brother®

IntelliFAX3500ML

OWNER'S MANUAL

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 5-8**
Basic operations, how to send and receive faxes.

■ **Chapters 9-12**
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 13** on troubleshooting.
- Use the **chapter 15 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.

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 from 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

Setting up Your Fax Machine

Follow these steps to set up your fax machine:

STEP 1. Attach the document and paper trays.

STEP 2. Install the drum unit.

* Use this same procedure for replacement.

A) Make sure you unplug the power cord and remove the paper cassette from the machine before starting.

A)   **Wire extension**
Paper cassette
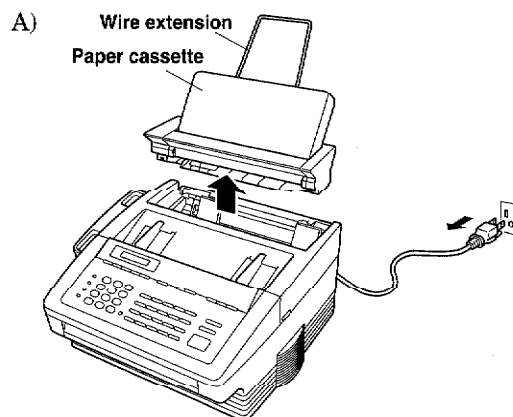
B) Open the top cover.

B)   **Top cover**
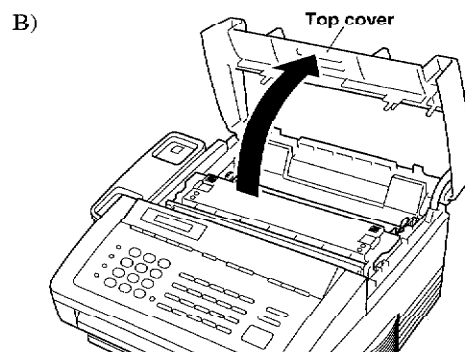
IF YOU ARE REPLACING THE DRUM UNIT

You first need to remove the toner cartridge that is inside the old drum unit. Push the shutter lever tab on the toner cartridge backwards until the two blue arrows line up. To remove the toner cartridge, grasp the shutter lever and pull out the toner cartridge and keep it in a safe place.

Shutter lever tab

Shutter lever tab
Shutter lever

Toner cartridge
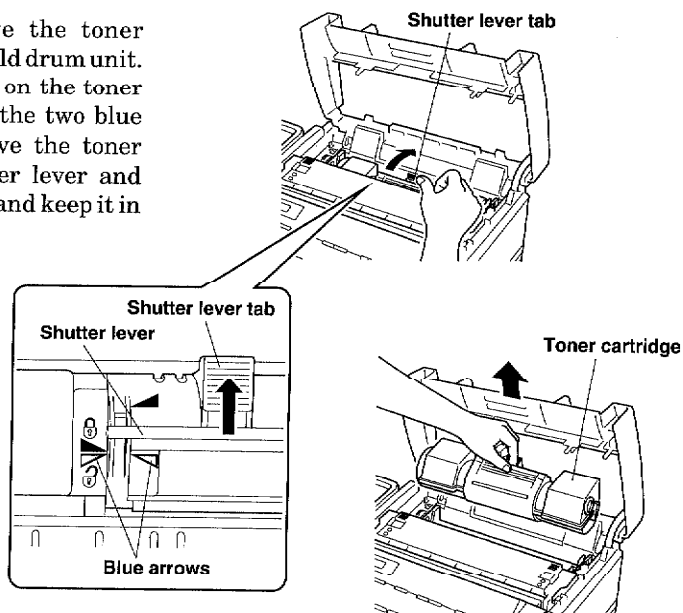
Blue arrows

C) Slide the blue levers on both sides in the direction of the arrows, and lift the drum cover up.

WARNING

After you have used the machine, some internal parts of the machine are extremely hot. So please be careful.

C)

Top cover
Blue lever
Blue lever
Drum cover
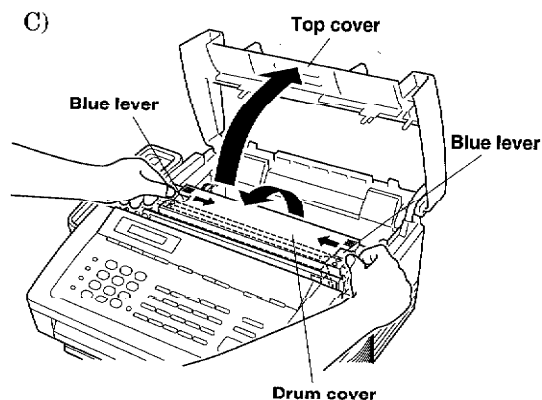
IF YOU ARE REPLACING THE DRUM UNIT

To remove the drum unit, you need to remove the used drum unit by grasping the ≜ marks. Be sure to lift it gently.
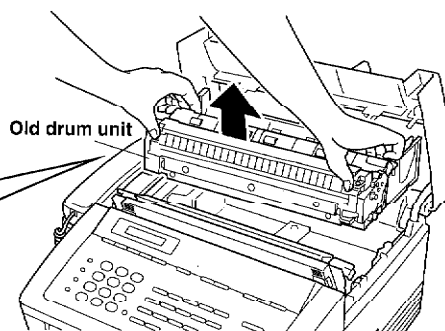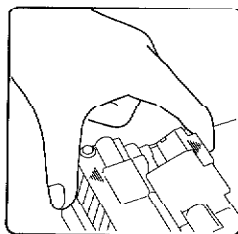
Old drum unit

D) Take the drum unit out of the wrapper. Unwrap the drum unit just before installing it in your machine.

WARNING

When the drum unit is directly exposed to sunlight or indoor light, it may become unusable, so please be careful.

D)

Wrapper
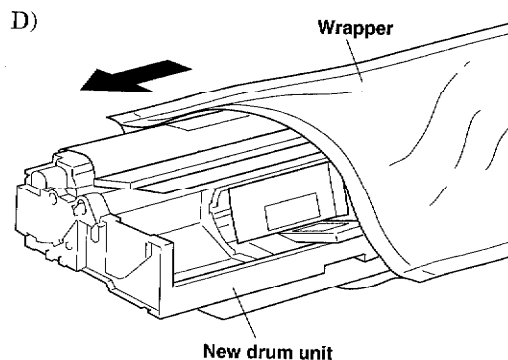
New drum unit

IF YOU ARE REPLACING THE DRUM UNIT

Place the used drum unit into the aluminum bag and discard it according to local regulations.

Old drum unit

Wrapper
(Aluminum bag)

1-4
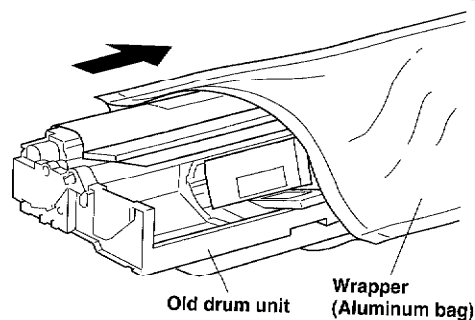
E) Shake the new drum unit from side to side several times.
(Try to keep the drum unit flat while shaking.)

E)
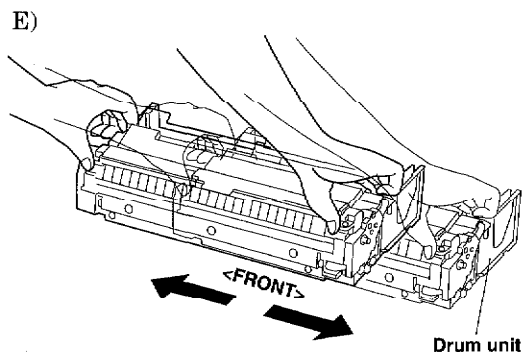
Drum unit

F) Remove the protective parts in order of ①~⑥. Make sure that you remove all the protective parts from the unit.

F)

<FRONT>

<BACK>
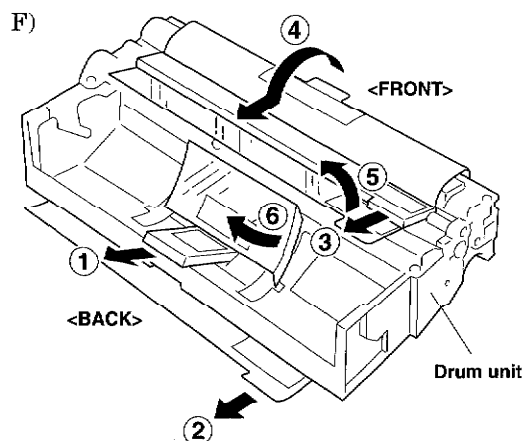
Drum unit

G) Install the new drum unit by lowering it straight down and then check to see that it is secure.

NOTE

Make sure that the front side of the drum unit is facing you as you install it per the illustration.

G)

Drum unit

<FRONT>
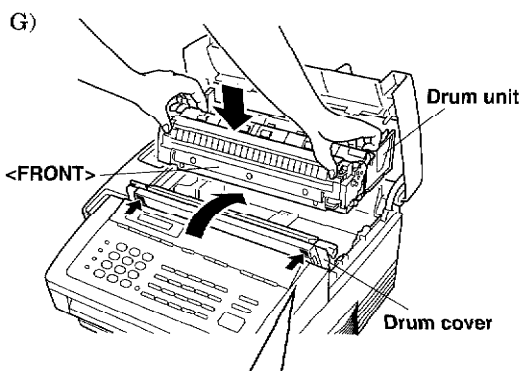
Drum cover

H) Close the drum cover by pressing the ≡ marks on both sides of the cover, until you hear both blue levers "click" into place.

H)

≡ mark

Drum cover

1-5
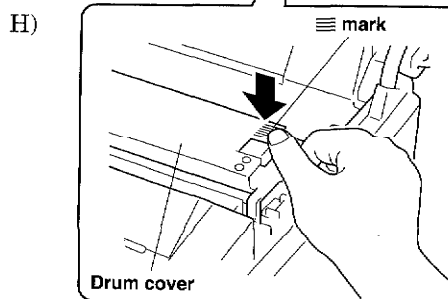
IF YOU ARE REPLACING THE DRUM UNIT

Reinstall the toner cartridge inside the drum unit with the "▲" sign pointing toward back of the unit and then check to see that it is secure.
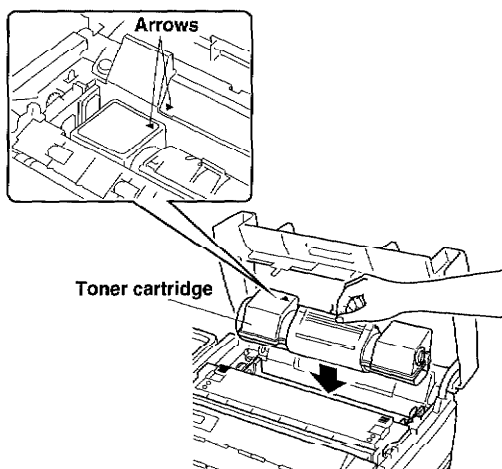
Arrows

Toner cartridge

Pull the shutter lever on the toner cartridge toward you until the two red arrows line up.

Red arrows

Shutter lever

Shutter lever tab

Top cover

Drum cover
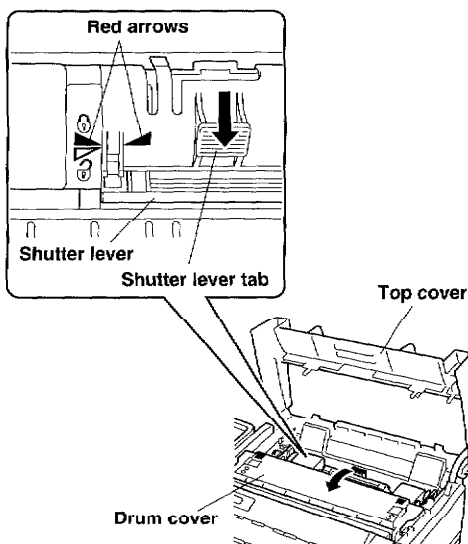
I) Close the top cover.

I)

Top cover
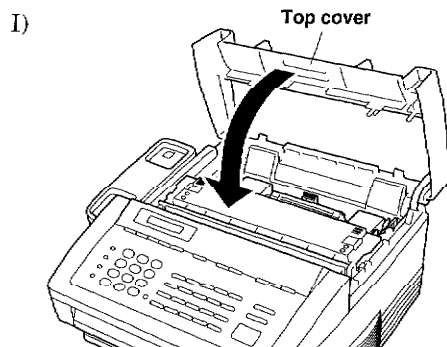
IF YOU ARE REPLACING THE DRUM UNIT

Reinstall the paper cassette into the machine, and check to see that it is secure. Then plug in the power cord.

Wire extension
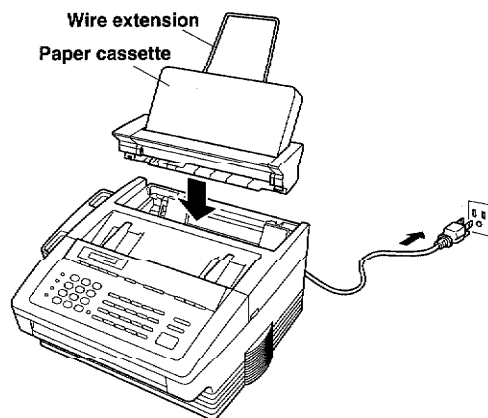
Paper cassette

STEP 3. Install the toner cartridge.

* Use this same procedure for replacement.

* If the paper cassette is attached, remove it.

Wire extension

Paper cassette
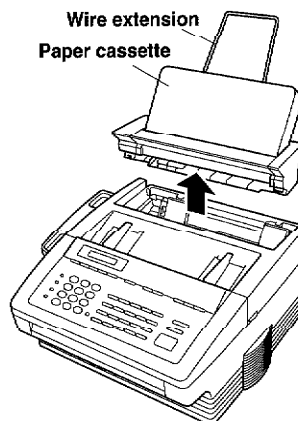
A) Open the top cover.

A)

Top cover
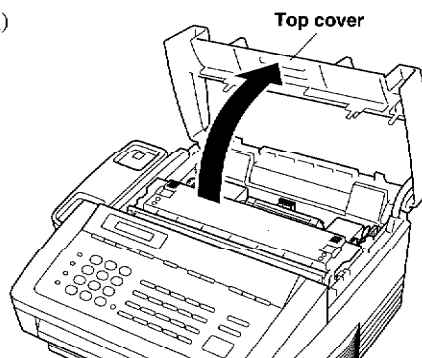
IF YOU ARE REPLACING THE TONER CARTRIDGE

To remove the toner cartridge, push the shutter lever tab on the toner cartridge backward until the two blue arrows line up. Grasp the shutter lever and pull out the used cartridge.

Shutter lever tab

Shutter lever tab
Shutter lever

Toner cartridge

Blue arrows
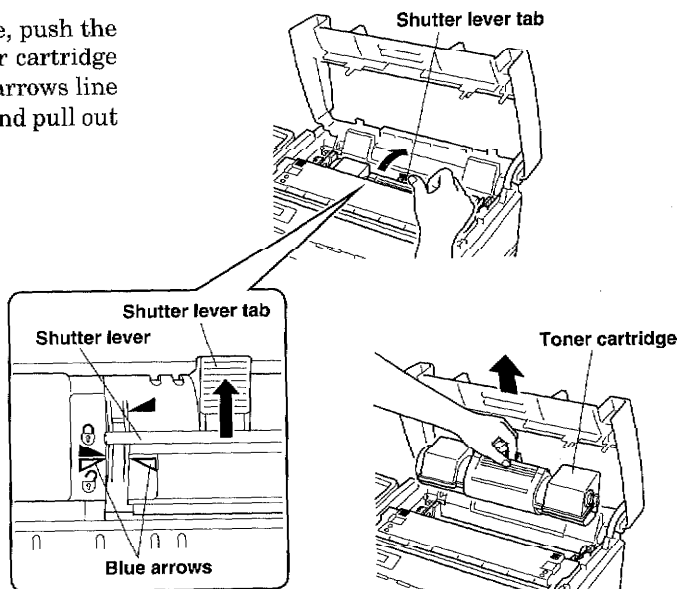
B) Take the new toner cartridge out of the wrapper just before installing it.

WARNING
If you leave the toner cartridge unwrapped, you may find its product life shortened, so please be careful.

B)

Shutter lever tab
Shutter lever

New toner cartridge

Wrapper
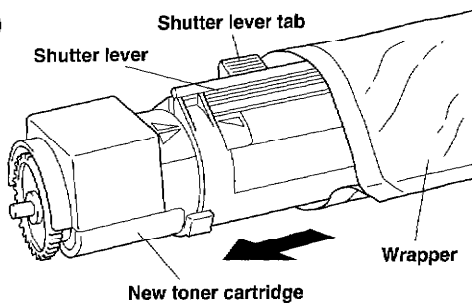
IF YOU ARE REPLACING THE TONER CARTRIDGE

Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

Shutter lever tab
Shutter lever

Old toner cartridge

Wrapper
(Aluminum bag)
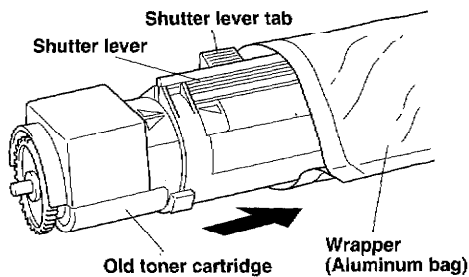
C) Shake the new toner cartridge well.

C)
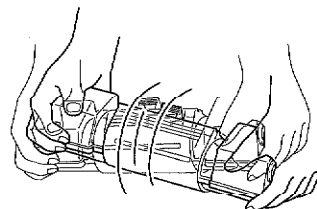
Then remove the protective plastic seal.

Shutter lever tab

Protective plastic seal
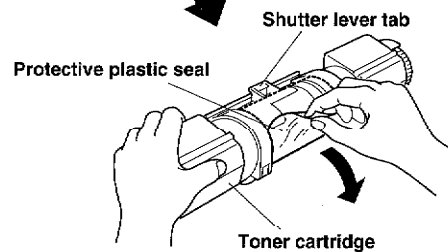
Toner cartridge

D) Install the new toner cartridge inside the drum unit with the "▲" sign pointing toward the back of the unit and then check to see that it is secure.
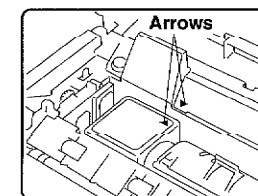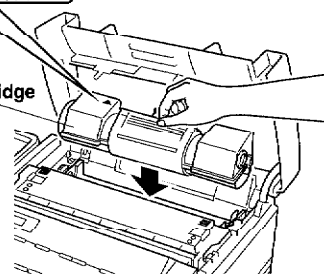
Arrows

D)

Toner cartridge

E) Pull the shutter lever on the toner cartridge toward you until the two red arrows line up.

Red arrows

Shutter lever

Shutter lever tab

Top cover

E)
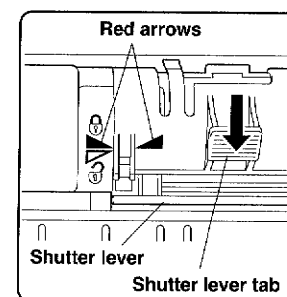
Drum cover
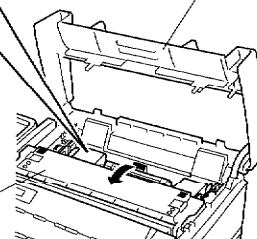
F) Close the top cover.

F)

Top cover
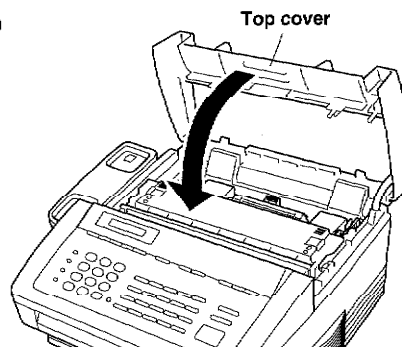
Ch. 1

IF YOU ARE REPLACING THE TONER CARTRIDGE

Reinstall the paper cassette into the machine, and check to see that it is secure.

Wire extension
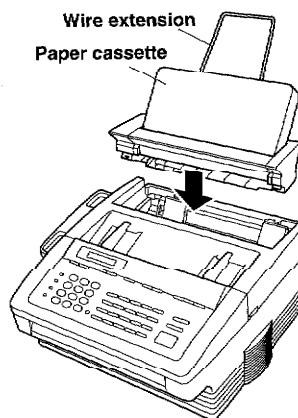
Paper cassette

* The LCD display "CHANGE TONER" or "TONER EMPTY" or toner gauge will reset. If not please remove the toner cartridge and repeat the steps.

STEP 4. Install the paper cassette.

A) Set the paper cassette into your machine, and check to see that it is secure.

Wire extension
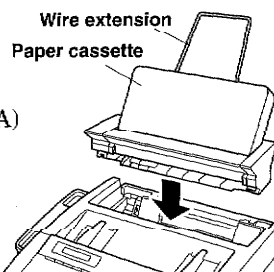
Paper cassette

A)

B) Attach the wire extension.

B)

(2) Go through the hole.

(1) Place it in the groove.

(3) Raise it upright.
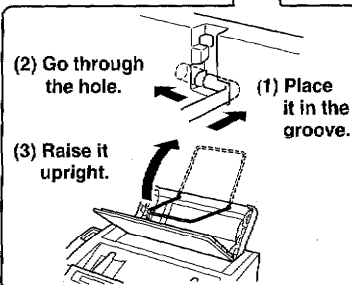
C) To install the paper, fan the paper well and then make sure the leading edge of the papers are even.

D) Next open the paper cover and insert the paper into the paper cassette.

> **WARNING**
>
> If you insert the paper past the ☒ mark, it may cause a paper jam.

