups for broadcasting.

# TELEPHONE FUNCTION SETTINGS

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **3**.
4. Press **3**.
5. Press one of the One-Touch keys, to be the stored group number.  
Example: Select "One-Touch 01" as a group.
6. After two seconds enter the group number by using the number keys.  
Example: **1**.
7. Enter the One-Touch or Speed-Dial numbers in this group.
8. Press **SET**.
9. Enter the group's name.  
Example: **ALL BROTHER**.
10. Press **SET**.
11. Press **STOP** to return to date and time.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3.SET AUTO DIAL  
PRESS STOP TO CANCEL

3.SETUP NUMBER GROUPS  
PRESS STOP TO CANCEL

SETUP NUMBER GROUPS  
SELECT ONE-TOUCH KEY

SETUP NUMBER GROUP : G0  
ENTER & SET KEY

SETUP NUMBER GROUP : G01  
ENTER & SET KEY

G01:  
SELECT AUTO DIALS & SET

G01:#02#05\*03  
HEAD OFFICE

NAME:  
ENTER/PRESS SET TO END

NAME:ALL BROTHER  
ENTER/PRESS SET TO END

3.SETUP NUMBER GROUPS  
1.SETUP ONE-TOUCH DIAL

### Helpful Hints

You can print a list of all One-Touch numbers and Speed-Dial numbers. Group number will be listed under One-Touch numbers. (See page 11-2.)

### 5. USING THE UNIT AS A TELEPHONE

Your fax machine can be used to make regular telephone calls. You can dial numbers manually, by pressing the number keys, or by using One-Touch or Speed-Dialing.

#### *Manual Dialing*

1. Pick up the handset, or press **HOOK**.
2. When you hear the dial tone, you can begin dialing by pressing the number keys.
3. If you used **HOOK**, pick up the handset when the call is answered.

#### *One-Touch Dialing*

1. Pick up the handset, or press **HOOK**.
2. When you hear the dial tone, press the desired **One-Touch** key.
3. If you used **HOOK**, pick up the handset when the call is answered.

If you try to use a One-Touch number that has not been registered, you will hear a warning sound and the display will carry a message reading, "NOT REGISTERED". The display will return to normal after 2 seconds.

#### *Speed Dialing*

1. Pick up the handset or press **HOOK**.
2. When you hear the dial tone, press **SPD. DIAL** and then the two digit Speed-Dial number.
3. If you used **HOOK**, pick up the handset when the call is answered.

### FOR YOUR INFORMATION

#### *Using Keys with the Telephone*

- Use **PAUSE / REDIAL** for putting a pause between numbers.
- Use **HOLD** to put a call on hold. You can put down the handset without disconnecting the call. You must pick up the fax handset to release the call from **HOLD**.
- Use **#** to switch the dialing type from "pulse" to "tone". This key is also used for push-button services, such as those offered by banks, credit card companies, or paging services.

#### *On Hook Dialing*

When you make a call using **HOOK**, you can listen to the other end of the line, but they can't hear you unless you pick up the handset. Also, if you press **HOOK** again before you pick up the handset, the call will be disconnected.

## USING THE UNIT AS A TELEPHONE

### *Telephone Index*

---

Once you have registered a name and number as a One-Touch number or as a Speed Dial number, you can search for that name alphabetically using the Telephone Index. You can also dial a number directly from the Telephone Index.

#### KEYS TO BE PRESSED

1. Press **TEL.INDEX**.
2. Use the number keys to input the first character of the stored name, and press ← (left arrow) or → (right arrow) to find the name.  
Example: input the first character "N".
3. Pick up the handset, or press **HOOK**.
4. Press **START** to begin dialing.

- Return the handset to its cradle or press **HOOK** to cancel the call.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

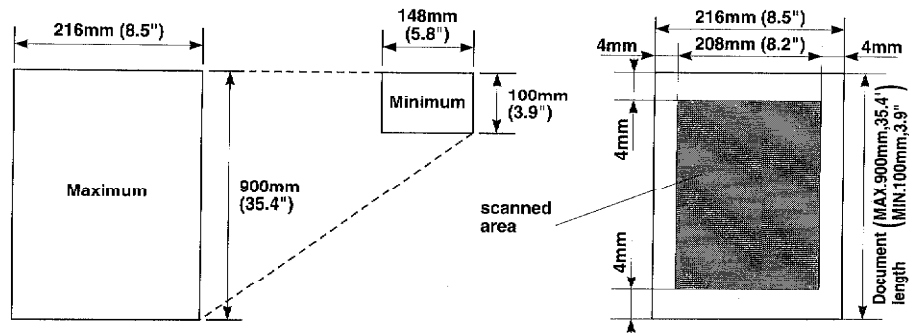
TEL.INDEX  
ENTER CHARACTER

N|NJ OFFICE  
SELECT < > & START

## 6. SENDING FAXES

### A) BASIC FAX TRANSMISSIONS

#### *The Size of Your Documents*



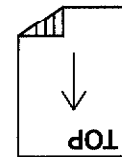
The size of the documents you want to send by fax should not be larger (or smaller) than your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 100 and 900 mm (3.9 and 35.4 inches) long.

The maximum width of the scanned area is 208 mm (8.2 inch).

#### *How to Set the Document*

To send a fax, first insert the document you wish to send, face down, in the document feeder. The top edge of the document should go in first, or the fax will be received up side-down.

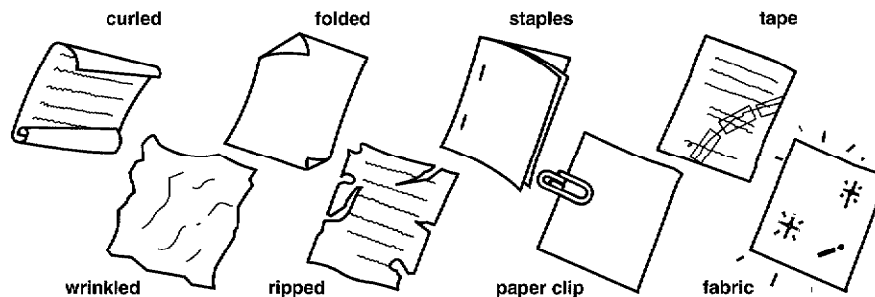
To prevent the document from going crooked as it is fed, adjust the paper guides to fit the width of the document.



#### NOTICE

##### *About the Documents You Send...*

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.



### ***The Auto Document Feeder (ADF)***

The Auto Document Feeder (ADF) automatically feeds documents (**up to 30 pages**) into the fax machine, one at a time. The thickness and weight of the documents should fall into the following categories:

**Thickness:** For one sheet: 0.07 to 0.12 mm ( $2.8 \times 10^{-3}$  to  $4.7 \times 10^{-3}$  inches).  
For multiple sheets: 0.07 to 0.10 mm ( $2.8 \times 10^{-3}$  to  $3.9 \times 10^{-3}$  inches).

**Weight:** For one sheet: 52 to 85 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.121 \times 10^{-3}$  lbs/inch<sup>2</sup>).  
For multiple sheets: 52 to 80 g/m<sup>2</sup> ( $0.07 \times 10^{-3}$  to  $0.114 \times 10^{-3}$  lbs/inch<sup>2</sup>).

As a reference, please note that the paper on which this is printed has the following thickness and weight:

Thickness: 0.10mm ( $3.9 \times 10^{-3}$  inches)

Weight: 80g/m<sup>2</sup> ( $0.114 \times 10^{-3}$  lbs/inch<sup>2</sup>)

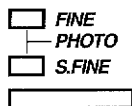
Before inserting documents into the document feeder, fan the sheets of paper to make sure the documents are not stuck together. Then tap the leading edge on a table so that all the pages are even when placed in the feeder. Make sure you always put the documents in *face down*.

### ***Getting Ready to Send Faxes***

#### **Resolution**

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **START** or **COPY**. You can choose a setting by pressing the Resolution key. ( ☐ means light off. ☒ means light on.)

#### **STANDARD**



The STANDARD resolution can be used for most typewritten text. When the STANDARD setting is on, both lights are off. Transmission speed is normal.

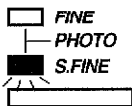
#### **FINE**



The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the FINE light will be lit.

Transmission speed is slower than STANDARD.

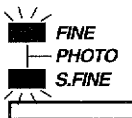
#### **SUPERFINE**



The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. FINE light will be lit.

Transmission speed is slower than FINE.

#### **PHOTO**



The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit.

Transmission speed is slower than FINE.

To set resolution per page, refer to Multiple Resolution Transmission on page 6-12.

#### **Contrast**

The fax machine has automatic contrast control, but if you need to send a document that is very light or very dark, you may want to set the contrast yourself.

Use **SUPER LIGHT** to send a very light document.  
Use **SUPER DARK** to send a very dark document.

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Insert the documents face down in the feeder.
3. Press **CURRENT SETTING**.
4. Press **1**.
5. Use **←** (left arrow) or **→** (right arrow) to select one of the settings, **AUTO**, **S.LIGHT**, or **S. DARK**.  
Example: **S. LIGHT**.
6. Press **SET**.
7. Press **STOP** to exit.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

1. CONTRAST  
PRESS STOP TO CANCEL

CONTRAST : AUTO  
SELECT < > & SET KEY

CONTRAST: S. LIGHT  
SELECT < > & SET KEY

1. CONTRAST  
2. RESOLUTION

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

Then start fax sending operation below or copy (page 8-1).

## *Sending a Fax Automatically*

## KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Enter the fax number.  
Example: One-Touch dialing.
3. Press **START**.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

\*05  
NJ OFFICE

NJ OFFICE  
DIALING

NJ OFFICE  
SENDING P.01



## *Sending a Fax Manually*

### KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Pick up the handset or press **HOOK** and listen for the dial tone.
3. Dial the fax number.  
You can use manual dialing, One-Touch dialing, or Speed-Dialing, or Tel-Index.
4. When you hear a fax tone, press **START**.  
Your fax machine will begin sending the documents.
5. Return the handset to its cradle, if you did not use **HOOK**.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

ENTER NO. & START

\*05  
NJ OFFICE

NJ OFFICE  
SENDING P.01

### FOR YOUR INFORMATION

#### *Dialing a Number*

There are several ways to dial a number. When you dial, you can check the display to see who you are calling. Choose one of the following dialing methods:

- 1) Manual Dialing  
Dial the fax number by pressing the number keys, then press **START**.
- 2) One-Touch Dialing  
Press one of the One-Touch keys. (The numbers must be stored beforehand. See page 4-4.) Then press **START**.
- 3) Speed-Dialing  
Press **SPD. DIAL**, then use the number keys to enter a two digit code.  
For example, press "0", "5" for 05. (The numbers must be stored beforehand. See page 4-7.) Then press **START**.
- 4) Telephone Index  
You can use the Tel-Index to make telephone or fax calls. (See page 5-2.)

#### *Talking to the Other Party When Sending a Fax*

When you are sending a fax manually and you hear the recipient's voice instead of fax tones, you can use the handset to have a conversation. When or if you want to then send a fax, ask the person on the other line to press **START** on his/her fax machine and when you hear fax tones you can press **START** to begin sending your fax.

### ***Automatic and Manual Re-dialing***

If a number you have dialed is busy or your call did not go through for some other reason, you can re-dial that number. There are two ways for re-dialing, "automatic" and "manual." Automatic re-dialing can only be used for faxes that were sent using automatic transmission — **not for telephone calls**. The factory setting is "auto re-dial on", but you can change it to "auto re-dial off", if needed. If the re-dial function is set to "auto re-dial on", it will automatically re-dial the number 3 times at 5 minute intervals before giving up. Whether the setting is on or off, the fax machine will re-dial the number when you press **PAUSE/REDIAL** (manual re-dialing).

