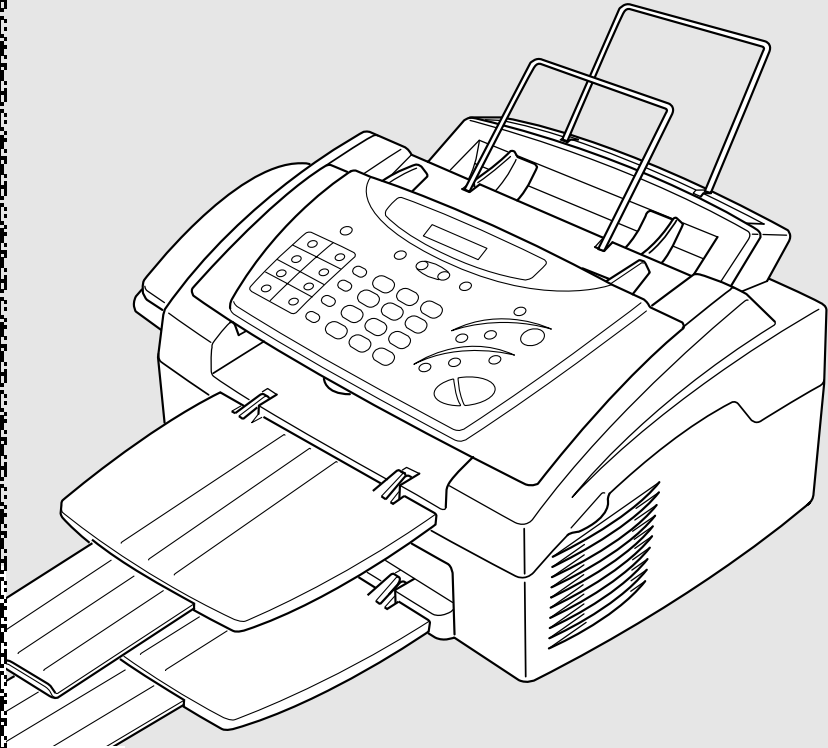


OWNER'S MANUAL



MFC 4300

.....

brother.

If You Need to Call Customer Service

Please complete the following information for future reference:

Model: MFC 4300

Serial Number:* _____

Date of Purchase: _____

Place of Purchase: _____

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

Year 2000 Compliant

Brother is addressing the Year 2000 related issues for all Brother fax machines and multi-function centers. Our focus is to ensure that our bundled third party software will continue to properly process date/time data after January 1, 2000.

Brother fax machines and multi-function centers will function properly after January 1, 2000, provided that all non-Brother hardware, software and firmware used by our customers in connection or combination with Brother fax machines, and bundled software, accurately exchange date data with the Brother products.

Please continue to check our Web page for updates at **<http://www.brother.com>**. All remedies will be provided to individual customers via software patches through software download or from Brother Customer Service.

Brother Numbers

IMPORTANT

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

Brother fax-back system

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

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

In USA: 1-800-521-2846

In Canada: 1-800-681-9838

1-514-685-5381 (within Montreal)

The Brother fax-back system number (USA only) has been preprogrammed on One Touch key **1**.

Frequently Asked Questions (FAQs)

You can find more information about Brother products on the World Wide Web. From product specification sheets to Frequently Asked Questions (FAQs), it is all there. Visit us at:

<http://www.brother.com>



You can check here for Brother Printer Driver updates.

For Customer Service

In USA: 1-800-284-4329 (voice)

1-908-575-8790 (fax)

1-800-284-3238 (TTY service for the hearing-impaired)

In Canada: 1-800-853-6660 (voice)

1-514-685-4898 (fax)

1-514-685-6464 (voice) (within Montreal)

Dealers/Service Centers (USA only)

For the name of a Brother authorized dealer or service center, call 1-800-284-4357.

Service Centers (Canada only)

For service center addresses in Canada, call 1-800-853-6660.

Ordering Accessories and Supplies

IMPORTANT

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

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

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

In Canada: 1-800-668-2768 (voice)

DESCRIPTION	ITEM
Laser Fax Toner	TN5000PF
Laser Fax Drum	DR200
Telephone Line Cord	UG3565001
Telephone Handset	UF6857010
Handset Curled Cord	UL8019009
Wire Extensions for trays	UL6856000
Paper Tray and Document Tray	UU7114001
Owner's Manual	LH0550001

Notice – Disclaimer of Warranties (USA and Canada)

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Compilation and Publication Notice

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

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

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

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

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

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

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

What is NOT covered: This warranty is VOID -- that is, this Product has no warranty -- if: (1) you did not purchase this Product from an authorized Brother reseller within the United States, (2) this Product has been serviced, modified or tampered with by anyone other than an Authorized Service Representative of Brother, (3) the serial number has been modified, defaced or removed from this Product, (4) this Product has been abused or damaged, (5) non Brother®-brand or non Brother approved parts, supplies, power supplies or other accessories have been used with this Product, or (6) this Product has been transported without the proper preparation and packaging.

What to do if you think your Product is defective:

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

Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale.

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

Exchange Service:

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

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

or (iv) the warranty period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The Brother Customer Service Representative will ship the exchange Product via next business day delivery courier service, with return instructions and prepaid return air bill. Follow the return instructions. You must return the original Product in the same shipping carton in which the exchanged Product was received and include a copy of proof of purchase (bill of sale). Retain your original accessory items and a copy of the return air bill, signed by the courier.

Limitations:

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

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

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

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

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

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

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

Model # _____

Serial # _____

Date of purchase: _____

Store where purchased: _____

Location of store: _____

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

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

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

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

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

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

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

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

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

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-800-853-6660. Within Montreal, please call 685-6464.

**Internet support: support@brother.ca or browse
Brother's Web Site: www.brother.com**

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



Quick Reference Guide

Sending Faxes

Automatic Transmission

- 1 Place the original face down in the ADF.
- 2 Enter the fax number using One Touch, Speed Dial, Search or the dial pad.
- 3 Press **Start**.

Sending a Cover Page

- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 1**.
- 3 When **NEXT FAX ONLY?** appears, press **Set**.
- 4 Press ◀ or ▶ to select **ON** (or **OFF**) and press **Set**.
- 5 Press ◀ or ▶ to select a comment and press **Set**.
- 6 Enter two digits to indicate the number of pages being sent and press **Set**.
- 7 Press **1** to select additional settings —**OR**—Press **2** if you are ready to fax.
- 8 Enter the fax number.
- 9 Press **Start**.

Real Time Transmission

You can send faxes in real time.

- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 9**.
- 3 Press ◀ or ▶ to select **ON** and press **Set**—**OR**—For the next transmission only, press ◀ or ▶ to select **NEXT FAX ONLY** and press **Set**.

- 4 For the next fax only, press ◀ or ▶ to select **ON** and press **Set**.
- 5 Press **1** to select additional settings —**OR**—Press **2** to fax.
- 6 Enter the fax number.
- 7 Press **Start**.

Receiving Faxes

Select Answer Mode

Press **Receive Mode** to select **FAX/TEL**, **TAD**, **MANUAL** or **FAX ONLY**. If you select **FAX/TEL**, make sure you set Ring Delay and F/T Ring Time.

Manual Reception

- 1 Pick up the handset.
- 2 Press **Start** if you hear fax tones (beeps).
- 3 When the LCD shows **RECEIVE**, replace the handset.

Brother fax-back system :

In USA: 1-800-521-2846

In Canada: 1-800-681-9838

In Montreal: 1-514-685-5381

Brother Web Site :

<http://www.brother.com>

Storing Numbers

Storing One Touch Dial Numbers

- 1 Press **Function, 1, 6, 1**.
- 2 Press the One Touch key where you want to store the number.
- 3 Enter a number (up to 20 digits) and press **Set**.
- 4 Enter a name (or leave it blank) and press **Set**.
- 5 Press ◀ or ▶ to select **FAX, TEL, or FAX/TEL** and press **Set**.
- 6 Press **Stop**.

Storing Speed Dial Numbers

- 1 Press **Function, 1, 6, 2**.
- 2 Enter a two-digit Speed Dial number and press **Set**.
- 3 Enter a number (up to 20 digits) and press **Set**.
- 4 Enter a name (or leave it blank) and press **Set**.
- 5 Press ◀ or ▶ to select **FAX, TEL, or FAX/TEL** and press **Set**.
- 6 Press **Stop**.

Telephone Operation

One Touch Dialing/ Speed Dialing

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

Search/Speed Dial

- 1 Press **Search/Speed Dial**, then enter the first letter of the name you're looking for.
- 2 Press ◀ or ▶ to search the memory.
- 3 When the name is displayed, lift the handset—**OR**—Press **Hook**.
- 4 Press **Start** to dial. (If you pressed **Hook** to dial, pick up the handset when the other party answers.)
- 5 To hang up, replace the handset.

Making Copies

Making a Single Copy

- 1 Place the original face down in the ADF.
- 2 Press **Copy**, then wait for five seconds—**OR**—Press **Copy** again.

Sorting Multiple Copies

- 1 Place the original face down in the ADF.
- 2 Press **Copy**.
- 3 Use the dial pad to enter the number of copies you want (up to 99).
- 4 Wait five seconds—**OR**—Press **Copy**.
- 5 Press ◀ or ▶ to select **SORT** (or **STACK**).
- 6 Press **Copy**.

Brother Accessories and Supplies

In USA:

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

In Canada:

1-800-668-2768 (voice)

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1 Introduction

Using This Manual

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



Additionally, your MFC has a Help key. Press **Help** to print a list of basic operational steps and functions.

Finding Information

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

Conventions Used in this Manual

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

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



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



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



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



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



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

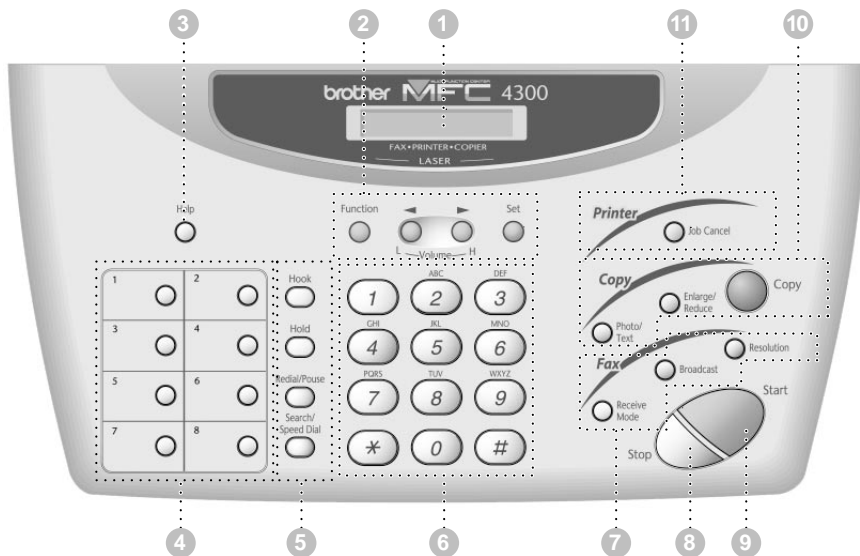
Test Sheet Procedures (USA Only)

After programming your Station ID, please fill out the TEST SHEET included with your MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your MFC is properly installed. (See *Setting Station ID*, page 4-1.) When this document is received a confirmation sheet will be sent back to your machine. To get a response, be sure to set up your Station ID.

In USA:

1-877-268-9575 (fax)

MFC 4300 Control Panel Overview



MFC 4300 Control Panel Overview

When you press these keys:

1 Liquid Crystal Display (LCD)

Displays messages to help you set and operate your MFC.

2 Programming keys:

Function

Lets you access the function mode. (programming)

◀ (Left Arrow)

▶ (Right Arrow)

L — — H Volume

Moves the LCD cursor to the left or right in Function mode so you can make selections.

Also, adjusts speaker, ring and handset volume.

Set

Stores a function setting in the machine.

3 Help

Prints a quick reference Help List.

4 One Touch Dial Keys

Previously stored phone numbers are accessed for quick and easy dialing.

5 Dialing and Telephone keys:

Hook

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

Hold

Lets you put calls on hold.

Redial/Pause

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

Search/Speed Dial

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

6 Dial Pad

Allows you to dial phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

7 Fax keys:

Receive Mode

Lets you set how the machine will handle incoming calls.

Broadcast

lets you to send faxes to many different locations (maximum of 88 locations at once).

Resolution

Lets you select the resolution when you send a fax.

8 Stop

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

9 Start

Starts an operation, such as sending a fax.

10 Copy keys:

Photo/Text

Lets you identify the type of document you want to copy: a photograph or text.

Enlarge/Reduce

lets you select an enlargement or reduction ratio: 100%, 120%, 125%, 150%, 200%, 50%, 75%, 87%, 93%. Selecting AUTO automatically reduces the original on the selected paper size.

Copy

Makes a copy of the original in the ADF.

11 Printer key:

Job Cancel

Clears data from the printer memory.

About Fax Machines

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

Fax Tones and Handshake

When someone is sending a fax, the MFC sends fax calling tones, (CNG tones) — soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 seconds after dialing. During that time, the sending machine must begin the “handshake” with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones—loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays RECEIVE. If your MFC is set to the FAX mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your MFC continues to send the “chirps” for about 40 seconds, and the screen continues to display RECEIVE. To cancel the receiving mode, press **Stop**.

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

The fax “handshake” is the time in which the sending machine's CNG tones and the receiving machines “chirps” overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.



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

ECM (Error Correction Mode)

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

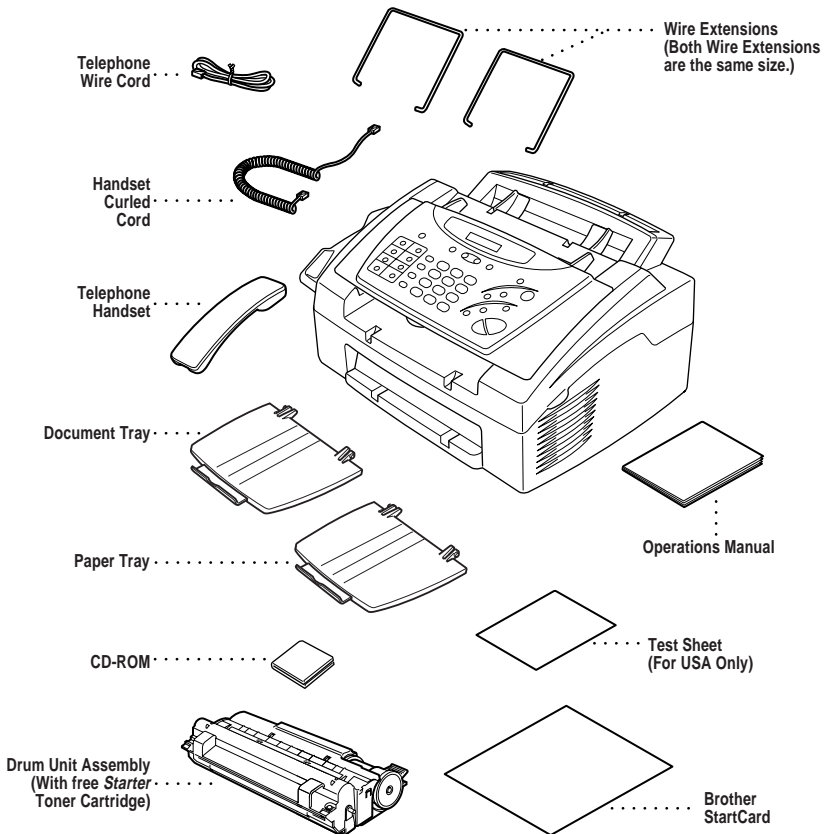
Sufficient memory must be available in your MFC for this feature to work.

2

Assembly and Connections

Packing List

Make sure you have the following items:



If an item is missing, call Brother Customer Service at 1-800-284-4329 (**In USA**), 1-800-853-6660 (**In Canada**) or 1-514-685-6464 (**In Montreal**). See *Ordering Accessories and Supplies* on page ii for the correct item numbers.

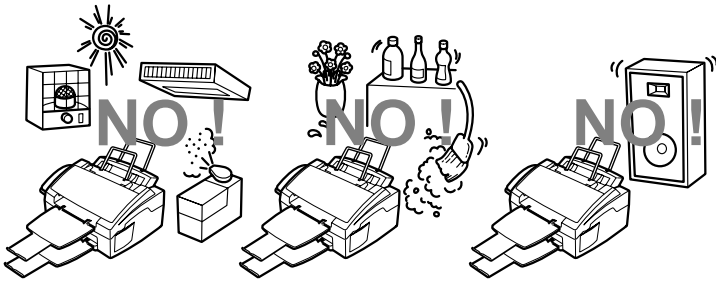


Whenever you transport the MFC, use the packing materials that came with MFC. If you do not pack the MFC properly, you may void your warranty.

Choosing a Location

Place your MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the MFC near a telephone jack and a standard, grounded power outlet. Make sure nothing blocks the flow of air from the fan on the right side of the MFC.

- ⊘ Avoid placing your MFC in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the MFC to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the right side of the MFC. Do not connect your MFC 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 MFC to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.



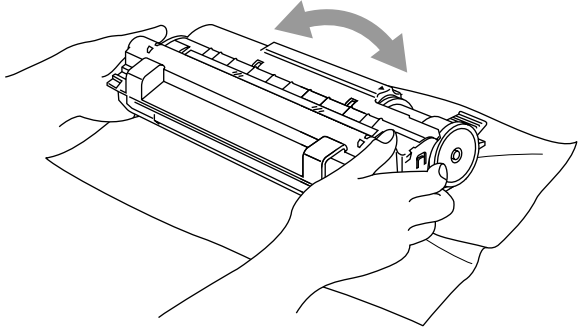
! WARNING

- Never install telephone wiring during a lightning storm.
- We recommend that this product be used with a surge protection device to protect the product against lightning storms.
- Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- For **PLUGGABLE EQUIPMENT**, the socket-outlet should be installed near the equipment and should be easily accessible.
- To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunications line cord.