D)
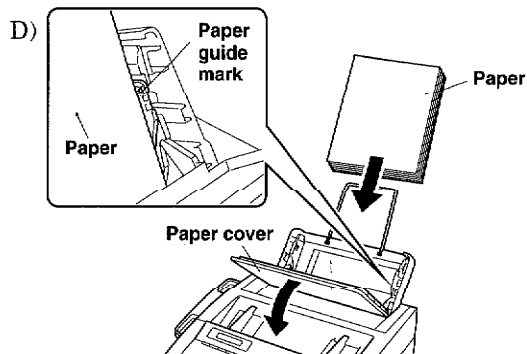
FOR YOUR INFORMATION

About the Recording Paper...

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

     Width : 216mm(8.5")/210mm(8.3")
     Length : Letter/Legal/A4
     Weight : 17lb. to 24lb.

The feeder can accept letter, A4, and legal sized paper. The default setting of the recording paper size is letter. If you insert the A4 or legal paper, change the setting. (See page 7-5.)

E) Adjust the paper guide according to the width of the paper.

E)
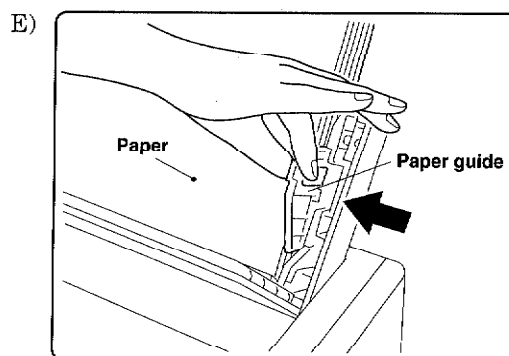
F) Close the paper cover.

F)
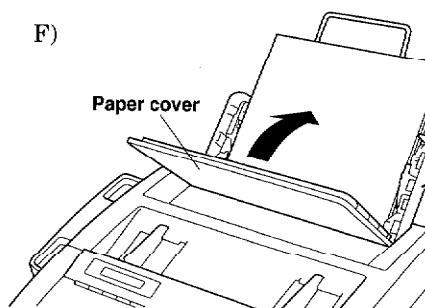
STEP 5. Connect the handset.

STEP 6. Connect the power cord.

When you connect the power cord, 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 plugging in the power cord before you connect it to the telephone line.

   Similarly, you can protect yourself when you want to move your machine, by disconnecting the telephone line first, and then the power cord.

STEP 7. Connect the telephone line.

Telephone line cord

Handset curled cord

PC I/F

LINE EXT.
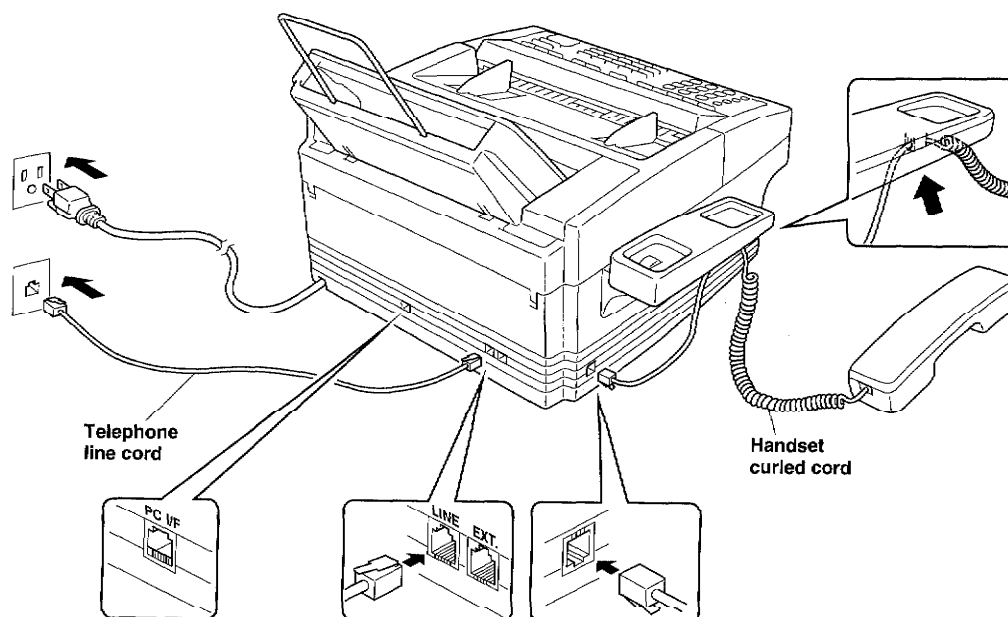
* This part is only for use with the Brother Missing Link option. If you have not purchased this option then ignore this part.

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, 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 MANUAL. (See page 7-1~2.) All incoming calls should initially be regarded as telephone calls.

3) The unit may be used with either pulse or tone dialing telephone types.

2. THE CONTROL PANEL KEYS
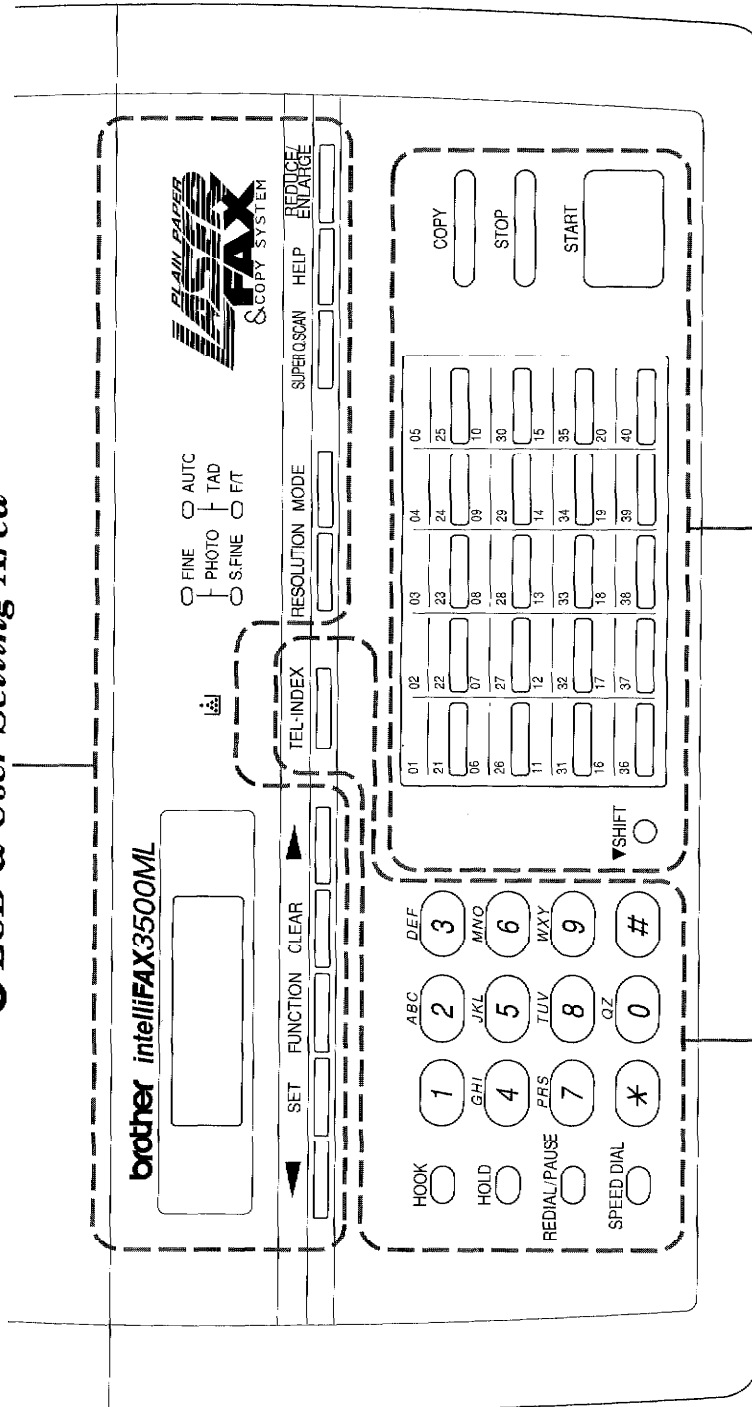
Ⓒ LCD & User Setting Area

Ⓑ One-Touch Area

Ⓐ Telephone Area
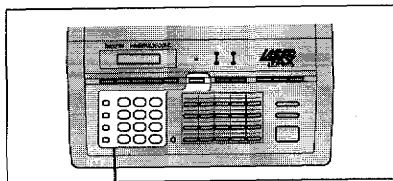
❹ TELEPHONE AREA

1. 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 3-12~13.)

2. HOOK

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

3. HOLD

You can use this key to put a call on hold. To take the call off hold, you must pick up the fax handset. (See page 5-1.)

4. REDIAL/PAUSE

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 4-6, 5-1.)

5. SPEED DIAL

This key lets you access previously stored speed-dial phone numbers with a two-digit number. (See page 4-7~8, 5-1.)
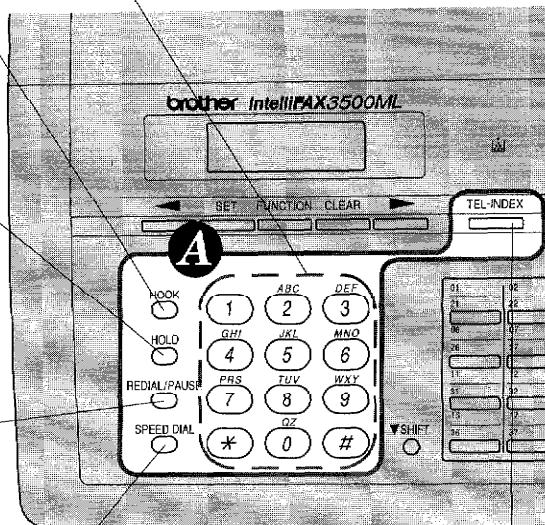
6. TEL-INDEX

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

Ⓑ ONE-TOUCH AREA
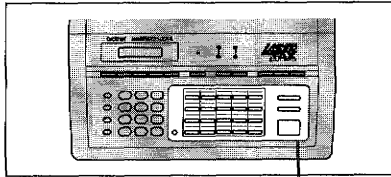
7. One-Touch Dial Keys

These keys give you instant access to previously stored phone numbers. (See page 4-5~6, 5-1.)

8. STOP

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

9. COPY

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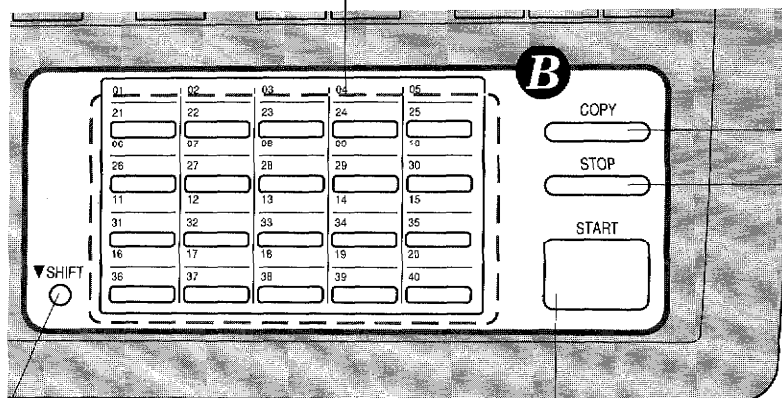
10. SHIFT

This key is used to access the "21" through "40" One-Touch keys. (See page 4-5.)

11. START

Use this key to start an operation, such as sending a fax. (See page 6-4.)

◉ LCD & USER SETTING AREA

12. ◄ *(Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 3-2) or Telephone Index.

14. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your fax machine (On-Screen Programming). (See page 3-2.)

13. ► *(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 3-2) or Telephone Index.

15. Toner Empty

This LED will start flashing when the amount of toner drops to a low level, and when there is no toner, the LED will stay lit. (See page 1-7.)

brother *intelliFAX3500ML*

◄   SET   FUNCTION   CLEAR   ►   TEL-INDE
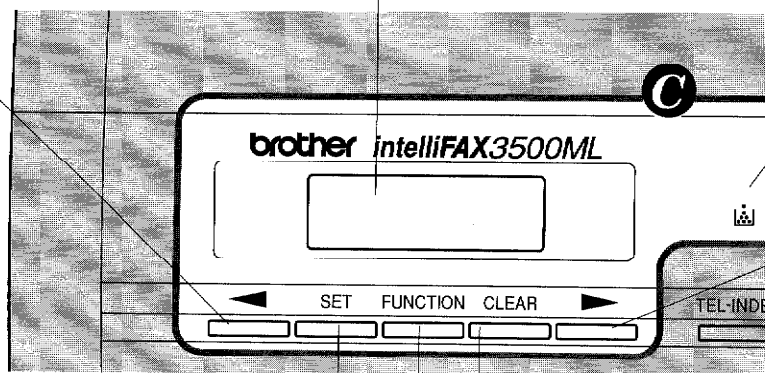
16. SET

This key is used for storing a function setting into the fax machine. (See page 3-2.)

18. FUNCTION

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 3-2.)

17. CLEAR

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

❻ LCD & USER SETTING AREA
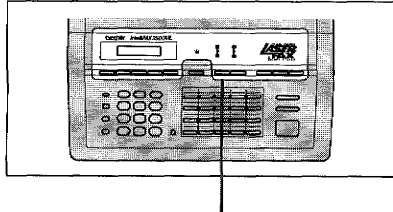
19. MODE

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

21. RESOLUTION

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

20. HELP (Advanced)

Press this key whenever you want a quick reference Help List printed. This Help Lists tell 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. (See page 3-8~11.)

```
O FINE      O AUTO
⊢ PHOTO   ⊢ TAD
O S.FINE   O F/T
```

```
PLAIN PAPER
LASER
FAX
&COPY SYSTEM
```

```
TEL-INDEX   RESOLUTION  MODE   SUPER Q.SCAN   HELP   REDUCE/
                                                     ENLARGE
```
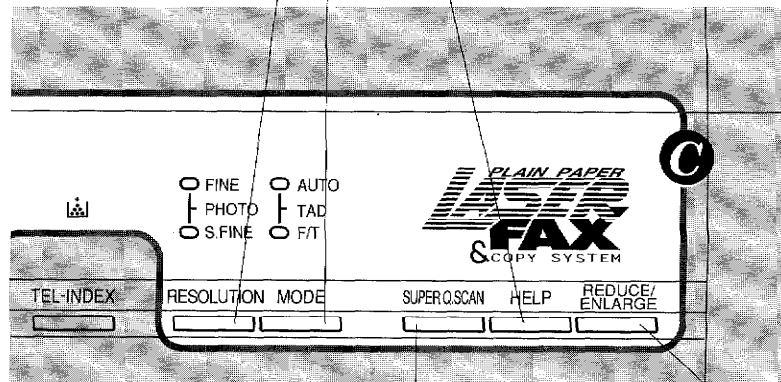
22. SUPER Q.SCAN

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 6-7.) When it is pressed, Broadcasting is available. (See page 6-9.) When **SUPER Q.SCAN** is pressed together with SHIFT, Multi TX is available. (See page 6-10.)

23. REDUCE/ENLARGE

This key is for selecting reduction or enlargement in copying. You can select one of the following ratios: 150%, 125%, 120%, 100%, 93%, 87%, and 75%. You can also use the Auto Reduction function to have the machine automatically calculate the reduction ratio to fit documents to the size of your recording paper. (See page 8-3.)

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, user-friendly programming that help 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.

Using the Function Mode to Access On-screen Programming (OSP)

You can access the function mode by pressing **FUNCTION** found in the Function and User Setting Area of your fax Control Panel. (See page 2-4.)

When you enter function mode, your fax machine will display a list of Level One Functions to choose from (see pages 3-3 through 3-7 for these Level One Functions), as seen below.

Press **FUNCTION**

↓

```
USE ←→ TO SCROLL
ENTER NO. & SET
```

↓

Left arrow sequence

Right arrow or auto scroll sequence

```
1.TEMP.SETTINGS
2.CANCEL JOB
```

```
2.CANCEL JOB
3.PRINT REPORTS
```

```
3.PRINT REPORTS
4.SET AUTO DIAL
```

```
4.SET AUTO DIAL
5.USER OPTIONS
```

```
5.USER OPTIONS
6.TEL OPTIONS
```

```
6.TEL OPTIONS
7.SETUP SYSTEM
```

```
7.SETUP SYSTEM
8.SECURITY MENU
```

```
8.SECURITY MENU
9.REMOTE FAX OPT
```

```
9.REMOTE FAX OPT
0.INTERRUPT
```

```
0.INTERRUPT
1.TEMP.SETTINGS
```

These function options will appear one after the other on the display. You can then choose one of these options by pressing **SET** when your desired option appears on the LCD.

You can also move through the function menu options at a faster rate by pressing ► (right arrow). (See page 2-4 to locate this key on your Control Panel.) When you find the option you want, press **SET**.

You can simply press the Level One Function number associated with each option (refer to pages 3-3 through 3-7).

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

Displays for On-screen Programming (OSP)

```
SPEAKER:HIGH
SELECT  ←  →  &  SET
```

When you see the LCD displays, the upper low of LCD will show the currently selected option, and lower low 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 change the setting, and then to press **SET** to store it.

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 the function selections, options, and settings that 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. TEMP. (TEMPORARY) SETTINGS	1. TIMER	Use this for sending documents at a later time.	—	6-8
	2. POLLING	Polling is the process of retrieving faxes from another machine. You can also choose whether you want your polling secured or not. STANDARD/SECURE	STAN-DARD	9-1~7
	3. CALL RESERVE	You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF.	OFF	6-21~22
	4. 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, you should change this setting. AUTO: Default setting is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT: To send very light documents. S. DARK: To send very dark documents.	AUTO	6-3

Level one function	Level two function	Explanation of Options	Factory setting	Page
1. TEMP. (TEMPORARY) SETTINGS	5. RESOLUTION	If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the RESOLUTION key. See page 2-5 #21.) STANDARD/FINE/S. FINE/PHOTO	STAN-DARD	6-15
	6. OVERSEAS MODE	If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF	OFF	6-14
	7. COVERPAGE	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. ON/OFF	OFF	6-16~20
2. CANCEL JOB		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		6-13
3. PRINT REPORTS	See page 12-1 for a list of reports.	You can print several different lists and reports, which are available under function item 3. PRINT REPORTS.		12-1~5
4. SET AUTO DIAL	1. 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. (Max. 40 locations)	—	4-5~6
	2. SPEED-DIAL	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing SPEED DIAL and a two-digit number. (Max. 100 locations)	—	4-7~8
	3. SETUP GROUPS	This is used for setting up a group number used for broadcasting.	—	4-9
5. USER OPTIONS	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive messages with the smoothing enhancement. ON/OFF	ON	7-4
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	LOW	4-1~2

Level one function	Level two function	Explanation of Options	Factory setting	Page
5. USER OPTIONS	3. COVERPG ON/OFF	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. ON/OFF	OFF	6-18
	4. ERROR RE-TX	If you set ERROR RE-TRANSMISSION to ON, the machine automatically resends the page once an error occurs. ON/OFF	OFF	6-23
	5. REDUCTION	You can avoid having your incoming data separated by printing a reduced copy of the incoming document. The reduction methods are AUTO or Fixed ratio: AUTO/100%/93%/87%/75%	AUTO	7-6~7
	6. RCD PAPER	You can select one of 3 sizes of recording paper. The machine will automatically adjust the size of the incoming document or original document so that it fits the paper size you have selected. LETTER/LEGAL/A4	LETTER	7-5
	7. TONER SAVE	You can extend the life of the toner by conserving its use. ON/OFF	OFF	7-8
6. TEL OPTIONS	1. TONE/PULSE	There are two different dial types and you must select the type of signal suitable for your telephone line. TONE/PULSE	TONE	4-1
	2. RING DELAY	The number of rings before the fax machine answers the call when in F/T or AUTO Answer Mode. 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. ON/OFF	ON	6-5~6
	4. SPEAKER VOLUME	You can adjust the speaker volume with this function. OFF/LOW/HIGH	LOW	7-9

Level one function	Level two function	Explanation of Options	Factory setting	Page
6. TEL OPTIONS	5. F/T RING TIME	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds	20	7-3~4
	6. RING VOLUME	The settings are OFF/LOW/HIGH.	HIGH	7-9~10
	7. DISTINCTIVE	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. OFF/ON/SET	OFF	7-15~19
7. SETUP SYSTEM	1. DATE/TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and they will also be printed on outgoing faxes.	01/01/1995 00:00	4-2
	2. DAILY 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 set Timer Transmission in temporary settings.	00:00	6-6~9
	3. INTERVAL	You can select the time interval at which the activity report is printed. 6/12/24 hours, 2/4/7 days, OFF	OFF	12-2
	4. STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. 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. REMOTE CODE	If you enter REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone. ON/OFF	ON *51 (ACT.) #51(DEACT.)	7-11~12
	6. SET COVERPAGE	You can register your own two programmable comments on the Cover Page.	—	6-17
8. SECURITY MENU	1. SET PASSWORD	You can set up the password for receiving documents. ON/PLUS/OFF	OFF	10-2~3
	2. PASSWRD TX	You can send a fax with a four-digit password.	—	10-2

Ch. 3

Level one function	Level two function	Explanation of Options	Factory setting	Page
8. SECURITY MENU	3. RELAY PASSWORD	You can set up the password to receive the relay broadcast request and send broadcast transmissions to the requested destinations.	—	10-5
	4. RELAY BRDCST	You can request and send broadcast transmissions from the relay unit.	—	10-5~6
	5. SETUP C.MAILBX	You can register mailbox number (confidential ID), mailbox passcode (retrieval ID) and the name to use confidential mailbox.	—	10-7
	6. PRINT C.MAILBX	You can print the confidential messages received into your mailbox.	—	10-9
	7. SEND C.MAILBOX	You can send faxes to the confidential mail box of the remote machine.	—	10-10
	8. MAIL RETRIEVAL	You can retrieve confidential message received in your mailbox from the remote Brother machine.	—	10-10~11
9. REMOTE FAX OPT	1. FAX STORAGE	You can store the incoming fax messages in the memory. Then you can use the convenient remote control functions. ON/OFF	OFF	11-1
	2. FAX FWD/ PAGING	You can choose among PAGING, FAX FORWARDING or OFF. PAGING ON will cause the fax machine to page you when it receives a fax message. FAX FORWARDING ON will cause the fax machine to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING	OFF	11-2~5
	3. REMOTE ACCESS	You can register REMOTE ACCESS ID (3 digits) allowing you remotely operate the machine. (Example : Retrieving an incoming fax message)	159✱	11-5~8
0. INTERRUPT	—	You can send a fax without canceling the timer or polled waiting, even if there are documents in the feeder, by "interrupting" it.	—	6-12

Help Key (Advanced)

Press this key whenever you need a quick reference Help List printed. This Help List will tell you how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. When you don't have the owner's manual with you or when you want some information quickly, you can press **HELP** to get a list of basic operating procedures.