### ***Setting the Auto Re-dial***

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **3**.
5. Use **←** (left arrow) or **→** (right arrow) to turn the auto re-dial function **ON** or **OFF**.  
Example: **OFF**.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

3. AUTO REDIAL  
PRESS STOP TO CANCEL

AUTO REDIAL : ON  
SELECT < > & SET KEY

AUTO REDIAL : OFF  
SELECT < > & SET KEY

3. AUTO REDIAL  
4. SPEAKER VOLUME

#### **FOR YOUR INFORMATION**

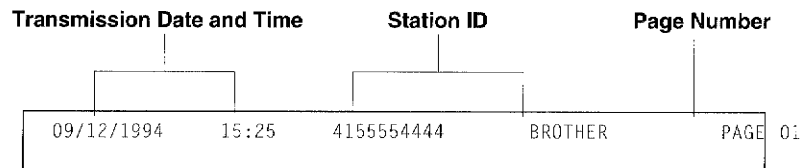
##### ***Possible Settings When You Send a Fax Manually***

- Resolution (See page 6-2, 6-12.)
- Contrast (See page 6-2, 3.)
- Cover Page (See page 6-14.)
- Overseas Mode (See page 6-11.)
- Call Reservation (See page 6-17.)

## FOR YOUR INFORMATION

### *Printing Page Headers*

Your fax machine can print a page header on top of every document you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you need to register your Station ID beforehand for that information to be available.



### *Sending a Fax by Using Quick-Scan (Memory Transmission)*

(Only for FAX-950M/980M/1500M)

If you are faxing a set of documents that are confidential in nature or you just need your original documents right away, you don't have to stand at the machine and wait for the transmission of each page to be completed. You can use Quick-Scan (or memory transmission) in order to get your original documents quickly before transmission.

#### KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **QUICKSCAN**.
3. Enter the fax number.
4. Press **START** to begin scanning the documents into memory. Once completed, the fax machine will dial the destination.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

ENTER NO. & START 100%

\*05  
NJ OFFICE

MEMORY 100%

## FOR YOUR INFORMATION

### *If You Get a MEMORY FULL Message When Trying to Send a Fax by Using Quick-Scan*

If the memory becomes full when scanning page one, the display shows "PRESS STOP KEY", then press **STOP** to abort the job.

If the memory becomes full on page 2 or more of a multi-page document, you will be prompted to press **START** to send the portion already scanned, or **STOP** to abort the job.

### ***Delayed Transmission***

You can set the timer to send documents at a later time (up to 24 hours later). Your fax machine will also produce a report, the "Delayed Sending Report", after the fax is sent. You can set up to three different documents for delayed transmission (only for FAX-950M/980M/1500M).

#### **KEYS TO BE PRESSED**

1. Insert the documents into the feeder.
2. Press **QUICKSCAN** if you use memory transmission, or not you can send your fax normally. (only for FAX-950M/980M/1500M)
3. Press **TIMER**.
4. Enter the time in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
5. Enter the fax number.
6. Press **START**.  
The fax machine waits until the specified time to call.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

ENTER NO. & START 100%

SET TIME = 00:00  
ENTER & SET KEY

SET TIME = 19:45  
ENTER & SET KEY

19:45  
ENTER NO. & START 100%

\*05  
NJ OFFICE

MEMORY 100%

09/12/1994 15:26  
FAX/COPY: INSERT DOCUMENT

### ***Setting the Daily Timer (for Delayed Transmissions)***

The Daily Timer function lets you send a fax at a set time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you make this setting, you don't have to enter the time everyday. You just press **TIMER**, the number and **SET** if you want to send.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **2**.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

2. SET DAILY JOB TIMER  
PRESS STOP TO CANCEL

DAILY JOB TIMER : 00:00  
ENTER & SET KEY

## SENDING FAXES *BASIC FAX TRANSMISSIONS*

5. Enter the time in 24-hour format using the number keys.

Example: **19:45** (7:45 P.M.).

DAILY JOB TIMER : 19:45  
ENTER & SET KEY

6. Wait for two seconds.

2.SET DAILY JOB TIMER  
3.ACT.REPORT INTERVAL

7. Press **STOP** to exit.

### **Broadcasting** *(Only for FAX-950M/980M/1500M)*

By using the numbers you have stored for One-Touch dialing, Speed-Dialing, or group dialing, you can automatically send faxes to a maximum of 160 different locations at once.

#### KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **QUICKSCAN**.
3. Enter the One-Touch, Speed-Dial, or group numbers, one after the other.
4. Press **START** and the fax machine will read the documents into memory, and then start sending faxes to all the numbers you entered.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

ENTER NO. & START 100%

G01  
ALL BROTHER

MEMORY 100%

HEAD OFFICE  
DIALING

HEAD OFFICE  
SENDING P.01

#### FOR YOUR INFORMATION

##### **Getting Familiar with the Broadcasting Function**

1. To Stop the broadcast in progress, press **STOP**.
2. Enter the chain dialing numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited. (You have up to 160 locations you can call with One-Touch, Speed-Dialing, and group numbers.)
3. If the line is busy or for some other reason a connection could not be made during broadcasting, the fax machine will automatically re-dial the number. (See page 6-5.)
4. If the memory is full, press **STOP** to abort the job or press **START** to send the portion that is in the memory (if more than one page has been scanned.) (See page 6-6.)

- Helpful Hints**
1. Use the Telephone Index to help you choose the numbers you want to broadcast to. (See page 5-2.)
  2. After transmission is completed, a Broadcast Report will be printed automatically to let you know the result of transmission.

### ***Interrupting the Timer and Polled Job***

You can send a fax without canceling the timer (see page 6-7) or polled waiting (see page 9-2) with documents in the feeder by "interrupting" it. When you interrupt the timer to send a "new" set of documents, the fax machine does not automatically re-dial the number if it is busy. Also, you cannot use the function mode when you are interrupting the timer.

Example: TIMER WAITING with document in the feeder.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **INTERRUPT**.
3. Remove documents from the fax machine.
4. Place "new" documents into the feeder.
5. Enter the new number to send the documents then press **START**.
6. After the transmission is finished, place the "old" documents back into the feeder.
7. Press **INTERRUPT** to restore the timer.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
TIMER WAITING 19:45

INTERRUPT  
REMOVE DOCUMENT

INTERRUPT  
FAX/COPY: INSERT DOCUMENT

FAX OR COPY  
INTERRUPT TO RESET

NO OFFICE  
DIALING

FAX OR COPY  
INTERRUPT TO RESET

09/12/1994 16:25  
TIMER WAITING 19:45

### ***Canceling a Job***

Use the cancel job function to permanently remove scheduled tasks such as polling or polled job (see page 9-2) and timer job (see page 6-7) from your fax machine.

For example: TIMER WAITING.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
TIMER WAITING 19:45

USE < > TO SCROLL  
ENTER NO. & SET KEY

## SENDING FAXES *BASIC FAX TRANSMISSIONS*

3. Press **1**.

Any waiting jobs that have been setup will appear in the display.

1.CANCEL JOB  
PRESS STOP TO CANCEL

4. Use **←** (left arrow) or **→** (right arrow) to select the job you wish to cancel.

19:45 NJ OFFICE  
SELECT < > & SET KEY

5. Press **SET**.

19:45 NJ OFFICE  
CANCEL ? 1.YES 2.NO

6. Press **1** to cancel the selected job, or **2** to exit without canceling.

If **1** is selected, the job will be canceled and the next job in the queue will appear in the display.

7. To cancel the next job, press **1** again.  
To exit, simply press **2**.

In the event that no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.

8. Press **STOP** to exit.

## B) FAX TRANSMISSION OPTIONS

### *Setting the Overseas Mode*

If you experience difficulty with sending faxes overseas, you may want to use the overseas mode. Using the Overseas mode is an effective way to send faxes overseas.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Insert the documents into the feeder.
3. Press **CURRENT SETTING**.
4. Press **3**.
5. Press **←** (left arrow) or **→** (right arrow) to switch to ON.
6. Press **SET**.
7. Press **STOP** to exit.
8. Then start the fax sending operation.  
(See page 6-3.)  
After sending your fax, the machine will revert to OFF.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. OVERSEAS MODE  
PRESS STOP TO CANCEL

OVERSEAS MODE : OFF  
SELECT < > & SET KEY

OVERSEAS MODE : ON  
SELECT < > & SET KEY

3. OVERSEAS MODE  
4. PASSWORD TRANSMISSION

ENTER NO. & START



## ***Setting Your Fax Machine for Multiple Resolution Transmission***

This is a temporary setting for the current transmission.

You can set the resolution of the documents you send by pressing the **RESOLUTION**. Once you set the resolution, all the pages will be sent with the same resolution. However, there may be times when you want to send some pages with one type of resolution, such as "standard", and other pages in another resolution, such as "photo". If you send all pages in photo resolution, for instance, it would take a great deal of time. It would be nice if you could specify the resolution for each page to minimize transmission time. You are in luck because you can make such a setting using the **CURRENT SETTINGS** function.

### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Insert the documents into the feeder.
3. Press **CURRENT SETTING**.
4. Press **2**.
5. Press **←** (left arrow) or **→** (right arrow) to find the resolution you want for the page in your documents.  
Example: FINE.
6. Press **SET**.  
Return to step 5 for setting the resolution for page 2 and the following pages.
7. When you finish setting the resolution for all your pages, press **STOP**.
8. Enter the fax number.
9. Press **START**.  
The resolution will revert to **STANDARD** after the documents have been sent.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

2.RESOLUTION  
PRESS STOP TO CANCEL

PAGE 01 : STANDARD  
SELECT < > & SET KEY

PAGE 01 : FINE  
SELECT < > & SET KEY

PAGE 02 : FINE  
SELECT < > & SET KEY

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

## Gray Scale

You can set initial gray scale level either 16 or 32. The default setting is 32. This is effective to sending photographs. If you try to send a document with 32 level photo mode, and the receiving machine does not have super fine mode, the machine will fall back to the 16 level automatically.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **4**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either 16 or 32.  
Example: **16**.
6. Press **SET**.
7. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

4. GRAY SCALE  
PRESS STOP TO CANCEL

GRAY SCALE : 32  
SELECT < > & SET KEY

GRAY SCALE : 16  
SELECT < > & SET KEY

4. GRAY SCALE  
5. PRINT REDUCTION

## ***Sending a Fax with a Cover Page***

An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. This is what the Cover Page looks like:

|                    |                      |     |
|--------------------|----------------------|-----|
| 09/12/1994 15:25   |                      |     |
| === COVER PAGE === |                      |     |
| TO:                | NJ OFFICE            | (1) |
| FAX:               | 4155551212           |     |
| FROM:              | BROTHER              | (2) |
| FAX:               | 4155554444           |     |
| TEL:               | 4155554445           |     |
|                    | 02 PAGE[S] TO FOLLOW | (3) |
| COMMENT:           | PLEASE CALL          | (4) |

- (1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialing manually, the name of the destination will be left blank.
- (2) The "FROM" information comes from the Station ID.
- (3) The number of pages you are sending. But when Cover Page is sent each time by using the automatic settings (see page 6-16), the number of pages will be left blank.
- (4) Your comments. You may customize comments.

### FOR YOUR INFORMATION

#### ***The Comments Section on the Cover Page***

You can choose one comment from among 6 options. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can set yourself. (For more information see page 6-15.)

1. COMMENT OFF
2. PLEASE CALL
3. URGENT
4. CONFIDENTIAL
5. (Your own customized comment).
6. (Your own customized comment).

## KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **COVERPAGE**.
3. Use **←** (left arrow) or **→** (right arrow) to select the comment you want.  
Example: 2.PLEASE CALL.
4. Press **PUSH** and open the cover.
5. Press **SET**.
6. Enter the number of pages you are sending. (Enter "0", "0" to leave the number of pages blank.)  
The Cover Page light should come on.
7. Enter the fax number and press **START**.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

1.COMMENT OFF  
SELECT < > & SET KEY

2.PLEASE CALL  
SELECT < > & SET KEY

TOTAL PAGES ? : 00  
ENTER & SET KEY

ENTER NO. & START

NO OFFICE  
SENDING COVERPAGE

## Customizing Your Cover Page Comment

You can customize the comment on your Cover Page as follows:

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **6**.
5. Press **←** (left arrow) or **→** (right arrow) to select 5 or 6 where you wish to store a comment.  
Example: 5.
6. Press **SET**.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6.SETUP SYSTEM  
PRESS STOP TO CANCEL

6.SET COVERPAGE  
PRESS STOP TO CANCEL

5.  
SELECT < > & SET KEY

5.  
SELECT < > & SET KEY

5.  
ENTER/PRESS SET TO END

## SENDING FAXES *FAX TRANSMISSION OPTIONS*

7. Enter your customized comment by using the number keys (up to 27 characters).

(See page 3-7~8 for more details.)