Assembly

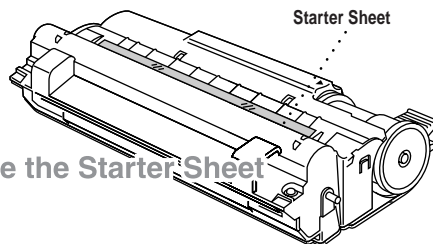
Installing the Drum Unit Assembly (with Toner Cartridge)

- 1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times to distribute toner evenly inside the cartridge.



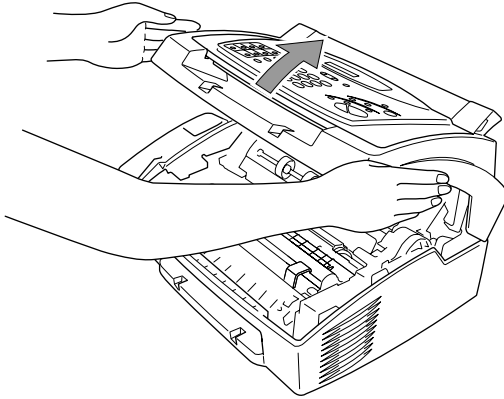
To prevent damage to the drum, do NOT expose it to light for longer than a few minutes.

Do NOT remove the starter sheet—this will be ejected while the MFC is warming up.

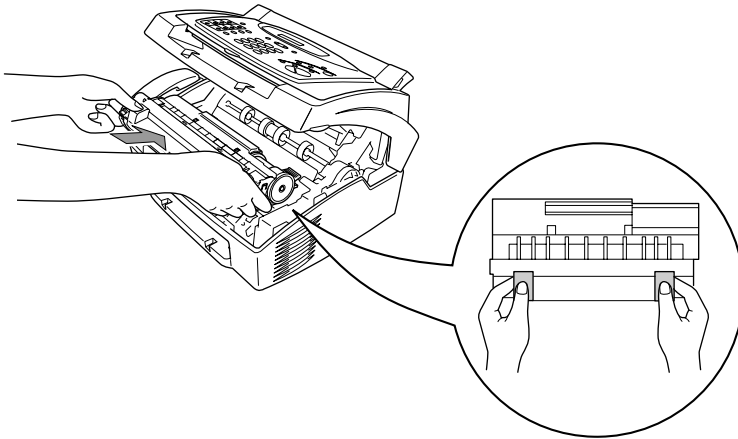


Do NOT remove the Starter Sheet

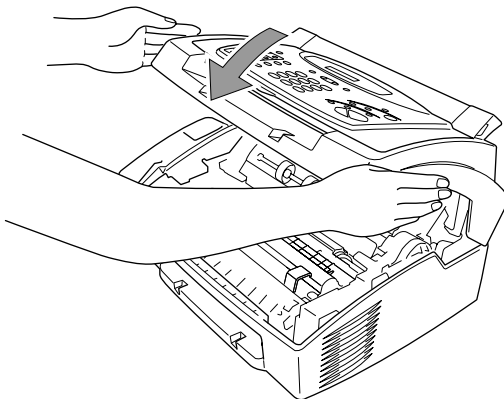
2 Open the top cover of the MFC.



3 Holding the drum unit by its handles, insert it into the MFC.

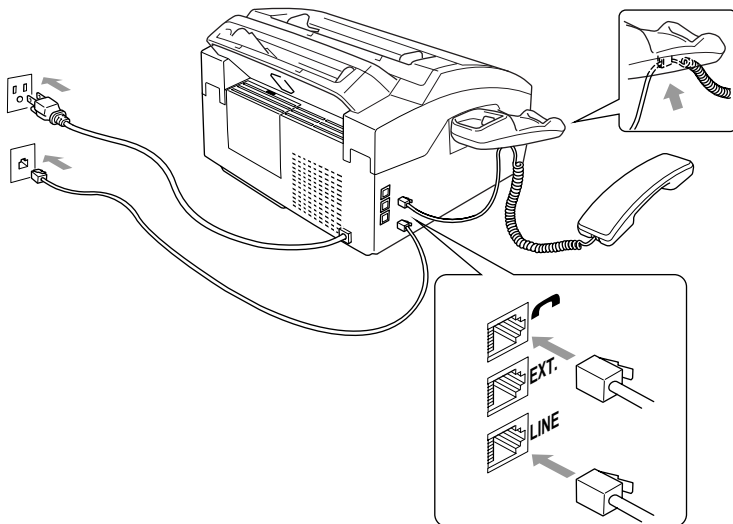


4 Close the top cover.



Setting Up the MFC

Follow the instructions below to connect the handset, power cord, and telephone line.



- 1 Connect the Handset.
Connect the curled handset cord to the bottom of the handset and the left side of the MFC.
- 2 Connect the power cord.

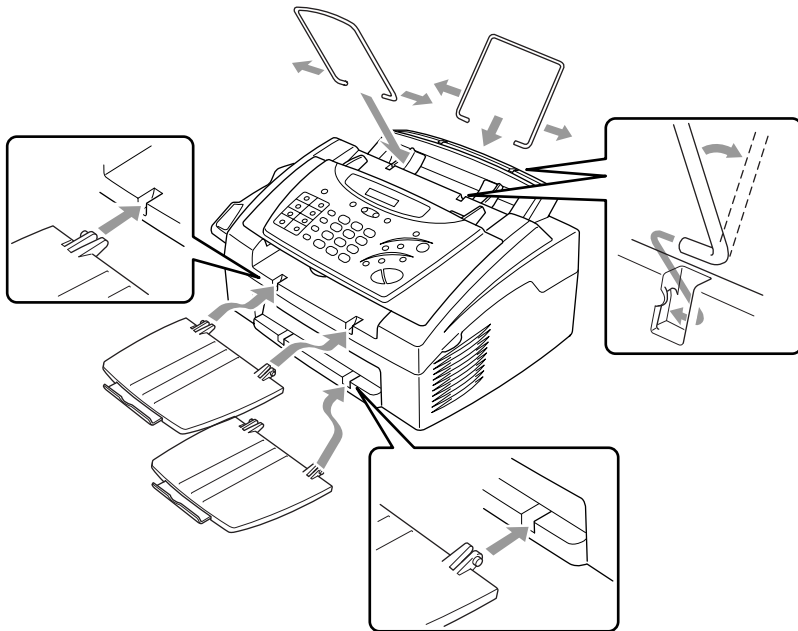
WARNING

- This MFC must be grounded using a three-prong plug.
- Since the MFC is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your MFC, by disconnecting the telephone line first, and then the power cord.
- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the lines during a lightning storm.
- Do not touch the rollers at the paper exit.

- 3 Connect the telephone line.

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

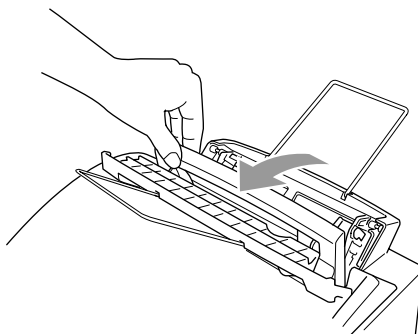
- 4 Attach the wire extensions to the multi-purpose sheet feeder and the document guide base.



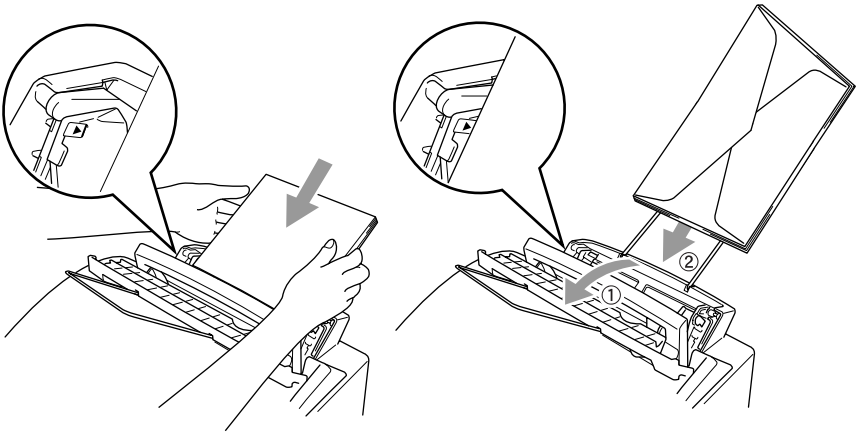
- 5 Attach the document tray and paper tray to the MFC and pull out their extensions.

Loading Paper

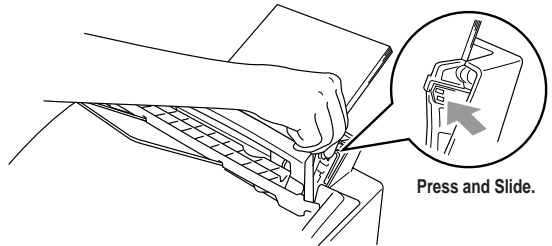
- 1 Open the multi-purpose sheet feeder cover.



- 2 Fan the paper well. Load the paper, making sure the print side is toward the fax machine and the paper level is stacked below the paper mark. The feeder can hold up to 200 sheets of paper, or up to 10 envelopes.



- 3 Adjust the guides to fit the paper (to help prevent paper jams).



Acceptable Paper

The MFC can handle paper that has the following specifications.

But please note that you can receive fax messages only on Letter, Legal and A4 paper. If you use legal or A4, change the Paper Size setting : (**Function, 1, 2, 6.**)

Paper Type	Paper Size
Cut sheet	A4, Letter, Legal, B5, A5, Executive, Custom size 2.75-8.5 × 5-14 inches (70-216 × 127-356 mm)
Envelopes	DL, C5, COM-10, Monarch, 9" × 12" (For Manual Feed Slot only)
Post Card	2.75-8.5 × 5-11 inches (70-216 × 127-279 mm)
Organizer	Day-Timer® J, K, L, M 2.75-8.5 × 5-11 inches (70-216 × 127-279 mm)
Labels and Transparencies	2.75-8.5 × 5-14 inches (70-216 × 127-356 mm)

Paper Capacity of Feeder

Multi-purpose Sheet Feeder:

Up to 0.87 inch (22 mm) in height (up to the mark) Approx. 200 sheets of 20 lb. (75 g/m²) or 50 sheets of 42 lb. (158 g/m²) Letter/A4 paper, or 10 envelopes

Output Tray:

Approx. 100 sheets of 20 lb. (75 g/m²) Letter/A4 paper

	Cut Sheet	Envelopes
Basis Weight	16 to 42 lb. (60 to 158 g/m ²)	20 to 24 lb. (75 to 90 g/m ²) single thickness
Caliper	±0.03 to ±0.08 in. (0.08 to 0.2 mm)	0.0033 to 0.0058 in. (0.084 to 0.14 mm) single thickness
Moisture Content	4% to 6% by weight	4% to 6% by weight
Smoothness	100 to 250 (Sheffield)	100 to 250 (Sheffield)



Recommended paper types:

Cut sheet: Xerox 4200

Label: Avery laser label or equivalent

Transparency: 3M CG3300 for laser printers or equivalent

Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot on its cover. You can load paper or envelopes one at a time into this slot. You do not have to remove paper from the multi-purpose sheet feeder.

When you use labels or transparencies, be sure to use this slot.

Loading One Sheet of Paper

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

- 1 Align the paper at the center of the manual feed slot, and be sure to insert it all the way.
- 2 Adjust the paper guide of the manual feed slot to the width of the paper you're using.

Connecting an External Telephone Answering Device (TAD)

Sequence

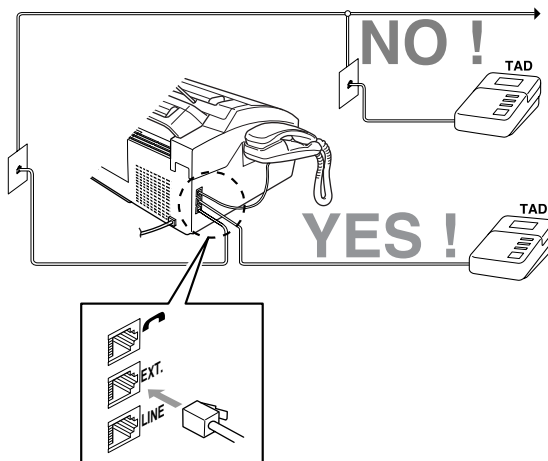
You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the MFC, the TAD answers all calls. The MFC “listens” for fax calling (CNG) tones. If it hears them, the MFC takes over the call and receives the fax. If it doesn’t hear CNG tones,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

The TAD must answer within four rings. The MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax “handshake.” Make sure you carefully follow the instructions in this manual for recording your outgoing message.

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

Connections

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



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

- 3 Set your external TAD to four rings or less. (The MFC's Ring Delay setting does not apply).
- 4 Record the outgoing message (see below).
- 5 Set the TAD to answer calls.

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

Recording Outgoing Message on External TAD

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

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax by pressing ✖ 5 1 and Start."

Connecting an External Telephone

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

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

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

Special Line Considerations

Roll Over Phone Lines

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

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

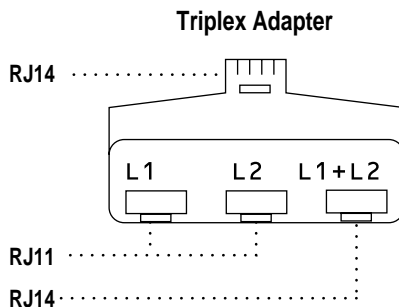
Two-Line Phone System

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

Converting Telephone Wall Outlets

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

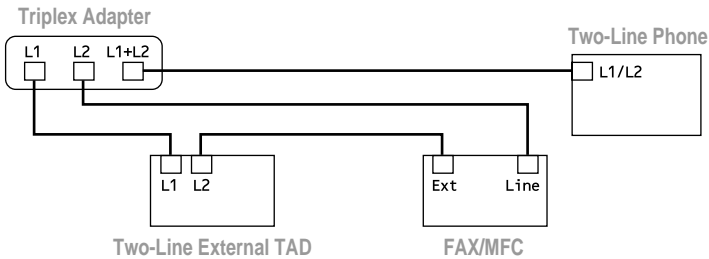
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the fax machine into Line 2 of the triplex adapter.



Installing Fax Machine, External Two-Line TAD, and Two-Line Telephone

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

- 1 Place the two-line TAD and the two-line telephone next to your MFC.
- 2 Plug one end of the telephone line cord for your MFC into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the MFC.
- 3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.
- 4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the **EXT.** jack on the left side of the MFC.



You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the MFC's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-Line Connections (PBX)

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

If the MFC is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received. (See *Easy Receive*, page 5-3.)

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

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

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

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the *Troubleshooting and Routine Maintenance*, page 15-1.

3

On-Screen Programming

User-Friendly Programming

We have designed your MFC with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your MFC has to offer. (See *Using This Manual*, page 1-1.)

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

Function Mode

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

1. FAX
2. PRINTER

Then

Press **1** for Fax Functions—**OR**—

Press **2** for Printer Functions—**OR**—

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

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

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

When you finish a function, the LCD shows ACCEPTED.



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

Alternating Displays

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



Function Selection Table

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

1. Fax Functions

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

1. Fax Functions (CONTINUED)

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

1. Fax Functions (CONTINUED)

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

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

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

1. Fax Functions (CONTINUED)

6. SET AUTO DIAL

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

7. PRINT REPORTS

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

8. REMOTE FAX OPT

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

0. TEL SERVICE

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

2. Printer Functions

1. PRINT OPTIONS			
Function	Description	Factory Set	Page
1. INTERNAL FONT	You can print resident fonts to check and confirm font types.	—	13-5
2. CONFIGURATION	Printer settings and status are listed here.	—	13-5

2. RESET PRINTER			
Function	Description	Factory Set	Page
1. FACTORY SET	You can restore the printer back to the factory default settings.	—	13-5
2. HEX DUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	—	13-5

4 Initial Setup

Getting Started

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

Setting Date and Time

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


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

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

Setting Station ID

You can store your name, fax number, and telephone number to be printed on all fax pages you send. (See *Composing Electronic Cover Page*, page 6-4 and *Entering Text*, page 4-2.)

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

- 4 Use the dial pad to enter your name (up to 20 characters), and then press **Set**. (You can use the chart below to help you enter letters.)
 - 5 Press **Stop**.
The LCD returns to the date and time.
-  If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

Setting Tone/Pulse Dialing (Canada Only)

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

- 1 Press **Function, 1, 1, 7**.
- 2 Press **◀** or **▶** to select dialing mode, and then press **Set**.
- 3 Press **Stop** to exit.



Entering Text

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

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

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

Inserting spaces

To enter a space, press ► once between numbers and twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ to move the cursor after the last correct letter. Then press **Stop**; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. Also, you can back up and type over incorrect letters.

Repeating letters

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

Special characters and symbols

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

Press ✕ for (space) ! “ # \$ % & ’ () * + , - . /

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

Press 0 for É À È Ê Î Ç Ë Ö 0

NOTICE

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

In order to program this information into your fax machine, you should complete the steps described on page 4-1.