How to Print a Help List

Just press **HELP**. You will see the LCD scroll through the available Help Lists. (There are 11 available lists as shown below.) To print a list, you can wait until the list you want appears on the display and press **SET**, or you can just go ahead and press a number **0-9**, ✳ for to the list you want. Finally, you will see "PRESS START KEY" on the display, so press **START** and the list will be printed.

Press **HELP**

```
HELP LIST TYPE
ENTER NO. & SET
```

```
HELP:✳.GENERAL
HELP:1.TEMP SET
```

```
HELP:1.TEMP SET
HELP:2.CANCEL
```

```
HELP:2.CANCEL
HELP:3.PRINT REP
```

```
HELP:3.PRINT REP
HELP:4.AUTO DIAL
```

Left arrow sequence

```
HELP:4.AUTO DIAL
HELP:5.USER OPTN
```

Right arrow or auto scroll sequence

```
HELP:5.USER OPTN
HELP:6.TEL OPTN
```

```
HELP:6.TEL OPTN
HELP:7.SETUP SYS
```

```
HELP:7.SETUP SYS
HELP:8.SECURITY
```

```
HELP:8.SECURITY
HELP:9.RMOTE FAX
```

```
HELP:9.RMOTE FAX
HELP:0.INTERRUPT
```

```
HELP:0.INTERRUPT
HELP:✳.GENERAL
```
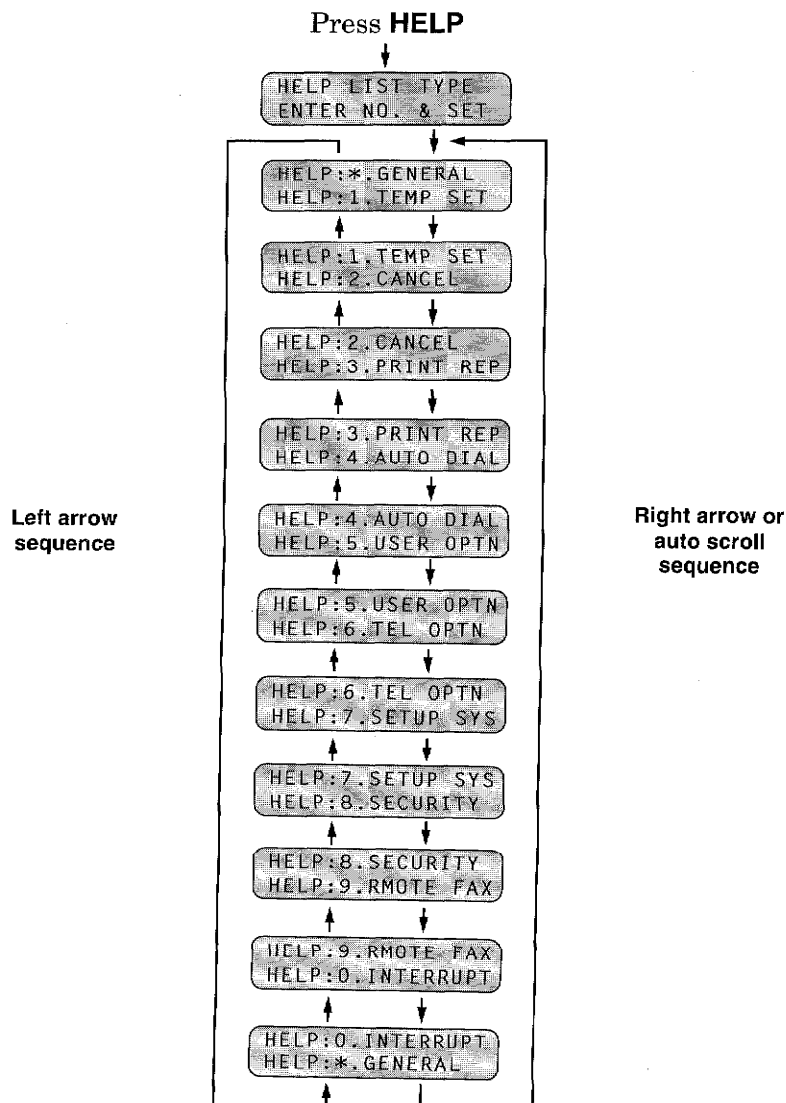
- **Example One (How to get help on general instructions)**

  If you choose to print the "HELP:*.GENERAL" Help List, you will get the following print out, which shows you a chart of the functions and some basic steps for operating the fax machine.

```
*************** HELP LIST ***************
```

\<STEPS FOR KEY FUNCTIONS>	\<FUNCTION SELECTION CHART>

```
<STEPS FOR KEY FUNCTIONS>        <FUNCTION SELECTION CHART>

1)PRESS FUNCTION            LEVEL ONE        LEVEL TWO       OPTIONS
   [       ]                1.TEMP SETTINGS---1.TIMER
                                            2.POLLING       (STANDARD/SECURE)
2)SELECT A LEVEL ONE FUNCTION                3.CALL RESERVE  (ON/OFF)
   BY PRESSING NUMBER KEY   (   )            4.CONTRAST      (AUTO/S.LIGHT/S.DARK)
   (FROM THE SELECTION                       5.RESOLUTION    (STD/FINE/S.FINE/PHOTO)
   CHART ON THE RIGHT)                       6.OVERSEAS MODE (ON/OFF)
                                            7.COVERPAGE     (ON/OFF)
3)SELECT A LEVEL TWO FUNCTION
   BY PRESSING NUMBER KEY   (   )   2.CANCEL JOB

                                   3.PRINT REPORTS---1.ACT.REPORT
4)SELECT THE DESIRED SETTING                      2.ALL DIAL
   USING THE ARROW KEYS                           3.TEL.INDEX
   |___|  |___|                                   4.COVERPAGE
     ←      →                                     5.CALL BACK MSG
                                                  6.USER OPTIONS
5)PRESS SET                                       7.XMIT REPORT    (ON/OFF)
   [     ]                                        8.MEMORY STATUS
                                                  9.PRT MBOX REPRT
6)PRESS STOP TO EXIT
   [     ]                          4.SET AUTO DIAL---1.ONE-TOUCH DIAL
                                                   2.SPEED-DIAL
NOTE:                                              3.SETUP GROUPS
  MAKE SURE YOU FIRST SET
  TONE/PULSE(FUNCTION 6-1),         5.USER OPTIONS ---1.SMOOTHING      (ON/OFF)
  DATE/TIME(FUNCTION 7-1) AND                     2.BEEPER         (OFF/LOW/HIGH)
  STATION ID(FUNCTION 7-4).                       3.COVERPG ON/OFF (ON/OFF)
                                                  4.ERROR RE-TX    (ON/OFF)
                                                  5.REDUCTION      (AUTO/100%/93%/87%/75%)
                                                  6.RCD PAPER      (LETTER/LEGAL/A4)
                                                  7.TONER SAVE     (ON/OFF)

                                    6.TEL OPTIONS  ---1.TONE/PULSE     (TONE/PULSE)
                                                   2.RING DELAY     (0/1/2/3/4)
                                                   3.AUTO REDIAL    (ON/OFF)
                                                   4.SPEAKER VOLUME (OFF/LOW/HIGH)
                                                   5.F/T RING TIME  (10/20/30/60)
                                                   6.RING VOLUME    (OFF/LOW/HIGH)
                                                   7.DISTINCTIVE    (OFF/ON/SET)

                                    7.SETUP SYSTEM ---1.DATE/TIME
                                                   2.DAILY TIMER
                                                   3.INTERVAL       (OFF/6H/12H/24H/2D/4D/7D)
                                                   4.STATION ID     (FAX/TEL/NAME)
                                                   5.REMOTE CODE    (ON/OFF,SET CODE)
                                                   6.SET COVERPAGE

                                    8.SECURITY MENU---1.SET PASSWORD  (ON/PLUS/OFF)
                                                   2.PASSWORD TX
                                                   3.RELAY PASSWORD
                                                   4.RELAY BRDCST
                                                   5.SETUP C.MAILBX
                                                   6.PRINT C.MAILBX
                                                   7.SEND C.MAILBOX
                                                   8.MAIL RETRIEVAL

                                    9.REMOTE FAX OPT--1.FAX STORAGE    (ON/OFF)
                                                   2.FAX FWD/PAGING (OFF/FAX FORWARD/PAGING)
                                                   3.REMOTE ACCESS

                                    0.INTERRUPT
```

```
******************** EXAMPLE ************************
```

```
<STORING ONE-TOUCH>
                    ONE TOUCH  NUMBER   SET   ALPHA   SET
FUNCTION                       KEYS           KEYS
[    ] → (4) → (1) →  [  ]  → (  ) → [   ] → (  ) → [   ]
                             TO ENTER        TO ENTER
                             PHONE #         NAME
```

```
<SENDING A FAX (AUTO)>
        NUMBER              SPEED
INSERT  KEYS     ONE-TOUCH  DIAL    START
[↓] → (  )   OR   [  ]   OR  [ ]  → [   ]
                            +
DOCUMENT  TO               TWO
        DIAL              DIGITS
                          (  )
```

```
<PRINTING A LIST/REPORT>
           NUMBER    START
FUNCTION   KEY
[    ] → (3) → (  )  →  [   ]
        TO SELECT
        REPORT TYPE
```

\<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.

• **Example Two (How to get help on using a function)**
If you choose to print a Help List for a specific function (Help Lists 0-9), you will get a printout that briefly explains a function.

Example: If you select 4, ("HELP:4. AUTO DIAL") you will get a printout as follows:

```
*************** HELP LIST ***************
```

LEVEL ONE FUNCTION	LEVEL TWO FUNCTION	EXPLANATION OF OPTIONS	OPTIONS	FACTORY SETTING
4.SET AUTO DIAL	1.ONE-TOUCH DIAL	ALLOWS YOU TO DIAL AUTOMATICALLY BY STORING TELEPHONE OR FAX NUMBERS IN ONE-TOUCH KEYS. YOU CAN ALSO STORE NAMES WITH THE NUMBERS.		
	2.SPEED-DIAL	SPEED-DIAL IS TWO-DIGIT NUMBER FROM 01 TO 00. SPEED + TWO DIGITS NUMBER ALLOWS YOU TO DIAL AUTOMATICALLY BY STORING TELEPHONE OR FAX NUMBERS. YOU CAN ALSO STORE NAMES WITH THE NUMBERS.		
	3.SETUP GROUPS	ALLOWS YOU TO ASSIGN A ONE-TOUCH KEY AS A GROUP(S) OF STORED FAX NUMBERS (UP TO 6 GROUPS) FOR BROADCASTING THE SAME DOCUMENT.		

`<STORING ONE-TOUCH>`

FUNCTION → PRESS (4) → PRESS (1) → ONE-TOUCH KEY □ (01 - 40) → NUMBER KEYS ◯ (TO ENTER PHONE #) → SET → ALPHA KEYS ◯ (TO ENTER NAME) → SET →

→ ARROW KEYS ⬅ ➡ (TO SELECT DIAL TYPE) → SET (TO SELECT OPTION) → STOP (TO EXIT FROM FUNCTION)

`<STORING SPEED DIAL>`

FUNCTION → PRESS (4) → PRESS (2) → SPEED DIAL NUMBERS (01 - 00) → NUMBER KEYS ◯ (TO ENTER PHONE #) → SET → ALPHA KEYS ◯ (TO ENTER NAME) → SET →

→ ARROW KEYS ⬅ ➡ (TO SELECT DIAL TYPE) → SET (TO SELECT OPTION) → STOP (TO EXIT FROM FUNCTION)

`<STORING GROUPS>`

FUNCTION → PRESS (4) → PRESS (3) → ONE-TOUCH KEY □ (01 - 40 TO SELECT ONE-TOUCH KEY USED AS A GROUP) → NUMBER KEY ◯ (TO ENTER GROUP # 1-6) → ONE-TOUCH KEY □ (01 - 40) OR SPEED DIAL + TWO DIGITS ◯ →

→ SET → ALPHA KEYS ◯ (TO ENTER NAME) → SET → STOP (TO EXIT FROM FUNCTION)

Helpful Hints   An easy way to remember how to get help on using the functions is to access the function first and then press **HELP**. For example, if you want to get information on how to use the Auto Dial function, (as above), press **FUNCTION**, number **4** and then **HELP**.

• **Example Three (How to get a list of available functions)**
Press **FUNCTION** and you will see the Level 1 Function Menu scroll on the display. Press **HELP** and you will get a printout of the available functions.

```
*************** HELP LIST ***************
<STEPS FOR KEY FUNCTIONS>          <FUNCTION SELECTION CHART>
1)PRESS FUNCTION          LEVEL ONE       LEVEL TWO        OPTIONS
  [      ]                1.TEMP.SETTINGS---1.TIMER
                                          2.POLLING        (STANDARD/SECURE)
                                          3.CALL RESERVE   (ON/OFF)
2)SELECT A LEVEL ONE FUNCTION             4.CONTRAST       (AUTO/S.LIGHT/S.DARK)
  BY PRESSING NUMBER KEY                  5.RESOLUTION     (STD/FINE/S.FINE/PHOTO)
  (FROM THE SELECTION   ( )               6.OVERSEAS MODE  (ON/OFF)
  CHART ON THE RIGHT)                     7.COVERPAGE      (ON/OFF)

3)SELECT A LEVEL TWO FUNCTION  2.CANCEL JOB
  BY PRESSING NUMBER KEY ( )
                               3.PRINT REPORTS---1.ACT.REPORT
                                          2.ALL DIAL
                                          3.TEL.INDEX
4)SELECT THE DESIRED SETTING              4.COVERPAGE
  USING THE ARROW KEYS                    5.CALL BACK MSG
  [   ]  [   ]                            6.USER OPTIONS
   <-    ->                               7.XMIT REPORT    (ON/OFF)
                                          8.MEMORY STATUS
5)PRESS SET                               9.PRI MBOX REPRI
  [   ]
                               4.SET AUTO DIAL---1.ONE-TOUCH DIAL
6)PRESS STOP TO EXIT                      2.SPEED-DIAL
  [   ]                                   3.SETUP GROUPS

NOTE:                          5.USER OPTIONS ---1.SMOOTHING      (ON/OFF)
  MAKE SURE YOU FIRST SET                 2.BEEPER          (OFF/LOW/HIGH)
  TONE/PULSE(FUNCTION 6-1),               3.COVERPG ON/OFF  (ON/OFF)
  DATE/TIME(FUNCTION 7-1) AND             4.ERROR RE-TX     (ON/OFF)
  STATION ID(FUNCTION 7-4).               5.REDUCTION       (AUTO/100%/93%/87%/75%)
                                          6.RCD PAPER       (LETTER/LEGAL/A4)
                                          7.TONER SAVE      (ON/OFF)

                               6.TEL OPTIONS ---1.TONE/PULSE      (TONE/PULSE)
                                          2.RING DELAY      (0/1/2/3/4)
                                          3.AUTO REDIAL     (ON/OFF)
                                          4.SPEAKER VOLUME  (OFF/LOW/HIGH)
                                          5.F/T RING TIME   (10/20/30/60)
                                          6.RING VOLUME     (OFF/LOW/HIGH)
                                          7.DISTINCTIVE     (OFF/ON/SET)

                               7.SETUP SYSTEM ---1.DATE/TIME
                                          2.DAILY TIMER
                                          3.INTERVAL        (OFF/6H/12H/24H/2D/4D/7D)
                                          4.STATION ID      (FAX/TEL/NAME)
                                          5.REMOTE CODE     (ON/OFF,SET CODE)
                                          6.SET COVERPAGE

                               8.SECURITY MENU---1.SET PASSWORD   (ON/PLUS/OFF)
                                          2.PASSWORD TX
                                          3.RELAY PASSWORD
                                          4.RELAY BRDCST
                                          5.SETUP C.MAILBX
                                          6.PRINT C.MAILBX
                                          7.SEND C.MAILBOX
                                          8.MAIL RETRIEVAL

                               9.REMOTE FAX OPT--1.FAX STORAGE    (ON/OFF)
                                          2.FAX FWD/PAGING  (OFF/FAX FORWARD/PAGING)
                                          3.REMOTE ACCESS

                               0.INTERRUPT
```

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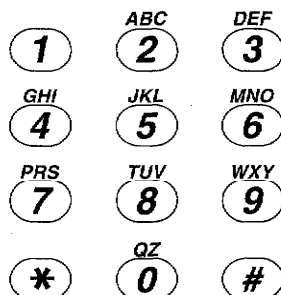
By pressing the appropriate number key the correct number of times, you can access the character you want. When you are making certain settings, such as the Station ID, you need to enter text into your fax machine.

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 below.

KEYS TO BE PRESSED

STATUS OF LCD DISPLAY

> NAME:
> ENTER & SET

1. Press **2** twice to enter the letter **B**.

> NAME:B
> ENTER & SET

2. Press **7** twice to enter the letter **R**.

> NAME:BR
> ENTER & SET

3. Press **SET**.

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. When you reach the letter, you can enter a new one in it's 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 need to 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 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	**STATUS OF LCD DISPLAY**
	NAME:JAMES _ ENTER & SET
1. Press * to show a list of characters.	NAME:JAMES MARK- _!"#$%&'()*
2. Press *, *, *, *, *, * (6 times).	NAME:JAMES & MARK- !"#$%&'()*
3. Press ▶ (right arrow).	NAME:JAMES &_ ENTER & SET

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	STATUS OF LCD DISPLAY
	01/01/1995 00:00 INSERT DOCUMENT
1. Press **FUNCTION**. You will see scrolling options on the display. You can choose one.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **1**. After two seconds you will be automatically prompted to select pulse or tone.	1.TONE/PULSE STOP TO CANCEL
	DIALING:TONE SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to find the dialing mode that matches your telephone line. Example: PULSE.	DIALING:PULSE SELECT ← → & SET
5. Press **SET**.	1.TONE/PULSE 2.RING DELAY
6. Press **STOP** to return to the date and time.	

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.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY

```
01/01/1995  00:00
INSERT  DOCUMENT
```

1. Press **FUNCTION**.

```
1.TEMP.SETTINGS
2.CANCEL  JOB
```

2. Press **5**.

```
5.USER  OPTIONS
STOP  TO  CANCEL
```

3. Press **2**.

```
2.BEEPER
STOP  TO  CANCEL
```

```
BEEPER:LOW
SELECT  ←  →  &  SET
```

4. Press ◄ (left arrow) or ► (right
   arrow) until you get the setting you
   want.
   Example: OFF.

```
BEEPER:OFF
SELECT  ←  →  &  SET
```

5. Press **SET**.

```
2.BEEPER
3.COVERPG  ON/OFF
```

6. Press **STOP** to return to the date and
   time.

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	STATUS OF LCD DISPLAY

```
01/01/1995  00:00
INSERT  DOCUMENT
```

1. Press **FUNCTION**.

```
1.TEMP.SETTINGS
2.CANCEL  JOB
```

2. Press **7**.

```
7.SETUP  SYSTEM
STOP  TO  CANCEL
```

3. Press **1**.

```
1.DATE/TIME
STOP  TO  CANCEL
```

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

4. Enter the last two digits of the year.
   Example: **94**.

```
YEAR  :  94
ENTER  &  SET
```

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

5. Enter two digits for the month. (JAN = 01, OCT = 10, etc.)
Example: **09**.

```
MONTH : 09
ENTER & SET
```
```
DAY : XX
ENTER & SET
```

6. Enter two digits for the day.
Example: **12**.

```
DAY : 12
ENTER & SET
```
```
TIME : XX:XX
ENTER & SET
```

7. Enter the time in 24-hour format.
Example: **15:25** (3:25 P.M.).

```
TIME : 15:25
ENTER & SET
```

8. Wait for two seconds.

```
1.DATE/TIME
2.DAILY TIMER
```

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

```
09/12/1994 15:25
INSERT DOCUMENT
```

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	STATUS OF LCD DISPLAY

```
09/12/1994 15:25
INSERT DOCUMENT
```

1. Press **FUNCTION**.

```
1.TEMP.SETTINGS
2.CANCEL JOB
```

2. Press **7**.

```
7.SETUP SYSTEM
STOP TO CANCEL
```

3. Press **4**.
You will then be prompted to enter your fax number.

```
4.STATION ID
STOP TO CANCEL
```
```
FAX:_
ENTER & SET
```

4. Enter your fax number (up to 20 digits).
Example: **4155554444**.

```
FAX:4155554444_
ENTER & SET
```

5. Press **SET**.
You will now be prompted to enter your telephone number.

```
TEL:_
ENTER & SET
```

6. 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**.

```
TEL:4155554445_
ENTER & SET
```

7. Press **SET**.
You will be prompted to enter your name or company's name.

```
NAME:_
ENTER & SET
```

8. Enter your name by using the number keys (up to 20 characters).
Example: **BROTHER**.
Refer to the section "How to Enter Text in Function Mode" on pages 3-13~14.

```
NAME:BROTHER
ENTER & SET
```

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

```
4.STATION ID
5.REMOTE CODE
```

10. Press **STOP** to return to the 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.

4. If Station ID has already been programmed, then after Step 3 the name will be displayed with the prompt "1" to change "2" to exit. Press "1" if you need to change any information. Pressing "2" to exit will take you out of the function.