Example: TOP SECRET.

5. TOP SECRET  
ENTER/PRESS SET TO END

8. Press **SET**.

6. SET COVERPAGE  
7. SET RECEIVE PASSWORD

9. Press **STOP** to exit.

### ***Setting Cover Page ON/OFF***

If you often send an automatic Cover Page, you can set it to ON to avoid having to set up the details of the Cover Page each time. Here is how you can switch the setting for the automatic Cover Page to ON or OFF:

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **3**.
5. Press **←** (left arrow) or **→** (right arrow) to choose ON or OFF.  
Example: ON.
6. Press **SET**.
7. If you selected ON, you need to select a comment, by pressing **←** (left arrow) or **→** (right arrow).  
Example: 2.PLEASE CALL.
8. Press **SET**.  
The Cover Page light will be lit.
9. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

3. COVERPAGE  
PRESS STOP TO CANCEL

COVERPAGE : OFF  
SELECT < > & SET KEY

COVERPAGE : ON  
SELECT < > & SET KEY

1. COMMENT OFF  
SELECT < > & SET KEY

2. PLEASE CALL  
SELECT < > & SET KEY

3. COVERPAGE  
4. GRAY SCALE

## FOR YOUR INFORMATION

***Sending an Automatic Cover Page***

If you have the Cover Page ON/OFF setting to ON, the total number of pages will not be printed on the Cover Page. Also, the comment you selected when you set it to ON will be printed on all the Cover Pages you send.

**Helpful Hints** Even if the Cover Page ON/OFF setting is ON, you can avoid sending an automatic Cover Page by pressing **COVERPAGE** once to turn off the Cover Page for that transmission. (The Cover Page light will be off.)

***Sending a Fax with Call Reservation***

You can send a fax and then talk to the recipient using the Call Reservation feature. After your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your fax machine will ring. Then you can pick up your handset and start a conversation. If you have both Call Reservation and Call Back Message set to ON and the recipient does not pick up the handset when it rings, your fax machine will leave a fax message asking them to call you back.

**KEYS TO BE PRESSED**

1. Insert the documents into the feeder.
2. Press **CALL**.
3. Use **←** (left arrow) or **→** (right arrow) to select Call Back Message ON or OFF.  
Example: Call Back Message ON.
4. Press **PUSH** and open the cover.
5. Press **SET**.  
The call light should come on.
6. Enter the fax number, then press **START**.
7. Pick up your handset if it rings.

**STATUS OF LCD DISPLAY**

09/12/1994 15:28  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

CALL BACK MSG. : ON  
SELECT < > & SET KEY

CALL BACK MSG. : ON  
SELECT < > & SET KEY

ENTER NO. & START

NJ OFFICE  
DIALING

## SENDING FAXES *FAX TRANSMISSION OPTIONS*

09/12/1994 15:25

=== CALL BACK MESSAGE ===

TO: NJ OFFICE \_\_\_\_\_  
FAX: 4155551212

FROM: BROTHER \_\_\_\_\_

PLEASE CALL AT [TEL] 4155554445 \_\_\_\_\_  
[FAX] 4155554444 \_\_\_\_\_

### FOR YOUR INFORMATION

#### *Using the Call Reservation Function*

1. There are some fax machines that will not respond to this function.
2. When you use auto re-dialing, you cannot use the Call Reservation function, but if Call Back Message is ON, your fax machine will leave a Call Back Message to ask the other party call you back.
3. You cannot use Call Reservation with the timer or with the polling function.

#### ***Next-FAX Reservation*** (Only for FAX-950M/980M/1500M)

You can use Next-FAX Reservation for sending a fax when the fax machine is busy receiving or memory sending. This function saves you from having to wait until the incoming fax has finished coming through or the outgoing fax in the memory has finished transmission. All you have to do is insert the documents as you normally would and follow a few other simple steps.

#### KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Enter a fax number.
3. Press **START**.
4. Press **PUSH** and open the cover.
5. Press **SET**.

#### STATUS OF LCD DISPLAY

RECEIVING P.01

NEXT-FAX RESERVE  
ENTER NO. & START

1415551234  
ENTER NO. & START

1415551234  
PRESS SET KEY

1415551234  
NEXT-FAX RESERVED

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

1415551234  
DIALING

If a One-Touch or SPEED DIAL number is selected that is not stored, a warning beep will sound.

## FOR YOUR INFORMATION

1. Next-FAX Reservation cannot be used when there are documents in the document feeder awaiting timer transmission or polled waiting or when the interrupt function is in use.
2. When you are making a call using Next-FAX Reservation, you can dial manually, or use One-Touch, Speed Dial, Redial, or Chain dialing. However, when you use One-Touch dialing, the screen will display the number of the One-Touch number you are using, such as “\*01” and not the name of the person you are calling. Similarly, if you use Speed-dialing, the screen will show you only the Speed-Dial number, such as “#02”.
3. You can set the resolution for Next-FAX Reservation by using the **RESOLUTION** key, but you cannot change any settings using the **FUNCTION**, **CALL**, **COVER PAGE**, **TIMER**, **COVER PAGE** keys, etc. (For example you cannot change a setting for multiple resolution transmission by using the **CURRENT SETTING** key.)
4. To cancel a Next-FAX Reservation, remove the documents and press **STOP**.

***ECM (Error Correction Mode) Feature*** (Only for FAX-950M/980M/1500M)

The Error Correction Mode (ECM) is a means for checking the integrity of a fax transmission while it is in progress. ECM transmissions are only possible between machines that both have the ECM feature. Your machine has this ECM feature so if other party also has ECM, you can send and receive a fax message that is continually checked for its integrity.

Sufficient memory must be available for this feature to work.

Also this feature will take longer to complete transmissions.



## 7. RECEIVING FAXES AND OTHER CALLS

### A) BASIC SETUP TO RECEIVE FAXES

#### *Selecting an Answer Mode*

There are 4 answer modes for your fax machine. You can choose one by pressing the Answer Mode key repeatedly until you find the mode you want. Choose one that suits your needs. If you need more information about a particular mode, refer to the page number given.

(☐ means light off, ☒ means light on.)

| Answer Mode   |  | For   | See Page |
|---|--|---|----------|
| 1. <b>MANUAL</b>  | <input type="checkbox"/> AUTO<br><input type="checkbox"/> TAD<br><input type="checkbox"/> F/T                                  | Answers each call manually.<br>Mainly telephone use.                                    | 7-2      |
| If you want to answer each incoming call, choose MANUAL mode.   |  |   |          |
| 2. <b>AUTO</b>  | <input checked="" type="checkbox"/> AUTO<br><input type="checkbox"/> TAD<br><input type="checkbox"/> F/T                       | Dedicated fax use. Telephone line and fax line are separate.                            | 7-2      |
| If you use your telephone line exclusively for sending and receiving faxes, you may want to use AUTO mode. In this mode, you can receive all your incoming faxes automatically. |  |   |          |
| 3. <b>F/T</b>   | <input type="checkbox"/> AUTO<br><input checked="" type="checkbox"/> TAD<br><input checked="" type="checkbox"/> F/T            | Both fax and telephone use. When you share one line for your telephone and fax machine. | 7-3      |
| If you want to use your telephone line for both fax and telephone, you may want to choose F/T mode. In F/T mode, your fax machine will answer incoming faxes automatically.     |  |   |          |
| 4. <b>TAD</b>   | <input checked="" type="checkbox"/> AUTO<br><input checked="" type="checkbox"/> TAD<br><input checked="" type="checkbox"/> F/T | Use with external TAD (Telephone Answering Device). When you are not at home.           | 7-11     |

- When you want to use your fax machine together with your telephone answering machine, choose TAD mode.
- The TAD must be a physical device that is connected to the "EXT" jack on the back of the fax machine. (See page 7-11.)
- **TAD mode will not work with an outside telephone answering service.**

### ***Manual Reception (MANUAL mode)***

When you set the Answer Mode to manual, you must answer each incoming call yourself. Here is what you should do when using MANUAL Mode:

| <b>If You Get a...</b>                  | <b>Then You Should...</b>  |
|---|--|
| 1. Regular phone call                   | Talk as you normally would.  |
| 2. Phone call and request to send a fax | Press <b>START</b> after finishing talking, and replace the handset.<br>Note : Sender must also press <b>START</b> . |
| 3. Fax tone...                          | Press <b>START</b> , and replace the handset.  |

### ***Automatic Fax Reception (AUTO mode)***

You can automatically receive all your faxes in Automatic Fax Reception mode (AUTO mode). Select this mode by pressing the Answer Mode key.

### ***Setting the Ring Delay***

You can set up the number of rings before the fax machine will receive automatically in AUTO mode and F/T mode.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **2**.
5. Press **←** (left arrow) or **→** (right arrow) repeatedly until you find the number of rings you want.  
Example: **00**.  
When you set 00, you can receive your incoming faxes without a ring delay.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5.TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

2.SET RING DELAY  
PRESS STOP TO CANCEL

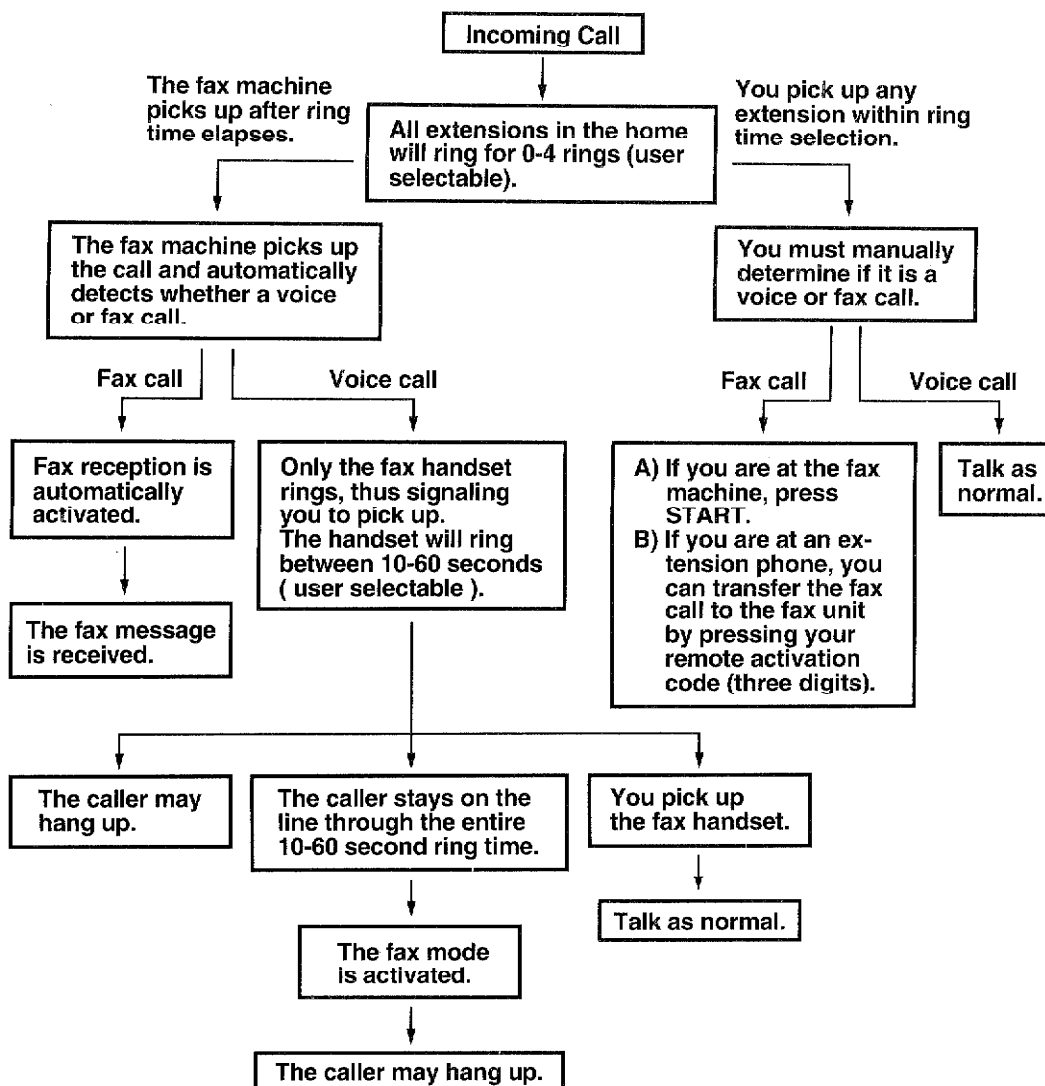
RING DELAY : 02  
SELECT < > & SET KEY

RING DELAY : 00  
SELECT < > & SET KEY

2.SET RING DELAY  
3.AUTO REDIAL

***The F/T Switch (F/T Mode)***

When you share one line for your telephone and fax machine, in F/T switch answer mode, you can receive faxes automatically, and if you get a voice call, your fax machine will ring. The F/T switch can determine whether an incoming call is a fax or a telephone call. (See chart below.)