Setting Beeper Volume

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

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

Setting the Handset Volume

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

VOLUME AMPLIFY: OFF

This default setting is appropriate if none of the users are hearing-impaired. During a conversation, users can press ◀ or ▶ on the control panel to adjust the volume. When the handset is replaced, the handset volume remains until you change it again.

VOLUME AMPLIFY: ON-TEMPORARY

This setting is appropriate if some of the users are hearing-impaired. During a conversation, users can press ◀ or ▶ on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume will return to the default setting of LOW.

VOLUME AMPLIFY: ON-PERMANENT

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



When you press ◀ or ▶ on the control panel to adjust the volume, the display shows the setting you are choosing. Each key press changes the volume to the next setting.



WARNING

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

Setting Volume Amplify

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

1 Press **Function, 1, 1, 6**.

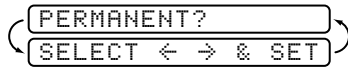
2 Press **◀** or **▶** to select **VOL AMPLIFY:OFF?** if none of the users are hearing-impaired, and then go to Step 4.



—OR—

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

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



—OR—

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

4 Press **Stop** to exit.

Setting the Speaker Volume

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

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

Setting the Ring Volume

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

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

Memory Storage

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

Sleep Mode

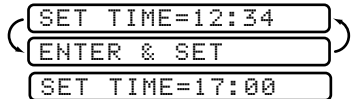
Setting the Sleep mode reduces power consumption while the MFC is idle. You can choose how long the MFC is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically resets when the MFC receives a fax or PC data, and when it makes a copy. The default setting is 0 minutes.

- 1 Press **Function, 1, 1, 4**.
- 2 Use the Dial pad to enter the length of time the MFC will be idle before it drops into sleep mode (00 to 99), and then press **Set**.
- 3 Press **Stop** to exit.

Delayed Timer

You can set up the time of day that delayed faxes will be sent. This time will be displayed for acceptance or you can override it in *Delayed Fax*. (See *Delayed Fax*, page 6-9.)

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



5 Setup Receive

Basic Receiving Operations

Select Receive Mode

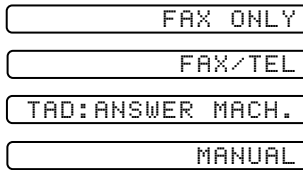
There are four different receive modes for your MFC. You can choose the mode that best suits your needs by pressing **Receive Mode** repeatedly until the LCD shows the setting you want to use.

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


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

To select or change your Receive Mode

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



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

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



Current Receive Mode.....

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

Setting Ring Delay

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

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

Setting FAX/TEL (F/T) Ring Time

You must determine how long the MFC will notify you with its special double-ring when you have a voice call. This ringing happens after the initial ringing from the phone company. Only the MFC rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double-ring. However, you can answer the call on any extension phone (in a separate wall jack) on the same phone number as the MFC.

- 1 Press **Function, 1, 2, 2**.
- 2 Press ◀ or ▶ to select how long the MFC will ring to alert you that you have a voice call, and then press **Set**. RING TIME:20 SEC
- 3 Press **Stop** to exit.

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

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



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

Easy Receive

When you use this feature, you don't have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. When you see RECEIVE on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset, and your MFC does the rest. Selecting ON allows the MFC to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting SEMI lets the MFC receive the call only if you've answered it at the MFC. Selecting OFF means you'll have to activate the MFC yourself by pressing **Start—OR—**by pressing ✕ **5 1** if you are not at the MFC. (See *Operation from Extension Telephone or External Telephone*, page 5-6.)

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

If you've set the feature to ON, but your MFC doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code ✕ **5 1**. At the MFC, lift the handset, and then press **Start**. (See *For FAX/TEL Mode Only*, page 5-6.)

Printing a Reduced Incoming Document

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

- 1 Press **Function**, **1**, **2**, **5**.
- 2 Press ◀ or ▶ to select the reduction ratio you want—AUTO, 93%, 87% or 75%, and then press **Set**.
Choose 100% if you don't want a reduction.
- 3 Press **Stop** to exit.

5. REDUCTION

Recommended Reductions

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

- letter size, select 93%
- A4 size, select 87%
- legal size, select 75%.

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


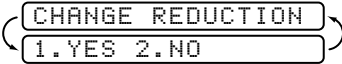
- letter size, select 100%
- A4 size, select 93%

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

- letter size, select 100%
- A4 size, select 100%
- legal size, select 93%.

Setting Paper Size

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

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

Setting the Print Density

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

- 1 Press **Function, 1, 2, 7.**
- 2 Press ◀ to make print lighter, or ▶ to make print darker, and then press **Set.**
- 3 Press **Stop** to exit.

Toner Save

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

- 1 Press **Function, 1, 2, 9.**
- 2 Press ◀ or ▶ to turn ON (or OFF), and then press **Set.**
- 3 Press **Stop** to exit.

Advanced Receiving Operations

Operation from Extension Telephone or External Telephone

If you answer a fax call on an extension phone or on an external phone in the EXT. jack, you can make your MFC take over by using the Fax Receive Code. When you press the Fax Receive Code *** 5 1**, the MFC starts to receive a fax. (See *Setting FAX/TEL (F/T) Ring Time*, page 5-3 and *Easy Receive*, page 5-3.)

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

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

For FAX/TEL Mode Only

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

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

Changing Remote Codes

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



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

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

REMOTE ACT.:ON?

FAX RECEIVE:*51

TEL ANSWER:#51

Polling

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

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



Some fax machines do not respond to the polling function.

Setting Up Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it.

- 1 Press **Function, 1, 2, 8.**

POLLING RX:OFF?
SELECT <- -> & SET

- 2 Press ◀ or ▶ to choose ON, and then press **Set.**

ENTER FAX NO.
PRESS START KEY

- 3 Enter the fax number you are polling.

- 4 Press **Start.**

The LCD shows DIALING.

Setting Up Sequential Polling Receive

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

- 1 Press **Function, 1, 2, 8.**

POLLING RX:OFF?
SELECT <- -> & SET

- 2 Press ◀ or ▶ to select Polling ON, and then press **Set.**

POLLING RX:ON?

ENTER FAX NO.
PRESS START KEY

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

- 4 Press **Start.** The MFC will poll each number or group member in turn for a document.

ACCEPTED

DIALING #01

Printing a Fax in Memory

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

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

Canceling a Scheduled Job

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

If the MFC is idle,

- 1 Press **Function, 1, 4**. 4.REMAINING JOBS
Any waiting jobs will appear on the LCD. If no jobs are waiting, the LCD shows NO JOB WAITING.
- 2 If you have more than two jobs waiting, use ◀ or ▶ to select the job you want to cancel, and then press **Set** when the LCD shows your selection.
—OR—
If you have only one job waiting, go to Step 3.
- 3 Press **1** to cancel the job—OR—Press **2** to exit without canceling it.
To cancel another job, return to Step 2.
- 4 Press **Stop** to exit.



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



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

Telephone Services

Distinctive Ring

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

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



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







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

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

Registering Your Distinctive Ring Pattern

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

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

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

- 5 Press **Stop** to exit.

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

Caller ID



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

After a few rings, the LCD shows the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the LCD, but the call information remains stored in the Caller ID memory. (See *Printing Caller ID List*, page 5-11.)

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

If both the name and number are received, the LCD shows only the name. You can print a list of Caller ID information received by your MFC.

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

Viewing Caller ID List

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

- 1 Press **Function, 1, 0, 2**.
- 2 Press ◀ or ▶ to select DISPLAY #?, and then press **Set**.
If the name was not received, it will not be displayed.
- 3 Press ◀ or ▶ to scroll through the Caller ID memory to select the Caller ID you want to view, and then press **Set**.
The LCD shows the caller's name and number and the date and time of the call.
- 4 Press ◀ or ▶ to return to the Caller ID listing—**OR**—Press **Stop** to exit.

Printing Caller ID List

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

Call Waiting Caller ID

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

- 1 To answer a Call Waiting signal while you're talking on the phone, ask the other party if you can put them on Hold a minute to catch the other call. The LCD shows the Caller ID.
- 2 Press **Speed Dial** to switch to the second call.
- 3 To switch back to the first call, press **Speed Dial** again.



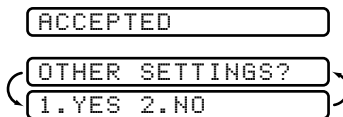
Either caller can hang up at any time. However, if you hang up you will disconnect both callers.

6 Setup Send

Before You Begin

Sending Faxes Using Multiple Settings

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

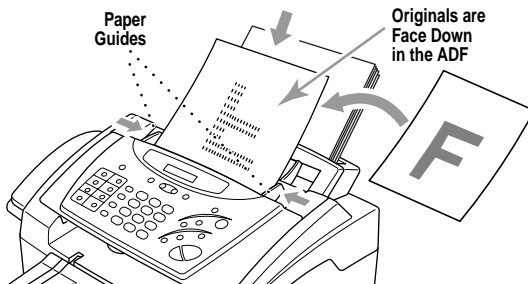


Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—

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

Using the ADF (Automatic Document Feeder)

- Documents must be between 5.8 and 8.5 inches wide, and 3.9 and 14.1 inches long. Your MFC can scan an image only 8.2 inches wide, regardless of how wide the paper.
- Make sure you place original **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.



- The ADF (automatic document feeder) can hold up to 20 pages, feeding each one individually through the fax machine. Use standard (17 lb–24 lb) paper when using the ADF. If you're using heavier paper, feed each sheet individually to prevent paper jams.
- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending. (See *Resolution*, page 6-7.)
- ⊘ **DO NOT** use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.
- Make sure documents written in ink are completely dry.

Manual Transmission

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

- 1 Place the original face down in the ADF.
- 2 Pick up the handset and listen for a dial tone—**OR**—press **Hook** and listen for a dial tone.
- 3 Enter the fax number you want to call. (You can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call using Search.) (See *One Touch Dialing*, page 7-4.)
- 4 When you hear the fax tone, press **Start**.
- 5 If you're using the handset, hang up.

Automatic Transmission

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

- 1 Place the original face down in the ADF.
- 2 Enter the fax number using One Touch, Speed Dial, Search or the dial pad. (See *Speed Dialing*, page 7-5.)
- 3 Press **Start**.

Manual and Automatic Fax Redial

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

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

Dual Access

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

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

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

- 1 Make sure the ADF is empty.
- 2 Place the original in the ADF.

- 3 Enter the fax number.
- 4 Press **Start**. The MFC starts scanning the original and the screen displays the job number (#XX) of the fax, and how much memory is available. Then the MFC starts dialing. You can immediately repeat Steps 1 through 4 for the next fax.

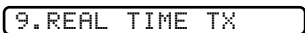



Your MFC normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

Real Time Transmission

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

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

- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 9**. 
- 3 To change the default setting, press ◀ or ▶ to select ON (or OFF), and then press **Set**. Go to Step 5—**OR**—For the next fax transmission only, press ◀ or ▶ to select NEXT FAX ONLY, and then press **Set**. 
- 4 For the next fax only, press ◀ or ▶ to select ON (or OFF), and then press **Set**.
- 5 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 6.
- 6 Enter fax number, and then press **Start**.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the LCD shows NO JOB WAITING.) (See *Canceling Jobs in Memory*, page 6-4.)

- 1 *If the machine is idle*, Press **Function, 1, 4**.
—**OR**—
If the machine is busy, go to step 2.
- 2 If you have multiple jobs waiting, use ◀ or ▶ to scroll through the list.
- 3 Press **Stop** to exit.

Canceling Jobs While Scanning the Original

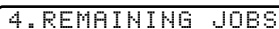
You can cancel a job while you are scanning it into memory by pressing **Stop**. Eject the original by pressing **Stop** again.

Canceling Jobs in Memory

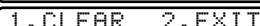
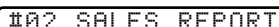
You can cancel tasks you've scheduled, such as Delayed Fax, Polling Receive, Polled Transmit or faxes in memory waiting to be sent. If no jobs are waiting, the LCD shows NO JOB WAITING.

If the MFC is idle,

- 1 Press **Function, 1, 4**.
Any waiting jobs appear on the LCD.



- 2 If you have more than two jobs waiting, press ◀ or ▶ to select the job you want to cancel, and then press **Set**.



—OR—

If you have only one job waiting, go to Step 3.

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

- 4 Press **Stop** to exit.



If the MFC is busy press **Stop**, and then follow Steps 2 through 4 to cancel a job.

Basic Sending Operations

Composing Electronic Cover Page

The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank.

(See *One Touch Dialing*, page 7-4 and *Speed Dialing*, page 7-5.)

The cover page indicates your Station ID, and the number of pages you're sending. If you have Coverpage Setup set to ON (Press **Function, 1, 3, 1.**), the number of pages remains blank.

(See *Setting Station ID*, page 4-1.)

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



Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 4-2 to help enter characters. (See *Composing Your Own Comments*.)

5. (USER DEFINED)

6. (USER DEFINED)

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

Composing Your Own Comments

You can set up two custom comments.

- 1 Press **Function, 1, 3, 2**. 2. COVERPAGE MSG
- 2 Press ◀ or ▶ to choose position 5 or 6 for your customized comment, and then press **Set**.
- 3 Use the dial pad to enter your customized comment, and then press **Set**. (See *Entering Text*, page 4-2.)
- 4 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** to exit.

Cover Page for Next Fax Only

Make sure the Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

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

- 1 Place the original in the ADF.
- 2 Press **Function, 1, 3, 1**. 1. COVERPG SETUP
- 3 When the screen displays NEXT FAX ONLY?, and then press **Set**.
- 4 Press ◀ or ▶ to select ON (or OFF), and then press **Set**.
- 5 Press ◀ or ▶ to select one of the standard or custom comments, and then press **Set**.
- 6 Enter two digits to indicate the number of pages you are sending, and then press **Set**. (Enter **00** to leave the number of pages blank.) If you make a mistake, press ◀ to back up, and then reenter the number of pages.
- 7 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 8.
- 8 Enter the fax number you're calling.
- 9 Press **Start**.

Always Send Cover Page

Make sure Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

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

- 1 Press **Function, 1, 3, 1**. COVERPAGE:OFF?
- 2 Press ◀ or ▶ to select COVERPAGE: ON?, and then press **Set**.
- 3 If you selected ON, press ◀ or ▶ to select one of the standard or custom comments, and then press **Set**.
- 4 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu —**OR**— Press **2** to exit if you are finished choosing settings.

Using a Printed Cover Page

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

- 1 Press **Function, 1, 3, 1**.
- 2 Press ◀ or ▶ to select PRINT SAMPLE?, and then press **Set**.
- 3 Press **Start**. Your MFC prints a copy of your cover page.

=== COVER PAGE ===

TO: _____

FROM: _____

FAX: _____

TEL: _____

PAGE[S] TO FOLLOW

COMMENT:

Contrast

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

- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 3**.
- 3 Press ◀ or ▶ to select AUTO, S.LIGHT or S.DARK, and then press **Set**.
- 4 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu —OR— Press **2** if you are finished choosing settings, and then go to Step 5.
- 5 Enter a fax number and press **Start** to send a fax.

Resolution

When you have an original in the ADF, you can use the **Resolution** key to change the default setting. Press **Resolution** continuously until you see the lights change to the setting you want. For Standard, turn Fine and S. Fine lights off. For Photo, turn them both on. (See *Multiple Resolution Transmission*, page 6-9.)

Standard—Good for most typed documents.

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

S.Fine (Super Fine)—Good for small print or artwork; transmits slower than fine resolution.

Photo—Use for documents with varying shades of gray; slowest transmission time.

Advanced Sending Operations

Overseas Mode

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

- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 5**. 5. OVERSEAS MODE
- 3 Press ◀ or ▶ to select ON (or OFF), and then press **Set**.
- 4 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu —OR— Press **2** if you are finished choosing settings, and then go to Step 5.
- 5 Enter the fax number you're calling.
- 6 Press **Start**.

Call Reservation

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

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

1 Place the original face down in the ADF.

2 Press **Function, 1, 3, 6.**

CALL RESERVE:OFF

3 Press ◀ or ▶ to select CALL RESERVE:ON (or OFF), and then press **Set**. The LCD shows the current setting for Call Back Message.

CALL BACK:OFF?


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

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

6 Enter the fax number.

7 Press **Start**.

8 If you've set Call Reservation to ON, pick up your handset if the MFC rings.

 You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling.



You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message



1 Press **Function, 1, 3, 6.**

2 Press ◀ or ▶ to select PRINT SAMPLE?, and then press **Set**.

3 Press **Start**.

Delayed Fax

During the day you can store *up to 50* documents in memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up a time of day in the Delayed Timer function on page 4-6, you can accept it in Step 3 or enter another time for this fax.


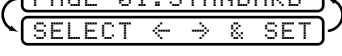
- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 7**.
- 3 Accept the displayed time or enter another time for this fax, and then press **Set**.
- 4 Press **1** to leave the original waiting in the ADF. 
—**OR**—
Press **2** to scan the original into memory.
(See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)
- 5 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 6.
- 6 Enter the fax number. 
- 7 Press **Start**.
The MFC will wait to send the fax at the time you set up in Delayed Timer (Function, 1.1.5).



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

Multiple Resolution Transmission

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

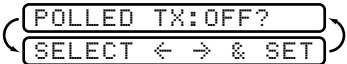
- 1 Place the original face down in the ADF.
- 2 Press **Function, 1, 3, 4**. 
- 3 Use **◀** or **▶** to select resolution for page 1, and then press **Set**. 
- 4 Repeat Step 3 for subsequent pages.
- 5 Press **Stop** when you're finished.
- 6 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and then go to Step 7.
- 7 Enter the fax number you're calling.
- 8 Press **Start**.