NOTICE

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

In order to program this information into your fax machine, you should complete the steps on 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 40 numbers. To use 21 to 40, you need to press **SHIFT**. For example, One-Touch location "21" is accessed by pressing **SHIFT**+One-Touch "01" simultaneously. Here is how to store a telephone number as a One-Touch dial number (See page 2-3) :

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **4**.	4.SET AUTO DIAL STOP TO CANCEL
3. Press **1**.	1.ONE-TOUCH DIAL STOP TO CANCEL
	ONE-TOUCH DIAL SELECT ONE-TOUCH
4. Press the **One-Touch** key you want to use to store a number. Example: **One - Touch 05**. The One-Touch keys are <u>not</u> the number keys.	*05: ENTER & SET
5. Enter a number (up to 20 digits). Example: **14155551212**.	*05:14155551212_ ENTER & SET
6. Press **SET**. You then will be prompted to enter the name or company associated with this number.	NAME: ENTER & SET
7. Enter the name by using the number keys (up to 15 characters). Example: **NJ OFFICE**. (See pages 3-12~13 for how to enter text.)	NAME:NJ OFFICE_ ENTER & SET
8. Press **SET**.	TYPE:FAX SELECT ← → & SET
9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◄ (left arrow) or ► (right arrow) to display the type you want. (See For Your Information on page 4-6.) Example: FAX.	TYPE:FAX SELECT ← → & SET

10. Press **SET**.

```
ONE-TOUCH DIAL
SELECT ONE-TOUCH
```

11. Return to step 4 to enter another number, or press **STOP** to return to the date and time.

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

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 step 9 on 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 <u>NOT</u> send a cover page because your credit card number will be on it.

Storing Speed-Dial Numbers

When you store a phone or fax number as a Speed-Dial number, you need to enter **a two-digit number**, from 01 to 00 using the number keys. For example, you cannot enter "5". You need to enter "05". You can store as many as 100 numbers as Speed-Dial numbers.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **4**.	4.SET AUTO DIAL STOP TO CANCEL
3. Press **2**.	2.SPEED-DIAL STOP TO CANCEL
	SPEED-DIAL? #_ ENTER & SET
4. Use the number keys to enter a two-digit number. Example: **05**.	SPEED-DIAL? #05 ENTER & SET
	#05:_ ENTER & SET
5. Enter the number (up to 20 digits). Example: **5555151**.	#05:5555151_ ENTER & SET
6. Press **SET**. You then will be prompted to enter the name or company associated with this number.	NAME:_ ENTER & SET
7. Use the number keys to enter a name (up to 15 characters). Example: **MANCHESTER**. (See pages 3-13~14 for entering text.)	NAME:MANCHESTER ENTER & SET
8. Press **SET**.	TYPE:FAX SELECT ← → & SET
9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◄ (left arrow) or ► (right arrow) to display the type you want. Example: TEL.	TYPE:TEL SELECT ← → & SET

Ch. 4

10. Press **SET**.

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

11. You are ready to enter another Speed-Dial number, or press **STOP** to return to the date and time.

Helpful Hints

1. Print the All Dial List to make sure you have stored the correct numbers. (See page 12-3~4.) This list will contain the type of number: FAX, TEL, F/T, or CHAIN.

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 4 on Page 4-4, 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 number you chose is not assigned.

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

```
*05:NJ OFFICE
1.CHANGE   2.EXIT
```

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 date and time information 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. However, the data stored in the memory such as Out-of-Paper Received and Memory Transmission will be lost after the power is disconnected.

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 access an outside line.

Setting Up Number Groups

Number Group allows you to send the same fax message to many fax numbers by pressing only one One-Touch key. (Broadcasting.) You must store each fax number first as a One-Touch or Speed-Dial number. Then you can combine them into a Group.

You can have up to 6 Groups and can assign up to 139 numbers for each Group. They can have a name up to 15 characters long.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **4**.	4.SET AUTO DIAL STOP TO CANCEL
3. Press **3**.	3.SETUP GROUPS STOP TO CANCEL
	SETUP GROUPS SELECT ONE-TOUCH
4. Press one of the One-Touch keys to be the stored group number. Example: select "One-Touch 1" as a group.	SETUP GROUP:G0 ENTER & SET
5. After two seconds enter the group number by using the number keys. Example: **1**.	SETUP GROUP:G01 ENTER & SET
	G01: ENTER & SET
6. Enter the One-Touch or Speed-Dial numbers in this group. - Use the # key to identify Speed-Dial numbers and the ✱ key for One-Touch numbers.	G01:#03#05✱02_ ABC COMPANY
7. Press **SET**.	NAME:_ ENTER & SET
8. Enter the group's name. Example: **ALL BROTHER**.	NAME:ALL BROTHER ENTER & SET
9. Press **SET**.	3.SETUP GROUPS 1.ONE-TOUCH DIAL
10. Press **STOP** to return to date and time.	

Helpful Hints   You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be listed under One-Touch numbers. (See page 12-3~4.)

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 a 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 a 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 a dial tone, press **SPEED 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 **REDIAL / PAUSE** 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.

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **TEL-INDEX**.	TEL.INDEX ENTER CHARACTER
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.	NJ OFFICE SELECT & START
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.	

6. SENDING FAXES

A) DOCUMENT BASICS

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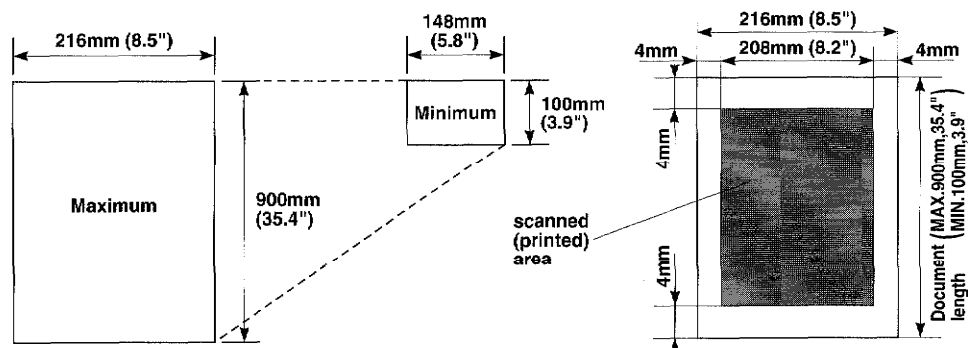
The size of the documents you want to send by fax should not be larger (or smaller) than your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 100 and 900 mm (3.9 and 35.4 inches) long.

The maximum width of the scanned area is 208 mm (8.2 inches), which can be printed on the recording paper of the recepient's fax.

How to Insert 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.
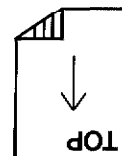
NOTICE

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.
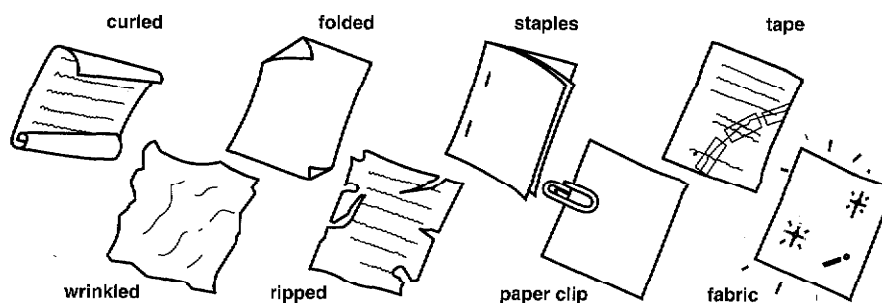
The Auto Document Feeder (ADF)

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 (2.8×10^{-3} to 4.7×10^{-3} inches).
             For multiple sheets: 0.07 to 0.10 mm (2.8×10^{-3} to 3.9×10^{-3} inches).

Weight: For one sheet: 52 to 85 g/m^2 (0.07×10^{-3} to 0.121×10^{-3} lbs/inch^2).
             For multiple sheets: 52 to 80 g/m^2 (0.07×10^{-3} to 0.114×10^{-3} lbs/inch^2).

As a reference, please note that the paper on which this is printed has the following thickness and weight:
Thickness: 0.10mm (3.9×10^{-3} inches)
Weight: 80g/m^2 (0.114×10^{-3} lbs/inch^2)

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 a Fax

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 **RESOLUTION** key. (◯ means light off. ☀ means light on.)

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

FINE   ☀ FINE   The FINE resolution is an ideal setting to use if you want to send
               ├ PHOTO   documents that have small print. When the FINE setting is on,
               ◯ S.FINE   the FINE light will be lit.
                               Transmission speed is slower than STANDARD.

SUPERFINE ◯ FINE   The SUPERFINE resolution is a good setting to use for documents
               ├ PHOTO   with very small print or artwork. When the SUPERFINE setting
               ☀ S.FINE   is on, the S. FINE light will be lit.
                                Transmission speed is slower than FINE.
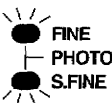
PHOTO   ☀ FINE   The PHOTO resolution is ideal for sending documents that have
               ├ PHOTO   varying shades of gray, such as photographs. The PHOTO setting
               ☀ S.FINE   is on when both lights are lit.
                                Transmission speed is slower than FINE.

To set different resolutions for each page, refer to "Multiple Resolution Transmission" on page 6-15.

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents face down into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
4. Press **4**. After two seconds you will be automatically prompted to select the settings.	4.CONTRAST STOP TO CANCEL CONTRAST:AUTO SELECT ← → & SET
5. Use ◄ (left arrow) or ► (right arrow) to select one of the settings, AUTO, S.LIGIIT, or S. DARK. Example: S.LIGHT.	CONTRAST:S.LIGHT SELECT ← → & SET
6. Press **SET**.	4.CONTRAST 5.RESOLUTION
7. Press **STOP** to exit.	FAX: NO. & START COPY: PRESS COPY

Then start the fax sending operation (see page 6-4) or copy (see page 8-1).

B) BASIC FAX TRANSMISSIONS

FOR YOUR INFORMATION

Sending a Fax

There are 3 basic ways of sending a fax:

1) Manual transmission:

   You can talk or listen to the other party before you send a fax by picking up the handset and dialing the number. After the other party has finished talking and has pushed its **START** button, you will be able to send your fax by pressing your **START** key and putting the handset back down in its cradle. (If you call and all you hear is the chirping sound of a fax machine, you can go ahead and press your **START** key, and then put down the handset.)

2) Automatic transmission:

   You can send a fax without picking up the handset or without pressing **HOOK** by dialing the fax number and then pressing **START**.

   a. One-Touch Dialing
      Press one of the One-Touch keys. (The numbers must be stored beforehand. See page 4-5.) Then press **START**.

   b. Speed-Dialing
      Press **SPEED DIAL**, then use the number keys to enter a two-digit number. For example, press "05" for 5. (The numbers must be stored beforehand. See page 4-7.) Then press **START**.

   c. Telephone Index
      You can use the Tel-Index to make telephone or fax calls.(See page 5-2.)

3) Timer transmission:

   It is possible to send documents at a later time by using the TIMER function. (See page 6-8.)

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.

Sending a Fax Automatically

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents face down into the feeder.	FAX: NO. & START COPY: PRESS COPY

2. Enter a fax number.
   Example: One-Touch dialing.

```
*05
NJ OFFICE
```

3. Press **START**.

```
NJ OFFICE
DIALING
```

```
NJ OFFICE
SENDING      P.01
```

Sending a Fax Manually

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY

```
09/12/1994 15:25
INSERT DOCUMENT
```

1. Insert the documents face down into the feeder.

```
FAX: NO. & START
COPY: PRESS COPY
```

2. Pick up the handset or press **HOOK** and listen for the dial tone.

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

3. Enter the fax number.
   You can use manual dialing, One-Touch dialing, Speed Dialing, or Tel-Index.

```
*05
NJ OFFICE
```

4. When you hear a fax tone, press **START**.
   Your fax machine will begin sending the documents.

```
NJ OFFICE
SENDING
```

5. Return the handset to its cradle, if you did not use **HOOK**.

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 to re-dial, "automatic" and "manual." Automatic redialing 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 minutes intervals before giving up. Whether the setting is on or off, the fax machine will re-dial the last dialed number when you press **REDIAL/PAUSE** (manual re-dialing).

Setting the Auto Re-dial

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY

```
09/12/1994  15:25
INSERT DOCUMENT
```

1. Press **FUNCTION**.

```
1.TEMP.SETTINGS
2.CANCEL JOB
```

2. Press **6**.

```
6.TEL OPTIONS
STOP TO CANCEL
```

3. Press **3**.

```
3.AUTO REDIAL
STOP TO CANCEL
```

4. Use ◄ (left arrow) or ► (right arrow) to turn the auto re-dial function ON or OFF.
   Example:OFF.

```
AUTO REDIAL:ON
SELECT ← → & SET
```

```
AUTO REDIAL:OFF
SELECT ← → & SET
```

5. Press **SET**.

```
3.AUTO REDIAL
4.SPEAKER VOLUME
```

6. Press **STOP** to exit.

FOR YOUR INFORMATION

Possible Settings When You Send a Fax Manually

- Resolution (See page 6-2, 6-15.)
- Cover Page (See page 6-18.)
- Call Reservation (See page 6-21.)
- Contrast (See page 6-3.)
- Overseas Mode (See page 6-14.)

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.

Transmission Date and Time	Station ID	Page Number

```
09/12/1994  15:25  4155554444     BROTHER     PAGE 01
```
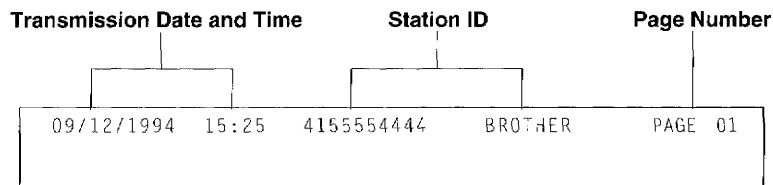
C) ADVANCED FAX TRANSMISSIONS

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

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 Super Quick-Scan in order to get your original documents quickly before transmission.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **SUPER Q.SCAN**. The display indicates how much memory is available.	MEMORY 100% ENTER No & START
3. Enter the fax number.	*05 NJ OFFICE
4. Press **START** to begin scanning the documents into memory. Once completed, the fax machine will dial the destination.	MEMORY 100%

FOR YOUR INFORMATION

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

If the memory becomes full when scanning page one, the display showes "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.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **SUPER Q.SCAN** if you use memory transmission, or not you can send your fax normally.	MEMORY 100% ENTER No & START
3. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
4. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
5. Press **1**.	1.TIMER STOP TO CANCEL
6. Enter the time in 24-hour format using the number keys. Example: **19:45** (7:45 P.M.).	SET TIME=00:00 ENTER & SET SET TIME=19:45 ENTER & SET
7. Wait for two seconds.	1.TIMER 2.POLLING
8. Press **STOP**.	MEMORY 100% ENTER No & START
9. Enter the fax number.	*05 NJ OFFICE
10. Press **START**. The fax machine waits until the specified time to call.	MEMORY 100% 09/12/1994 15:25 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. The setting will stay the same until you change it. So you can use it everyday, or only on days when you want to.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **7**.	7.SETUP SYSTEM STOP TO CANCEL
3. Press **2**.	2.DAILY TIMER STOP TO CANCEL
4. Enter the time in 24-hour format using the number keys. Example: **19:45** (7:45 P.M.).	TIME : 00:00 ENTER & SET
	TIME : 19:45 ENTER & SET
5. Wait for two seconds, press **STOP** to exit.	

Broadcasting

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 140 different locations at once.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **SUPER Q.SCAN**.	MEMORY 100% ENTER No & START
3. Enter the One-Touch, Speed-Dial, or group number, one after the other. Example: Group number.	G01 ALL BROTHER

4. Press **START** and the fax machine will read the documents into memory, and then start sending faxes to all the numbers you entered.

```
MEMORY          100%

NJ OFFICE
DIALING

NJ 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 140 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 6-7.)

Helpful Hints   * Use the Telephone Index to help you choose the numbers you want to broadcast to. (See page 5-2.)

  * After transmission is completed, a Broadcast Report will be printed automatically to let you know the result of transmission.

Sending by Multi-Transmission

Use multi-transmission for sending several different faxes to several distinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

This is not to be confused with Broadcasting, which is sending one document(s) to many destinations.

If you desire, you can combine this function with broadcasting so that you can fax different documents to different lists of people at the same time. To do this, you store various sets of documents in memory. Then, for example, you can automatically fax "Document A" to one list of people and "Document B" to another list of people. You can preset 3 different documents including timer transmission in memory.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY

```
09/12/1994 15:25
INSERT DOCUMENT
```

1. Insert "Document A" into the feeder.

```
FAX: NO. & START
COPY: PRESS COPY
```

2. Press **SHIFT + SUPER Q.SCAN** together to send by multiple transmission.
   The display shows remaining memory.

```
MULTI TX    100%
ENTER No & START
```

3. Enter the fax number. (Or a series of numbers if you are broadcasting.)

```
*05
NJ OFFICE
```

4. Press **START** to start scanning documents.

```
MULTI TX    100%
```
```
09/12/1994 15:27
INSERT DOCUMENT
```

5. Insert "Document B" whithin 30 seconds after "Document A" has been scanned. (After 30 seconds if there are no further documents, the fax machine starts sending what it has.)

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

6. Repeat the step 1, 2, 3, 4 for the third document.

```
MULTI TX    70%
```

7. After 30 seconds, your fax machine will start sending them in scanned order.

```
NJ OFFICE
DIALING
```

After scanning documents, your fax machine will start sending them in scanned order.

Helpful Hints   1. If you press only **SUPER Q.SCAN** instead of **SHIFT + SUPER Q.SCAN** for the last document, your fax machine will start dialing without waiting for 30 seconds.

2. Multi-transmission is available for up to three destinations, however the total number includes Timer transmissions. If you set one timer transmission, multi transmission is available for two destinations.

Interrupting the Timer and Polled Job

You can send a fax without canceling the timer (see page 6-8) 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 or polled waiting.
Example: TIMER WAITING with a document in the feeder.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 TIMER WAITING
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **0**.	0.INTERRUPT STOP TO CANCEL
3. Wait for two seconds.	INTERRUPT REMOVE DOCUMENT
4. Remove documents from the fax machine.	INTERRUPT INSERT DOCUMENT
5. Place the "new" documents into the feeder.	FAX OR COPY FUNC 0 TO RESET
6. Enter the new number to send the documents to, then press **START**.	NJ OFFICE DIALING
	NJ OFFICE SENDING P.01
7. After the transmission is finished, place the "old" documents back into the feeder.	INTERRUPT INSERT DOCUMENT
	FAX OR COPY FUNC 0 TO RESET
8. Press **FUNCTION** and **0** to restore the timer.	0.INTERRUPT PRESS SET
	09/12/1994 15:25 TIMER WAITING

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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 6-8) from your fax machine.

Example: TIMER WAITING with documents in the feeder.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 TIMER WAITING
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **2**. Any waiting jobs that have been set up will appear in the display. If no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.	2.CANCEL JOB STOP TO CANCEL 19:45 NJ OFFIC SELECT ← → & SET
3. Use ◄ (left arrow) or ► (right arrow) to select the job you wish to cancel.	19:45 NJ OFFIC SELECT ← → & SET
4. Press **SET**.	19:45 NJ OFFIC 1.CLEAR 2.EXIT
5. 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.	
6. To cancel the next job, press **1** again. To exit, simply press **2**.	

D) 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	STATUS OF LCD DISPLAY
	`09/12/1994 15:25` `INSERT DOCUMENT`
1. Insert the documents into the feeder.	`FAX: NO. & START` `COPY: PRESS COPY`
2. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
3. Press **1**.	`1.TEMP.SETTINGS` `STOP TO CANCEL`
4. Press **6**.	`6.OVERSEAS MODE` `STOP TO CANCEL`
	`OVERSEAS:OFF` `SELECT ← → & SET`
5. Press ◄ (left arrow) or ► (right arrow) to switch to ON.	`OVERSEAS:ON` `SELECT ← → & SET`
6. Press **SET**.	`6.OVERSEAS MODE` `7.COVERPAGE`
7. Press **STOP** to exit.	`ENTER FAX NO.` `PRESS START KEY`

8. Then start the fax sending operation. (See page 6-4.)

   After sending your fax, the overseas mode will switch itself OFF.

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 **RESOLUTION**. Once you set the resolution, all the pages will be sent at the same resolution. However, there may be times when you want to send some pages at one 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 better to specify the resolution for each page to minimize transmission time. This is made possible by using the 1.TEMP. SETTINGS function.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
4. Press **5**.	5.RESOLUTION STOP TO CANCEL
	PAGE 01:STANDARD SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) to find the resolution you want for the first page of your documents. Example: FINE.	PAGE 01:FINE SELECT ← → & SET
6. Press **SET**. Return to step 5 for setting the resolution for page 2 and the following pages.	PAGE 02:FINE SELECT ← → & SET
7. When you finish setting the resolution for all your pages, press **STOP**.	FAX: NO. & START COPY: PRESS COPY
8. Enter the fax number.	
9. Press **START**.	

The resolution will revert to STANDARD after the documents have been sent.

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:14155551212


FROM:      BROTHER                                ────── (2)
           FAX: 4155554444
           TEL: 4155554445

           03 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. When Cover Page is sent each time by using the automatic settings (see page 6-18), the number of pages will be left blank.

(4) Your comments. You may customize the comments.

FOR YOUR INFORMATION

The Comments Selection 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 enter yourself. (For more information see below "Customizing Your Cover Page Comment".)

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

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Customizing Your Cover Page Comment

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

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **7**.	7.SETUP SYSTEM STOP TO CANCEL
3. Press **6**.	6.SET COVERPAGE STOP TO CANCEL
	5. SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select 5 or 6 where you wish to store a comment. Example: 5.	5. SELECT ← → & SET
5. Press **SET**.	5. ENTER & SET
6. Enter your customized comment by using the number keys (up to 27 characters). (See page 3-12–13 for more details.) Example: **TOP SECRET**.	5.TOP SECRET ENTER & SET
7. Press **SET**.	6.SET COVERPAGE 1.DATE/TIME
8. Press **STOP** to exit.	

Printing the Cover Page

You can print a sample Cover Page to check the format.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **3**.	3.PRINT REPORTS STOP TO CANCEL
3. Press **4**.	4.COVERPAGE STOP TO CANCEL
	4.COVERPAGE PRESS START KEY
4. Press **START**.	PRINTING COVERPAGE

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **5**.	5.USER OPTIONS STOP TO CANCEL
3. Press **3**.	3.COVERPG ON/OFF STOP TO CANCEL
	COVERPAGE:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: ON.	COVERPAGE:ON SELECT ← → & SET
5. Press **SET**.	1.COMMENT OFF SELECT ← → & SET

Ch. 6

6. If you selected ON, you need to select a comment, by pressing ◄ (left arrow) or ► (right arrow).
Example: 2.PLEASE CALL. (See page 6-16)

```
2.PLEASE CALL
SELECT ← → & SET
```

7. Press **SET**.