### ***Setting the F/T Ring Time***

You can specify the maximum time you want the fax machine to ring in case of telephone. There are four predefined settings; 10, 20, 30 or 60 seconds.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **5**.
5. Press **←** (left arrow) or **→** (right arrow) repeatedly until you find the setting you want.  
Example: 10 SEC.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

5. SET F/T RING TIME  
PRESS STOP TO CANCEL

F/T RING TIME : 20 SEC  
SELECT < > & SET KEY

F/T RING TIME : 10 SEC  
SELECT < > & SET KEY

5. SET F/T RING TIME  
6. SET RING VOLUME

### ***Smoothing***

The smoothing feature enhances the appearance of incoming faxes by making the lines smooth and takes no additional time. This function does not apply to outgoing faxes, or to lists or reports you print. The initial setting is ON.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **1**.

#### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

1. SMOOTHING  
PRESS STOP TO CANCEL

SMOOTHING : ON  
SELECT < > & SET KEY

5. Press **←** (left arrow) or **→** (right arrow) to choose ON or OFF.

Example: OFF.

6. Press **SET**.

7. Press **STOP** to exit.

SMOOTHING : OFF  
SELECT < > & SET KEY

1. SMOOTHING  
2. BEEPER

**Helpful Hints** If the printing reduction is set to ON (See page 7-7.), the smoothing function is not available.

### Speaker Volume

There are three settings available for the speaker volume, OFF, LOW or HIGH. This setting controls the loudness of the fax machine's speaker, which is connected to the phone line. The initial setting is LOW.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **4**.
5. Press **←** (left arrow) or **→** (right arrow) to choose a setting either OFF, LOW or HIGH.  
Example: HIGH.
6. Press **SET**.
7. Press **STOP** to exit.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

4. SPEAKER VOLUME  
PRESS STOP TO CANCEL

SPEAKER : LOW  
SELECT < > & SET KEY

SPEAKER : HIGH  
SELECT < > & SET KEY

4. SPEAKER VOLUME  
5. SET F/T RING TIME

### Ring Volume

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH.

#### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

3. Press **5**.

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

4. Press **6**.

6. SET RING VOLUME  
PRESS STOP TO CANCEL

5. Press **←** (left arrow) or **→** (right arrow) to choose either OFF, LOW or HIGH.

RING VOLUME : HIGH  
SELECT < > & SET KEY

Example: LOW.

RING VOLUME : LOW  
SELECT < > & SET KEY

6. Press **SET**.

6. SET RING VOLUME  
7. DISTINCTIVE

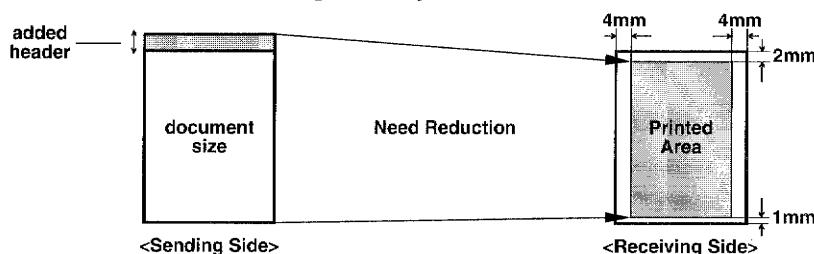
7. Press **STOP** to exit.

**Helpful Hints** Even if you select OFF, the ring volume during F/T ringing and Call Reservation ringing is LOW.

## Print Reduction

You can set the printing reduction ratio to either "OFF", "93%", "87%", "73%", and "MANUAL(50-99%)".

When receiving a fax even if the other party sends letter sized document(8.5X11 inch), you should receive the document with reduction to be printed on a letter sized paper because actual data is longer than letter size by adding "Header Information". (See page 6-6.) Therefore it is very important to choose reduction ratio previously.



You are recommended to choose following reduction ratio;

| Other party sends<br>you the size of...                          | Your receiving<br>paper size | Recommended<br>Reduction Ratio |
|--|------------------------------|--------------------------------|
| Letter document (8.5"x11")<br>(mostly domestic communication)    | Letter                       | 93%                            |
|  | Legal                        | OFF                            |
| A4 document (8.2"x11.6")<br>(mostly international Communication) | Letter                       | 87%                            |
|  | Legal                        | OFF                            |
| Legal document<br>(8.5"x14")                                     | Letter                       | 73%                            |
|  | Legal                        | 93%                            |

If legal sent to letter (and setting reduction is over 73%) then the reception will be split over 2 pages.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **5**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either OFF, 93%, 87%, 73%, MANUAL.  
Example : 87%.
6. Press **SET**.  
If you choose MANUAL, enter reduction ratio (50 - 99%) and then press **SET**.
7. Press **←** (left arrow) or **→** (right arrow) to choose either ON or OFF.  
In copy mode, there is no header information so that you may not choose "ON" when you want to copy a document to a same size of paper.  
Example: OFF.
8. Press **SET**.
9. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

5. PRINT REDUCTION  
PRESS STOP TO CANCEL

REDUCTION : 93%  
SELECT < > & SET KEY

REDUCTION : 87%  
SELECT < > & SET KEY

COPY REDUCTION : OFF  
SELECT < > & SET KEY

COPY REDUCTION : OFF  
SELECT < > & SET KEY

5. PRINT REDUCTION  
6. PRINTER ALARM

### Printer Alarm

You can set number of printer alarm either "ONCE", "3 TIMES", and "CONTINUE". This alarm informs you that the machine can not print due to out of printing cartridge, out of paper and so on. If you want to set alarm "OFF", please set "Beeper (see page 4-1) to OFF". So this setting is effective in case that beeper setting is "LOW" or "HIGH".



CHANGE  
PRINTING CARTRIDGE

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **4**.
4. Press **6**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either **ONCE**, **3 TIMES** or **CONTINUE**.  
Example : 3 TIMES.
6. Press **SET**.
7. Press **STOP** to exit.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. USER OPTIONS  
PRESS STOP TO CANCEL

6. PRINTER ALARM  
PRESS STOP TO CANCEL

PRINTER ALARM : ONCE  
SELECT < > & SET KEY

PRINTER ALARM : 3 TIMES  
SELECT < > & SET KEY

6. PRINTER ALARM  
1. SMOOTHING

***Receive into the Memory***

If the machine can not print received document, such as the case of out of paper or out of printing cartridge and so on, it will automatically store into the memory.

When you recover the machine in accordance with LCD display's instruction, the machine will print them out automatically.



## B) REMOTE ACTIVATION

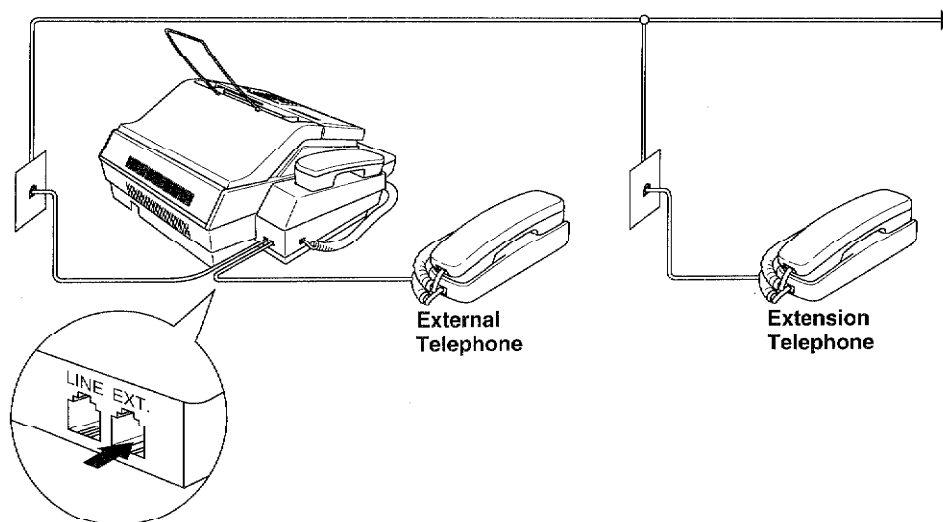
If you are using a touch tone phone, you can remotely activate or deactivate your fax machine from an external phone (a phone connected to your fax machine) or from an extension phone (a phone connected to the same line as your fax machine).

### FOR YOUR INFORMATION

#### *Connecting an External or Extension Telephone to the Unit*

You may connect an external or extension telephone to your fax machine, as shown below. Use the "EXT." jack on your fax machine.

Alternatively, you may wish to use this "EXT." jack to connect a telephone answering device (TAD).



If the external telephone is in use, the warning message "EXTERNAL TEL IN USE" will be displayed. When the handset on the fax machine is picked up, an alarm will sound. You can disconnect the external phone and switch to fax machine by pressing **HOOK**.

### *Using Remote Codes*

If you are on an external phone (or extension phone), and you get an incoming fax call, you can transfer the call back to your fax machine by entering a remote activation code. In the same situation, if you get a telephone call from someone who requests that you switch on your fax, you can transfer the call back to your fax machine with this code. Also, you can deactivate the fax machine with another remote code during the F/T ringing from extension phone. In essence you have one remote code to activate your fax machine and one remote code to deactivate it. **The remote code to activate is "\*51", and the remote code to deactivate is "#51".** If you want to set your own code, see the following section, "Registering Remote Codes".

## FOR YOUR INFORMATION

### *Limitation of Using External (or Extension) Phones*

1. If you accidentally pick up an extension phone when a fax is coming in, you may disrupt the transmission or render some portions unreadable.
2. The remote activation and deactivation code may not work with some telephone systems or telephone sets.

## **Registering Remote Codes**

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **5**.
5. Press **←** (left arrow) or **→** (right arrow) to choose ON or OFF.  
Example: ON.
6. Press **SET**.
7. Enter new remote code to activate.  
(Factory setting is “\*51”.)
8. Enter new remote code to deactivate.  
(Factory setting is “#51”.)
9. Wait for two seconds.
10. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

5. FAX REMOTE CODE  
PRESS STOP TO CANCEL

REMOTE ACTIVATION : ON  
SELECT < > & SET KEY

REMOTE ACTIVATION : ON  
SELECT < > & SET KEY

REMOTE ACT. CODE : \*51  
ENTER & SET KEY

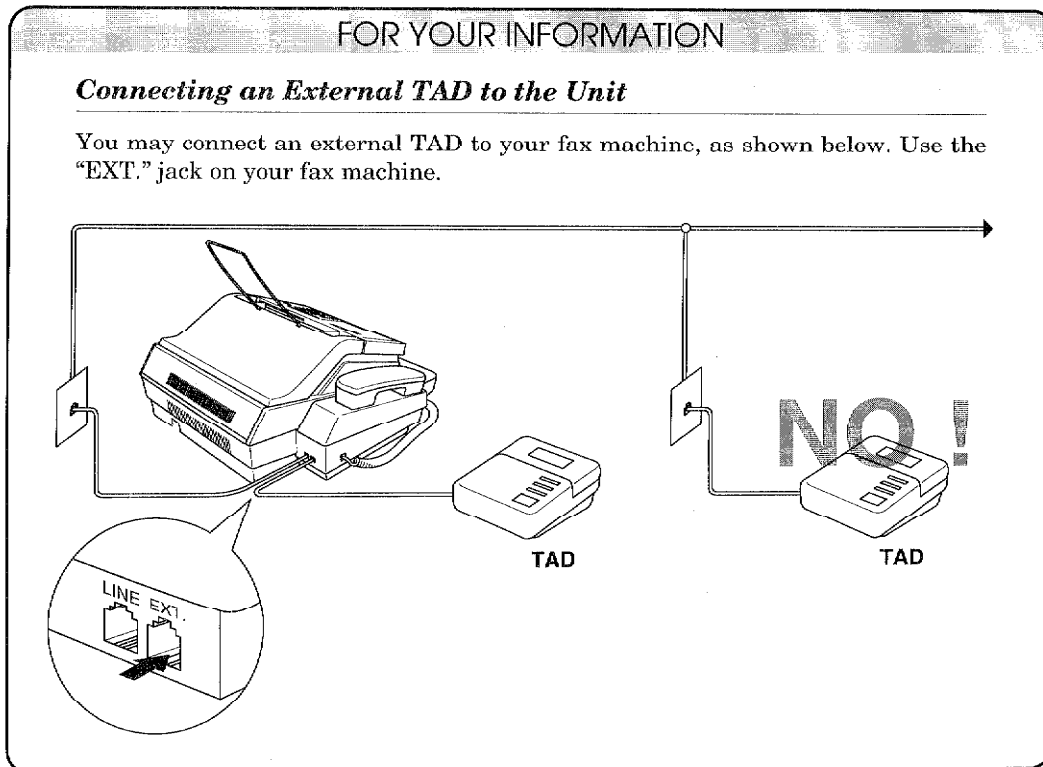
REMOTE DEACT. CODE : #51  
ENTER & SET KEY

5. FAX REMOTE CODE  
6. SET COVERPAGE

## C) CONNECTION TO A TELEPHONE ANSWERING DEVICE (TAD)

### *The TAD Mode*

When you leave your fax machine set in TAD mode, phone calls will be forwarded to the externally connected telephone answering device, and your fax calls will be received automatically.