Setting Up Polled Transmit

Polled Transmit is when you set up your MFC to wait with an original so another fax machine can retrieve it. (See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)

1 Place the original to be retrieved face down in the ADF.

2 Press **Function, 1, 3, 8.**



POLLED TX:OFF?

SELECT ← → & SET

3 Press ◀ or ▶ to choose POLLED TX:ON?, and then press **Set.**




1.DOC 2.MEMORY

4 Press **1** to select DOC if you want your MFC to scan the printed original at the time it is polled—**OR**—Press **2** to select MEMORY.

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

6 Press **Start.**

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

Interrupting Delayed Fax and Polled Transmit Jobs

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

1 Press **Function, 1, 5.**

2 Wait 2 seconds, and then remove the original that is waiting in the ADF.



INSERT ORIGINAL

3 Place the “new” original you want to send or make a copy now in the ADF.

4 Enter the new fax number for the original you want to send now.

5 Press **Start.**

6 After the transmission is finished, place the “old” original back into the ADF.

7 Press **Function, 1, 5,** to restore the Delayed Fax or Polling job.

7 Auto Dial Numbers and Dialing Options

Storing Numbers for Easy Dialing

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




If you loose electrical power, auto dial numbers in memory will NOT be lost.

Storing One Touch Dial Numbers

You can store 8 fax/phone numbers that you can dial by pressing one key. You also can store names with these numbers. When you press a One Touch dial location, the LCD shows the name or number as the call is dialed. (See *One Touch Dialing*, page 7-4.)

One Touch keys are not the dial pad keys. They are the 8 keys located to the left of the dial pad.

- 1 Press **Function, 1, 6, 1**.
- 2 Press the One Touch key where you want to store a number. (One Touch key **01** has been pre-programmed for Brother fax-back system (USA only). You can override it if you wish.) The LCD shows the location you selected. (See *Fax Settings and Activity*, page 9-1.)
- 3 Enter a number (up to 20 digits), and then press **Set**. If you want to enter a pause in the dialing sequence (for example, to access an outside line), press **Redial/Pause** as you're entering digits. Pressing **Redial/Pause** enters a 3.5 second pause when the number is dialed, and a dash appears on the LCD. (See *Changing One Touch and Speed Dial Numbers*, page 7-2.)

- 4 Use the dial pad to enter the name (up to 15 characters), and then press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—To store the number without a name, press **Set**.
- 5 Press **◀** or **▶** to select the type you want, and then press **Set**.
FAX A fax only number
TEL A telephone (voice) number
FAX/TEL Both a fax and telephone (voice) number
- 6 Return to Step 2 to store another One-Touch number—**OR**—Press **Stop** to exit. When you dial an AUTO DIAL number, the LCD shows the name you've stored. If you haven't stored a name, the number you've stored.

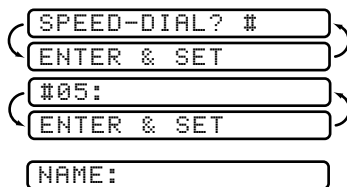


If you need to store a longer pause than 3.5 seconds, press **Redial/Pause** two or more times.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only four keys (and Start). There are 30 Speed Dial locations. (See *Speed Dialing*, page 7-5 and *Fax Settings and Activity*, page 9-1.)

- 1 Press **Function**, **1**, **6**, **2**.
- 2 Use the dial pad to enter a two-digit location (01–30), and then press **Set**.
- 3 Enter the number (up to 20 digits), and then press **Set**.
- 4 Use the dial pad to enter the name or company (up to 15 characters), and then press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—Press **Set** to store the number without a name. (See *Entering Text*, page 4-2.)
- 5 Press ◀ or ▶ to select the type of number, and then press **Set**.
FAX A fax number
TEL A telephone (voice) number
FAX/TEL Both a fax and telephone number
- 6 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.



Changing One Touch and Speed Dial Numbers

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

1. CHANGE—OR—2. EXIT.

- 1 Press **1** to change the number stored, or press **2** to exit without making a change.
- 2 Enter a new number.
 - If you want to erase the number, press **Stop** when the cursor is to the left of the digits. The letters above and to the right of the cursor will be deleted.
 - If you want to change a digit, use ◀ or ▶ to position the cursor under the digit you want to change, and then type over it.
- 3 Follow the directions beginning at Step 3 in Storing One Touch Numbers or Step 4 in Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting) and **Start**. **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. **Finally**, you can have up to six small Groups, or you can assign up to 37 numbers to one large Group.



You can include up to 7 One Touch locations and up to 30 speed Dial locations. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

(See *Storing One Touch Dial Numbers*, page 7-1 *Storing Speed Dial Numbers*, page 7-2 and *Broadcasting*, page 7-6.)

- 1 Press **Function, 1, 6, 3**.

SELECT ONE-TOUCH

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

SETUP GROUP: GO
ENTER & SET

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

- 4 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key **5**, press One Touch key **5**. For Speed Dial location 09, press **Search/Speed Dial**, then press **0, 9** on the dial pad. The LCD shows * 05, #09.

G01: *05#09_

- 5 Press **Set** to accept the numbers for this group.

NAME:
ENTER & SET

- 6 Use the dial pad and the chart on page 4-2 to enter a name for the group, and then press **Set**. (For example, NEW CLIENTS.)

- 7 Press **Stop** to exit.



You can print a list of all One Touch and Speed Dial numbers. See *Printing Reports*, Chapter 9.

Dialing and Telephone Options

You can use your MFC to make telephone and FAX calls by dialing manually, or by using Search, One Touch or Speed Dial memory.

When you dial an auto dial number, the LCD shows the name you've stored. If you haven't stored a name, the fax number you've stored.

Manual Dialing

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

- 1 Pick up the handset—**OR**—Press **Hook**.
- 2 When you hear a dial tone, dial the call using the dial pad.
- 3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)
- 4 To hang up, replace the handset.

One Touch Dialing

- 1 Pick up the handset—**OR**—Press **Hook**.
- 2 When you hear a dial tone, press the One Touch key of the location you want to call. (See *Storing One Touch Dial Numbers*, page 7-1.)
- 3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up, replace the handset.



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

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

Speed Dialing

- 1 Pick up the handset—**OR**—Press **Hook**.
(See *Storing Speed Dial Numbers*, page 7-2.)
- 2 When you hear a dial tone, press **Search/Speed Dial**, press **#**, and then press the two-digit Speed Dial location.
- 3 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up, replace the handset.



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

Dialing Access Codes and Credit Card Numbers

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

(See *Storing One Touch Dial Numbers*, page 7-1.)

You can store “555” on One Touch key **03** and “7000” on One Touch key **02**. If you press One Touch **03**, **02**, and **Start**, you can dial “555-7000”. To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press One Touch **03** and press **7, 0, 0, 1** using the dialing pad.

Search

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

- 1 Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.
- 2 Press **◀** or **▶** to search the memory.
- 3 When the LCD shows the name you want to call, pick up the handset or press **Hook**.
- 4 Press **Start** to begin dialing.
- 5 If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 6 When the call is over, hang up.

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Broadcast** key, you can include up to 8 One Touch locations, up to 30 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 88 locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer. (See *Setting Up Groups for Broadcasting*, page 7-3.)

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

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



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

- Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.
- If the line is busy or for some other reasons a connection could not be made while broadcasting, the MFC will redial the number automatically.
- 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).

- 1 Place the original face down in the ADF.
- 2 Enter a number using One Touch, Speed Dial, Group numbers, Search or the dial pad.
Example: Group number
- 3 Press **Broadcast**. You will be prompted to press the next number.
- 4 Enter the next number.
Example: Speed Dial
- 5 Press **Broadcast**.
- 6 Enter the next fax number.
Example: Manual dialing, using the dial pad.
- 7 Press **Start**.

Your machine will read the original into memory and then start sending faxes to all the numbers you entered.

Pause

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

Hold

- 1 Press **Hold** to put a call on Hold.
- 2 You can replace the handset without disconnecting the call.
- 3 Pick up the MFC handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Tone/Pulse

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

- 1 Lift the handset.
- 2 Press **#**. Digits dialed after this send tone signals.
- 3 When you hang up, the fax machine returns to pulse dialing service.

Redial

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

8

Remote Fax Options

Fax Forwarding/Paging



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

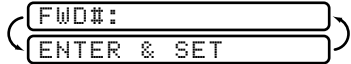
You can NOT use Paging and Fax Forwarding when “Fax Storage” is set to OFF.

Programming a Fax Forwarding Number

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

1 Press **Function, 1, 8, 1**.

2 Press **◀** or **▶** until the LCD shows **FAX FORWARD?**, and then press **Set**.



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

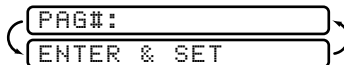
4 Press **Stop** to exit.

Programming Paging Number

When Paging is selected, your MFC dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax message in the memory.

1 Press **Function, 1, 8, 1.**

2 Press **◀** or **▶** until the LCD shows **PAGING?**, and then press **Set.**



3 Enter your paghone number (up to 20 digits) followed by **##** and then press **Set.** Do not include the area code if it is the same as that of your MFC.

For example, 1 8 0 0 5 5 1 2 3 4 ##.

4 If your pager requires a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your fax number, press **##**, and then press **Set.**

For example, 1 2 3 4 5 # Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 ##.

—OR—

If you do not need a PIN, press **Redial/Pause**, enter the fax number, press **##**, and then press **Set.** *For example, Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 ##.*

5 Press **Stop** to exit.



You cannot change a Paging number or PIN remotely.



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

Setting Fax Storage

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The LCD will indicate when you have a fax stored in memory. (See *Remote Retrieval*, page 8-3.)

1 Press **Function, 1, 8, 2.**

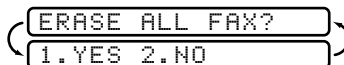
2 Press **◀** or **▶** to select ON (or OFF), and then press **Set.**



3 Press **Stop** to exit.



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



If you press **1**, all fax data is erased and Fax Storage is turned off. If you press **2**, data is not erased and Fax Storage remains on. (See *Printing a Fax in Memory*, page 5-8.)

Changing Remote Retrieval Access Code


Enter your Remote Retrieval Access Code when the MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 ✖, but you can change this. (See *Changing Remote Codes*, page 5-6.)

- 1 Press **Function, 1, 8, 3**.
- 2 Enter a three-digit number from 000 to 999, and then press **Set**.
(Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.)
- 3 Press **Stop** to exit.

Remote Retrieval

You can call your MFC from any fax machine using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Cut out the Remote Retrieval Access Card on the last page of this manual and keep it in your wallet as an aid. (See *Changing Remote Retrieval Access Code*, page 8-3.)

Using Remote Retrieval Access Code

- 1 Dial your fax number from a fax machine using touch tone.
 - 2 When your MFC answers and beeps, immediately enter your Remote Retrieval Access Code (1 5 9 ✖).
 - 3 The MFC signals the kinds of messages received:
1 long beep—Fax message(s)
No long beeps—No messages
 - 4 The MFC then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the MFC hangs up. If you enter an invalid command, the MFC beeps three times.
 - 5 Press **9 0** to reset the MFC when you finish.
 - 6 Hang up.
-  If your MFC is set to MANUAL mode, you can access your machine by waiting about 2 minutes, and then entering the Remote Retrieval Access Code within 30 seconds.

Remote Commands

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

Remote Commands	Operation Details
95 Changing Fax Forwarding / Paging setting	
1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see p. 8-1). Once you have registered the number, the MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see p. 8-5) to make sure that the Fax Forwarding number you registered is correct in the List. You can set FAX STORAGE to ON or OFF.
2 Fax Forwarding	
3 Paging	
4 FAX FWD No.	
6 Fax Storage ON	
7 Fax Storage OFF	
96 Retrieve a fax	
1 Memory Status List	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See p. 8-5)
2 Retrieve all faxes	
3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97 Check the Receiving Status	
1 FAX	You can check whether your MFC has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98 Change Receive Mode	
1 TAD	If you hear one long beep, you can change the Receive Mode. If you hear three short beeps, you cannot change it.
2 FAX/TEL	
3 FAX	
90 Exit	After a long beep, you can exit remote access.

Retrieving Memory Status List

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

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



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

- 5 After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

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



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

- 5 After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

- 1 Dial your fax number.
- 2 When you hear the beep, immediately enter your Remote Retrieval Access Code (1 5 9 ✖).
- 3 When you hear two short beeps, enter 9 5 4.
- 4 Enter the new number of the remote fax machine where you want your fax messages forwarded (up to 20 digits), and then press # #.



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

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

9 Printing Reports

Fax Settings and Activity

You can print the following lists and reports:

1. XMIT REPORT

Choose if you would like a Transmission Verification Report printed after every fax you send.

2. ACT. REPORT

Activity Report lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive.

3. AUTO DIAL

Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.

4. TEL. INDEX

AUTO DIAL LIST (above), alphabetically.


5. USER SETTINGS

Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, REMOTE FAX OPT, and TEL SERVICE.

6. MEMORY STATUS

Lists summary information and amount of occupied memory.

To Print a Report

- 1 Press **Function**, **1**, **7**.
- 2 Enter the number of the report you want to print.
For example, press **4** to print the Telephone Index List (see page 9-1).
-  For the Activity Report, also press **◀** or **▶** to select **PRINT REPORT?**, and then press **Set**.
- 3 Press **Start**.
- 4 Press **Stop** to exit.

Transmission Verification (Xmit) Report

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




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

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

- 1 Press **Function, 1, 7, 1**.
- 2 Press ◀ or ▶ to select ON or OFF, and then press **Set**.
- 3 Press **Stop** to exit.

Activity Report Interval

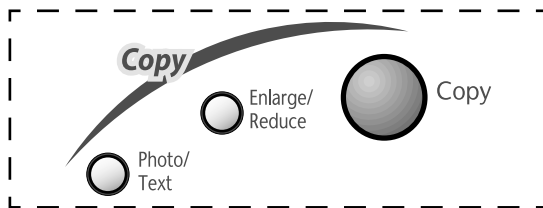
You can set the MFC to print activity reports at specific intervals (6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section.

- 1 Press **Function, 1, 7, 2**.
- 2 Press ◀ or ▶ to display **INTERVAL?**,  and then press **Set**.
- 3 Press ◀ or ▶ to choose an interval, and then press **Set**.
(If you choose 7 days, the LCD prompts you to choose the day of the week that the 7-day countdown begins.)
- 4 Enter the time to begin printing, in 24-hour format, and then press **Set**.
(For example, enter 19:45 for 7:45 PM).
- 5 Press **Stop** to exit.

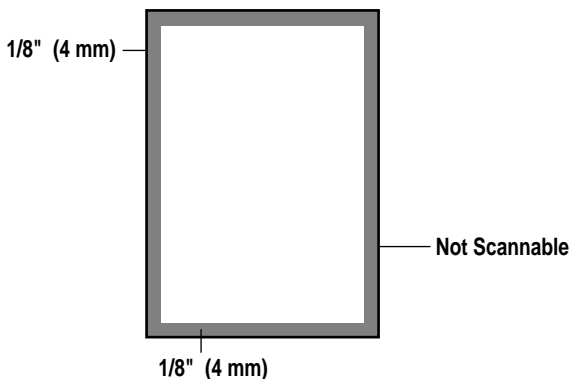
10 Making Copies

Using the MFC as a Copier

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



The scannable area of your MFC begins at approximately one-eighth inch (4 mm) from the edge of the paper.



Making a Single Copy

The default resolution for a single copy is AUTO, which you can use for originals containing both text and photographs. You can also select Text and Photo, as needed.

- 1 Place the original face down in the ADF.
- 2 Press **Copy**, then wait five seconds—**OR**—Press **Copy** again.

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



To stop the copy process and release the original, press **Stop**.

Type of Original

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

- 1 Place the original face down in the ADF.
- 2 Press **Photo/Text**.
- 3 Press ◀ or ▶ to choose the type of original, and then press **Copy**.
- 4 Using the dial pad, enter the number of copies.
- 5 Wait five seconds—**OR**—Press **Copy** again.



Making Multiple Copies

There are two ways to make multiple copies on your MFC. You can choose whether the copies will be STACKED (all copies of page 1, then all copies of page 2, etc.), or SORTED (collated). The default resolution for multiple copies is AUTO.

Sorting Multiple Copies

- 1 Place original face down in the ADF.
- 2 Press **Copy**.
- 3 Use the dial pad to enter the number of copies you want (up to 99).
- 4 Wait five seconds—**OR**—Press **Copy**.
- 5 Press ◀ or ▶ to select **STACK** or **SORT**.
- 6 Press **Copy**.



If you select **SORT** or **STACK** after pressing **Copy** and get a MEMORY FULL message while you are scanning the first page, press **Stop** to cancel the job and then restart it to make a single copy. If you selected **SORT** and the memory full message appears while scanning subsequent pages, you can press **Copy** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy** for stacked copies.

Enlarging and Reducing Copies

- 1 Place the original to be copied face down in the ADF.
- 2 Press **Enlarge/Reduce**.
- 3 Press ◀ or ▶ to select AUTO, 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, or 50%.
- 4 Press **Copy**.
- 5 Use the dial pad to enter the number of copies you want (up to 99).
- 6 Press **Copy** again—**OR**—Wait five seconds.
- 7 Press ◀ or ▶ to select **STACK** or **SORT**.
- 8 Press **Copy**.

11 Setting Up Brother MFC and PC to Work Together

Using the Brother Machine with Your PC

Multi-Function Link[®] Pro software (MFL Pro) turns your Brother machine into a multi-function center, by enabling you to use your fax machine as a printer.

The MFC 4300 is a 3 in 1 multi-function center — It's a fax, copier and printer. Install the Printer Driver and other Brother Software from the bundled CD-ROM.