```
3.COVERPG ON/OFF
4.ERROR RE-TX
```

8. Press **STOP** to exit.

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.

Sending a Fax When the Cover Page Is ON

KEYS TO BE PRESSED

STATUS OF LCD DISPLAY

```
09/12/1994 15:25
INSERT DOCUMENT
```

1. Insert the documents into the feeder. The display will say "COVERPAGE ON" for one second.

```
COVERPAGE ON
```

```
FAX: NO. & START
COPY: PRESS COPY
```

2. Enter the fax number.

```
*05
NJ OFFICE
```

3. Press **START**.
Your machine will begin transmitting the Cover Page and original document.

```
NJ OFFICE
SEND COVERPAGE
```

```
NJ OFFICE
SENDING    P.01
```

When Using the Cover Page Temporarily

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
4. Press **7**.	7.COVERPAGE STOP TO CANCEL
	COVERPAGE:OFF SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON.	COVERPAGE:ON SELECT ← → & SET
6. Press **SET**.	1.COMMENT OFF SELECT ← → & SET
7. Press ◄ (left arrow) or ► (right arrow) to select the comment you want. Example: 2.PLEASE CALL.	2.PLEASE CALL SELECT ← → & SET
8. Press **SET**.	TOTAL PAGES? :00 ENTER & SET
9. Enter the number of pages you are sending. (Enter "0", "0" to leave the number of pages blank.)	TOTAL PAGES? :02 ENTER & SET
10. Wait for two seconds.	7.COVERPAGE 1.TIMER
11. Press **STOP** to exit.	ENTER FAX NO. PRESS START KEY
12. Enter the fax number.	*05 NJ OFFICE
13. Press **START**.	NJ OFFICE SEND COVERPAGE
	NJ OFFICE SENDING P.01

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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.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
4. Press **3**.	3.CALL RESERVE STOP TO CANCEL
	CALL RESERVE:OFF SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) to select Call Reservation ON or OFF. Example: Call Reserve ON.	CALL RESERVE:ON SELECT ← → & SET
6. Press **SET**.	CALL BACK:OFF SELECT ← → & SET
7. Press ◄ (left arrow) or ► (right arrow) to select Call Back Message ON or OFF. Example: Call Back Message ON.	CALL BACK:ON SELECT ← → & SET
8. Press **SET**.	3.CALL RESERVE 4.CONTRAST
9. Press **STOP**.	ENTER FAX NO. PRESS START KEY
10. Enter the fax number.	*05 NJ OFFICE
11. Press **START**.	NJ OFFICE DIALING
12. Pick up your handset if it rings.	

```
09/12/1994  15:25

        === CALL BACK MESSAGE ===

TO:      NJ OFFICE
    FAX: 14155551212

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.

3. You cannot use Call Reservation with the timer or with the polling function.

4. **You must register Station ID number to set Call Back Message : ON. (See page 4-3.)**

Printing the Call Back Message

You can print a Call Back Message to check the format.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **3**.	3.PRINT REPORTS STOP TO CANCEL
3. Press **5**.	5.CALL BACK MSG STOP TO CANCEL
	5.CALL BACK MSG PRESS START KEY
4. Press **START**.	PRINTING CALL BACK MSG

ECM (Error Correction Mode) Feature

The Error Correction Mode (ECM) is a means for checking the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. You can then send and receive a fax message that is continually checked for its integrity.

Sufficient memory must be available for this feature to work.

Error Re-Transmission

Error Re-Transmission is helpful when the receiving machine does not have ECM. Even though your machine cannot check the integrity of the message, it will send the page(s) again after occurrances of accidental noise have caused an error.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **5**.	5.USER OPTIONS STOP TO CANCEL
3. Press **4**.	4.ERROR RE-TX STOP TO CANCEL
	ERROR RE-TX:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose either ON or OFF. Example: ON.	ERROR RE-TX:ON SELECT ← → & SET
5. Press **SET**.	4.ERROR RE-TX 5.REDUCTION
6. Press **STOP** to exit.	

- **This feature is only available for memory transmission using Super Quick-Scan (see page 6-7~11).**

Next-FAX Reservation

You can use Next-FAX Reservation for sending a fax when the fax machine is busy receiving or memory transmitting. This function saves you from having to wait until the incoming fax has finished coming through or the fax stored 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	STATUS OF LCD DISPLAY
	RECEIVING P.01
1. Insert the documents into the feeder.	NEXT-FAX RESERVE ENTER No & START
2. Enter a fax number.	14155551234 ENTER No & START
3. Press **START**.	14155551234 PRESS SET
4. Press **SET**.	14155551234 NEXT-FAX RESERVD
	09/12/1994 15:25 INSERT DOCUMENT
	14155551234 DIALING

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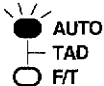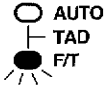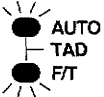
FOR YOUR INFORMATION

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 **RESOLUTION**, but you cannot change any settings using the **FUNCTION** key. (For example you cannot change a setting for multiple resolution transmission by using function mode.)

4. To cancel a Next-FAX Reservation, remove the documents and press **STOP**.

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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 **MODE** 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. **MANUAL**	○ AUTO ├ TAD ○ F/T	You must answer each call manually. Use this mode mainly for the telephone use.	7-2

If you want to answer each incoming call, choose MANUAL mode.

2. **AUTO**	☀ AUTO ├ TAD ○ 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. **F/T**	○ AUTO ├ TAD ☀ 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. **TAD**	☀ AUTO ├ TAD ☀ F/T	For use with an external TAD (Telephone Answering Device). When you are not at home.	7-13

- When you want to use your fax machine together with a 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 7-13.)
- **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:

If You Get a...	Then You Should...
1. Regular phone call	Talk as you normally would.
2. Phone call and request to send a fax	Press **START** when finished talking, and replace the handset. Note: Sender must also press **START**.
3. Fax tone...	Press **START**, 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 **MODE**.

Setting the Ring Delay

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

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **2**.	2.RING DELAY STOP TO CANCEL
	RING DELAY:02 SELECT ← → & SET
4. 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.	RING DELAY:00 SELECT ← → & SET
5. Press **SET**.	2.RING DELAY 3.AUTO REDIAL
6. Press **STOP** to exit.	

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The F/T Switch (F/T Mode)

When you share one line for your telephone and fax machine, in the F/T switch mode, the fax machine can determine whether an incoming call is a fax or a telephone call. (See Chart below.)

```
                            ┌──────────────┐
                            │ Incoming Call │
                            └──────┬───────┘
  The fax machine                  │                    You pick up any
  picks up after ring   ┌──────────▼──────────┐         extension within ring
  delay elapses.        │ All extensions in the home │   delay selection.
           ┌────────────┤ will ring for 0-4 rings │───────────┐
           │            │ (user selectable).      │           │
           │            └─────────────────────────┘           │
  ┌────────▼────────────┐                        ┌────────────▼────────┐
  │ The fax machine picks up │                   │ You must manually    │
  │ the call and automatically │                 │ determine if it is a │
  │ detects whether it is a fax │                │ voice or fax call.   │
  │ or voice call.           │                   └──────┬───────┬──────┘
  └──────┬───────────┬──────┘                           │       │
     Fax call      Voice call                        Fax call  Voice call
```

| Fax reception is automatically activated. | Only the fax handset rings, thus signaling you to pick up. The handset will ring for between 10-60 seconds (user selectable). | A) If you are at the fax machine, press START. B) If you are at an extension phone, you can transfer the fax call to the fax unit by pressing your remote activation code (three digits). | Talk as normal. |

| The fax message is received. | | |

| The caller may hang up. | The caller stays on the line through the entire 10-60 second ring time. | You pick up the fax handset. |

| | The fax mode is activated. | Talk as normal. |

| | The caller may hang up. | |

Setting the F/T Ring Time

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

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB

2. Press **6**.

```
6.TEL OPTIONS
STOP TO CANCEL
```

3. Press **5**.

```
5.F/T RING TIME
STOP TO CANCEL
```

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

4. Press ◄ (left arrow) or ►(right arrow) repeatedly until you find the setting you want.
   Example: 10 sec.

```
RING TIME:10 SEC
SELECT ← → & SET
```

5. Press **SET**.

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

6. Press **STOP** to exit.

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	STATUS OF LCD DISPLAY
	`09/12/1994 15:25` `INSERT DOCUMENT`
1. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
2. Press **5**.	`5.USER OPTIONS` `STOP TO CANCEL`
3. Press **1**.	`1.SMOOTHING` `STOP TO CANCEL`
	`SMOOTHING:ON` `SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: OFF.	`SMOOTHING:OFF` `SELECT ← → & SET`
5. Press **SET**.	`1.SMOOTHING` `2.BEEPER`
6. Press **STOP** to exit.	

Ch. 7

Setting the Size of the Recording Paper

There are three different settings for the size of the recording paper. The machine automatically reduces and prints the incoming data according to the size setting of the recording paper.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **5**.	5.USER OPTIONS STOP TO CANCEL
3. Press **6**.	6.RCD PAPER STOP TO CANCEL
	RCD PAPER:LETTER SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select either LETTER, LEGAL or A4. Example : A4	RCD PAPER:A4 SELECT ← → & SET
5. Press **SET**. Go to the REDUCTION setting in Function menu 5-5. (See page 7-6.)	REDUCTION:AUTO SELECT ← → & SET
6. Press ◄ (left arrow) or ► (right arrow) to select either AUTO, 100%, 93%, 87% or 75%. Example: AUTO	REDUCTION:AUTO SELECT ← → & SET
7. Press **SET**.	6.RCD PAPER 7.TONER SAVE
8. Press **STOP** to exit.	09/12/1994 15:26 INSERT DOCUMENT

NOTICE

Regardless of the actual size of the recording paper, the machine will calculate the reduction ratio by this setting. So when you change the recording paper, you must also change this setting to get the correct reduction.

Printing a Reduced Copy of the Incoming Document

You can avoid separating data even if the document is longer than the recording paper by using this function to print a reduction of the document. There are two types of reduction: Auto Reduction and Fixed Reduction.

Auto Reduction

Regardless of the original size of the incoming document, it will be reduced so that it fits on one page of recording paper. The machine will automatically calculate the reduction ratio by taking into account the size of the incoming document and the size of the recording paper you selected in Function menu 5-6. (See page 7-5.)

Fixed Reduction

The incoming document will be reduced at a fixed reduction ratio regardless of the size of the recording paper. The reduction ratios can be selected from among four choices: 100%, 93%, 87%, or 75%.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **5**.	5.USER OPTIONS STOP TO CANCEL
3. Press **5**.	5.REDUCTION STOP TO CANCEL
	REDUCTION:AUTO SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select the reduction ratio you want : - If you want Auto Reduction, choose "AUTO". - Choose 93%, 87%, or 75% if you want Fixed Reduction. - Choose 100% if you want to record the same size. Example: 93%	REDUCTION: 93% SELECT ← → & SET
5. Press **SET**.	5.REDUCTION 6.RCD PAPER
6. Press **STOP** to exit.	09/12/1994 15:26 INSERT DOCUMENT

Ch. 7

NOTICE

- When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than legal size. If the original is longer than legal size, the data will not be reduced and will carry over to print on a second page.

- When you use Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place, and you will get the same size recorded.

- When selecting Fixed Reduction, you must consider the size of the recording paper as registered in Function menu 5-6. (See page 7-5.) If you selected letter size, you can choose a reduction of 93%, 87%, or 75%. If you selected A4 size, you can choose a reduction of only 93% or 87%. And if you selected legal size, you can choose only 93%.

FOR YOUR INFORMATION

The Ratios of Fixed Reduction

Other party sends you the size of...	Your receiving paper size	Recommended Reduction Ratio
Letter document (8.5"x11") (mostly Domestic communication)	Letter	93%
	A4, Legal	100%
A4 document (8.2"x11.6") (mostly International communication)	Letter	87%
	A4	93%
	Legal	100%
Legal document (8.5"x14")	Letter	75%
	Legal	93%

Toner Save Function

This function lets you extend the life of the toner by conserving its use. When the Toner Save is set to ON, the print appears somewhat lighter. This feature is also available in copying. The default setting is OFF.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **5**.	5.USER OPTIONS STOP TO CANCEL
3. Press **7**.	7.TONER SAVE STOP TO CANCEL
	TONER SAVE:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select either ON or OFF. Example: ON.	TONER SAVE:ON SELECT ← → & SET
5. Press **SET**.	7.TONER SAVE 1.SMOOTHING
6. Press **STOP** to exit.	

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **4**.	4.SPEAKER VOLUME STOP TO CANCEL
	SPEAKER:LOW SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose a setting either OFF, LOW, or HIGH. Example: HIGH.	SPEAKER:HIGH SELECT ← → & SET
5. Press **SET**.	4.SPEAKER VOLUME 5.F/T RING TIME
6. Press **STOP** to exit.	

Ring Volume

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

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **6**.	6.RING VOLUME STOP TO CANCEL
	RING VOLUME:HIGH SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to choose either OFF, LOW, or HIGH.
   Example: LOW.

```
RING VOLUME:LOW
SELECT ← → & SET
```

5. Press **SET**.

```
6.RING VOLUME
7.DISTINCTIVE
```

6. Press **STOP** to exit.

Helpful Hints   Even if you select OFF, the ring volume is set LOW for F/T ringing, Call Reservation ringing and when the Distinctive ringing mode is SET.

FOR YOUR INFORMATION

Reception into Memory

If the paper cassette becomes empty, the LCD will display the message "PAPER EMPTY". Then please add more recording paper. (See page 1-10.)

Your fax machine will automatically store any incoming faxes in its memory if it runs out of paper. The contents of the memory will be printed when you replace the new recording paper. The memory will not be lost as long as you do not turn off the machine or disconnect the power.

Ch. 7

B) REMOTE ACTIVATION

What is 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).

External Telephone

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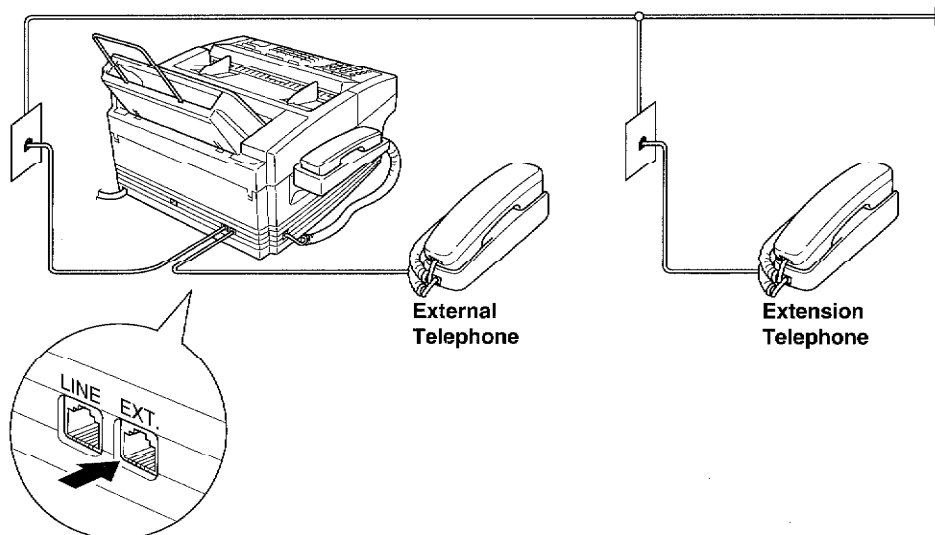
If the external telephone is in use, the warning message "EXT. TEL IN USE" will be displayed. When the handset on the fax machine is picked up, an alarm will sound. You can disconnect the external phone and switch to the fax machine by pressing **HOOK**.

Using Remote Codes

If you are on an external phone (or extension phone), and you receive 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 an 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".
You should check other equipment that will be on the same telephone line to insure that there is no conflict with our codes. (Our codes can be changed, see page 7-12.)

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. Error codes may be encountered.

2. The remote activation and deactivation codes may not work with some telephone systems or telephone sets.

Registering Remote Codes

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **7**.	7.SETUP SYSTEM STOP TO CANCEL
3. Press **5**.	5.REMOTE CODE STOP TO CANCEL
	REMOTE ACT.:ON SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: ON.	REMOTE ACT.:ON SELECT ← → & SET
5. Press **SET**.	
6. Enter new remote code to activate. (Factory setting is "✳51".) Then wait for 2 seconds.	ACT.CODE:✳51 ENTER & SET
7. Enter new remote code to deactivate. (Factory setting is "#51".)	DEACT.CODE:#51 ENTER & SET
8. Wait for 2 seconds.	5.REMOTE CODE 6.SET COVERPAGE
9. Press **STOP** to exit.	

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.

FOR YOUR INFORMATION

Connecting an External TAD to the Unit

You may connect an external TAD to your fax machine, as shown below. Use the "EXT." jack on your fax machine.
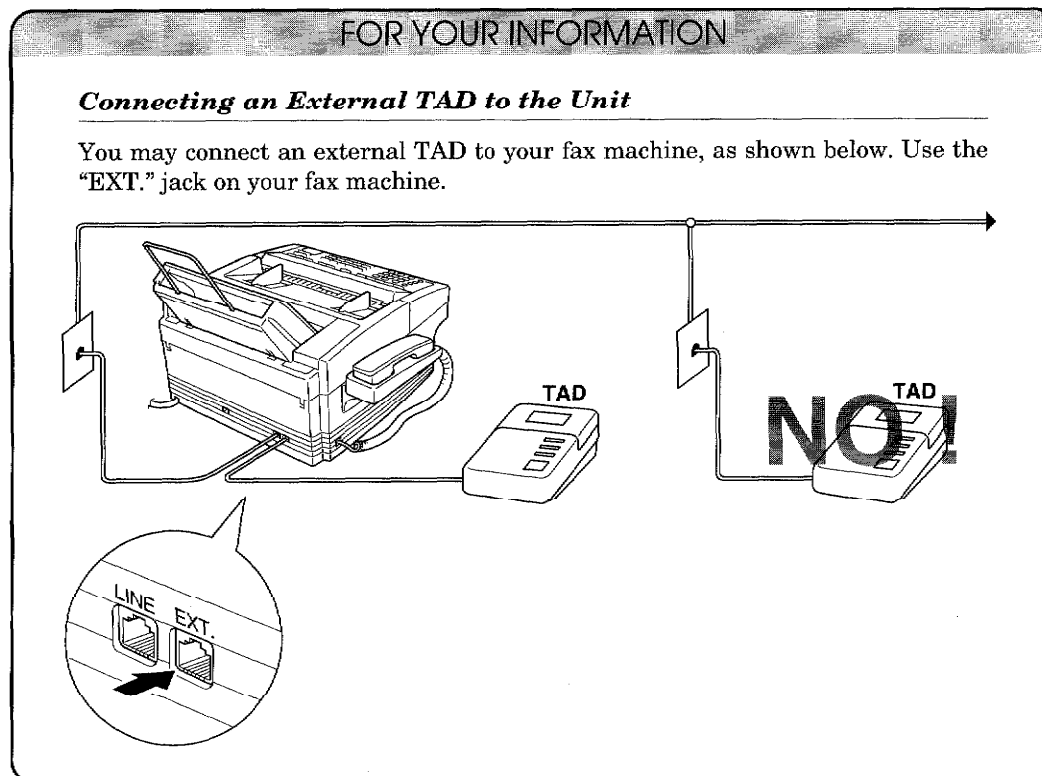
Helpful Hints   When You Use TAD Mode

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 from a touch tone phone.

2. Another alternative is to record a TAD message that says, for example, "This answering machine is connected to a fax unit. If you wish to leave a voice message, please speak after the beep. If you wish to 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

```
                        ┌─────────────────┐
                        │  Incoming Call  │
                        └─────────────────┘
                                 │
                                 ▼
                    ┌──────────────────────────┐
                    │ The call is picked up     │
                    │ by the external TAD.      │
                    │ (Recommended short        │
                    │ TAD ring delay such       │
                    │ as 1 or 2 rings.)         │
                    └──────────────────────────┘
                                 │
                                 ▼
```

| Fax reception is automatically activated by fax tone. | ◄── Auto dial fax call ── | The external TAD outgoing message begins (recommended length of less than 20 seconds). | ── Manual fax call ──► | The caller must press your remote activation code to activate the fax machine. |

Voice call │

| The fax message is received on paper. | | The caller leaves a voice message on the external TAD. | | The fax message is received on paper. |

The caller can also send a fax message.

Telephone Answering Device

1. Set the telephone answering device so that it is ready to record incoming telephone calls.

2. Set the number of rings to **one or two** on your telephone answering device.

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 7-12.)

Ch. 7

7-14

D) DISTINCTIVE RINGING

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 <u>one</u> additional distinctive ring pattern. (See page 7-16~18.) 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 7-16~18) 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 using 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 it's 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 <u>existing</u> 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 this page.)

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **7**.	7.DISTINCTIVE STOP TO CANCEL
	DISTINCTIVE:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to find the SET mode.	DISTINCTIVE:SET SELECT ← → & SET
5. Press **SET**.	7.DISTINCTIVE 1.TONE/PULSE

6. 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.

7. 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.