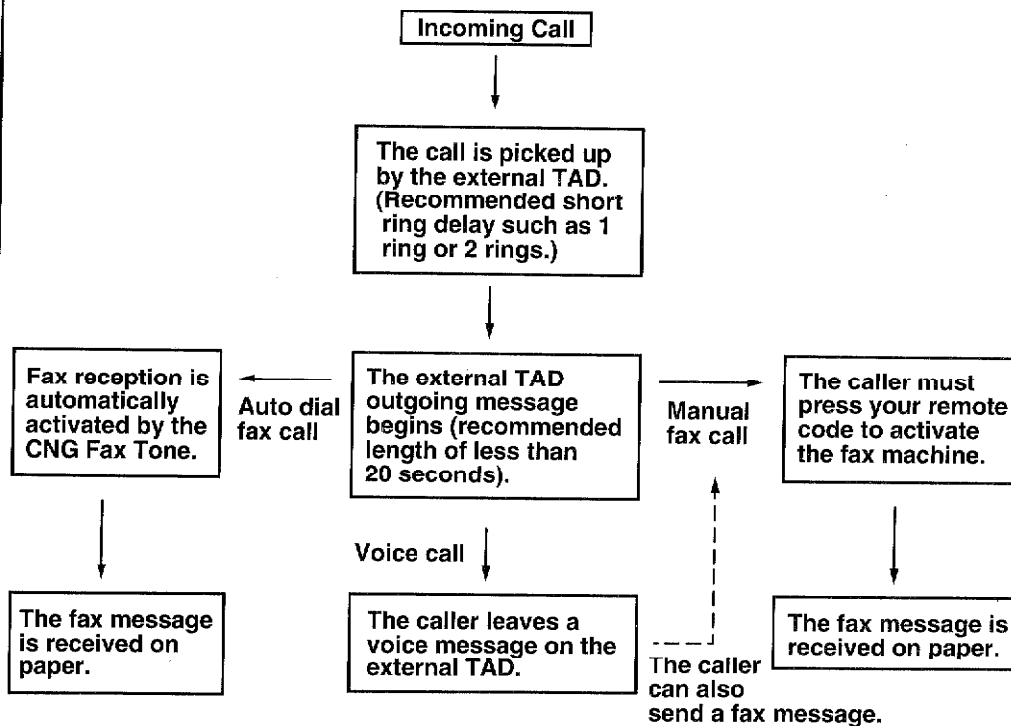


#### **Helpful Hints When You Use TAD Mode**

1. You can inform callers beforehand that if they call manually and get your telephone answering device when they want to send a fax, all they have to do is press your remote code (\*51 unless you have changed it) to activate your fax machine.
2. Another alternative is to record a TAD message that says, for example, "This answering machine is connected to a fax unit. If you leave a voice message, please speak after beep. If you send a fax message, please press (your remote activation code) after the beep. Thank you."
3. You need to erase the incoming messages on your external telephone answering device when it's full, or TAD mode will not answer any calls, faxes or otherwise.

FOR YOUR INFORMATION

*Sequence of TAD Mode Reception*



Telephone Answering Device

1. Set the telephone answering device so that it is ready to record incoming telephone calls.
2. Set the number of TAD rings to **one or two**.
3. Try to record the shortest possible message on your telephone answering device (**up to 20 seconds**).

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode. So you must indicate a remote activation code for the caller to enter. (See page 7-10.)

**D) DISTINCTIVE RINGING (Only for FAX-950M/980M/1500M)*****Distinctive Ringing*****FOR YOUR INFORMATION*****What Is Distinctive Ringing?***

Distinctive ringing is a service offered by telephone carriers that allows you to have several different numbers on one line, each with its own distinctive ring. This way, when you get an incoming call, you can identify what number is being called by the ring pattern. Your local telephone carrier can provide you with more information about this service. This service is usually offered as a monthly charge to your normal phone bill.

***Can My Fax Machine Utilize Distinctive Ringing?***

Yes, it has a distinctive ringing function that allows you to register one additional distinctive ring pattern. (See page 7-14.) The ring pattern you register should be for the number you want to use as your dedicated fax number. Once you register the pattern, your fax machine will be able to identify its own incoming calls and automatically start to receive faxes, regardless of how you last set the answer mode. You can only register one additional ring pattern.

***Can I Change the Setting Later?***

Yes, you can change or cancel the distinctive ringing setting anytime.

***How Will the Fax Machine Treat All Other Distinctive Ringing?***

It will act the way it normally does. In other words, the fax machine will treat all the other unregistered, distinctive rings according to the machine's answer mode setting (MANUAL, AUTO, F/T, or TAD). For instance, if a call comes in that is not for your (registered) dedicated fax number, and the machine is set to MANUAL, the fax machine will respond as per the MANUAL mode.

***How Does the Distinctive Ringing Function Work?***

When you receive an incoming call, the fax machine compares the ring pattern with the one that is registered. If the two are identical, then the fax machine automatically accepts the call as an incoming fax. Otherwise, the fax machine will treat the call in the usual way, depending on the machine's answer mode setting (MANUAL, AUTO, F/T, or TAD). The function has 3 modes: (ON, SET, OFF). Set it to ON when you want to use it, and to OFF when you do not want to use it. Use the SET mode for registering a number.

***What's the Advantage of Using the Distinctive Ringing Function?***

By registering a ring pattern (see page 7-14) you may operate your fax machine in the most efficient way possible should you require the distinctive ringing service. With the distinctive function ON, you can receive your faxes automatically, and people who call you on one of your other numbers do not have to talk to your fax machine. It basically gives you two independent numbers by using only one line.

**Helpful Hints****If You Do Not Have a Distinctive Ringing Service...**

Your phone carrier can give you more information about it.

**If you are not currently receiving a distinctive ringing service, don't try to set up your distinctive ring feature. It may cause your machine to malfunction.** If your phone carrier provides this service and you decide to use it, it's a good idea to use one of the new numbers you receive for your fax number and keep the old number for its original purpose. Remember to tell your customers and colleagues your new fax number.

**If You Already Have a Distinctive Ringing Service...**

It is a good idea to register the ring pattern of your existing dedicated fax number. Use the registration mode under the distinctive ringing function. You will not be able to use the fax machine's distinctive ringing feature until this pattern has been registered. (See below.)

***Setting the Distinctive Ringing Function***

If you currently have a distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring, on one line), you can register any one of the ring patterns of your line with your fax machine so that it can immediately identify a call as an incoming fax by the distinctive ring pattern it uses. You also will need to arrange to have someone call your fax machine to do this.

**You may have difficulty registering a distinctive ring pattern if your fax machine is connected to a telephone answering device. Disconnect it before you set this function.**

**KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **7**.
5. Press **←** (left arrow) or **→** (right arrow) to find the SET mode.
6. Press **SET**.

**STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

7. DISTINCTIVE  
PRESS STOP TO CANCEL

DISTINCTIVE : OFF  
SELECT < > & SET KEY

DISTINCTIVE : SET  
SELECT < > & SET KEY

7. DISTINCTIVE  
1. SET TONE/PULSE DIAL

7. Press **STOP**.**IMPORTANT:**

- "D/R SET MODE" stays on screen until set.
- Answer mode LED is flashing.
- You now must wait for someone to call the corresponding fax number with distinctive pattern or ask a friend to call your specific distinctive ring fax number.

D/R SET MODE

8. Once someone calls, listen carefully and see if the ring pattern is the one corresponding to the number you want to register. If it is and the LCD shows the message "PICK UP TO SET" after two or more rings, lift up the handset on the fax machine.

PICK UP TO SET

START TO SET  
STOP TO CANCEL9. Press **START** to set (or **STOP** to cancel).

REGISTERED

10. Press **START** again to receive the incoming fax, or if the call is a voice call, talk into the handset.

TELEPHONE/FAX

## FOR YOUR INFORMATION

***While You Are Setting the Distinctive Ringing Function:***

1. When someone calls your fax machine, it will continue to ring until you pick up the handset or press **HOOK**, even if you have set the number of rings.
2. If you get a call and the ring pattern is NOT the one you want to register, press **STOP**. (See step 8 above.)
3. There are some ring patterns that cannot be registered.
4. Answer mode is automatically switched to MANUAL during registration. The answer mode that you had set before distinctive ringing registration now flashes.

**NOTE:** Some Telephone Answering Devices may pick up a call before your fax machine finishes detecting the ringing pattern. We suggest you set your Answering Device ring delay to its maximum setting.

***Once You Have Finished Setting the Distinctive Ringing Function:***

1. The Distinctive Ringing function will be set to ON, and you will be ready to use this function.
2. You will not hear the first two rings of all incoming calls on the fax machine. However, other extension phones connected to the same line, or any external phones connected to the fax machine will ring. If the fax machine recognizes the ring pattern, it will automatically accept the call as an incoming fax, and you will not hear any further ringing. Otherwise, you will hear the phones continue to ring, and the fax machine will also ring.
3. You can receive faxes on numbers other than the one you registered. The fax machine will respond to these calls according to how you have set the answer mode (MANUAL, AUTO, F/T, or TAD).

**Helpful Hints**

Remember that you should let your phone ring at least twice before answering to allow the fax machine to pick up first if necessary. Answering an incoming call before two rings will defeat the purpose of the distinctive ringing function. You should turn the distinctive ringing function to OFF if you move and/or get a new number. To turn off the distinctive ringing set-up go into function mode.

***How to Turn the Distinctive Ringing Function ON or OFF***

The distinctive ringing function is designed to accommodate the distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring, on one line). Please note that you need to register the ring pattern of your fax number before you can set the distinctive ringing mode ON. (See page 7-14.)

**KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **5**.
4. Press **7**.
5. Press **←** (left arrow) or **→** (right arrow) to find the mode (OFF, SET, ON) you want.  
Example : ON.
6. Press **SET**.
7. Press **STOP** to exit.

**STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

5. TELEPHONE OPTIONS  
PRESS STOP TO CANCEL

7. DISTINCTIVE  
PRESS STOP TO CANCEL

DISTINCTIVE : OFF  
SELECT < > & SET KEY

DISTINCTIVE : ON  
SELECT < > & SET KEY

7. DISTINCTIVE  
1. SET TONE/PULSE DIAL



## FOR YOUR INFORMATION

If you wish to use an external Telephone Answering Device (TAD) and the distinctive ringing feature with your fax machine:

1. You must use the distinctive ringing pattern for your fax number, otherwise both the TAD and fax may conflict in picking up the call.
2. Select the TAD mode on your fax machine (see page 7-1).
3. Connect the external TAD into EXT. jack of your fax machine (see page 7-11). Do not parallel connect the external TAD into other wall jack.
4. You must set the external TAD to its maximum ring delay setting (minimum 4 rings).
5. You can not use the Toll Saver feature of the external TAD when using the distinctive ringing feature.