Caution

It is important that you hook up your MFC to your computer *before* you install the software.



If you have previously installed Brother Multi-Function Link[®] Pro software or Brother Printer Driver for another machine, *uninstall* it first.

Before you install the printer driver, you must read the README.WRI file in the root directory of the CD-ROM for important last-minute installation information and troubleshooting tips.

Before You Install Brother Printer Driver

Computer Requirements

The following are the minimum computer requirements you need to set up and operate the MFC drivers:

Minimum System Requirements

Windows [®] Operating System	IBM PC Processor Speed	RAM Minimum	RAM Recommended	Available Hard Disk Space	CD-ROM Speed
3.1, 3.11	486/66MHz	8MB	16MB	40MB	2X
95, 98, 98SE	486/66MHz	24MB	32MB	50MB	2X
NT [®] 4.0 Workstation	Pentium 75MHz	32MB	64MB	50MB	2X
2000 Professional	Pentium 133MHz	64MB	128MB	50MB	2X
Me	Pentium 150MHz	32MB	64MB	50MB	2X



Use only a shielded parallel interface cable that is IEEE 1284-compliant and no more than 6 feet long (1.8 meters).

Connecting the Brother Machine to Your PC

IMPORTANT

To install the software using Windows NT[®] Workstation Version 4.0 or Windows[®] 2000 Professional, you must be logged on as the Administrator.

Note Before you can connect the MFC to your computer, you must purchase a bi-directional IEEE 1284-compliant parallel cable that is no longer than 6 feet (1.8 meters).

- 1 Make sure to unplug the machine's power cord from the electrical outlet before connecting the parallel interface cable.

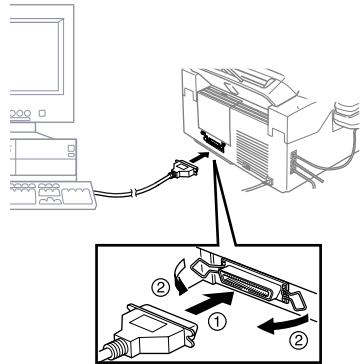
Also, make sure the computer is turned off and unplugged from the electrical power before you connect the interface cable.

- 2 Connect the parallel interface cable to the parallel interface port of the machine, and then secure the connection with the wire clips.

- 3 Connect the interface cable to the printer port of the computer, and then secure it with the two screws. For the location of your computer's parallel printer port, see the User's Guide for your computer.

- 4 Before plugging in your computer and turning it on, plug in the electrical cord of the Brother machine.

- 5 Turn on the PC.



Note To continue, you must install the Brother Printer Driver before you install the Brother Software. **Be sure to follow the instructions for the operating system you are using:**

1. For Brother Printer Driver, look for your operating system on pages 11-3 to 11-14.
2. For Brother Software, look for your operating system on pages 11-15 to 11-18.

Using Windows® 95, 98, 98SE and Me



If you are using Windows® 2000 Professional, go to page 11-7.

If you are using Windows NT® Workstation Version 4.0, go to page 11-10.

- 6 When the Add New Hardware Wizard screen appears, click **Next**.

For Windows® 98, 98SE user:



Each operating system version has different dialog. Some text may be different depending on the operating system you are using.

For Windows® 95 user:

Select “Driver from disk provided by hardware manufacture.” and then click **OK**.



For Windows® Me user:

Select “Specify the location of the driver (Advanced).” and then click **Next**.



The instructions in steps 7 to 15 are for Windows® 98SE.

- 7 Select **(Recommended)** and click **Next**.

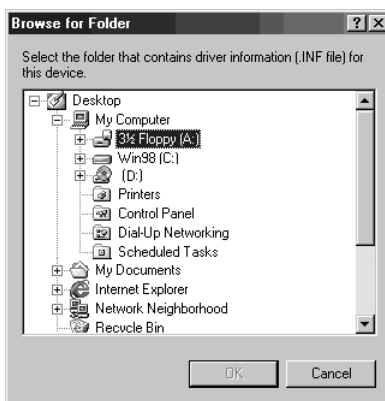


- 8 Insert the MFL Pro CD-ROM into your CD-ROM drive.

- 9 Select **Specify a location** and remove the other check marks, and then click **Browse** to locate the file.



- 10 Double-click the CD icon, click the “x:\w9x\para” folder and then click **OK**. (x: is the drive letter for your CD-ROM drive.)



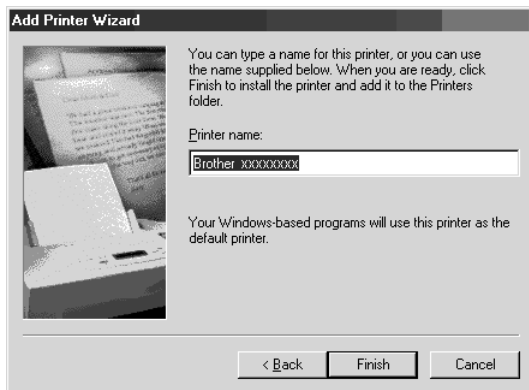
- 11 Make sure **Specify a location** is selected, and then click **Next**.



- 12 Make sure your printer driver name appears in the dialog box, and then click **Next**.



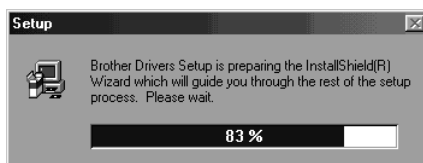
- 13 You can enter a name for this printer, or you can use the name supplied on screen. When you have finished, click **Finish**.



- 14 When the Add New Hardware Wizard displays, click **Finish**.



- Note** After the Setup window appears and the status bar reaches 100%, the remaining drivers will be copied.



- 15 Click **OK**.



The printer driver has been installed. Now you can print.

- Note** If you want to install the other software (Remote Setup, True Type fonts and Automatic E-mail Printing), go to page 11-15.

Using Windows® 2000 Professional

- 6 When the Found New Hardware Wizard appears, click **Next**.



- 7 Select **(Recommended)**, and then click **Next**.



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

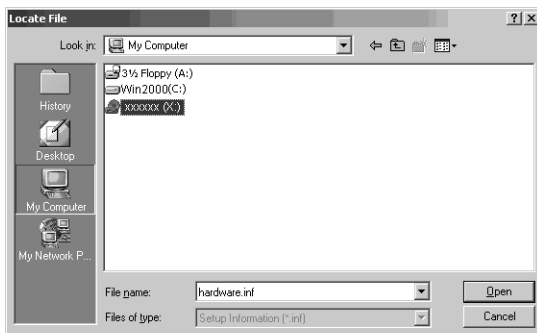
- 9 Select **Specify a location**, remove the other check marks, and then click **Next**.



- 10 Click **Browse** to locate the file.



- 11 Double-click the CD icon and click the “x:\w2k\para” folder, and then click **OK**. (“x” is the drive letter for your CD-ROM drive.)

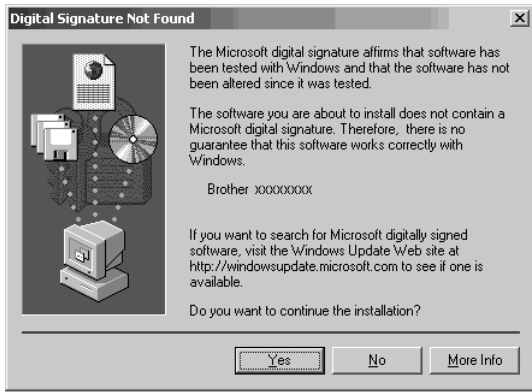


- 12 Click **Next**.





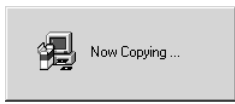
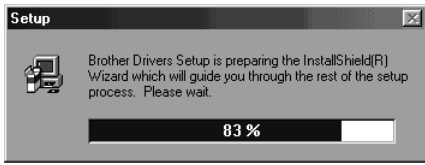
You might see the “Digital Signature Not Found” dialog box during installation. If you see it, click **Yes** to install the driver.



13 Click **Finish**.



After the Setup window appears and the status bar reaches 100%, the remaining drivers will be copied.



14 Click **OK**.



The printer driver has been installed. Now you can print.



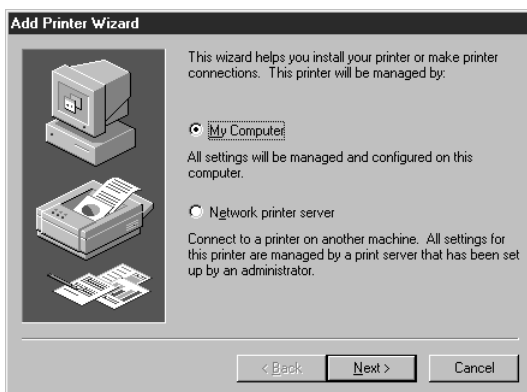
If you want to install the other software (Remote Setup, True Type fonts and Automatic E-mai Printing), go to page 11-15.

Using Windows NT® Workstation Version 4.0

- 6 Windows NT® Workstation Version 4.0 does not have Plug & Play, so you will have to install the drivers manually. Click **Start** in the Task bar, select **Settings**, select **Printers**, and then double-click **Add Printer**.



- 7 Select **My Computer**, and then click **Next**.

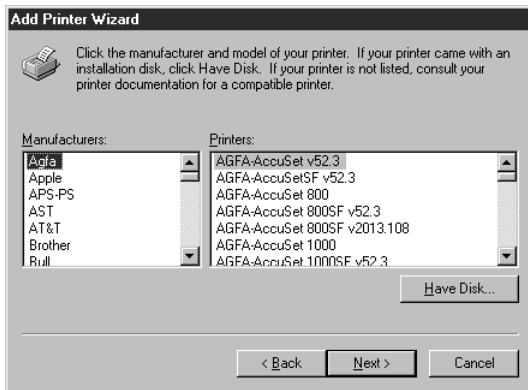


- 8 Select **LPT1:**, and then click **Next**.

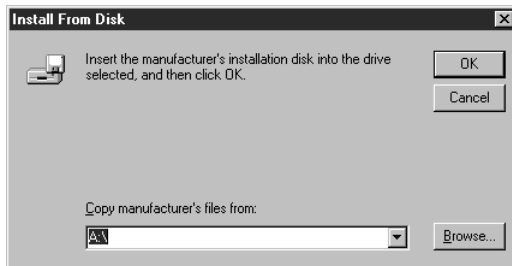


- 9 Insert the MFC Pro CD-ROM into your CD-ROM drive.

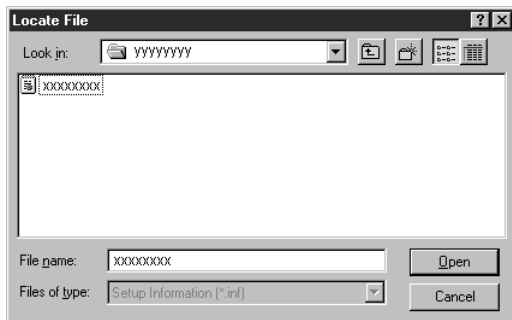
10 Click **Have Disk...**



11 Click **Browse** to locate the file.




12 Double-click the CD icon, click the "x:\nt40" folder, and then click **Open**. ("x" is the drive letter for your CD-ROM drive.)

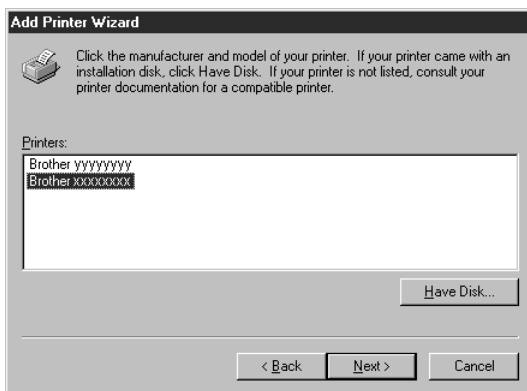


13 Click **OK**.



- 14 Select your printer model, and then click **Next**. (This dialog box may not be displayed for some MFC models.)

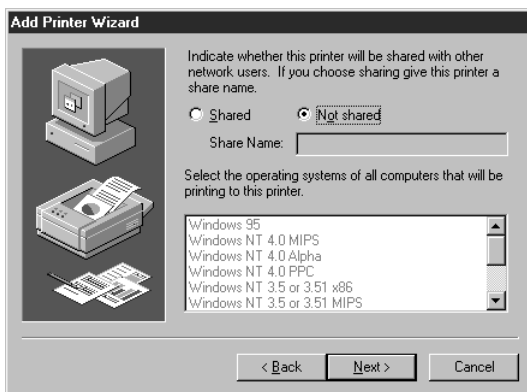
 For some models, this step is not necessary. Proceed to Step 15.



- 15 Click **Next**.



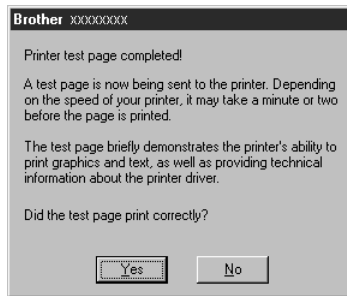
- 16 Select **Not Shared**, and then click **Next**.



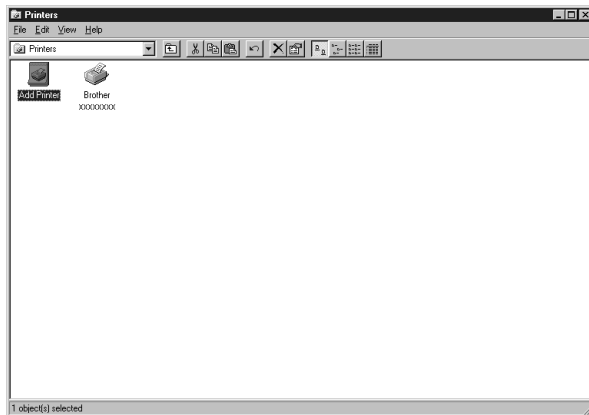
- 17 Select **Yes (Recommended)** to Print a Test Page, and then click **Finish**.



- 18 After the test page has been printed, click **Yes**.




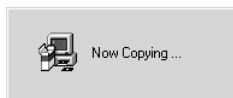
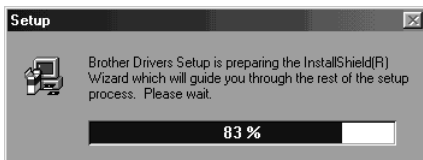
Now the printer driver has been installed and you can see it.



- 19 You will have to install the other drivers (such as scanner), manually. Click **Start** in the task bar, then select **Run**, and then type **x:\nt40\setup\setup.exe**, and then click **OK**. (“x” is the drive letter for your CD-ROM drive.)




-  After Setup window appears, and the status bar reaches 100%, the remaining drivers will be copied.



- 20 Click **OK**.
All drivers have been installed. Now you can print and scan.



-  If you want to install the other software (Remote Setup, True Type fonts and Automatic E-mail Printing), go to page 11-15.

Using Windows® 3.1x

- 6 You don't have to install the printer driver with Plug & Play. For 3.1x, the CD installer installs the necessary driver and application. See page 11-18.

Installing the Brother Software

IMPORTANT

You must install the printer driver before you install the software. (See *Connecting the Brother Machine to Your PC*, page 11-2.)

Windows® 95/98/98SE/Me/2000 Professional and NT® 4.0 Users

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

The main CD-ROM screen appears:

(If this window does not appear, please use Windows® Explorer to run the setup.exe program from the root directory of the Brother CD-ROM.)



The software will detect the operating system you are using and display it at the bottom of the screen.




If you are using Windows® 2000 Professional or Windows NT® 4.0, before you can install the software, you must be logged on as the Administrator.

To Install Remote Setup and True Type Fonts:

- 1 Click the first button **Install MFL-Pro**.
- 2 Follow the instructions on the screen. After the installation, you must restart your PC.

To Install Automatic E-Mail Printing (Optional Application):

 Automatic E-mail Printing is *optional* software and is not required for printing, faxing and scanning operations.

- 1 If you want to install it, click **Back** to return to the main CD-ROM screen.
- 2 Click **Install E-mail Print**.

The following screen will appear:



- 3 To start the installation, click **Install E-mail Print**. Follow the installation instructions.

To Register Your MFC 4300 On-Line (USA Only):

- 1 To go on-line to register your product, click **On-Line Registration**.

You can also mail the “Warranty Registration Card” that is included in the carton.

The screenshot shows a Netscape browser window with the URL <http://www.registerybrother.com/smfic.asp>. The page title is "Facsimile/Multi-Function/Phone Systems Product". The form contains the following fields:

- Gender: Mr. Mrs. Ms. Miss
- First Name* : Last Name* :
- Company :
- Street* : Apt No. :
- City* : State* : Zip* :
- Email :
- Date of purchase :
- Telephone Number :
- Model Number :
- Serial Number :

To View On-Line Documentation:

- 1 Click **View Documentation**.

The following screen will appear:



- 2 To view the documentation you want, click the appropriate button.

Note If you do not have Adobe Acrobat Reader on your system at this time, you can install it now by clicking **Adobe Acrobat Reader**.

- 3 When you are finished viewing On-Line Documentation, click **Back** to return to the main CD-ROM screen.

To View Brother Support Information:

- 1 From the main screen you can access all the Brother numbers, for Brother support and services, by clicking **Brother Support**.

The following screen will appear:



- To access our web site at www.brother.com, where you will find additional information about Brother products and services, such as specification sheets and Frequently Asked Questions (FAQs), click **Brother Home Page**.
 - For a listing of all our Brother Customer Service numbers for USA and Canada, click **Support Information**.
 - To access our on-line shopping mall at www.BrotherMall.com, click **Brother Mall.com**. (USA only)
- 2 To return to the main page, click **Back**—**OR**—If you are finished with the MFC setup, click **Exit**.