8. Press **START** to set (or **STOP** to cancel).

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

```
09/12/1994 15:25
D/R SET MODE
```

```
PICK UP TO SET
D/R SET MODE
```

```
START TO SET
STOP TO CANCEL
```

```
REGISTERED
```

```
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. (See page 7-19.)

Ch. 7

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 7-16.)

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **6**.	6.TEL OPTIONS STOP TO CANCEL
3. Press **7**.	7.DISTINCTIVE STOP TO CANCEL
	DISTINCTIVE:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to find the mode (OFF, SET, ON) you want. Example: ON.	DISTINCTIVE:ON SELECT ← → & SET
5. Press **SET**.	7.DISTINCTIVE 1.TONE/PULSE

6. Press **STOP** to exit.

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 7-13). 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 THE COPY FUNCTION

Making a Single Copy

Use this function to make a single copy or multiple copies.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents face down into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **COPY**.	NO.OF COPIES:01 ENTER & COPY KEY
3. Press **COPY** or just wait for 5 seconds.	COPYING
	COPYING P.01
	COPYING P.02

Helpful Hints
1. Set the resolution to either PHOTO or FINE. If you select STANDARD or S. FINE, the resolution will automatically change to FINE. However, if you have an outgoing document in memory and you haven't selected the PHOTO setting, the resolution may automatically change to STANDARD regardless of the setting you selected.

2. When you want to change the resolution for each page, you can use Function menu 1-5 (see page 6-15) to set the resolution for each page.

3. 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.

4. Do not pull on the paper while copying is in progress. This may distort the copied image and damage your machine.

Ch. 8

Making Multiple Copies

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make n copies of page one, n 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.
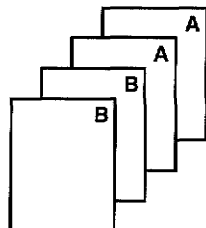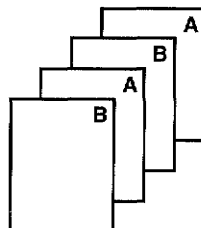
(Stacking)   (Sorting)

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents face down into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **COPY**.	NO.OF COPIES:01 ENTER & COPY KEY
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies). Example: **05**.	NO.OF COPIES:05 ENTER & COPY KEY
4. Press **COPY** or just wait 5 seconds.	MULTI COPY:STACK SELECT ← → & COPY
5. Press ◄ (left arrow) or ► (right arrow) to select the stacking or sorting method. Example: STACK.	MULTI COPY:STACK SELECT ← → & COPY
6. Press **COPY** to begin copying.	COPY STACK
	COPY STACK P.01

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.

Making Reduced and Enlarged Copies

Use this function to make reduced or enlarged copies of a document. Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the recording paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 150%, 125%, 120%, 93%, 87%, 75%, or 50%. If you want to reproduce the same size, select 100%.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	` 09/12/1994  15:25 ` ` INSERT DOCUMENT `
1. Insert the documents face down into the feeder.	` FAX:  NO.  &  START ` ` COPY:  PRESS COPY `
2. Press **REDUCE/ENLARGE**.	` ELG/RDC:AUTO ` ` SELECT ←→ & COPY `
3. Press ◄ (left arrow) or ► (right arrow) to choose the setting. - If you want Auto Reduction, select "AUTO". - If you want to reproduce the same size, choose 100%. - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75%, or 50%. Example: 93%	` ELG/RDC:  93% ` ` SELECT ←→ & COPY `
4. Press **COPY**.	` NO.OF COPIES:01 ` ` ENTER & COPY KEY `
5. Enter two digits for the number of copies you want using the number keys (Max. 99 copies). Example: 05	` NO.OF COPIES:05 ` ` ENTER & COPY KEY `
6. Press **COPY** or just wait for 5 seconds.	` MULTI COPY:STACK ` ` SELECT ←→ & COPY `
7. Press ◄ (left arrow) or ► (right arrow) to select the stacking or sorting method. Example: STACK	

8. Press **COPY** to begin copying.	` COPY STACK `
	
	 ` COPY STACK   P.01 `

NOTICE

- When enlarging, any portion that extends outside the edge of the recording paper will be cut off.

- The selection you made under Function menu 5-6 (see page 7-5) will not effect enlargements, but it will effect reductions, as follows: If the recording paper is letter size, you can select a reduction ratio of 93%, 87%, or 75%. If it is A4 size, you can select a reduction ratio of 93%, 87%, 75% or 50%, and if it is legal size, you can select 93% only. (See page 7-6~7.)

FOR YOUR INFORMATION

What to Do When You Get a "MEMORY FULL" Message while Making Copies

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.

Polling side   Polled side

Call →

← Receive document
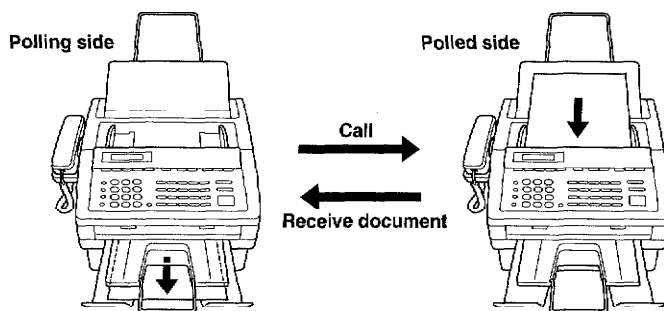
When to Use Polling?

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 them.

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 machines 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.

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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	STATUS OF LCD DISPLAY
Make sure no documents are in the feeder.	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL
3. Press **2**.	2.POLLING STOP TO CANCEL
4. Wait for two seconds.	POLLING:STANDARD SELECT ← → & SET
5. Press **SET**.	2.POLLING 3.CALL RESERVE
6. Press **STOP**.	ENTER FAX NO. PRESS START KEY
7. Enter the fax number. Example: One-touch dialing.	*01 NJ OFFICE
8. Press **START**.	NJ OFFICE DIALING
	NJ OFFICE RECEIVING P.01

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	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Place the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **1**.	1.TEMP.SETTINGS STOP TO CANCEL

POLLING

4. Press **2**.

> 2.POLLING
> STOP TO CANCEL

5. Wait for two seconds.

> POLLING:STANDARD
> SELECT ← → & SET

6. Press **SET**.

> 2.POLLING
> 3.CALL RESERVE

7. Press **STOP**.

> POLLED
> PRESS START KEY

8. Press **START** and wait for the polling call to come in.

> 09/12/1994 15:25
> POLLED WAITING

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 **STATUS OF LCD DISPLAY**

Make sure no documents are in the feeder.

> 09/12/1994 15:25
> INSERT DOCUMENT

1. Press **FUNCTION**.

> 1.TEMP.SETTINGS
> 2.CANCEL JOB

2. Press **1**.

> 1.TEMP.SETTINGS
> STOP TO CANCEL

3. Press **2**.

> 2.POLLING
> STOP TO CANCEL

4. Wait for two seconds.

> POLLING:STANDARD
> SELECT ← → & SET

5. Press ◄ (left arrow) or ► (right arrow) to find the POLLING SECURE setting.

> POLLING:SECURE
> SELECT ← → & SET

6. Press **SET**.

> POLLING ID:XXXX
> ENTER & SET

7. Enter a four-digit number. This is the security code of the fax machine you are polling.
   Example: **1234**.

```
POLLING ID:1234
ENTER & SET
```

8. Wait for two seconds.

```
2.POLLING
3.CALL RESERVE
```

9. Press **STOP**.

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

10. Enter the fax number.
    Example: One-Touch dialing.

```
*01
NJ OFFICE
```

11. Press **START**.

```
NJ OFFICE
DIALING
```

```
NJ OFFICE
RECEIVING    P.01
```

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	STATUS OF LCD DISPLAY
	`09/12/1994  15:25` `INSERT DOCUMENT`
1. Insert the documents into the feeder.	`FAX: NO. & START` `COPY: PRESS COPY`
2. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
3. Press **1**.	`1.TEMP.SETTINGS` `STOP TO CANCEL`
4. Press **2**.	`2.POLLING` `STOP TO CANCEL`
5. Wait for two seconds.	`POLLING:STANDARD` `SELECT ← → & SET`
6. Press ◄ (left arrow) or ► (right arrow) to find the POLLING SECURE setting.	`POLLING:SECURE` `SELECT ← → & SET`
7. Press **SET**.	`POLLING ID:XXXX` `ENTER & SET`
8. Enter a four-digit number. Example: **1234**.	`POLLING ID:1234` `ENTER & SET`

9. Wait for two seconds.

```
2.POLLING
3.CALL RESERVE
```

10. Press **STOP**.

```
POLLED
PRESS START KEY
```

11. Press **START** and wait for the polling call to come in.

```
09/12/1994 15:25
POLLED WAITING
```

Delayed Polling

After you select STANDARD or SECURE, press **SET**, then press **1** and use the number keys to enter the time at which you want polling to take place.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
Make sure no documents are in the feeder.	`09/12/1994 15:25` `INSERT DOCUMENT`
1. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
2. Press **1**.	`1.TEMP.SETTINGS` `STOP TO CANCEL`
3. Press **2**.	`2.POLLING` `STOP TO CANCEL`
4. Wait for two seconds.	`POLLING:STANDARD` `SELECT ← → & SET`
5. Press ◄ (left arrow) or ► (right arrow) to select STANDARD or SECURE. Example: STANDARD.	`POLLING:STANDARD` `SELECT ← → & SET`
6. Press **SET**.	`2.POLLING` `3.CALL RESERVE`
7. Press **1**.	`1.TIMER` `STOP TO CANCEL`
	`SET TIME=00:00` `ENTER & SET`
8. Enter the time. Example: **19:45** (7:45P.M.).	`SET TIME=19:45` `ENTER & SET`
9. Wait for two seconds.	`1.TIMER` `2.POLLING`
10. Press **STOP**.	`ENTER FAX NO.` `PRESS START KEY`

11. Enter the fax number.
    Example: One-touch dialing.

```
*01
NJ OFFICE
```

12. Press **START**.
    The fax machine waits until the specified
    time to call.

```
09/12/1994 15:25
INSERT DOCUMENT
```

Setting up Polled Waiting with Super Quick-Scan

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

Helpful Hints   If you use **SUPER Q.SCAN** to place the Polled Waiting documents into the
memory, they will not be erased automatically after they are polled. To erase
them you must use the Cancel Job function. (See page 6-13.)

Sequential Polling

This function is the reverse of Broadcasting, in which your machine sends a document to several
destinations. In a sequential polling operation, your machine will request documents from
several fax units in a single operation.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	`09/12/1994 15:25` `INSERT DOCUMENT`
1. Make sure there are no documents in the feeder.	
2. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
3. Press **1**.	`1.TEMP.SETTINGS` `STOP TO CANCEL`
4. Press **2**.	`2.POLLING` `STOP TO CANCEL`
	`POLLING:STANDARD` `SELECT ← → & SET`
5. Press ◄ (left arrow) or ► (right arrow) to select STANDARD or SECURE. Example: STANDARD	`POLLING:STANDARD` `SELECT ← → & SET`
6. Press **SET**.	`2.POLLING` `3.CALL RESERVE`
7. Press **STOP**.	`ENTER FAX NO.` `PRESS START KEY`

8. Specify the destination fax machines, which you wish to poll by using One-Touch, Speed-Dial, or Group keys.
Example: Group key

```
GO2
ALL BROTHER
```

9. Press **START**. Your machine polls each number or group member in turn for a document.

```
NJ OFFICE
DIALING
```

NOTICE

After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

Ch. 9

10. SECURITY MENU

A) PASSWORD

FOR YOUR INFORMATION

What Is Password?

The password is provided for use in a closed network of fax machines. It will 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 the receiving party sets up "SET PASSWORD" to "ON" and then enters four digit password.
When you send a fax message, you must enter the same four-digit password. If the four-digit password is the same for both the sending and receiving machines, you will be able to send and receive messages. Also, both machines should be a Brother. (or compatible).

When to Use 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 prevents reception of "junk faxes". If you choose "Password Plus" in "SET PASSWORD", your machine will receive not only faxes sent by parties using your password but also faxes sent without your password, if the sending machine's number is registered as one of your One-Touch numbers. (Your machine compares the last four digits of the sending fax machine's number to numbers listed in your One-Touch keys.) In this case, the sending machine need not be Brother fax machine.)

Sending Faxes with a Password

Before setting up, you should check the password code of the other party.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the document face down into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **8**.	8.SECURITY MENU STOP TO CANCEL
4. Press **2**.	2.PASSWORD TX STOP TO CANCEL
	PASSWORD:XXXX ENTER & SET
5. Enter a four-digit code Example : **1234**	PASSWORD:1234 ENTER & SET
6. Press **SET** or wait for two seconds.	2.PASSWORD TX 3.RELAY PASSWORD
7. Press **STOP**.	ENTER FAX NO. PRESS START KEY
8. Enter the fax number.	*01 NJ OFFICE
9. Press **START**.	NJ OFFICE DIALING

Receive Password

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

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **8**.	8.SECURITY MENU STOP TO CANCEL

3. Press **1**.

```
1.SET PASSWORD
STOP TO CANCEL
```
```
RX PASSWORD:OFF
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) to choose either PLUS, ON, or OFF.
   Example: **PLUS**

```
RX PASSWORD:PLUS
SELECT ← → & SET
```

5. Press **SET**.

```
RX PASSWORD:XXXX
ENTER & SET
```

6. Enter a four-digit code.
   Example: **1234**

```
RX PASSWORD:1234
ENTER & SET
```

7. Press **SET** or wait for two seconds.

```
1.SET PASSWORD
2.PASSWORD TX
```

8. Press **STOP** to exit.

B) RELAY BROADCAST

FOR YOUR INFORMATION

What Is Relay Broadcasting?

Relay Broadcasting is a broadcast fax transmission via another fax machine designated as the relay unit. You may request relay broadcasting to another Brother fax machine with memory or you may use your machine as the relay unit to send broadcast transmissions to several destinations.

How Does It Work?

The sending unit sends the documents to the relay unit. The same destination group number and relay password of the relay unit must be entered. Then, the relay unit sends broadcast transmissions of the received messages to the requested destinations.

```
                                                         ┌─────────────┐
                                                         │  Any model  │
                                                         └─────────────┘
                                                         ┌─────────────┐
┌──────────┐        ┌──────────────────┐                 │  Any model  │
│ Brother  │ ────── │  Brother machine │ ──────          └─────────────┘
│ machine  │        │   with memory    │                 ┌─────────────┐
└──────────┘        └──────────────────┘                 │  Any model  │
                                                         └─────────────┘
 Sending unit            Relay unit                      ┌─────────────┐
 relay password  =       relay password                  │  Any model  │
                                                         └─────────────┘
                                                          Receiving units
```
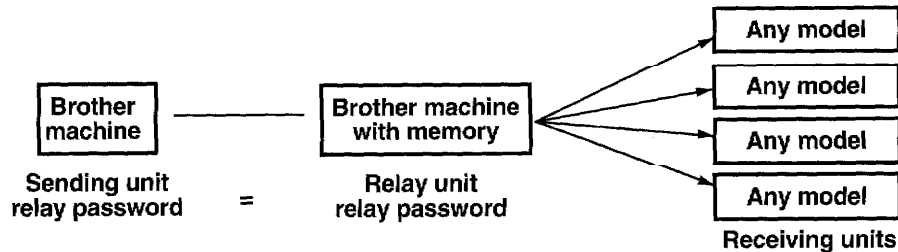
When To Use Relay Broadcasting?

Relay broadcast helps you to reduce costs when sending faxes to several distant destinations. This is particularly useful for broadcasting overseas.

Helpful Hints Relay Broadcast can be used only when both machines are a Brother and have the relay broadcast feature.

The same group number and relay password must be entered by the sending unit and the relay unit.

The memory in the relay unit must not become full during the transmission operation.

Setting Relay Broadcast Password

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **8**.	8.SECURITY MENU STOP TO CANCEL
3. Press **3**.	3.RELAY PASSWORD STOP TO CANCEL
	PASSWORD:XXXX ENTER & SET
4. Enter a four-digit code. Example: **5678**	PASSWORD:5678 ENTER & SET
5. Press **SET** or wait for two seconds.	3.RELAY PASSWORD 4.RELAY BRDCST
6. Press **STOP** to exit.	

Sending a Relay Broadcast Request

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Place the documents into the feeder.	FAX: NO. & START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **8**.	8.SECURITY MENU STOP TO CANCEL
4. Press **4**.	4.RELAY BRDCST STOP TO CANCEL
5. Enter a four-digit code. Example: **3456**	PASSWORD:3456 ENTER & SET
6. Press **SET** or waits for two seconds.	GROUP NO.:XX ENTER & SET
7. Enter a two-digit group number. Example: **02**	GROUP NO.:02 ENTER & SET

8. Press **SET** or waits for two seconds.

```
4.RELAY BRDCST
5.SETUP C.MAILBX
```

9. Press **STOP**.

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

10. Enter the fax number.

```
*01
NJ OFFICE
```

11. Press **START**.

```
NJ OFFICE
DIALING
```

Helpful Hints   You should enter the same relay password and group number that is registered in the relay unit.

Using Your Machine as the Relay Unit

Your machine can be used as a relay unit for sending broadcast transmissions to several destinations. As this is an automatic operation, your machine must be set to the Auto Ans., F/T or TAD mode (not the Manual mode). Your machine receives the message in the memory then dials and sends the fax to the destinations included in the group specified.

When your machine is used as the relay unit during relay broadcasting, a Relay Broadcast Report will appear at your machine after all transmission attempts have been completed.

```
                     | RELAY  BROADCAST  REPORT |

                                        TIME : 09/12/1994 19:45
                                        NAME : BROTHER
                                        FAX  : 4155554444
                                        TEL  : 4155554445

  ***  RECEIVE  DATA  ***

        DATE,  TIME              09/12  14:30
        FAX  NO./NAME            0528242864
        DURATION                 00:00:25
        PAGE(S)                  01
```

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	14:31	FINANCE DEPT	26	01	OK	ECM
09/12	14:32	DESIGN DEPT	26	01	OK	ECM
09/12	14:33	LA OFFICE	37	00	ERROR	ECM
*****	*****	AUSTRALIA OFFCE	00	00	CANCEL	

C) CONFIDENTIAL MAILBOXES

You can allocate three confidential mailboxes to individuals or groups of individuals, so that each individual or group can receive private messages. These are not printed when they are received but are stored in the memory. Only people who know the mailbox passcode (retrieval ID) number can print these transmissions. A single mailbox can store several transmissions. Messages remain in the mailbox until you print them or until the machine is turned off. Both fax units must be Brother machines that have this feature.

Registering a Confidential Mailbox

A mailbox must have assigned to it a mailbox number (confidential ID), a mailbox passcode (retrieval ID) and a name. When you transmit to a mailbox, you must quote the mailbox number (confidential ID). When you retrieve a document from your mailbox, you must enter the mailbox passcode (retrieval ID). The name is used for the Confidential Message Information that informs you a confidential message is waiting for you.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **8**.	8.SECURITY MENU STOP TO CANCEL
3. Press **5**.	5.SETUP C.MAILBX STOP TO CANCEL
	MAILBOX NO.:XXXX ENTER & SET
4. Enter a four-digit code. Example: **0001** (Confidential ID)	MAILBOX NO.:0001 ENTER & SET
5. Press **SET** or wait for two seconds.	PASSCODE:XXXX ENTER & SET
6. Enter a four-digit code. Example: **2345** (Retrieval ID)	PASSCODE:2345 ENTER & SET
7. Press **SET** or wait for two seconds.	NAME: ENTER & SET
8. Enter the name by using the number keys(up to 20 characters). Example:**M.SMITH**	NAME:M.SMITH_ ENTER & SET
9. Press **SET**.	5.SETUP C.MAILBX 6.PRINT C.MAILBX
10. Press **STOP** to exit.	

Helpful Hints   If the memory is full, confidential messages cannot be received into the mailbox.

You must enter a different code for each of the three mail boxes. If a code number has already been used for another mail box number or passcode, the machine will reject the code number.

When you are setting up the confidential mailbox, you should write the name and ID down, and keep the information.

Printing the Mailbox Status (Confidential Message Information)

You can check if your machine has received a confidential message by printing Confidential Message Information. It lets you know that your mailbox received messages.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **3**.	3.PRINT REPORTS STOP TO CANCEL
3. Press **9**.	9.PRT MBOX REPRT STOP TO CANCEL
	9.PRT MBOX REPRT PRESS START KEY
4 Press **START**	PRINTING C.MAILBOX REPORT

Helpful Hints   You can also check the Memory Status List to find out if a Confidential Message was received.

```
┌─────────────────────────────────────────────────────────────────┐
│          ┌─────────────────────────────────────┐                 │
│          │ CONFIDENTIAL  MESSAGE  INFORMATION   │                 │
│          └─────────────────────────────────────┘                 │
│                                                                   │
│                                TIME : 09/12/1994 18:34            │
│                                NAME : BROTHER                     │
│                                FAX  : 4155554444                  │
│                                TEL  : 4155554445                  │
│                                                                   │
│  *  PLEASE PASS THIS MESSAGE TO FOLLOWING PERSON                  │
│     ┌─────────────────────────────────────────────────────┐      │
│     │ TO: KENT SMITH                                       │      │
│     │        YOU RECEIVED CONFIDENTIAL MESSAGE(S).         │      │
│     │        PLEASE PRINT IT FROM MEMORY. THANK YOU.       │      │
│     └─────────────────────────────────────────────────────┘      │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Printing a Confidential Message

You can print a confidential message received into your mailbox by entering your mailbox passcode (Retrieval ID).

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **8**.	8.SECURITY MENU STOP TO CANCEL
3. Press **6**.	6.PRINT C.MAILBX STOP TO CANCEL
	PASSCODE:XXXX ENTER & SET
4. Enter a four-digit code. Example: **2345** (your retrieval ID)	PASSCODE:2345 ENTER & SET
5. Press **SET** or wait for two seconds.	PRINTING C.MAILBOX MSG

Helpful Hints   If there is no message in your mailbox, NO C.MAILBOX MSG will appear on the display.

If you enter an incorrect passcode (retrieval ID), the confidential message will not be printed. Also, if an incorrect passcode is entered three times, the machine will return to the display of 6.PRINT C.MAILBX.

Messages remain in the mailbox until they are printed or until the machine is turned off.

Sending a Fax to the Mailbox

You can send a fax message to the mailbox by entering the mailbox number (Confidential ID) registered in the remote machine.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Insert the documents into the feeder.	FAX: NO.& START COPY: PRESS COPY
2. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
3. Press **8**.	8.SECURITY MENU STOP TO CANCEL
3. Press **7**.	7.SEND C.MAILBOX STOP TO CANCEL
	MAILBOX NO.:XXXX ENTER & SET
4. Enter a four-digit code. Example: **0001** (Confidential ID)	MAILBOX NO.:0001 ENTER & SET
5. Press **SET** or wait for two seconds.	7.SEND C.MAILBOX 8.MAIL RETRIEVAL
6. Press **STOP** to exit.	ENTER FAX NO. PRESS START KEY
7. Enter the fax number.	*01 NJ OFFICE
8. Press **START**.	NJ OFFICE DIALING

Helpful Hints   If the mailbox number (Confidential ID) does not match the mailbox number of the remote machine, you cannot send a confidential message and it results in error.

Retrieving a Confidential Message

You can retrieve the messages received into your mailbox in the remote Brother fax machine that has a confidential mailbox function.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP SETTINGS 2.CANCEL JOB
2. Press **8**.	8.SECURITY MENU STOP TO CANCEL
3. Press **8**.	8.MAIL RETRIEVAL STOP TO CANCEL
	PASSCODE:XXXX ENTER & SET
4. Enter a four-digit code. Example: **2345** (your Retrieval ID)	PASSCODE:2345 ENTER & SET
5. Press **SET** or wait for two seconds.	8.MAIL RETRIEVAL 1.SET PASSWORD
6. Press **STOP**	ENTER FAX NO. PRESS START KEY
7. Enter the fax number.	*01 NJ OFFICE
8. Press **START**.	NJ OFFICE DIALING

A retrieval report will automatically be printed on the machine from which you retrieved your message.