If you do not use an external Telephone Answering Device (TAD) with your fax machine: Select the MANUAL mode on your fax machine (see page 7-1).

## 8. HOW TO USE COPY FUNCTIONS

### *Making a Copy*

These are the steps for making one copy each of your original documents:

#### KEYS TO BE PRESSED

1. Place the documents face down into the feeder.
2. Press **COPY**.
3. Press **COPY**, again. Or after 5 seconds, the copying will start.

#### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

NUMBER OF COPIES : 01  
ENTER & COPY KEY

COPYING

COPYING P.01

COPYING P.02

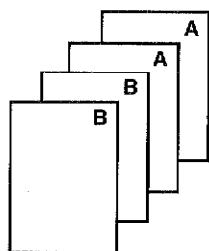
- (For FAX-900) the machine will start copying after pressing **COPY** in step 2.

- Helpful Hints**
1. When you want to make a copy, make sure the text or image on the original document is not too close to the edge. Your fax machine cannot read anything closer than 4 mm (1/8 inch) from the edge.
  2. You can select the resolution to either SUPERFINE or PHOTO. Set the resolution to either one. If you do not set the resolution, the fax machine automatically makes a copy in the SUPERFINE setting. For example, if your original is a photo, you may select the PHOTO resolution. (To get the PHOTO resolution, press the **RESOLUTION** key repeatedly until both lights are lit.) You can also set the resolution page by page using the **CURRENT SETTINGS** function. (See page 6-12.)
  3. Do not pull on the paper while copying is in progress. This may ruin the copied image.

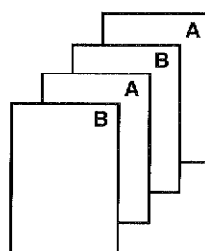
# HOW TO USE COPY FUNCTIONS

## ***Making Multiple Copies*** (Only for FAX-950M / 980M / 1500M)

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make (#) copies of page one, (#) copies of page two and so on. These will all be stacked on top of each other. The second method is the sorting or collating method. This is when the fax machine scans the entire document and then makes 1 copy of page 1, 2, 3, 4 in order. Then makes a second copy of 1, 2, 3, 4 until a total of n copies has been made.



(Stacking)



(Sorting)

### KEYS TO BE PRESSED

1. Insert the documents face down into the feeder.
2. Press **COPY**.
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).  
Example : 05.
4. Press **COPY** or just wait 5 seconds.
5. Press **←** (left arrow) or **→** (right arrow) to select the stacking or sorting method.  
Example : STACK.
6. Press **COPY** to begin copying.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

NUMBER OF COPIES : 01  
ENTER & COPY KEY

NUMBER OF COPIES : 05  
ENTER & COPY KEY

MULTI COPY : STACK  
SELECT < > & COPY KEY

MULTI COPY : STACK  
SELECT < > & COPY KEY

COPYING WITH STACK P.01

## HOW TO USE COPY FUNCTIONS

- NOTE: 1. When making Multiple Copies, do not let the receiving tray overstacked. Remove copied paper from receiving tray frequently.
2. When making Multiple Copies, make sure there is enough recording paper in the machine.
3. Original documents should be straight, non wrinkled, to be correctly fed. Otherwise the documents may occasionally jam.

### FOR YOUR INFORMATION

#### ***What To Do When You Get a "MEMORY FULL" Message while Making Copies***

If you are using the stacking method, press **STOP**. If you are using the sorting method, press **COPY** to copy the portion that is in the memory, or press **STOP** to cancel.

## 9. POLLING

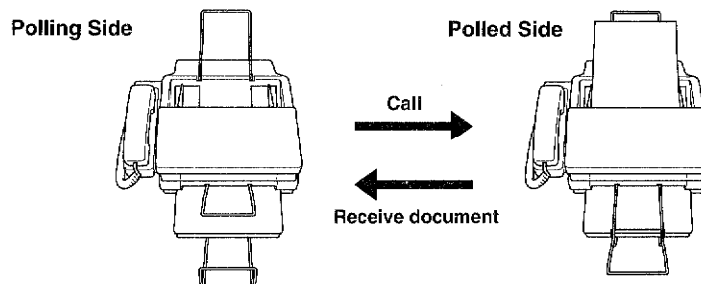
### FOR YOUR INFORMATION

#### ***What Is Polling?***

Polling is the process of **retrieving** faxes from another fax machine. You may use your machine to "poll" other machines, or you may ask someone to poll your machine. The party who polls pays for the cost of the call.

#### ***How Does It Work?***

First two parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call up and have the documents sent to them.



#### ***When to Use Polling?***

Use polling to control the cost of sending a fax.

1. If **you** want to pay for the cost of the call: Send out faxes to other parties as you normally would, and if another party has documents to send you, ask if you can poll for it.
2. If you want **others** to pay for the cost of the call: Ask them to poll your fax machine for documents they want, and have them fax any documents that you want.

\* There are some fax machine that will not respond to this function.

#### **Helpful Hints Using Polling Effectively (Examples)**

**Problem No. 1:** You want another party to send you a long fax, but they do not want to pay for the call.

**Solution:** Ask them to leave the document in their fax machine so you can poll for it.

**Problem No. 2:** Sales representatives have difficulty sending in faxes to the head office's fax machine because it is busy so much of the time.

**Solution:** Head office can poll the sales representatives' fax machines.

**Problem No. 3:** Because of the time or location, it is cheaper for someone else to call you than it is for you to make the call.

**Solution:** Ask the other party to poll for the documents and offer to pay for the call at their lower rate.

## ***Polling Another Fax Machine***

Once you have set up polling, as described below, and the other party has set their fax machine to "POLLED WAITING", you can automatically receive their documents.

### **KEYS TO BE PRESSED**

Make sure no documents are in the feeder.

1. Press **PUSH** and open the cover.
2. Press **POLLING**.
3. Press **SET**.
4. Enter the fax number.
5. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

POLLING : STANDARD  
SELECT < > & SFT KEY

POLL  
ENTER NO. & START

\*05  
NJ OFFICE

## ***Setting up Polled Waiting***

Polled Waiting is when you place a document in your fax machine and set your machine to allow another fax machine to retrieve that document. Your fax machine will print a Polled Report after the transmission.

### **KEYS TO BE PRESSED**

1. Place the documents into the feeder.
2. Press **PUSH** and open the cover. Press **POLLING**.
3. Press **SET**.
4. Press **START** and wait for the polling call to come in.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

POLLING : STANDARD  
SELECT < > & SET KEY

POLL  
PRESS START KEY

09/12/1994 15:25  
POLLED WAITING

# POLLING

## ***Secure Polling***

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

## ***Polling Another Fax Machine with Secure Code***

You can poll another fax machine that has Secure Polling by following the steps below: You need to make sure you are using the same ID number as the other party.

### **KEYS TO BE PRESSED**

Make sure no documents are in the feeder.

Press **PUSH** and open the cover.

1. Press **POLLING**.
2. Press **←** (left arrow) or **→** (right arrow) to find the **POLLING SECURE** setting.
3. Press **SET**.
4. Enter a four digit code. This is the same security code of the fax machine you are polling.  
Example: **1234**.
5. Enter the fax number.
6. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

POLLING : STANDARD  
SELECT < > & SET KEY

POLLING : SECURE  
SELECT < > & SET KEY

POLLING ID : XXXX  
ENTER & SET KEY

POLLING ID : 1234  
ENTER & SET KEY

POLL  
ENTER NO. & START

\*05  
NJ OFFICE

## Setting up Polled Waiting with Secure Polling

Secure Polling allows you to create a Polling ID number to protect your documents during polled waiting mode. Anyone who polls your machine must enter this polling ID number.

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Place the documents into the feeder.
3. Press **POLLING**.
4. Press **←** (left arrow) or **→** (right arrow) to find the **POLLING SECURE** setting.
5. Press **SET**.
6. Enter a four digit code.  
Example: **1234**.
7. Press **START** and wait for the polling call to come in.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

POLLING : STANDARD  
SELECT < > & SET KEY

POLLING : SECURE  
SELECT < > & SET KEY

POLLING ID : XXXX  
ENTER & SET KEY

POLLING ID : 1234  
ENTER & SET KEY

POLL  
PRESS START KEY

09/12/1994 15:25  
POLLED WAITING

**Helpful Hints** You should select the Answer Mode to be either **AUTO** or **F/T** to make your documents are polled.

## Delayed Polling

After you select **STANDARD** or **SECURE**, press **SET**, then press **TIMER** and use the number keys to enter the time at which you want the polling to take place.

## Setting up for Polled Waiting with Quick-Scan (Only for FAX-950M/980M/1500M)

Before pressing **START**, press **QUICKSCAN** so that you can store your polled waiting document in the memory.

**Helpful Hints** Once you setup the polled waiting documents in the memory, this document will not be erased after polled until you erase it from memory. To erase this documents, please use the Cancel Job (See page 6-9).



## 10. PASSWORD

### FOR YOUR INFORMATION

#### ***What is Password ?***

The password is provided for use in a closed network of fax machines. It can also be used to prevent reception of "junk faxes" that can interfere with your daily operations. It can also help you avoid the transmission of faxes to the wrong parties.

#### ***How Does it Work ?***

First receiving party set up "RECEIVE PASSWORD" to "ON" and then enter four digit of password.

When you send a fax message, you should add the same four digit password. In case this four digit password of both sending and receiving party machines are same, you can send/receive message. Also, both side's machine should be Brother (or compatible) machine.

#### ***What is Password Plus ?***

If you have activated the password function, only people who have set the correct password code on their Brother fax machine can exchange faxes with your machine. To help avoid difficulties, you can use the Password Plus feature. It is most effective to prevent reception of "junk faxes". In case you choose "Password Plus" in "RECEIVE PASSWORD", the machine will accept to receive the document not only sent by the party with correct password, but also sent by the party who is listed in your One-Touch dial numbers. (The machine detects the last four digit number and whether it matches last four digit number in previously registered in One-Touch dials. In this case, the sending machine must not be Brother fax machine.)

## ***Sending a Fax with a Password***

Before set up, you should make sure the password code of the other party.

### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover. (Only for FAX-950M/980M/1500M)
2. Place the documents face down in the feeder.
3. Press **CURRENT SETTING**.
4. Press **4**.
5. Enter a four digit code.  
Example: **1234**.
6. Enter the fax number.
7. Press **START**.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

FAX : ENTER NO. & START  
COPY: PRESS COPY KEY

USE < > TO SCROLL  
ENTER NO. & SET KEY

4. PASSWORD TRANSMISSION  
PRESS STOP TO CANCEL

PASSWORD : XXXX  
ENTER & SET KEY

PASSWORD : 1234  
ENTER & SET KEY

PASSWORD  
ENTER NO. & START

\*05  
NJ OFFICE

# PASSWORD

## *Receive Password*

You can set receive password status either "ON", "OFF", or "PLUS".

### KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **7**.
5. Press **←** (left arrow) or **→** (right arrow) to choose either "ON", "OFF" or PLUS".  
Example: PLUS.
6. Press **SET**.
7. Enter four digit password cord.  
Example: **1234**.
8. Press **SET**.  
If you choose ON, you should enter four digit password code.
9. Press **STOP** to exit.

### STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6.SETUP SYSTEM  
PRESS STOP TO CANCEL

7.SET RECEIVE PASSWORD  
PRESS STOP TO CANCEL

RECEIVE PASSWORD : OFF  
SELECT < > & SET KEY

RECEIVE PASSWORD : PLUS  
SELECT < > & SET KEY

RECEIVE PASSWORD : XXXX  
ENTER & SET KEY

RECEIVE PASSWORD : 1234  
ENTER & SET KEY

7.SET RECEIVE PASSWORD  
1.SET DATE AND TIME

## 11. PRINTING REPORTS AND LISTS

You can print the following lists and reports under function item 2. PRINT REPORTS.

| Level one function | Level two function                                      | Explanation of Options  | Page  |
|--------------------|---|---|-------|
| 2. PRINT REPORTS   | 1. ACTIVITY REPORT                                      | The Activity Report lets you know whether transmissions and incoming faxes were received.   | 11-4  |
|                    | 2. ALL DIAL LIST  | This is a list of the names and numbers that are stored in One-Touch and Speed-Dial memory. Printed in One-Touch and Speed-Dial number order. | 11-2  |
|                    | 3. TELEPHONE/FAX INDEX                                  | The same as the All Dial list but printed in alphabetical order.  | _____ |
|                    | 4. COVERPAGE FORMAT                                     | This allows you to check the Cover Page format.   | 6-14  |
|                    | 5. CALL BACK MSG. FORMAT                                | Used to check the Call Back Message format.   | 6-18  |
|                    | 6. USER OPTION LIST                                     | The settings for FUNCTION 2-7 and 4 to 6 (Cover Page, Tone/Pulse, Ring Delay, etc.) are printed here.   | _____ |
|                    | 7. TRANSMIT REPORT                                      | You can set up whether the Transmission Verification Report will be printed after sending all faxes or not.<br>ON/OFF                         | _____ |
|                    | 8. MEMORY STATUS LIST<br>(Only for FAX-950M/980M/1500M) | The addressee and the amount of occupied memory for items stored in the memory are printed here.  | 11-5  |

### Other Reports

The following reports are printed automatically, for your information.

- Power Failure Report
- Polled Report
- Delayed Sending Report
- Broadcast Report (Only for FAX-950M/980M/1500M)

# PRINTING REPORTS AND LISTS

All of reports and lists can be printed as shown below.

## KEYS TO BE PRESSED

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **2**.
4. Press the number of the level two function you wish to print.  
Example: 1.ACTIVITY REPORT.
5. Press **START**.

## STATUS OF LCD DISPLAY

09/12/1994 15:25  
FAX/COPY:INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

2.PRINT REPORTS  
PRESS STOP TO CANCEL

1.ACTIVITY REPORT  
PRESS STOP TO CANCEL

1.ACTIVITY REPORT  
PRESS START KEY

PRINTING  
ACTIVITY REPORT

## Printing the All Dial List

You can print out a list of all One-Touch numbers and Speed-Dial numbers.

### ALL DIAL LIST

| ALL DIAL LIST  |                |     |                        |       |
|----------------|----------------|-----|------------------------|-------|
|                |                |     | TIME: 09/12/1994 15:25 |       |
|                |                |     | NAME: BROTHER          |       |
|                |                |     | FAX : 4155554444       |       |
|                |                |     | TEL : 4155554445       |       |
| ONE-TOUCH DIAL |                |     |                        |       |
| NUMBER         | FAX/TEL NUMBER |     | DESTINATION            | GROUP |
| *01            | 61-2018285881  | FAX | AUSTRALIA OFFICE       |       |
| *02            | 234-5678       | TEL | ABC COMPANY            |       |
| *03            | 334-5566       | FAX | HEAD OFFICE            |       |
| <hr/>          |                |     |                        |       |
| *60            |                |     |                        |       |
| @: CHAIN       |                |     |                        |       |

| ALL DIAL LIST |                |     |                        |       |
|---------------|----------------|-----|------------------------|-------|
|               |                |     | TIME: 09/12/1994 15:25 |       |
|               |                |     | NAME: BROTHER          |       |
|               |                |     | FAX : 4155554444       |       |
|               |                |     | TEL : 4155554445       |       |
| SPEED-DIAL    |                |     |                        |       |
| NUMBER        | FAX/TEL NUMBER |     | DESTINATION            | GROUP |
| #01           | 5892786        | F/T | PTWMJG M.              |       |
| #02 @         | 1234567        |     | W. COMPANY             |       |
| #03           | 03-256-1121    | FAX | TOKYO OFFICE           |       |
| <hr/>         |                |     |                        |       |
| #99           |                |     |                        |       |
| #00           |                |     |                        |       |
| @: CHAIN      |                |     |                        |       |

## ***Activity Report Interval***

An activity report can be printed at certain intervals that you specify. You have a choice of setting the journal interval period to "OFF", "6 hours", "12 hours", "24 hours", "2 days", "4 days", or "7 days". The activity report will provide a list of all outgoing and incoming faxes (up to 30) during the period. The initial setting is "OFF".

If you wish to print the activity report manually, follow instructions on page 11-2.

### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **6**.
4. Press **3**.
5. Press **←** (left arrow) or **→** (right arrow) to choose the setting.  
Example: 12 HOURS.  
If you select seven days, you should choose the base day of the week.
6. Press **SET**.
7. Enter the time to print in 24-hour format using the number keys.  
Example: **19:45** (7:45 P.M.).
8. Wait for two seconds.
9. Press **STOP** to exit.

### **STATUS OF LCD DISPLAY**

09/12/1994 15:25  
FAX/COPY: INSERT DOCUMENT

USE < > TO SCROLL  
ENTER NO. & SET KEY

6. SETUP SYSTEM  
PRESS STOP TO CANCEL

3. ACT. REPORT INTERVAL  
PRESS STOP TO CANCEL

ACT. REPORT : OFF  
SELECT < > & SET KEY

EVERY 12 HOURS  
SELECT < > & SET KEY

START AT : 00:00  
ENTER & SET KEY

START AT : 19:45  
ENTER & SET KEY

3. ACT. REPORT INTERVAL  
4. SET STATION ID

## PRINTING REPORTS AND LISTS

| ACTIVITY REPORT                                       |       |                |          |          |        |                        |
|---|-------|----------------|----------|----------|--------|------------------------|
|   |       |                |          |          |        | TIME: 09/12/1994 15:25 |
|   |       |                |          |          |        | NAME: BROTHER          |
|   |       |                |          |          |        | FAX : 4155554444       |
|   |       |                |          |          |        | TEL : 4155554445       |
| DATE  | TIME  | FAX NO./NAME   | DURATION | PAGE(S)  | RESULT | COMMENT                |
| 09/12   | 10:00 | BROTHER BOSTON | 04:23    | 20 CV CA | OK     | TX                     |
| 09/12   | 10:10 | NJ OFFICE      | 00       | 00       | BUSY   | TX                     |
| 09/12   | 14:53 | BROTHER BOSTON | 48       | 01 CV CA | OK     | TX                     |
| CV : COVERPAGE<br>CA : CALL BACK MSG<br>POL : POLLING |       |                |          |          |        |                        |

### ***Transmission Verification (Xmit) Report***

Set the Transmission Verification Report to ON or OFF. The initial setting is OFF.

OFF: Report will be printed if errors occur.

ON: Report will be printed every time a fax sent completely or an error occurs.

#### **KEYS TO BE PRESSED**

1. Press **PUSH** and open the cover.
2. Press **FUNCTION**.
3. Press **2**.
4. Press **7**.
5. Press **←** (left arrow) or **→** (right arrow) to choose the setting.  
Example: ON.
6. Press **SET**.
7. Press **STOP** to exit.

#### **STATUS OF LCD DISPLAY**

|   |
|---|
| 09/12/1994 15:25                              |
| FAX/COPY: INSERT DOCUMENT                     |
| USE < > TO SCROLL<br>ENTER NO. & SET KEY      |
| 2. PRINT REPORTS<br>PRESS STOP TO CANCEL      |
| 7. TRANSMIT REPORT<br>PRESS STOP TO CANCEL    |
| TRANSMIT REPORT : OFF<br>SELECT < > & SET KEY |
| TRANSMIT REPORT : ON<br>SELECT < > & KEY      |
| 7. TRANSMIT REPORT<br>8. MEMORY STATUS LIST   |

**Memory Status List** (Only for FAX-950M/980M/1500M)

The MEMORY STATUS LIST will show you the addressee and amount of occupied memory for items stored in the memory such as delayed transmissions, polled waiting, and out of paper received.

## MEMORY USED LIST

TIME: 09/12/1994 15:25

NAME: BROTHER

FAX : 4155554444

TEL : 4155554445

|                 |                           |     |
|-----------------|---------------------------|-----|
| TIMER           | (ECM) : 18:00 (BROADCAST) | 02% |
| POLLING WAITING | (ECM)                     | 03% |
| REDIAL WAITING  | (ECM) : BROTHER BOSTON    | 02% |
|                 | (ECM) : HEAD OFFICE       | 02% |
| ECM             |                           | 10% |
| FREE            |                           | 81% |



# REGULAR MAINTENANCE AND TROUBLESHOOTING

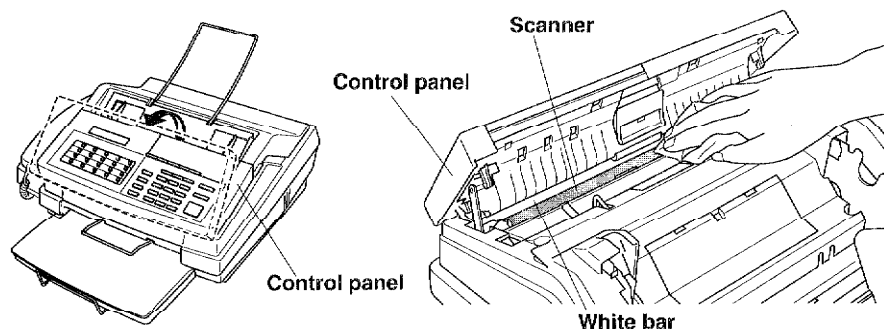
## 12. REGULAR MAINTENANCE AND TROUBLESHOOTING

### *Regular Maintenance*

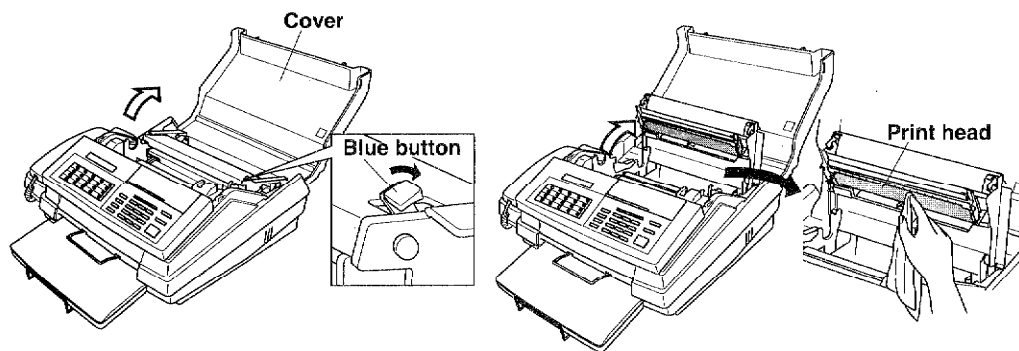
You can keep your fax machine in optimum condition by cleaning it on a regular basis. Avoid using thinners or other organic solvents to clean the machine and do not use any water.

Follow the four steps below:

1. Unplug the telephone line and then the power cord.  
When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
2. Wipe any dirt off the machine using a slightly damp cloth.
3. Clean the scanner.  
Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and carefully remove any dirt from the glass cover and from the white bar of the scanner.



4. Clean the printer.  
Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and keep wiping the edge of the print head until all dirt is removed.



**Helpful Hints** If the scanner and the printer are dirty, the quality of the transmission or reception image, and copy becomes degraded. Use the above procedure, therefore, to clean these parts frequently.

### ***Paper Jams***

---

Your fax machine will sound an alarm if the document jams while going through the feeder or if the recording paper becomes stuck. The display will show "DOCUMENT JAM" or "RECORDING PAPER JAM".