For Windows® 3.1x Users

To install the printer driver and Brother Software:

- 1 Insert the Brother CD-ROM into your CD-ROM drive.
- 2 From the Program Manager, click **File**, click **Run**, and then type:
`x:\w3x\MFLPRO\FULL\DISK1\setup.exe`. (“x” is the drive letter for your CD-ROM drive.) This will start the MFL-Pro installation program.



After you install the Brother Software and restart your PC, the MFC Remote Setup dialog box will be displayed on your PC screen. MFC Remote Setup allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your PC. When you access this application, the settings on the MFC will be displayed on your PC screen. You can change them as needed, and then download them to the MFC.

Helpful Hints for Windows® 3.1x/95/98/98SE/Me/ 2000 Professional or Windows NT® 4.0

- For Windows® 3.1x Only: The installer automatically updates your SYSTEM.INI Windows® file by adding DEVICE=bi-di.386 under the [386Enh] section. If any bi-directional parallel communications device driver has previously been installed, it will be deactivated by this new driver. If you want to use the driver that was previously installed, you should first install this driver, and then reinstall your previous driver. However, reinstalling the previous driver will make the Brother machine's driver inactive.
- The installer automatically sets the printer port to the parallel interface, which is
LPT1 (for Windows® 3.1x)
BRMFC (for Windows® 95/98/98SE/Me)
BMFC (for Windows NT® Workstation 4.0 and Windows® 2000 Professional).

IMPORTANT

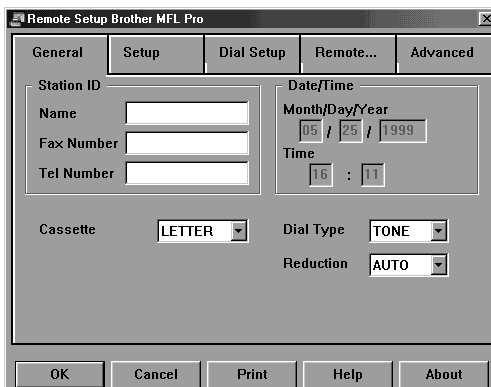
Please see the **README.WRI** file in the root directory of the CD-ROM for last-minute important installation information and troubleshooting tips.



To uninstall the Brother Software, click the Uninstall icon in the Brother MFL Pro Program group and then follow the instructions on the screen.

MFC Remote Setup

After you finish installing the software and the system is rebooted, the MFC Remote Setup application of Multi-Function Link[®] Pro will be displayed automatically. You can take advantage of the ease and speed of programming from your PC:



When the MFC Remote Setup dialog box first appears, the settings on your MFC 4300 will be downloaded to your PC and displayed on your computer screen. Instead of programming directly on your MFC control panel, fill in the information in the **General**, **Setup**, **Dial Setup**, **Remote** and **Advanced** tabs. After you enter setup information and change default settings, you can upload your changes directly to the MFC.

12 For DOS Users

How to Use the Brother Machine with Your DOS Application Software

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

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

Printer driver supported in your application software	Emulation mode to be selected in the Remote Printer Console program:
HP LaserJet IIP™ HP LaserJet II™	HP LaserJet IIP emulation mode Auto emulation selection

- The best or recommended printer driver is indicated in bold.
- Be sure to choose the proper printer driver in your application software.
- Be sure the print resolution is set to 300 dpi in your DOS application software.

What Does the Remote Printer Console Do?

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

Remote Printer Console Main Program

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

Printer Status Monitor Program

This utility program can monitor your printer's status using bi-directional parallel communications. This utility program stays resident in your computer memory (Terminate-and-Stay Resident program) and runs in the background.

Installing the Remote Printer Console

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

DOS	Version 3.3 or later (You must be running under a pure DOS environment. The Remote Printer Console will not work in DOS emulation mode.)
Monitor	EGA/VGA or compatible
Option	Mouse; the mouse driver must be installed. (You can also operate the program with the keyboard.)

Follow these steps to install the Remote Printer Console program:

- 1 Make sure your Brother machine is connected to your computer and that it is Online.
- 2 Start your computer and go to the DOS prompt. If you are in Windows®, exit and return to the DOS prompt.
- 3 Insert the Brother CD-ROM into your CD-ROM drive.
- 4 At the DOS prompt (C:\>) type *x*: (Substitute the drive letter of your CD-ROM drive for “*x*”) and press Enter.

```
C:\>x:
```

- 5 Type CD RPCX and press Enter.

```
x:\>CD RPCX
```

- 6 Type RPCSETUP and press Enter.

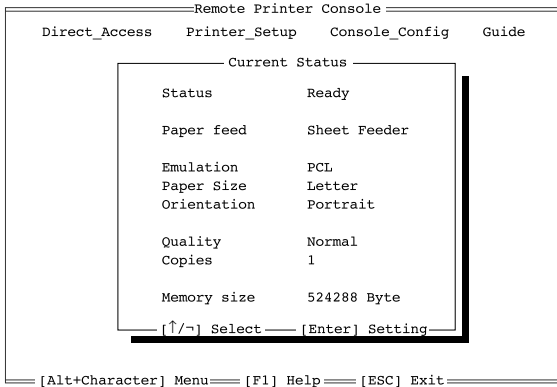
```
x:\RPCX>RPCSETUP
```

- 7 Follow the instructions of the installer.

Using the Remote Printer Console Main Program

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

The Main Screen will appear on your computer screen as shown below.



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

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

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

Remote Printer Console

Current Printer Status Information

Item	Default	What This Item Does
Media Type	Regular	Selects the media type “Regular” or “Thick Paper.”
Emulation*1	Laser Jet IIP	“Laser Jet IIP.”
Paper Size*1	Letter	Selects the paper size, either “Letter”, “Legal”, “A4”, “B5”, “DL”, “Executive”, “COM10”, “Monarch” or “C5.”
Orientation*1	Portrait	Selects the paper direction, either “Portrait” or “Landscape.”
Quality*1	Normal	Selects the print quality, either “Normal” or “Economy.”
Copies*1	1	Sets the number of print copies from 1 to 200 pages.
Memory size*2		RPC retrieves and displays the printer memory size.

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

*2 The information above is displayed if the bi-directional communication is active between the computer and MFC.

Printer Setup Category

Print Setup Section

Item	Default	What This Item Does
Copies	1	Sets the number of print copies from 1 to 200 pages.
Quality	Normal	Selects the print quality to either “Normal” and “Economy.”
Auto FF	Off	If set to ON, the printer will print the remaining data automatically without your pressing the FF/Cont key.
Auto FF Timeout	5 sec	Sets the time-out value for the Auto FF mode from 1 to 99 seconds.

Page Setup Section

Item	Default	What This Item Does
Paper size*1	Letter	Selects the paper size, either "A4", "Letter", "Legal", "B5", "DL", "Executive", "COM10", "Monarch" or "C5."
Orientation*1	Portrait	Selects the paper direction to either "Portrait" and "Landscape."
Left Margin	*2	Sets the Left Margin value (0-126) columns.
Right Margin	*2	Sets the Right Margin value (10-136) columns.
Top Margin	0.5" or 0.33"	Sets the Top Margin 0", 0.33", 0.5", 1", 1.5" or 2".
Bottom Margin	0.5" or 0.33"	Sets the Bottom Margin 0", 0.33", 0.5", 1", 1.5" or 2".
Line / Page	*2	Sets the lines/pages (5-128).
Xoffset	0	Sets the Xoffset (vertical) value from -500 to 500 dots.
Yoffset	0	Sets the Yoffset (horizontal) value from -500 to 500 dots.

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

*2 These values depend on the paper size settings.

Font Configuration

Item	Default	What This Item Does
Font Source	Internal	Fonts are stored internally in the MFC.
Font name	Brogam10	Selects a font from any of the printer's internal fonts.
Pitch	10	Selects the font size of the selected font. If you selected the Brougham or LetterGothic font, Pitch is shown in the selection box.
Symbol Set	Roman-8	Selects the symbol set.

Printer Configuration

Item	Default	What This Item Does
Continue Mode	Manual	Selects Auto or Manual on Auto error recovery mode.
Parallel Bi-directional	Enable	Selects the bi-directional parallel "Enable" or "Disable."

Other Configuration

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

Printer Setup Category

File	Function
Send settings	Sends the settings made within the RPC to your MFC.
Load settings	Loads the settings you stored in your CD-ROM or hard disk to the RPC.
Save settings	Saves the RPC settings to your CD-ROM or hard disk.
Save a command	Saves the RPC settings to your CD-ROM or hard disk as a printer command string.
Load Default	Loads the default settings to RPC.
Quit	Exits.

Direct Access Category

Item	Function
Print Form	Prints the MFC's character/symbol sets "CHARASET.PRN" or any print files you have made.
Reset Printer	Resets the MFC. The data remaining in the MFC and the printer settings will be cleared.

Console Configuration Category

File	Function
Environment	Sets the Buzzer on/off, Color for Remote Print Console
Status Monitor	Sets the hot-key for waking-up the RPC.

For more information on RPC, see the Help information in the program.

Using the Printer Status Monitor Program

Type **C:\RPCX>STMX**, and then press the **Enter** key to make the Printer Status Monitor Program stay resident in your computer memory. If there are any changes to the printer status, it displays a message on your computer screen.

If the Printer Status Monitor program stays resident in your computer, you can monitor the printer status on your computer screen immediately by using the hot-key (**Ctrl+Alt+R**).

To remove the Printer Status Monitor program from your computer memory, type **C:\RPCX>STMX/R**, and then press the **Enter** key.

The RPC works in the environment where your Brother machine is directly connected to your computer. If you are using printer buffer switches that do not support bi-directional communication between the Brother machine and computer, the program works only in the PC to machine direction and cannot receive Brother machine status information.

The program does **NOT** work with Brother machines on a network.

If the RPC conflicts with some application software, exit your application software and then run the RPC.

The RPC may work in the DOS-compatible box screen mode of Windows[®]. However, we recommend that you completely exit from Windows[®] to the DOS prompt before using the RPC.

The Printer Status Monitor and some other Terminate-and-Stay programs cannot coexist in the computer's memory. If they don't work properly together, use them one at a time. You can suspend the Printer Status monitor with any of the following methods or commands.

Type **C:\RPCX>STMX/R**, and then press the Enter key. To prevent the status monitor from being loaded as a TSR program, hold the space bar down while executing the **AUTOEXEC.BAT** file at **DOS** startup.

13 Using the Brother MFC as a Printer

Special Print Features

Windows® Printing

The dedicated printer driver and TrueType™ compatible fonts for Microsoft® Windows® 3.1x, 95/98/98SE, Me, Windows NT® Workstation Version 4.0 and Windows® 2000 Professional are available on the CD-ROM supplied with your machine. You can install them easily into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications. It allows you to set various printer settings including economy printing mode and custom paper size.

Popular Printer Emulation Support

The machine supports HP LaserJet IIP printer emulation mode. If you use DOS application software, or Windows® 3.0 or earlier, you can use HP LaserJet IIP emulation mode for printer operations. (Use the Remote Printer Console program to set the printer emulation.)

Remote Printer Console Program for DOS

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

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

Bi-directional Parallel Interface

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

Enhanced Memory Management

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

Printing from Your PC

Multi-purpose Sheet Feeder

The MFC's multi-purpose sheet feeder can feed plain paper, envelopes, and organizer paper. When the MFC receives data from your computer, it begins the print process by loading paper from the multi-purpose sheet feeder.

- Select the print command from your PC.

Your PC sends a print command and data to the MFC. If there are more pages, the MFC begins to print the next page automatically.



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

If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the left and right margins in your application software. (See *Acceptable Paper*, page 2-7)

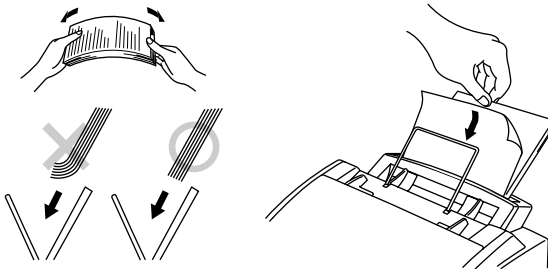


Use the Manual Feed Slot for labels or transparencies for overhead projectors.

Two-Sided Printing (Manual Duplex)

The supplied printer drivers for Windows® 3.1x, 95/98/98SE, Windows NT® Workstation Version 4.0 support manual duplex printing. (For more information, see the Help screen for the printer driver.)

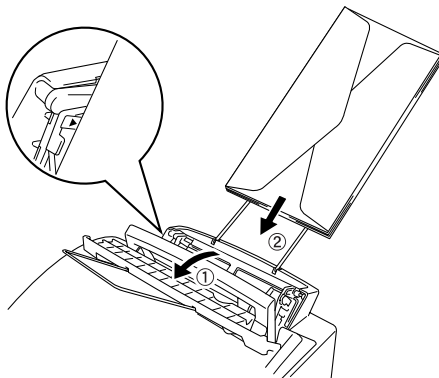
Please select LPT1 port in the printer driver. The MFC prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well or you may get a paper jam. Very thin or very thick paper is not recommended. If the paper “double-feeds” (sends two sheets at once), hold the stack of paper except for the front sheet while the paper is feeding.



When you use manual duplexing, it is possible that a paper jam may occur or the printer quality might not be satisfactory.

Loading Envelopes in Multi-Purpose Sheet Feeder

You can load up to 10 envelopes into the multi-purpose sheet feeder. Make sure envelopes are inserted in the direction shown below.



Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot on its cover. You can load paper or envelopes one at a time into this slot. You do not have to remove paper from the multi-purpose sheet feeder.

Use the manual feed slot to print or copy on labels or transparencies. For information about acceptable paper.

Loading One Sheet of Paper

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

- 1 Align the paper at the center of the manual feed slot, and be sure to insert it all the way.
- 2 Adjust the paper guide to the width of the paper you're using.

Loading More Than One Sheet of Paper

- 1 Open the Setup dialog box of the Windows[®] printer driver and select Manual Feed in the Paper Source section. Follow Steps 1 and 2 above to load the first page. The MFC starts printing automatically.
- 2 After the first page is printed, the dialog box appears and prompts you to load the next page. Load a sheet and select OK to resume printing.
- 3 Repeat Steps 1, 2, and 3 until you have finished printing.



If you do not select Manual Feed, and insert a page in the manual feed slot, the MFC will load the first page from the manual feed slot and subsequent pages from the multi-purpose sheet feeder.

Paper Tray

The MFC ejects paper with printed surfaces *face down* into the paper tray at the front of the machine. When you use transparencies, remove each sheet immediately after printing, to prevent a paper jam or curled sheets.

Simultaneous Printing/Faxing

Your MFC can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the MFC is copying or receiving a fax on paper, it pauses the PC printing operation, and resumes when copying or fax receiving is complete. Fax sending continues during PC printing.

Choosing Acceptable Paper

We recommend that you test paper, especially special sizes and types of paper on the MFC before purchasing large quantities. See *Acceptable Paper*, page 2-7

- Avoid feeding labels with carrier sheets exposed, or your MFC will be damaged.
- Avoid using coated paper, such as vinyl coated paper.
- Avoid using preprinted or highly textured paper.
- For optimum printing, use a recommended type of paper, especially plain paper and transparencies. For more information on paper specifications, consult your nearest authorized sales representative or the place where you purchased your MFC.
- Use labels or transparencies that are designed for use in laser printers.
- For the best print quality, we recommend that you use long-grained paper.
- If you are using special paper, and the paper has problems feeding from the multi-purpose sheet feeder, try again using the manual feed slot.
- You can use recycled paper in this MFC.

Printer Operations

Job Cancel Key

You can clear data from the memory.

Printing the Internal Font List

You can print a list of the MFC internal (or resident) fonts to see how each font looks before you select it.

- 1 Press **Function, 2, 1, 1**.
- 2 Press **Start**. The MFC prints the list.
- 3 Press **Stop** to exit.

Printing the Print Configuration List

You can print a list of current printer settings.

- 1 Press **Function, 2, 1, 2**.
- 2 Press **Start**. The MFC prints the settings.
- 3 Press **Stop** to exit.

Restoring Factory Default Settings

You can return the MFC to original factory settings. Permanent fonts are restored, but macros are cleared. You can change user settings using the Remote Printer Console Program. (See page 13-1.)

- 1 Press **Function, 2, 2, 1**.
- 2 Press **1** to restore the factory settings
—**OR**—Press **2** to exit without making a change.
- 3 Press **Stop** to exit.

1.RESET 2.EXIT

Printing PC Data in Hexadecimal

You can print data as hexadecimal values to check data errors and problems. If you select HEX DUMP MODE, all PC data is printed hexadecimal. To turn hexadecimal mode off, press **Job Cancel**.

- 1 Press **Function, 2, 2, 2**.
- 2 Press **1** to set PC to hexadecimal mode
—**OR**—Press **2** to exit without making a change.
- 3 Press **Stop** to exit.

1.SET 2.EXIT

14 Using Automatic E-Mail Printing

For Windows® 95/98/98SE/Me Only

Main Features

- You can use Automatic E-Mail Printing with other E-mail software: Brother Automatic E-Mail Printing has some extra functions that other E-mail software, such as Netscape Navigator™ or MS Internet Mail, do not support.
- Automatic E-Mail Printing can be configured for a multiple user account: In Brother Automatic E-Mail Printing you can set more than one e-mail account on a single PC so you can print e-mail in each account automatically.
- Automatic access to your specified POP3 server at the specified time: You can specify the time when the Brother Automatic E-Mail Printing automatically accesses the server to check for new mail.
- Provides an “In Memory” printer driver: You can receive and print e-mail data at the same time, by searching for a specified character string in the mail header. It allows you to see the sender, subject and relevant part of the mail content.