```
                          ┌─────────────────┐
                          │ RETRIEVAL REPORT │
                          └─────────────────┘

                                    TIME : 09/12/1994 13:44
                                    NAME : BROTHER
                                    FAX  : 4155554444
                                    TEL  : 4155554445


        ┌──────────────────────────────────────────────┐
        │ DATE, TIME          09/12 13:42               │
        │ BOX NAME            KENT SMITH                 │
        │ DURATION            00:01:58                   │
        │ PAGE(S)             05                         │
        │ RESULT              OK                         │
        │ MODE                FINE                       │
        └──────────────────────────────────────────────┘
```

11. REMOTE FAX OPTIONS

Since the machine can store incoming data as well as record it, you can use the convenient FAX Forwarding, Paging and Remote Retrieval functions.

Setting the Fax Storage

Set this function to "ON" if you want the incoming data to be stored in the memory as well as recorded. Since the data can be stored in the memory, you can use the Fax Forwarding, Paging, and Remote Retrieval functions. It is a good idea to set the Fax Storage function to "ON" when you go out. The initial setting is OFF.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **9**.	9.REMOTE FAX OPT STOP TO CANCEL
3. Press **1**.	1.FAX STORAGE STOP TO CANCEL
	FAX STORAGE:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON	FAX STORAGE:ON SELECT ← → & SET
5. Press **SET**.	1.FAX STORAGE 2.FAX FWD/PAGING
6. Press **STOP** to exit.	

FOR YOUR INFORMATION

- When you have FAX STORAGE:ON, your incoming faxes will be stored in the memory and the LCD will show the number of incoming calls:

      FAX IN MEMORY:01
      INSERT DOCUMENT

- When you want to change the Fax Storage setting from ON to OFF and there is fax data still in the memory, you will get the following message after you select OFF:

      ERASE ALL FAX?
      1.CLEAR 2.EXIT

If you select 1 you will erase all the fax data in the memory and the function will be set to OFF. If you press 2, the data will not be erased, and the setting will remain ON.
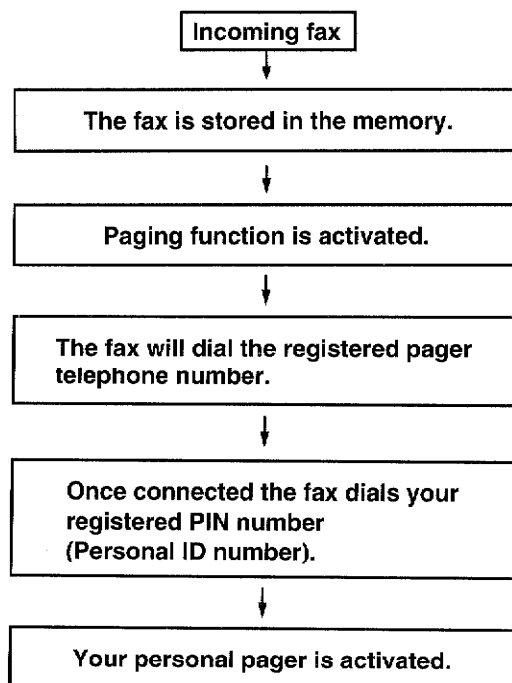

FOR YOUR INFORMATION

Whenever your fax prints a document for "back-up printing", it will be printed in standard resolution regardless of the mode it was received in.
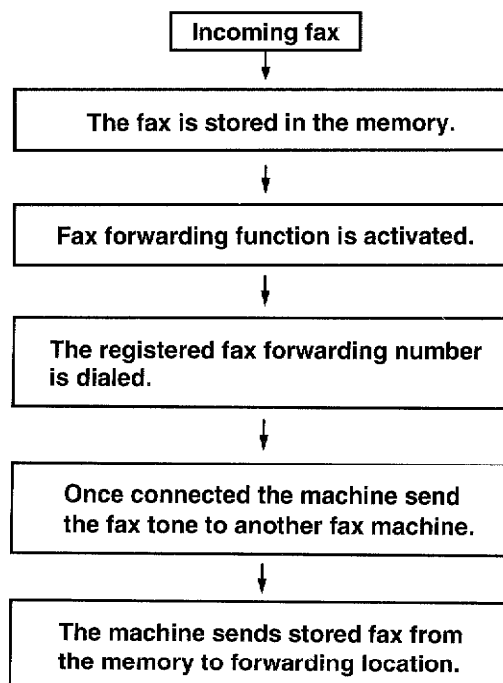

Paging/Fax Forwarding

When you set the Fax Storage function in Function menu 9-1 to ON (see page 11-1), you have an additional option of paging or fax forwarding, when your fax machine receives a fax message into memory.

How paging works (Paging ON)

| Incoming fax |

↓

| The fax is stored in the memory. |

↓

| Paging function is activated. |

↓

| The fax will dial the registered pager telephone number. |

↓

| Once connected the fax dials your registered PIN number (Personal ID number). |

↓

| Your personal pager is activated. |

How fax forwarding works (Fax Forwarding ON)

| Incoming fax |

↓

| The fax is stored in the memory. |

↓

| Fax forwarding function is activated. |

↓

| The registered fax forwarding number is dialed. |

↓

| Once connected the machine send the fax tone to another fax machine. |

↓

| The machine sends stored fax from the memory to forwarding location. |

NOTICE

1. You can activate either paging or fax forwarding ; they are very similar features and can not be used simultaneously.

2. If paging is ON, you will be paged every time a fax message is received into the memory.

Setting the Paging and Registering the Paging Number

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY

```
09/12/1994  15:25
INSERT DOCUMENT
```

1. Press **FUNCTION**.

```
1.TEMP.SETTINGS
2.CANCEL JOB
```

2. Press **9**.

```
9.REMOTE FAX OPT
STOP TO CANCEL
```

3. Press **2**.

```
2.FAX FWD/PAGING
STOP TO CANCEL
```

```
OFF
SELECT ← → & SET
```

4. Press ◄ (left arrow) and ► (right arrow) to select PAGING.

```
PAGING
SELECT ← → & SET
```

5. Press **SET**.

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

6. Enter a paging number up to 18 digits (this is the telephone number of your pager), followed by two ## signs. Do not include the area code if it is the same for your fax machine and pager.
   Example: **18002844329##**.

```
#:18002844329##
ENTER & SET
```

7. Press **SET**.

```
PIN#:
ENTER & SET
```

8. Enter a PIN (Personal Identification Number), #, press **REDIAL/PAUSE** ("-"), your fax telephone number, and ##.
   Example: **12345#-19085551234##**.

```
12345#-19085551
ENTER & SET
```

   - If you do not use a PIN, you must enter the telephone number of your fax machine. Press **REDIAL/PAUSE** ("-") before entering your fax number and add ## at the end.
   Example: **-19085551234##**.

9. Press **SET**.

```
2.FAX FWD/PAGING
3.REMOTE ACCESS
```

10. Press **STOP** to exit.

- Paging number and PIN number cannot be changed remotely.

FOR YOUR INFORMATION

The PIN (Personal Identification Number) you enter depends upon the type of paging company you use. There are generally two types of paging companies...

1) Satellite Pagers: In this case we recommend you enter your actual satellite PIN# plus your return FAX-3500ML telephone/fax number (or special alpha message).

           PIN#   Return#   PIN#   Alpha Message

For Example: 12345#19085551234## or 12345#329329329##

                                           FAXFAXFAX

2) Radio Pagers: Most* radio pagers do not require a PIN #, and in this case you should use the PIN # in the FAX-3500ML only for the return number or special alpha message.

           Return#   Alpha Message

For Example: 19085551234## or 329329329##

                           FAXFAXFAX

  * If your radio pager utilizes a PIN # then use satellite sequence above.

The "##" symbols at the end of the special message (or return #) are used to signify the end the PIN #/Message.

Setting the Fax Forwarding and Registering the Fax Forwarding Number

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **9**.	9.REMOTE FAX OPT STOP TP CANCEL
3. Press **2**.	2.FAX FWD/PAGING STOP TO CANCEL
	OFF SELECT ← → & SET
4. Press ◄ (left arrow) and ► (right arrow) to select FAX FORWARD.	FAX FORWARD SELECT ← → & SET
5. Press **SET**.	FWD#: ENTER & SET

6. Enter a fax forwarding number up to 20 digits.
Example: **18005551234**.

```
WD#:18005551234
ENTER & SET
```

7. Press **SET**.

```
2.FAX FWD/PAGING
3.REMOTE ACCESS
```

8. Press **STOP** to exit.

What is Remote Control Access?

When you leave your home or office, you will turn on your FAX STORAGE to receive fax messages. (See page 11-1.) But if you would like to activate or deactivate this FAX STORAGE feature, you can control and program your fax by remote control. You can call your fax from any touch tone phone, enter your remote access code, followed by programming commands.

Setting the Remote Access Code

The initial setting for the remote access code on your new fax is "159*".

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	`09/12/1994 15:25` `INSERT DOCUMENT`
1. Press **FUNCTION**.	`1.TEMP.SETTINGS` `2.CANCEL JOB`
2. Press **9**.	`9.REMOTE FAX OPT` `STOP TO CANCEL`
3. Press **3**.	`3.REMOTE ACCESS` `STOP TO CANCEL`

4. Enter a three digit number **000** to **999**. The last digit, an asterisk, can not be changed.
Example: **160***.
The three digit number must not be the same as the remote activation and deactivation codes. (See page 7-12.)
Example: When the remote access code is 160*, don't use 160 or 60* for the activation and deactivation code.
	`ACCESS CODE:159*`
	`ENTER & SET`
	
	`ACCESS CODE:160*`
	`ENTER & SET`

5. Wait for two seconds.	`3.REMOTE ACCESS` `1.FAX STORAGE`

6. Press **STOP** to exit.

Helpful Hints   Change the remote control code and use it as a "secret password" to limit access to your REMOTE FAX OPTIONS.
When you use the Remote Access Code, you must press all four keys (three-digit number plus *).

How to Use Remote Access and Control Codes

1. Call from a touch tone phone.

2. Enter your fax machine's number.

3. Enter your Remote Access Code immediately after your fax machine answers with a beep. (See page 11-5.)

4. If you hear a long beep, it means your machine has received fax message(s). If you do not hear a long beep, it means your fax machine did not receive message(s).

5. Next you will hear a series of two short beeps, during which you can enter a Remote Control Command. (See page 11-7.)

6. Enter a Remote Control Command.

7. After finishing one command, you can enter the next command during another series of two short beeps.

8. Press **90** to exit remote control.

   If you perform a wrong operation, you will hear three short beeps.
   If you wait more than 30 seconds during the series of two short beeps, your machine will disconnect the line.

Remote Retrieval

If you have set your FAX STORAGE: ON to store incoming fax messages, you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.
Remote fax retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

FOR YOUR INFORMATION

When to Press the Remote Access Code

Just after the line is connected, you should enter the remote access code from any touch tone phone. Make sure that you enter the remote access code while you do NOT hear any chirping sound of a fax machine. If the fax machine is set to MANUAL mode, it will answer the call after 20 rings. You will have 30 seconds to press the remote access code or the line will be disconnected.

Remote Control Commands

You can control your fax machine with the following remote control commands.

Remote control command	Detail Operation
95 Changing Fax Forwarding /Paging setting	
1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering fax forwarding or paging number) have not been completed. You can register your fax forwarding number by using 4. FAX FWD No.(see page 11-8). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then, receive a Memory Status List by entering 961 (see page 11-8). Check the List to make sure the Fax Forwarding number you registered is correct. Then enter the confirmation command 955. Now the machine will start Fax Forwarding.
2 Fax Forwarding	
3 Paging	
4 FAX FWD No.	
5 FWD No. Confirm	
6 Fax Storage ON	You can set FAX STORAGE ON or OFF.
7 Fax Storage OFF	
96 Retrieve FAX	
1 Memory Status List	You can use a remote fax machine to receive a List or stored fax message(s). (See page 11-8.)
2 Retrieve all FAXES	
3 Erase FAX in the memory	If you hear one long beep, you can erase fax message(s) in the memory.
97 Check the receiving status	You can check whether your fax machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
1 FAX	
98 Change Answer Mode	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you can not change it.
1 TAD	
2 F/T	
3 AUTO	
90 Exit	After a long beep, you can exit remote control.

Ch.11

How to Receive the Memory Status List and Retrieve a Fax Message Remotely

You can check the Memory Status List first to see if you have any stored fax messages to retrieve. Then you can retrieve them from your fax machine remotely.

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit Remote Access Code (159✳) when your fax machine answers.

4. Press **961** during the series of two short beeps.

5. Press **START** after you hear the fax tone and hold the handset.
   - If you wish to receive only the MEMORY STATUS LIST, replace the handset after pressing **START**.

6. Now you will receive a "MEMORY STATUS LIST".(See page 12-5)

7. After the MEMORY STATUS LIST has printed, you will hear another series of two short beeps.

8. Look at the MEMORY STATUS LIST. If you have any stored fax messages and wish to retrieve them, press **962** when a series of two short beeps starts sounding again and the LCD shows "TELEPHONE".

9. Press **START** after you hear the fax tone.

10. Replace the handset. Now your fax messages will be printed.

How to Change the Fax Forwarding Number Remotely

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit Remote Access Code (159✳) when your fax machine answers.

4. Press **954** during the series of two short beeps.

5. Enter new Fax Forwarding number by using the number keys (up to 20 digits).
   - You cannot register ✳ and # as dial numbers. Use ✳ to make a pause between the dial numbers.

6. Press # after entering the new Fax Forwarding number.

7. Press **961** during the next series of two short beeps.

8. Press **START** after you hear the fax tone and hold the handset.

9. Now you can receive the "MEMORY STATUS LIST" (see page 12-5).

   Look at the LIST, and make sure the new Fax Forwarding number you registered in Step 5 is correct.

10. If the new number is correct, press **955** to confirm the number when another series of two short beeps starts sounding and the LCD shows "TELEPHONE".
   - If it is incorrect, press **954** during the series of two short beeps and reenter the number correctly (back to Step 4).

11. Replace the handset. Now your fax machine is ready to activate Fax Forwarding.

12. PRINTING REPORTS AND LISTS ██████████

You can print the following lists and reports under function item 3. PRINT REPORTS.

Level one function	Level two function	Content	Page
3. PRINT REPORTS	1. ACT. REPORT	The Activity Report lets you know whether transmissions and incoming faxes were received.	12-3
	2. ALL DIAL	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.	12-3~4
	3. TEL. INDEX	The same as the All Dial list printed in alphabetical order.	____
	4. COVERPAGE	This allows you to check the Cover Page format.	6-16
	5. CALL BACK MSG	Used to check the Call Back message format.	6-22
	6. USER OPTIONS	The settings for FUNCTION 3-7 and FUNCTION 5 to 9 (Cover Page, Tone/Pulse, Ring Delay, etc.) are printed here.	____
	7. XMIT REPORT	You can choose whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF	12-5
	8. MEMORY STATUS	The addressee and the amount of occupied memory for items stored in the memory are printed here.	12-5
	9. PRT MBOX REPRT	You can check if you received any confidential messages into your mailbox.	10-8~9

Other Reports

The following reports are printed automatically, for your information.
>   Help List (By pressing **HELP** on the control panel.) (See page 3-8~11.)
>   Power Failure Report (prints after initial power up.)
>   Polled Report
>   Delayed Sending Report
>   Broadcast Report
>   Sequential Polling Report
>   Relay Broadcast Report
>   Retrieval Report
>   Transmission Verification Report

All the reports and lists may be printed as follows:

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **3**.	3.PRINT REPORTS STOP TO CANCEL
3. Press the number of the level two function you wish to print. Example: 1.ACT.REPORT.	1.ACT.REPORT STOP TO CANCEL
	1.ACT.REPORT PRESS START KEY
4. Press **START**.	PRINTING ACT.REPORT

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 (the last 30) during that period. The initial setting is "OFF".

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOB
2. Press **7**.	7.SETUP SYSTEM STOP TO CANCEL
3. Press **3**.	3.INTERVAL STOP TO CANCEL
	ACT.RPT.:OFF SELECT ← → & SET
4. 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.	EVERY 12 HOURS SELECT ← → & SET
5. Press **SET**.	START AT:00:00 ENTER & SET

6. Enter the time to print in 24-hour format using the number keys.
Example: **19:45** (7:45P.M.).

```
START AT:19:45
ENTER & SET
```

7. Wait for two seconds.

```
3.INTERVAL
4.STATION ID
```

8. Press **STOP** to exit.

```
                    ┌─────────────────┐
                    │ ACTIVITY REPORT │
                    └─────────────────┘

                                 TIME : 09/12/1994 19:45
                                 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
            CA  : CALL BACK MSG
            POL : POLLING
            RET : RETRIEVAL
```

Note : "TX" means Transmit, "RX" means Receive.

Printing the All Dial List

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

```
                    ┌───────────────┐
                    │ 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	AUSTRIAN OFFICE	
*02	234-5678	TEL	ABC COMPANY	
*03	334-5566	FAX	HEAD OFFICE	
*04				
*05	14155551212	FAX	NJ OFFICE	
*40				

```
            @: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 │ BROWNE  M.  │       │
        │  #02@  │ 1234567          │     │ W.  COMPANY │       │
        │  #03   │ 03-256-1121      │ FAX │ TOKYO OFFICE│       │
        ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
        │  #00   │ 5555151          │ TEL │ MANCHESTER  │       │
        └────────┴──────────────────┴─────┴─────────────┴───────┘
                    @:CHAIN
```

Transmission Verification (Xmit) Report

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

OFF: Report will be printed if transmission errors occur.
ON: Report will be printed every time a fax message is sent correctly or an error occurs.

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
	09/12/1994 15:25 INSERT DOCUMENT
1. Press **FUNCTION**.	1.TEMP.SETTINGS 2.CANCEL JOBS
2. Press **3**.	3.PRINT REPORTS STOP TO CANCEL
3. Press **7**.	7.XMIT REPORT STOP TO CANCEL
	XMIT REPORT:OFF SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose the setting. Example: ON.	XMIT REPORT:ON SELECT ← → & SET
5. Press **SET**.	7.XMIT REPORT 8.MEMORY STATUS
6. Press **STOP** to exit.	

```
┌─────────────────────────────────────────────────────────────┐
│      ┌─────────────────────────────────────────────┐          │
│      │ TRANSMISSION  VERIFICATION  REPORT │          │
│      └─────────────────────────────────────────────┘          │
│                                                               │
│                              TIME : 09/12/1994 15:25          │
│                              NAME : BROTHER                   │
│                              FAX  : 4155554444                │
│                              TEL  : 4155554445                │
│                                                               │
│   ┌────────────────────────────────────────────────────┐     │
│   │ DATE,TIME              09/12  15:24                 │     │
│   │ FAX  NO./NAME          NJ OFFICE                    │     │
│   │ DURATION               00:00:45                     │     │
│   │ PAGE(S)                01                           │     │
│   │                        COVERPAGE                    │     │
│   │ RESULT                 OK                           │     │
│   │ MODE                   STANDARD                     │     │
│   └────────────────────────────────────────────────────┘     │
└─────────────────────────────────────────────────────────────┘
```

Memory Status List

The MEMORY STATUS LIST will show you the addressee and amount of occupied memory for items stored in the memory such as delayed transmissions and polled waiting. You will see the combined total of stored fax messages for retrieval. The available memory is expressed as percentage of remaining memory.

```
┌─────────────────────────────────────────────────────────────┐
│              ┌─────────────────────────┐                      │
│              │  MEMORY STATUS LIST │                          │
│              └─────────────────────────┘                      │
│                         TIME: 09/12/1994 15:25               │
│                         NAME: BROTHER                        │
│                         FAX : 4155554444                     │
│                         TEL : 4155554445                     │
│   STORED FAXES FOR RETRIEVAL                                  │
│                                                               │
│               DATE    TIME   RECEIVED FROM      # OF PAGES    │
│   MESSAGE 01  : 09/12/1994 12:00 0528242787        01        │
│   MESSAGE 02  : 09/12/1994 14:42 7800284432?       03        │
│                  └──(A)──┘└───(B)────┘             20%        │
│                                                               │
│   MEMORY USED FOR FAX FEATURES                                │
│                                                               │
│                    TIME         DESTINATION     # OF PAGES    │
│   CONF.MAIL BOX  :      KENT                      02 03%      │
│   TIMER          1) 23:45 (BROADCAST)            05 05%       │
│   POLLING WAITING                                02 02%       │
│   REDIAL WAITING 1)      BROTHER BOSTON          02 07%       │
│   FAX FORWARD NUMBER :   18005551234                          │
│                                                               │
│   MEMORY AVAILABLE                                            │
│   ┌─────────────────────────────────────────────────┐        │
│   │ FREE                                       63%   │        │
│   └─────────────────────────────────────────────────┘        │
└─────────────────────────────────────────────────────────────┘
```

}
You received two FAX messages;
(A) When the fax came in
(B) Sending party's number

}
This shows that you have four items in the fax's memory for CONF.MAIL BOX, TIMER, POLLING and REDIAL transmissions.
← This shows the Fax Forwarding number.