#### ***Fixing a Document Jam***

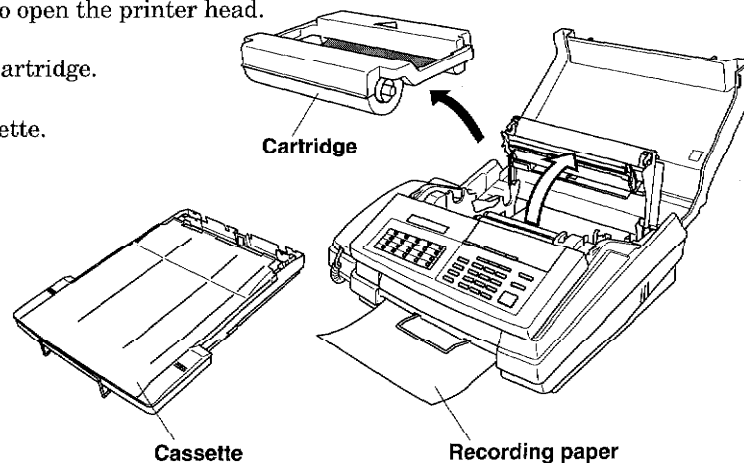
---

1. Open the control panel.
2. Remove the jammed documents.
3. Close the control panel.
4. Press **STOP**.

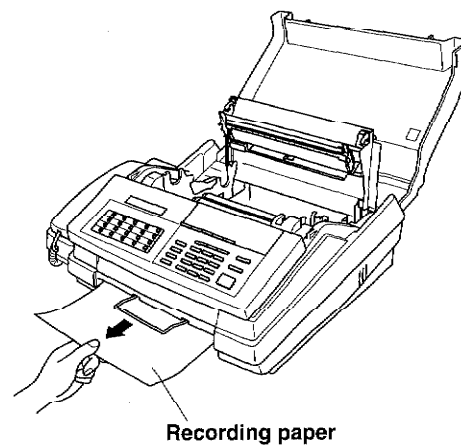
#### ***Fixing a Recording Paper Jam***

---

1. Open the top cover.
2. Press the blue button to open the printer head.
3. Take out the printing cartridge.
4. Remove the paper cassette.

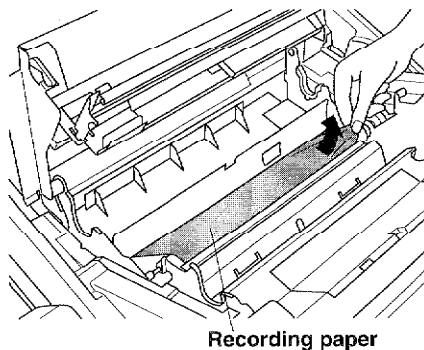
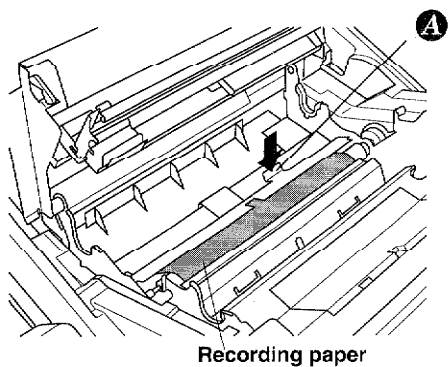


5. Remove the jammed paper.
  - Pull the jammed paper.

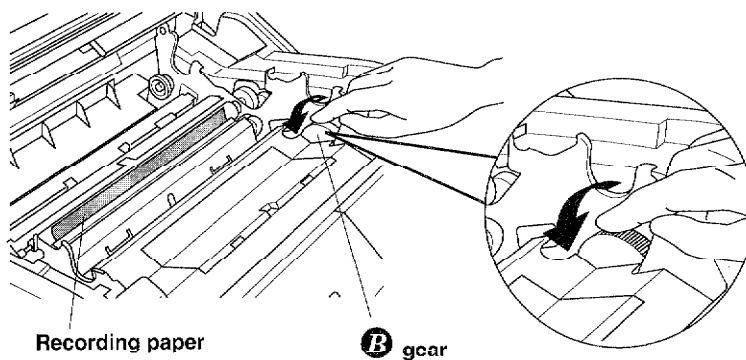


## REGULAR MAINTENANCE AND TROUBLESHOOTING

- Press **A** to open the paper guide and remove the jammed paper by pulling in upward direction.



- Turn **B** gear to backward to feed the paper and remove it.



6. Install the cassette.  
Be sure to push the paper plate down until it locks in position.(See Page1-3.)
7. Install the cartridge.
8. Push down the printer head until you hear a “click”.
9. Close the top cover.

## ***Troubleshooting***

---

You may occasionally encounter a problem with your fax machine or telephone line. If this happens, your fax machine often identifies the problem and displays an error message. Refer to the following list when you see an error message on the display. If additional help is needed, please contact the following Customer Service numbers :

**U.S.A**     **1-800-284-4FAX (4329)**  
                 **1-908-356-8880 (Extension 7920)**  
**Canada** **1-514-685-0600 (Montreal)**  
                 **1-604-278-8466 (Vancouver)**

## ***Error Messages***

---

### **CHECK RECORDING COVER**

The top cover or printer head is not completely closed. Push it down until you hear a "click."

### **CHANGE PRINTING CARTRIDGE**

The printing cartridge has run out. Replace the used cartridge to new one. (See page 1-2.)

### **CLEAN UP SCANNER**

The scanner is dirty. Clean the scanner. (See page 12-1.)

### **COMM.ERROR**

You encountered a communications error that resulted from a poor quality phone line. Try the call again.

#### **Error Codes**

|       |   |
|-------|---|
| 20 XX | This Error Code is usually caused by poor telephone line,   |
| 80 01 | or having a special telephone feature such as "Call   |
| 90 01 | Waiting" assigned to this line.   |
| 74 00 | Their machine sent a disconnect command from their location. This could be caused by a document jam, a recording paper empty, or mechanical problems on their unit, or there may be problems on the telephone line. |
| A0 11 | Remote side disconnected the transmission. This could be caused by them stopping the transmission before completion.  |
| FF XX | This is a mechanical error on your fax machine. For example : FF EA "Document Jam". Please clear the jam and try to send again.   |

### **CONNECTION FAIL**

You may request Polling function to other party even if remote station does not have polled waiting.

### **DOCUMENT JAM**

The documents were not inserted properly. Open the control panel and remove the documents. Close the control panel and press **STOP** and re-insert the documents and adjust the guides on either side of the document, and try sending the fax again. (See page 12-2.)

### **ID MISMATCH**

You may have the wrong ID for secure polling function and password transmission. Try calling the other party to meet the ID.

## REGULAR MAINTENANCE AND TROUBLESHOOTING

### **LINE DISCONNECTED**

The telephone line was disconnected by other party during the communication. Try calling the other party to see what happened.

### **MACHINE ERROR XX and PRESS STOP KEY**

Contact the Customer Service number listed on page 12-4.

### **NO RESPONSE OR BUSY**

The number you called does not answer or is busy. You may also have reached a number that is not connected to a fax. Check the number and dial manually by pressing **HOOK** key.

### **NOT REGISTERED**

The One-Touch key or Speed-Dial number has no number assigned to it. You need to register a phone number. (See page 4-4, 7.)

### **PRINTER FAULT and PRESS STOP KEY**

The recording head has overheated. Then unplug the power cord and wait for 30 minutes.

### **RECORDING PAPER JAM**

The recording paper is jammed. Remove the jammed paper. (See page 12-2, 3.)

### **REFILL PAPER CASSETTE**

The recording paper is empty. You need to place the paper in the cassette. (See page 1-3.) The cassette is not setting correctly. Try to re-set it. (See page 1-3.)

### **SCANNER ERROR**

Try to clean scanner and white bar. (See page 11-2.)

If you still get the scanner error, please contact the customer service numbers listed on page 12-4.

### ***Other Problems***

---

#### **When Dialing Doesn't Work...**

You may have the wrong dialing mode. Change the TONE/PULSE setting. (See page 4-1.) You may also want to check all the telephone line connections, such as to the handset and to the wall jack. Check also that the power cord is connected. Check by pressing **HOOK** to see if dial tone is heard.

#### **Poor Copy Quality**

Someone may complain that faxes they receive from you are faded. Your resolution setting may be inappropriate. Try the FINE or SUPERFINE settings and try to call again. Also, it is possible that your scanner is dirty. So, you should clean it. (See page 12-1.)

#### **Vertical Streaks**

You may get faxes with vertical streaks. Make a copy on your machine to see. If you get the same results, the recording head on your machine may be dirty, or the sender's scanner may be dirty. Try cleaning the recording head. (See page 12-1.)

#### **Horizontal Streaks**

You may get a fax with horizontal streaks or with missing lines. This normally results from a poor telephone connection. Ask the other party to send the fax again.

## 13. IMPORTANT INFORMATION

### ***Standard Telephone and FCC Notices*** *(Only applies to 120V model)*

These notices are in effect on models sold and used in U.S.A.

**This equipment is hearing-aid compatible.**

**When programming emergency numbers and/or making test calls to emergency numbers:**

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five(5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your IntelliFAX900/950M/980M/1500M causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this IntelliFAX900/950M/980M/1500M, please contact the manufacture's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother service personnel at 1-800-284-4FAX(U.S.A. Only).

1-800-284-4329

### **Warning**

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines.

## IMPORTANT INFORMATION

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the fax equipment and the receiver.
- Connect the fax equipment on a separate line.
- Consult the dealer or an experienced radio/TV technician for help.

**Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.**

This serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this owner's manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO. IntelliFAX900/950M/980M/1500M SERIAL NO. \_\_\_\_\_

NAME OF DEALER \_\_\_\_\_

DATE OF PURCHASE \_\_\_\_\_

### ***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 unsuitable 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 are provided of 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 heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This products should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is use with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (U.S.A. only).
12. Never push objects of any kind into this product through cabinet slots as 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.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refers all servicing to service personal at 1-800-284-4FAX.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug 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 since 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.



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# SPECIFICATIONS

## 15. SPECIFICATIONS

|                                |   |
|--------------------------------|---|
| <b>Type</b>                    | Desktop facsimile transceiver   |
| <b>Compatibility</b>           | CCITT Group 3   |
| <b>Coding System</b>           | Modified Huffman (MH)   |
| <b>Modem Speed</b>             | 9600/7200/4800/2400; Automatic Fallback   |
| <b>Document input width</b>    | 148mm to 216mm (5.8 inches to 8.5 inches)   |
| <b>Scanning/Printing width</b> | 208mm (8.2 inches)  |
| <b>Paper size</b>              | Letter/Legal  |
| <b>Cassette capability</b>     | 200 sheets (20lb)   |
| <b>Printer type</b>            | Line thermal with Ribbon  |
| <b>Gray scale</b>              | 32/16 level   |
| <b>Display</b>                 | LCD, 24 characters x 2 line   |
| <b>Polling types</b>           | Standard, Secure, Delay   |
| <b>Contrast control</b>        | Automatic/Super Light/Super Dark (manual setting)   |
| <b>Resolution</b>              | <ul style="list-style-type: none"><li>• Horizontal 8pels/mm (203 pels/inch)</li><li>• Vertical Standard 3.85 lines/mm (98 lines/inch)</li><li>• Fine/Photo (16 level) 7.7 lines/mm (196 lines/inch)</li><li>• Superfine/Photo (32 level) 15.4 lines/mm (392 lines/inch)</li></ul> |
| <b>One-Touch dial</b>          | 60 stations   |
| <b>Speed-Dial</b>              | 100 stations  |
| <b>Memory</b>                  | 256KB for out-of-paper Reception (FAX-900)<br>256KB (FAX-950M/980M)<br>512KB (FAX-1500M)  |
| <b>Automatic redial</b>        | 3 times at 5 minute intervals   |
| <b>Speaker type</b>            | Monitor   |
| <b>Auto answer</b>             | 0, 1, 2, 3 or 4 rings   |
| <b>Communication source</b>    | Public switched telephone network   |
| <b>Operating environment</b>   | 41 - 95°F   |
| <b>Power source</b>            | 120V AC 50/60Hz (U.S.A., Canadian Version Only)   |
| <b>Power consumption</b>       | Standby: under 15 watts<br>Peak: under 170 watts  |
| <b>Dimensions</b>              | 449 x 424 x 216 (mm) (17.7 x 16.7 x 8.5 (inch))   |
| <b>Weight</b>                  | 8.0 kg/17.5 lb  |

Specifications are subject to change for improvement without prior notice.

## FOR YOUR INFORMATION

***PC-91 Printing Cartridge***

The printing cartridge (PC-91) used on the IntelliFAX 900/950M/980M/1500M plain paper faxes has yield up to 500 sheets, depending on the type of documents.

This maximum yield is based on a Brother Test Chart, which has 8" of text from the top of document, then 3" of white area at the bottom of the page. Therefore the ribbon only feeds for 8.6" versus 11".

Therefore your individual printing cartridge yield may vary depending on your average coverage, thus yield may range between about 400-500 sheets.

15-2







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