Before You Use this Software

Please read “Using Automatic E-Mail Printing” in the **On-Line Documentation** on the CD-ROM and check the online README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips not included in the On-Line Documentation.

To Access the On-Line Documentation

After you have installed the Brother driver(s) for your model and operating system, click **View On-Line Documentation** for operation instructions.

15 Troubleshooting and Routine Maintenance

Troubleshooting

IMPORTANT

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

Brother fax-back system

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

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

In USA: 1-800-521-2846

In Canada: 1-800-681-9838

1-514-685-5381 (within Montreal)

The Brother fax-back system number (USA only) has been preprogrammed on One Touch key **1**.

Frequently Asked Questions (FAQs)

You can find more information about Brother products on the World Wide Web. From product specification sheets to Frequently Asked Questions (FAQs), it is all there. Visit us at:

<http://www.brother.com>



You can check here for Brother Printer Driver updates.

Error Messages

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

If you need additional help, call the Brother fax-back system at

In USA: 1-800-521-2846

In Canada: 1-800-681-9838

1-514-685-5381 (within Montreal)

ERROR MESSAGE	CAUSE	ACTION
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem, then replace the drum unit with a new one.
CHECK PAPER PRESS START KEY	The MFC is out of paper or paper is not properly loaded in the multi-purpose sheet feeder.	Refill the paper or remove the paper and load it again and then press Start .
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see pages 5-5).	When you see this error, the reduction ratio automatically will be changed to Auto if you used a fixed reduction ratio (see pages 5-4 to 5-5).
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN PLEASE WAIT	The temperature of the drum unit or toner cartridge is too hot. The MFC will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the MFC shows COOLING DOWN and PLEASE WAIT.	You must wait and allow the MFC to resume printing when it is ready.

ERROR MESSAGE	CAUSE	ACTION
COVER OPEN	The top cover was not completely closed.	Open, then close each cover.
DISCONNECTED	The other party or other party's MFC terminated the call.	Try to fax or receive again or call the other party to see what happened.
DOCUMENT JAM	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see pages 15-6.
DOWNLOAD FULL (May occur when the MFC is used as a printer.)	The download buffer is full.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted.
MACHINE ERROR XX	The MFC has a mechanical problem.	Turn off the power. Then call Brother Customer Service: In USA: 1-800-284-4329 In Canada: 1-800-853-6660 In Montreal: 1-514-685-6464
MEMORY FULL (May occur when the MFC is used as a printer.)	Machine memory capacity has been exceeded.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted. <ul style="list-style-type: none"> • If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document.
NO RESPONSE/ BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.

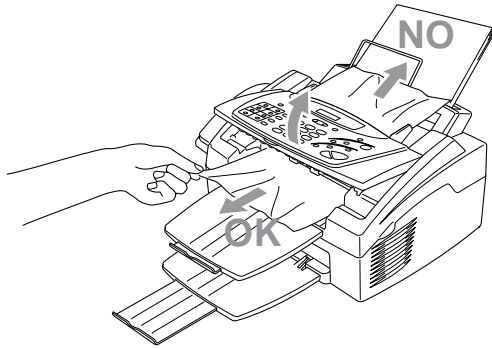
ERROR MESSAGE	CAUSE	ACTION
NOT REGISTERED	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. See pages 7-1 to 7-2.
PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the MFC.	Open the top cover. If you see any jammed paper or other item, gently pull it out, then close the scanner unit. If the error message remains, open and close the top cover again. If the MFC cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX. Please call Brother Customer Service and tell them the Machine Error number, at: In USA: 1-800-284-4329 In Canada: 1-800-853-6660 In Montreal: 1-514-685-6464
PRINT OVERRUN (May occur when the MFC is used as a printer.)	The available Ram has been exceeded.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted. <ul style="list-style-type: none"> • If you have installed the Windows® printer driver, try again after setting the TrueType mode to “Print as Graphics” in the PRINT menu of your application software. • If this does not clear the error, reduce the complexity of your document or reduce the print resolution.
PRINTER JAM	The paper is jammed in the MFC.	Do not pull the paper out until you see pages 15-6 to 15-7.

ERROR MESSAGE	CAUSE	ACTION
SET CARTRIDGE	Toner cartridge is not installed.	Reinstall the toner cartridge.
TONER EMPTY	Toner is used up and printing is not possible.	Replace the toner cartridge with a new one. (See pages 15-26 to 15-29)
TONER LOW	If the LCD shows TONER LOW, you can still print. But the toner is depleted and the fax machine is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

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

- 1 Open the control panel.
- 2 Carefully, pull the document toward the front of the MFC.
- 3 Close the control panel.
- 4 Press **Stop**.



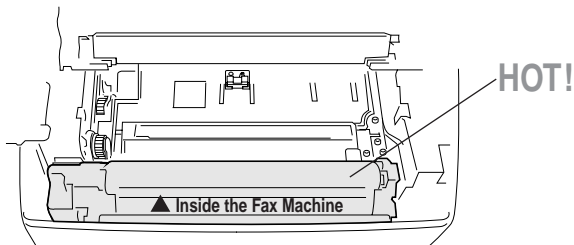
Printer Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Review the following two types of printer jams and follow the instructions.

WARNING

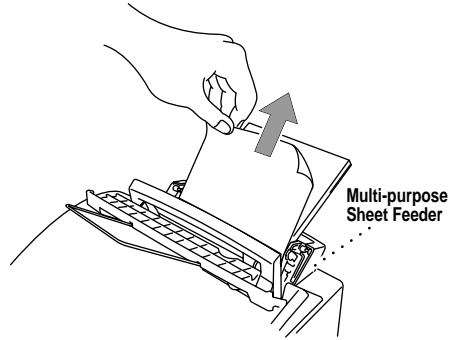
Do not force the jammed paper from the paper tray because you may damage the MFC and cause toner to scatter on the next printed pages.

After you have used the MFC, some internal parts of the machine are extremely **HOT!** When you open the top cover of the MFC, never touch the shaded parts shown in the following diagram.



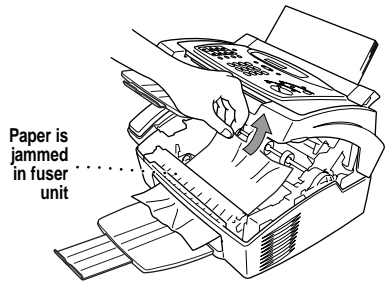
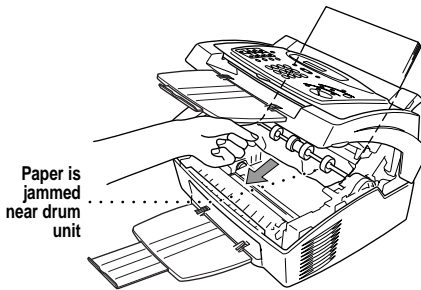
Paper is Jammed in the Multi-purpose Sheet Feeder

- 1 Open the multi-purpose sheet feeder to pull the jammed paper upward and out of the feeder.
- 2 Close the multi-purpose sheet feeder.
- 3 Open the top cover and check that a torn piece of paper does not remain inside the fax machine.



Paper is Jammed near the Drum Unit or in the Fuser Unit

- 1 Open the top cover.
- 2 Remove the drum unit.
- 3 Gently pull out the jammed paper.
- 4 Reinstall the drum unit.
- 5 Close the top cover.



If You Are Having Difficulty with Your MFC

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

DIFFICULTY	SUGGESTIONS
Printing and Receiving Faxes	
Condensed print and horizontal streaks; top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother Customer Service at: 1-800-284-4329 (in USA) or 1-800-853-6660 (in Canada) or 1-514-685-6464 (in Montreal).
Vertical streaks; black lines appear on the faxes you receive.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your MFC'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 pages 15-25), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at: 1-800-284-4329 (in USA) or 1-800-853-6660 (in Canada) or 1-514-685-6464 (in Montreal).
The MFC "hears" voice as CNG tone.	If your MFC is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.
Horizontal streaks; lines are missing.	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received data is divided and printed on two pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (see pages 5-5). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real paper. (See pages 5-4 to 5-5)

DIFFICULTY	SUGGESTIONS
Phone Line or Connections	
Dialing does not work.	Check for a dial tone. Change TONE/PULSE setting (See <i>Setting Tone/Pulse Dialing (Canada Only)</i> , page 4-2). Check all line cord connections, and make sure the curled handset cord is not in the EXT jack. Check power cord connection. Send a manual fax by pressing Hook—OR— by lifting the handset, and dialing the number. Wait to hear the fax receiving tones before pressing Start .
The MFC does not answer when called.	Make sure the MFC is in the correct receiving mode for your setup (either FAX, FAX/TEL or TAD). Check for dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the MFC telephone jack. If there is no ringing when you call your MFC, call your Telephone Company to check the line.
There is no dial tone on the handset.	Press Hook—OR— Lift the handset. If you hear no dial tone, check telephone line cord connections at the MFC and wall jack. Check that the handset curled cord is connected to the MFC's handset jack. Test the jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
Sending Faxes	
Transmitting quality is poor.	Try changing your resolution to FINE or SUPERFINE (See <i>Resolution</i> , page 6-7). Make a copy to verify the MFC's scanner operation.
Transmission verification report prints "Results:NG".	There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
The receiving party says the picture is not clear.	Sometimes the resolution mode you chose when you sent your fax was not appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your MFC's scanner may be dirty, so try cleaning it. (See pages 15-23)
The receiving party says vertical streaks appear on the faxes they receive.	Your MFC's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner (see pages 15-23) and make a copy to check if the problem was caused by your machine.





DIFFICULTY	SUGGESTIONS
Handling Incoming Calls	
Double-ring in FAX/TEL mode.	The MFC knows the incoming call is not a fax, so it is signaling you to answer the telephone call. Pick up the MFC handset or answer from an extension phone and press your MFC's Telephone Answer Code (default setting is #51).
I have difficulty transferring a fax call to the MFC.	If you answered at the MFC, press Start and hang up immediately. If you answered at an extension phone, press your MFC's Remote Activation Code (default setting is ✕51). When your MFC answers, hang up.
The Caller ID does not display after the Call Waiting Signal.	The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfere with it. When you hear the Caller Waiting signal, ask the other party to hold while you catch the other call. Then stop speaking until you see the Caller ID on the LCD.
I have difficulty with custom features on a single line.	<p>If you have Call Waiting, Caller ID, Call Waiting/Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your MFC, it may create a problem sending or receiving fax data.</p> <p>Example #1: If you are having a telephone conversation and a fax communication signal comes through on your Call Waiting Call ID feature, you can verify that the second call is a fax by switching to it. You have the option to receive the fax call, by asking the first caller to hang up to clear the line.</p> <p>Example #2: If you are sending or receiving a fax message while a Call Waiting Caller ID (or other custom feature) signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. (Brother's ECM feature should help overcome this problem.) This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.</p>




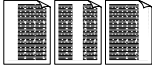

DIFFICULTY	SUGGESTIONS
General Printing Difficulties	
The MFC does not print.	Check the following: <ul style="list-style-type: none"> • The MFC is plugged in. • The toner cartridge and drum unit are installed properly. • The interface cable is securely connected between the MFC and computer. • Check to see if LCD is showing an error message. (See pages 15-2 to 15-5)
The MFC prints unexpectedly or it prints garbage.	Reset the MFC. Check the primary settings in your application software to make sure it is set up to work with your MFC.
The MFC cannot print full pages of a document; the error message PRINT OVERRUN occurs.	The MFC received a very complex print job and could not process part of the page. This may be solved in several ways. If you are using Windows® 3.1x, Windows® 95/98/98SE or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the “Windows® Setup Printing Problems” section. Try to reduce the complexity of your document or reduce print resolution.
The MFC prints the first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer input buffer’s full signal. Please make sure to connect the printer cable correctly.
The MFC cannot print full pages of a document; A MEMORY FULL error message occurs.	Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
My headers or footers appear when I view my document on the screen, but do not appear when I print them.	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the top and bottom margins in your document to allow for this.

DIFFICULTY	SUGGESTIONS
DOS Setup Printing Difficulties	
I cannot print from my application software.	Check that the DOS application software interface settings match those of your printer. For example, if you are using a parallel printer cable, you would probably set your DOS software printer port to LPT1. Check for an error message on the LCD. Note: Some DOS applications do not print correctly through Windows [®] . Restart in DOS mode to avoid conflicts with Windows [®] .
The machine prints, but it prints incorrect information. Sometimes it prints a couple of characters and then ejects the pages.	This is an indication that your application printer emulation Print setting and the machine's printer emulation do not match. Check your application software to make sure you selected the correct printer driver. The machine emulates HP LaserJet IIP. Try setting the machine to HP emulation in Remote Printer Console and then select the HP LaserJet IIP printer in your application software.
The machine prints the part of my document but does not print the last page.	This is common problem with database and partly with spreadsheet software when they are not correctly set up. The data has been sent to the printer but the printer did not receive the Page Eject command. Press Job Cancel to cancel the page, or send the Page Eject command to eject the page. Then ask your software supplier how to add a Page Eject (or Form Feed) command to the end of your print job.
How can I change the user settings or default settings on the machine?	Use the Remote Printer Consol (RPC) program.
Windows[®] Setup Printing Difficulties	
I cannot print from my application software.	Make sure the Windows [®] printer driver is installed and that you selected it in your application software.
Sometimes I get the error message PRINT OVERRUN when printing certain documents from Windows [®] .	If you are using the supplied Windows [®] driver, turn the error recover operation on in the Setup dialog box and try again. Reduce the print resolution or reduce the complexity of your document and try again. Expand the printer memory by installing one of the optional memory boards.

DIFFICULTY	SUGGESTIONS
Software Difficulties	
<p>“Unable to write to LPT1” or “LPT1 already in use” error message appears.</p>	<p>1. Make sure the MFC is on (plugged into the AC outlet) and that it is connected directly to the computer with the bundled IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).</p>
<p>“MFC is Busy” or “MFC Connect Failure” error message appears.</p>	<p>2. Make sure the MFC’s LCD screen is not displaying an error message. 3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc..) Suggested areas to check: (<i>Load=, Run= command lines in the win.ini file or the Statup Group</i>) 4. Check with you computer manufacturer to confirm that the computer’s parallel port settings in the BIOS are set to support a bi-directional machine, i.e. (Parallel Port Mode-ECP).</p>
Paper Handling Difficulties	
<p>The MFC does not load paper. The LCD shows CHECK PAPER or PRINTER JAM.</p>	<p>Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multi-purpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder and then press Start. If there is paper in the multi-purpose sheet feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and place it back into the multi-purpose sheet feeder. Reduce the amount of paper in the multi-purpose sheet feeder, and then try again.</p>
<p>The MFC does not load paper from the manual feed slot.</p>	<p>Reinsert the paper firmly, one sheet at a time.</p>
<p>How can I load envelopes?</p>	<p>You can load envelopes from either the multi-purpose sheet feeder or the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your application manual.</p>

DIFFICULTY	SUGGESTIONS
What paper can I use?	You can use plain paper, envelopes, transparencies, labels and organizer paper. For information on paper you can use, <i>See Acceptable Paper</i> on page 2-7.
How can I clear paper jams?	See <i>Printer Jam</i> on pages 15-6 to 15-7.

DIFFICULTY	SUGGESTIONS
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See pages 15-23 to 15-25)
Print Quality Difficulties	
Printouts are too dark or too light.	Adjust the print conditions by setting the Print Density light function. It has been factory set to the middle position. (See <i>Setting the Print Density</i> , page 5-5.)
Printed pages contain white stripes.  White Stripes or Faint Images	You may fix this by wiping the scanner windows with a clean soft cloth. (See <i>Cleaning the Document Scanner</i> , page 15-23 and <i>Replacing the Drum Unit</i> , page 15-30.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages are stained with toner or have vertical stripes.  Dark Stripes or Toner Stains	Clean the MFC's interior and the primary corona wire of the toner cartridge. (See <i>Routine Maintenance</i> , page 15-23 and <i>Cleaning the Drum Unit</i> , page 15-25.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages have white in black text and graphic areas.  White Spots	Make sure that you use paper that meets the specifications. spots Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Toner scatters and stains the printed page.  Scattering Toner	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the MFC's interior. (See <i>Routine Maintenance</i> , page 15-23, <i>Cleaning the Printer</i> , page 15-24 and <i>Cleaning the Drum Unit</i> , page 15-25.) Make sure that you use paper that meets specifications. (See pages 2-7.) If you still have scattered toner and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.

DIFFICULTY	SUGGESTIONS
Print Quality Difficulties (CONTINUED)	
<p>The whole page is printed black.</p>  <p style="text-align: center;">Black Page</p>	<p>Wipe the electric terminals referring to pages 15-24. Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.</p>
<p>Nothing is printed on the page.</p>  <p style="text-align: center;">White page</p>	<p>Make sure that the toner cartridge is not empty. Wipe the electric terminals. (See <i>Routine Maintenance</i>, page 15-23, <i>Cleaning the Printer</i>, page 15-24 and <i>Cleaning the Drum Unit</i>, page 15-25.) Make sure that a torn piece of paper does not remain on the scanner window.</p>
<p>Printed pages are marked at regular intervals.</p>  <p style="text-align: center;">Example of Regular Marking</p>	<p>Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the MFC has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.</p>
<p>Printed pages are blurred at the center or at either edge.</p>  <p style="text-align: center;">Blurred Page</p>	<p>Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the MFC is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See <i>Routine Maintenance</i>, page 15-23, <i>Cleaning the Printer</i>, page 15-24 and <i>Cleaning the Drum Unit</i>, page 15-25.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.</p>
<p>Ghost images appear on the printed page.</p>  <p style="text-align: center;">Ghost Images</p>	<p>Adjust the print conditions by setting the Print Density function, pages 5-5. Make sure you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image.</p>



The drum unit is a consumable item and it is necessary to replace it periodically.