← This shows the amount of available memory.

13. REGULAR MAINTENANCE AND TROUBLESHOOTING ▓

Regular Maintenance

You can keep your fax machine in optimum condition by cleaning it on a regular basis. It is a good idea to replace the toner cartridge and the drum unit during this routine. Avoid using thinners or other organic solvents to clean the machine and do not use 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 dirt off the machine using a slightly damp cloth.

3. Clean the white plate and the glass cover.
   Moisten a small piece of soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white plate of the scanner.

* Please do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.

Control panel

Open the control panel.

White plate

Control panel

Glass cover

4. Wipe the electric plates (1), (2), (3), with a soft cloth containing isopropyl alcohol. Wipe the scanner window (4) and the toner sensor (5) with a dry soft cloth.

WARNING

Do not use isopropyl alcohol to clean the scanner window (4) or the toner sensor (5).

(2) Electric plate   **(5) Toner sensor**   **Clean here**

Open the top cover and the drum cover, and remove the drum unit.

(1) Electric plate   **(3) Electric plate**
(4) Laser scanner window
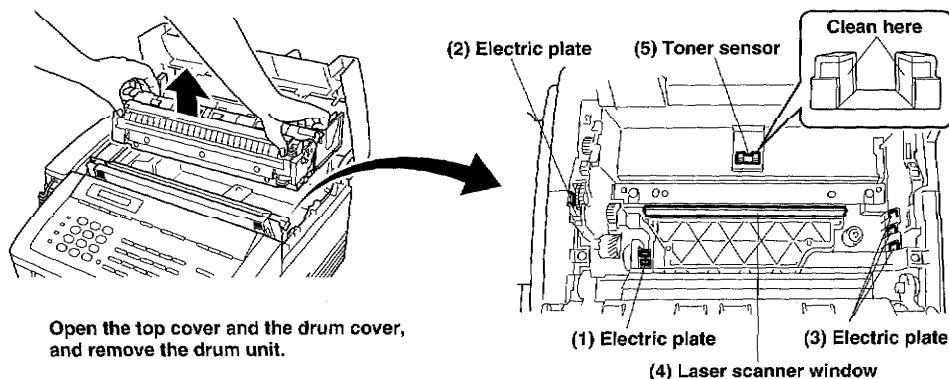
5. Clean the primary corona wire for printing of the drum unit .
   Remove both the drum unit and the toner cartridge from your fax machine. Make sure to align the 2 red arrows on the drum unit and the toner cartridge, and then turn the drum unit over. Move the tab, which is on the left side of the opening in the drum unit and is connected to the primary corona wire, back and forth to clean it. After you finish cleaning, make sure to return it to the left side where you see the ▲ mark.

Back side

Home position (▲)

Drum unit

Tab   Corona wire

Front side
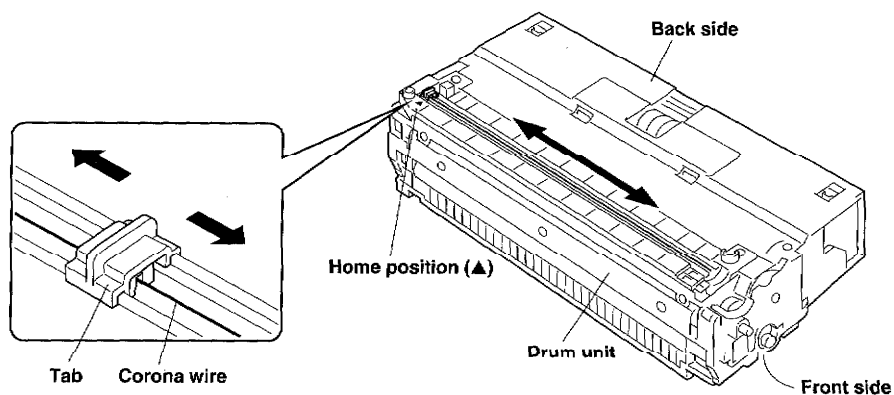
IMPORTANT

Be sure to position the tab at the home position after sliding it.

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

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 "PRINTER 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

Before you can clear a paper jam error, you need to find out where the paper is jammed. There are 3 possible locations where a paper jam may occur, thus 3 ways to clear the jam.

CAUTION

- Do not pull the paper from the paper tray. If you pull the jammed paper out of the paper tray, you may damage the machine and cause a malfunction in the unit.

- After you have used the machine, some internal parts of the machine are extremely hot. When you open the top cover of the machine, never touch the shaded parts shown in the following diagram.
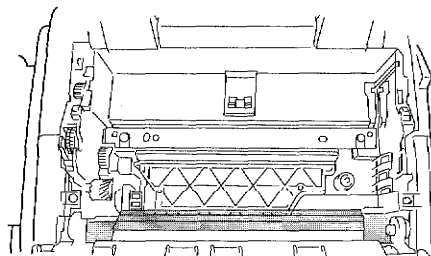
▲ Inside the fax machine

1. Remove the paper cassette.

2. If the jammed paper comes out with the paper cassette, open the paper cover and pull the jammed paper out of the cassette. (If the jam is cleared, go to step 5, otherwise go to step 3.)
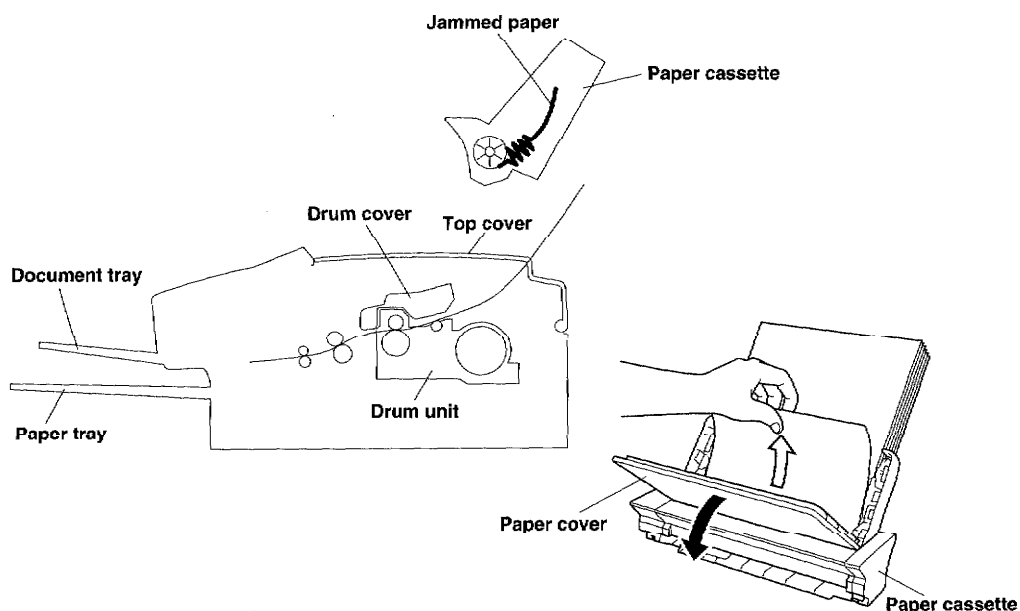
3. If the jammed paper does not come out with the paper cassette and is inside the unit, open the top cover and drum cover. Then pull the jammed paper out of the unit. (If the jam is cleared, go to step 5, otherwise go to step 4.)
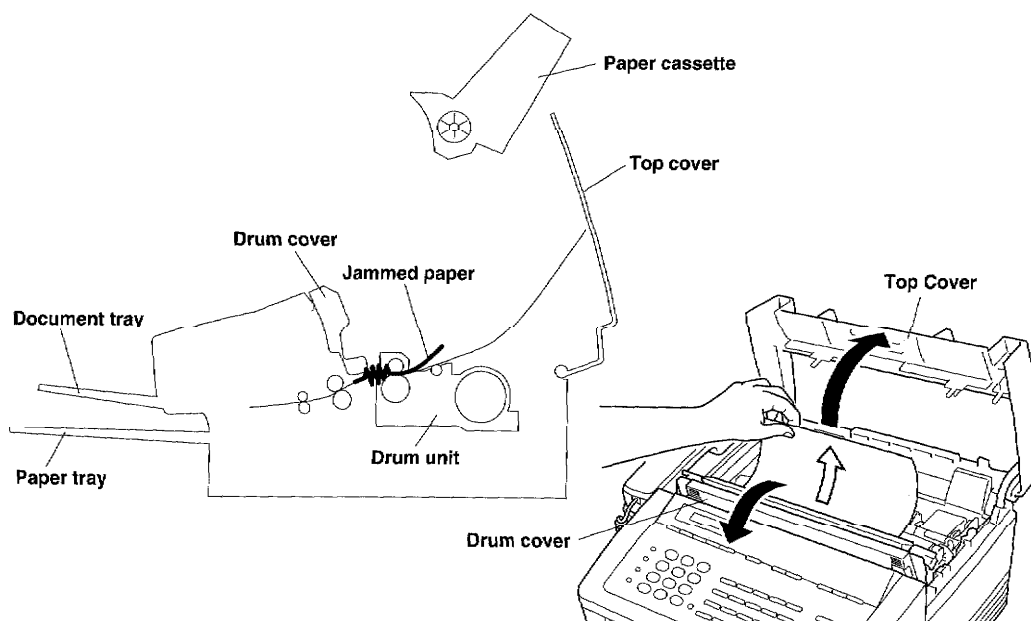
4. If you can not see the jammed paper in the unit, but it seems to be jammed deep inside the unit, remove the drum unit. Then pull the jammed paper out of the unit.
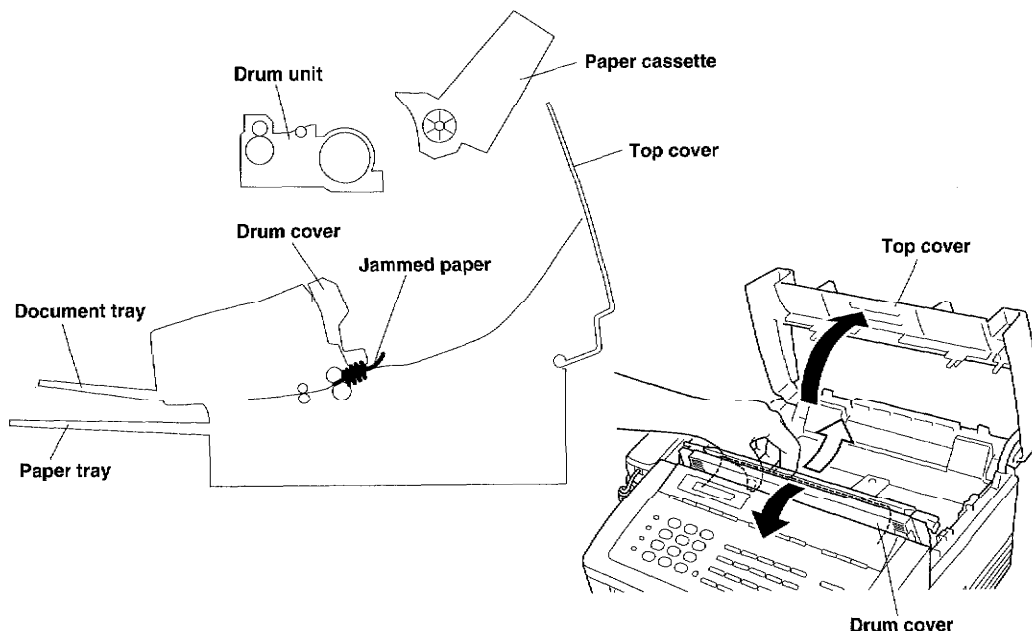
5. Replace the drum unit (from step 4), close the drum cover, then close the top cover (from step 3), and replace the paper cassette.

Troubleshooting

Occasionally, you may have a problem with your fax machine or telephone line. If this happens, your fax machine usually 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

SET CARTRIDGE
A toner cartridge is not installed. Therefore re-install the toner cartridge.

CHANGE TONER
The display will show "CHANGE TONER" and at the same time, the toner empty LED on the control panel will flash on and off. You can still print, but since the toner is depleted, it is telling you that the toner will soon run out. Order a new toner cartridge.

CHANGE TONER and TONER EMPTY

The toner is used up and printing is not possible. Replace the toner cartridge with a new one. (See page 1-7~10)

CHECK PAPER SIZE

Your recording paper size may not be set correctly for the recording paper you are using (see page 7-5). If you get this error, the reduction ratio will be changed to "AUTO" if you have used a fixed reduction ratio (see page 7-5).

CLEAN UP FILTER

The filter for the cooling fan is clogged. Clean it with a vacuum cleaner. If the filter is especially dirty, wash it with a mild detergent or with warm water. After you have finished cleaning it, press **STOP** to clear the error message. If you still get a "CLEAN UP FILTER" message, right after you have cleared the error message, it means your fax machine is overheated. Let the machine cool for a while, with the power on. Later you can press **STOP** again and the error message will be cleared.

Filter

Filter (Sponge)
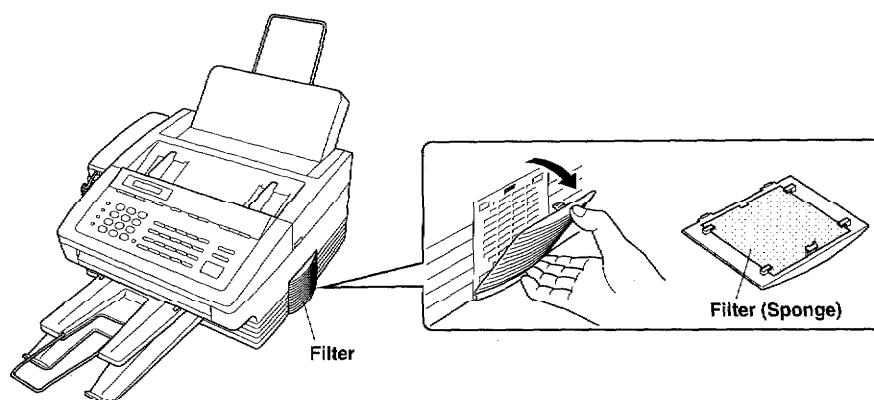
COMM. ERROR XX YY

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 a poor telephone line, or having a special
80 01	telephone service such as "Call Waiting" assigned to this line.
90 01	

| 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 their 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 requested the polling function even though the remote station does not have the polling feature.

COVER OPEN
The top cover, the drum cover or paper cover was not completely closed. Or the paper cassette was not completely installed. Please check them.

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

DOCUMENT JAM
The documents were not inserted properly, or the documents were not fed properly, or the documents were too long.
Open the control panel and remove the documents. (See page 13-3) Then close the control panel, press **STOP** and insert the documents again, adjusting the guides on either side of the document, and try sending the fax again.
Original documents should be straight, non wrinkled, to be correctly fed. Otherwise the documents may occasionally jam.

ID MISMATCH
You may have used the wrong ID for the secure polling function or password transmission. Try calling the other party to check the ID.

MACHINE ERROR XX and PRESS STOP KEY
Cut the power off. Then contact the Customer Service number listed on page 13-5.

NO RESPONSE/BUSY
The number you called does not answer or is busy. You also may have reached a number that is not connected to a fax machine. Check the number and try again.

NOT REGISTERED
The One-Touch key or Speed-Dial number you pressed has no number assigned to it. You need to register a phone number. (See page 4-4~7)

PAPER EMPTY
There is no more paper. Another possibility is that the paper cassette is not properly installed. Refill the paper or correct the position of the paper cassette.

PRINTER JAM
The recording paper is jammed in the recording area.
Remove the jammed paper, and load the recording paper again. (See page 13-3~5)

Other Problems

When the receiving party says the picture is not clear
Sometimes the setting of the resolution mode is not appropriate. Send the fax again using the FINE or SUPERFINE mode. Also, your machine's scanner may be dirty, so try cleaning it. (See page 13-1)

When the receiving party says vertical streaks appear on the faxes they receive
Your machine's scanner may be dirty or the receiving party's printer head may be dirty. Clean your scanner, (See page 13-1) and make a copy to see if the problem was caused by your machine.

Vertical streaks appear on the faxes you receive

Sometimes you may see vertical streaks on the faxes you receive. Either your machine's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire. (See page 13-2) Make a copy to see if the vertical streaks are still there.

Vertical streaks appear in copies

Sometimes you may see vertical streaks on your copies.
Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See page 13-1~2)

* If the printed pages are still blurred at the center or either edge as below:

• Make sure that the printer is placed on a flat, horizontal surface.

• Remove the drum unit with the toner cartridge installed. Hold the unit horizontally with both hands and tap it firmly against a flat surface 3 or 4 times. Re-install the drum/toner unit and try printing again. If the print quality is acceptable, continue using this drum unit. If the print quality is not acceptable, please contact Brother customer service or your local authorized service center for further assistance.
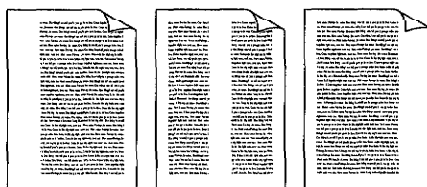
Horizontal Streaks

You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.

Poor Printing Quality

If the printing quality is not acceptable level, please change your drum unit with a new one.

The Print is too Light or too Dark

The print density dial is located near the power cord on the back of the machine. You can use it to adjust print conditions.

The print may become darker or lighter as conditions change (such as changing the toner cartridge and drum unit or if the machine has become overheated from heavy use).

Use a screwdriver to turn the print density dial clockwise for darker print and counterclockwise for lighter print. The dial has been set to the middle position.

Fax machine

Power cord
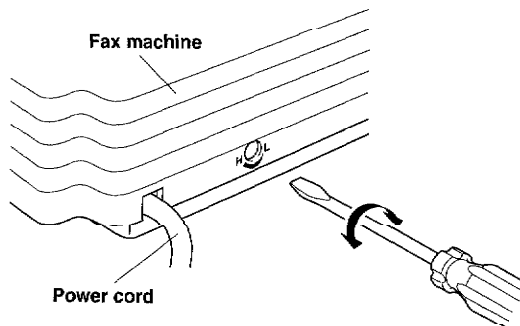
If the print is still too light, check to see if the Toner Save feature is ON (see page 7-8).

If the received data is divided and printed onto 2 pages or if you get an additional blank page your recording size may not be set correctly for the recording paper you are using (see page 7-5). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real recording paper (see page 7-7).

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. (See page 1-12) Check by pressing **HOOK** to see if you hear a dial tone. Also try dialing by first pressing **HOOK** or lifting the handset. Wait until you hear the fax tones and then press **START**.

14. IMPORTANT INFORMATION

Standard Telephone and FCC Notices (Applies only to 120V model)

These notices are in effect on models sold and used in the 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.

See 1-3 for details.

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

If your IntelliFAX3500ML damages 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 to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this IntelliFAX3500ML, 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 lines provided by the telephone company nor connected to party lines.

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 circuit.

- Consult the dealer or an experienced radio/TV technician for help.

Laser Safety (For 110-120 V Model Only)

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

FDA Regulations

The Bureau of Radiological Health (BRH) of the U.S. Food and Drug Administration (FDA) implemented regulations for laser products manufactured from August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown on the back of the printer indicates compliance with the BRH regulations and must be attached to laser products marketed in the United States.

MANUFACTURED :

BROTHER INDUSTRIES, LTD.
15-1 Naeshiro-cho Mizuho ku Nagoya, 467 Japan
This product complies with FDA radiation performance standards, 21 CFR Subchapter J.

Caution

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

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.

The 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. IntelliFAX3500ML 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 heater. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult 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 used (See page 1-12.) with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (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.

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13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personal at 1-800-284-4FAX (4329).

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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16. SPECIFICATIONS

Type	Desktop facsimile transceiver
Compatibility	ITU-TS Group 3
Coding system	Modified Huffman (MH) Modified Read (MR) Modified Modified Read (MMR)
Modem speed	9600/7200/4800/2400; Automatic Fallback
Document input width	148 mm to 216 mm (5.8 inches to 8.5 inches)
Scanning/Printing width	208 mm (8.2 inches)
Paper size	Letter/Legal/A4
Cassette capability	200 sheets (20 lbs)
Printer type	Laser Printer
	Laser Wavelength : 780mm
	Laser Output : 5mWmax
Gray scale	64 levels
Display	LCD, 16 characters x 2 lines
Polling types	Standard, Secure, Delay, Sequential
Contrast control	Automatic/Super Light/Super Dark (manual setting)
Resolution	• Horizontal 8 dot/mm (203 dot/inch)
	• Vertical Standard 3.85 line/mm (98 line/inch)
	Fine, Photo (copy) 7.7 line/mm (196 line/inch)
	Superfine, Photo 15.4 line/mm (392 line/inch)
One-touch dial	40 stations
Speed-dial	100 stations
Automatic redial	3 times at 5 minute intervals
Speaker type	Monitor
Auto answer	0, 1, 2, 3 or 4 rings
Communication source	Public switched telephone network
Operating environment	41 - 95° F
Power source	120V AC 50/60Hz (U.S.A., Canadian Version Only)
Power consumption	Standby: under 50 watts (25°C)
	Peak: under 480 watts (25°C)
Dimensions	455 x 428 x 299 (mm)/17.9 x 16.9 x 11.8 (inches)
Weight	11.5 kg/25.4 lbs

Specifications are subject to change for improvement without prior notice.

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