Difficulties Setting up the Software (For Windows® 3.1x Users)

Problem Using the HP Pavilion PC and the “HP DEMO” Screen Saver

If you select the “HP Demo” screen saver on your HP Pavilion PC after you have installed the Multi-Function Link® Pro software, the System.ini file is overwritten and you cannot use the Brother machine to print, scan, or for Remote Setup.

If you have used the HP Demo screen saver already, you must edit the System.ini file as follows:

```
[boot]
```

```
;comm.drv=comm115.drv
```

```
comm.drv=brmfcomm.drv
```

```
[386Enh]
```

```
DEVICE=C:\WINDOWS\SYSTEM\Bi-Di.386
```

If you do not want to edit the System.ini file, please change the screen saver to another one and Re-install Multi-Function Link® Pro again.

Bi-directional Parallel Ports (nibble and byte modes)

The machine supports both nibble (AT) and byte (Bi-directional) mode parallel ports. If your PC supports byte mode, scanning and fax reception will be at a faster speed. To verify or change the parallel port mode, please check your system BIOS in the CMOS Setup or *contact your computer manufacturer for assistance*.



Some older PC models support only nibble mode. Generally, newer models support both nibble and byte modes.

Machine Connect Failure or Bi-Directional Communication Error

Recently, some printers have included a function to show the printer status on the PC display. Such printers use the bi-directional communication parallel port between the printer and the PC. Our machines have a bi-directional parallel port function. Since Windows® 3.1x does not support bi-directional communication on the parallel port, each peripheral vendor has developed and supplied a bi-directional device driver, which will be installed into Windows® 3.1x. If you install two or more different bi-directional device drivers into Windows®, they may conflict with each other and cause problems.

Please make sure you have installed the Brother printer driver, by executing

SETUP.EXE from your CD-ROM drive, following the instructions on the CD-ROM label. The bi-directional communication may be disabled when the driver is installed from the Add menu in “Printers” of the Control Panel. Please restart Windows®.

Remove the conflicting situation caused by one of the following printer drivers. Review the following sections that apply to any additional printer drivers you may have installed into your Windows® software.

Brother HL-6/6V/10h/630series/660series/960/1260/WL-660

HP LaserJet series II, IID, IIP, IIP+, III, IIID, IIIP or IV Plus

NEC SuperScript 610/660

EPSON ActionLaser 1100/1400

LexMark WinWriter 200

Brother HL-6/6V/10h/630series/660series/960/1260/WL-660:

The Resource Manager for your machine’s Brother printer drivers may not work if the printer drivers for the above laser printers models are installed after the installation of your machine’s Brother printer drivers.

In this case, please install your machine’s Brother printer driver again or copy BI-DI.386 from the CD-ROM to the Windows/System directory.

(NOTE: BI-DI.386 on the CD-ROM is not compressed.)

HP LaserJet series II, IID, IIP, IIP+, III, IIID or IIIP:

If Microsoft Windows® Printing System is used for the above models, you must modify the “win.ini” file in the Windows® directory to turn the machine’s bi-directional function off.

We recommend that you do a back-up before you modify the WIN.INI or SYSTEM.INI files, just in case.

Open the “win.ini” file using the “Notepad” application. Look for the following statement in the [spooler] section:

```
[spooler]
```

```
QP.LPT1 = wpsljqp.dll
```

Then disable this function, by adding a semicolon at the beginning of the above sentence as follows:

```
[spooler]
```

```
;QP.LPT1 = wpsljqp.dll
```

Then, open the “system.ini” file using the “Notepad” application. Look for the following statement in the [386Enh] section:

```
[386Enh]
```

```
device=wpsljvpd.386
```

```
:
```

```
:
```

```
WPSLPT1=1
```

Then disable this function, by adding a semicolon at the beginning of the above sentences as follows:

```
;device=wpsljvpd.386
```

```
:
```

```
:
```

```
;WPSLPT1=1
```

You must restart Windows® to make these modifications effective.

These modifications disable the printer status reporting on your PC. However, you will be able to use the machine without further problems.

HP LaserJet 4 Plus:

Please uninstall the Main Status window by double-clicking the Un-install Status window in HP LaserJet group.

NEC SuperScript 610/660:

Please remove the NEC SuperScript driver by running the NECDELETE.EXE file in Disk 1 that is included with NEC printers.

EPSON ActionLaser 1100 / 1400:

Please remove the EPSON Action Laser 1100/1400 driver by running the EPDELETE.EXE file in the Windows® Printer Driver for these models.

Lexmark WinWriter 200:

You must modify the “win.ini” and “system.ini” files in the Windows® directory to turn off the printer’s bi-directional function.

We recommend that you to backup the WIN.INI and SYSTEM.INI files before you modify them.

Open the “win.ini” file using the “Notepad” application. Look for the following statement in the [windows] section:

```
[windows]
```

```
run=C:/WINDOWS/SYSTEM/WPSIOMON
```

Then disable this function, by adding a semicolon at the beginning of the above sentence as follows:

```
[windows]
```

```
;run=C:/WINDOWS/SYSTEM/WPSIOMON
```

Look for the following statement in the [spooler] section:

```
[spooler]
```

```
QP.LPT1=wpslbq.dll
```

Then disable this function by adding a semicolon at the beginning of the above sentence as follows:

```
[spooler]
```

```
;QP.LPT1=wpslbq.dll
```

Then, open the “system.ini” file using the “Notepad” application. Look for the following statement in the [386Enh] section:

```
[386Enh]
```

```
device=wpscomd.386
```

```
device=wpsljvpd.386
```

```
:
```

```
:
```

```
WPSLPT1=1
```

Then disable this function by adding a semicolon at the beginning of above sentences as follows:

```
[386Enh]
```

```
;device=wpscomd.386
```

```
;device=wpsljvpd.386
```

```
:
```

```
:
```

```
;WPSLPT1=1
```

You must restart Windows[®] to make these modifications effective.

These modifications disable the printer status reporting on your PC. However, you will be able to use the machine with no further problems.

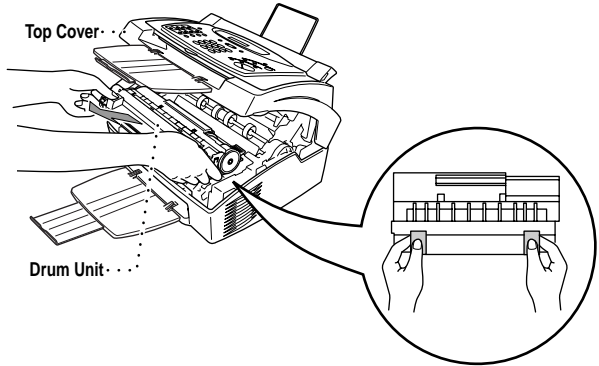
Graphics or Text Is Missing When the Document Is Printed

This could be caused by your Display Driver software. Contact your reseller and inquire about the latest Display Driver software. Another solution is to change your Windows[®] Setup Display selection from the current selection to the standard VGA or SVGA selection. Contact your reseller or Microsoft Support if you need help modifying your Windows[®] Display selection or installing new Display Driver software.

Packing and Shipping the MFC

Whenever you transport the MFC, use the packing materials that came with your machine. Also, follow the steps below to pack the MFC or it may be damaged, which will void the MFC's warranty.

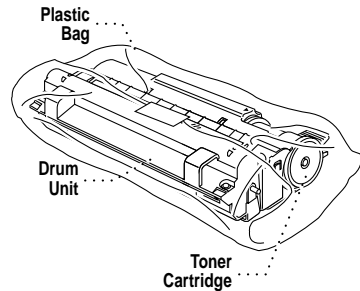
- 1 Remove the line cord and unplug the MFC from the AC outlet.
- 2 Open the top cover.
- 3 Hold the drum unit assembly by its handles and remove it.



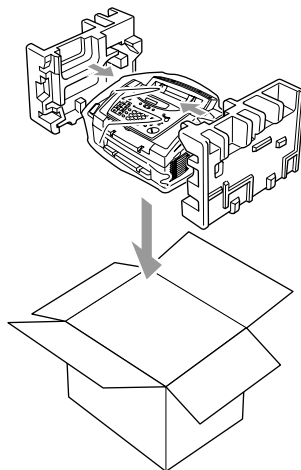
! Caution

Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.

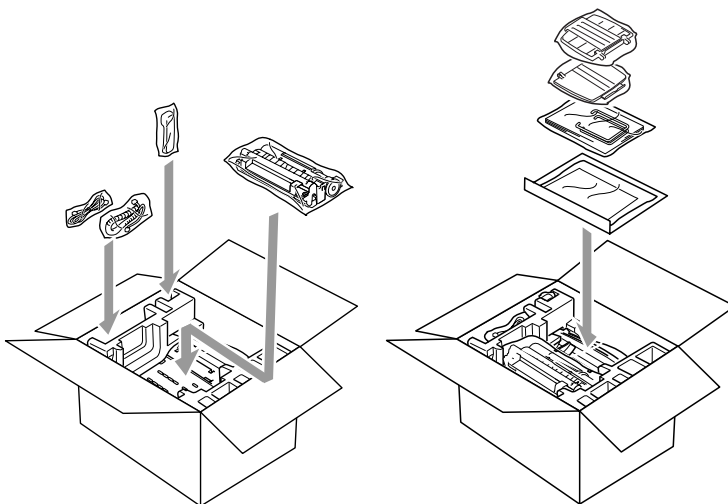
- 4 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.
- 5 Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.



- 6 Wrap the MFC in the plastic bag and place it in the original carton with the original packing material.



- 7 Pack the drum unit, toner cartridge assembly and printed materials into the original carton as shown below:



Note If you are returning the MFC to Brother as part of the Swap Program, Pack *only* the MFC.

Keep all separate parts to use with your “Swap” machine.

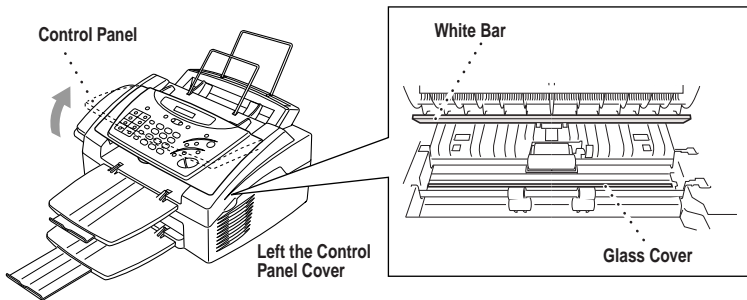
- 8 Close the carton and tape it shut.

Routine Maintenance

You can keep your MFC in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents to clean the MFC and do not use water.

Cleaning the Document Scanner

- 1 Unplug the telephone line, and then unplug the power cord.
When you reconnect these lines later, connect the power cord before you connect the telephone line.
- 2 Open the Control Panel cover.
- 3 Wipe dirt off the MFC using a slightly damp clean cloth.
- 4 Clean the white bar and the glass cover.
Moisten a small piece of clean soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar of the scanner.

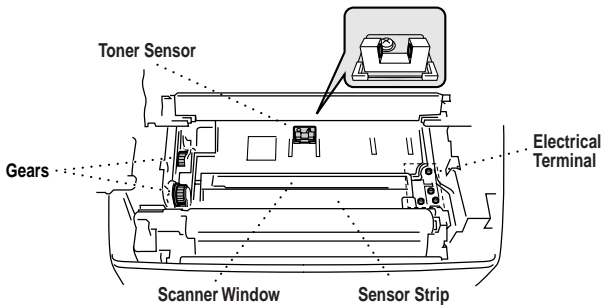


Cleaning the Printer

! Caution

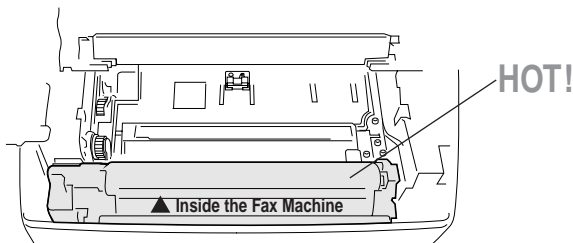
- Do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.
- Do not use isopropyl alcohol to clean the scanner window or the toner sensor.
- Do not touch the scanner window with your finger.
- Handle the drum unit carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

- 1 Open the top cover.
- 2 Remove the drum unit assembly.



! WARNING

Just after you have used the MFC, some internal parts of the machine are extremely **HOT!** When you open the top cover of the MFC, never touch the shaded parts as shown in the diagram below.

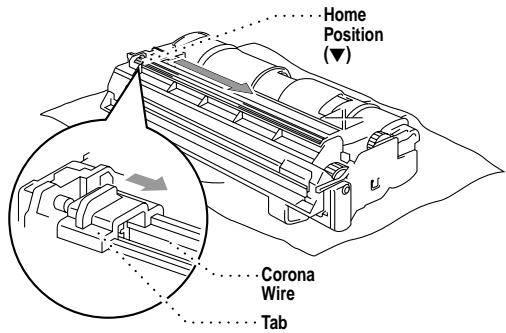


- 3 Wipe the electric terminals with isopropyl alcohol on a cotton swab.
- 4 Wipe the gears with a clean dry cloth.
- 5 Gently wipe the scanner window and the toner sensor with a clean soft dry cloth. Do NOT use isopropyl alcohol to clean the scanner window or the toner sensor.

Cleaning the Drum Unit

We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering toner.

- 1 Carefully turn the drum unit upside down.
- 2 Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.
- 3 Return the tab to the home position (▼) before reinstalling the drum unit.



! Caution

If you do not position the tab at the home position, printed pages may have vertical stripes.

- 4 Re-install the drum unit into the MFC.
(See *Replacing the Drum Unit*, page 15-30.)
- 5 Close the top cover.
- 6 Plug in the power cord.

Replacing the Toner Cartridge

The MFC can print approximately 2,200 pages with one toner cartridge. When the toner cartridge is running low, the LCD shows TONER LOW. The MFC is supplied with a starter toner cartridge that must be replaced after 1,000 pages. Actual page count will vary depending on your average document type (i.e. standard letter, detailed graphics).

It is a good idea to keep a new toner cartridge ready for use when you see the TONER LOW warning.

Discard the used toner cartridge according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. When discarding used toner cartridges, keep them separate from domestic garbage.



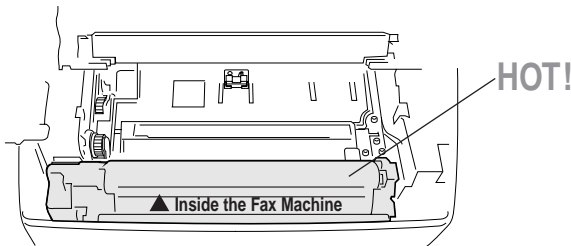
We recommend that you clean the MFC when you replace the toner cartridge.

How to Replace the Toner Cartridge

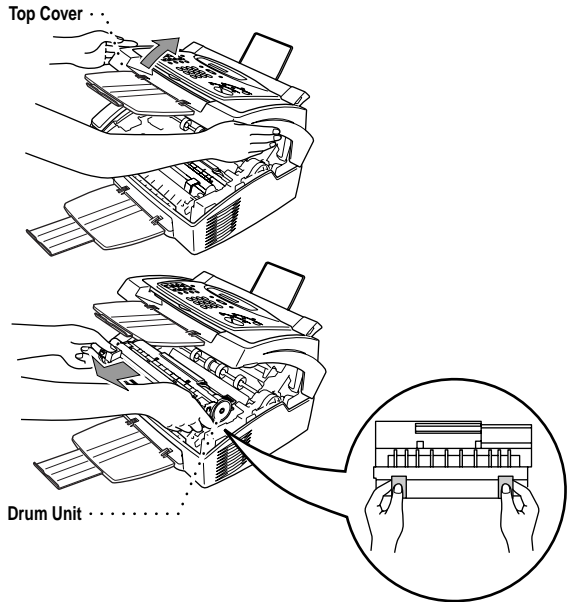


WARNING

Just after you have used the MFC, some internal parts of the MFC will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.

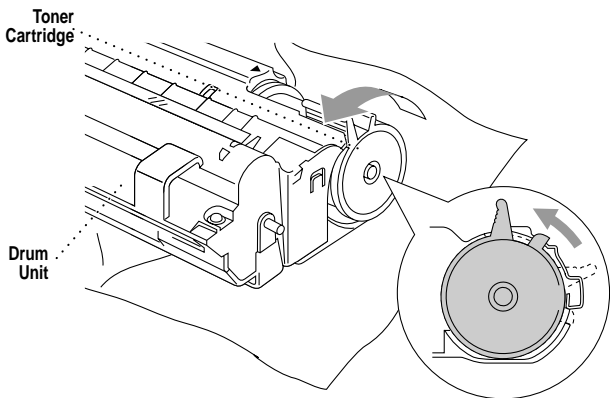


- 1 Open the top cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.



Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

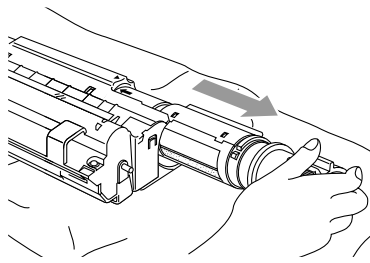
- 2 Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is closed, by turning the lever completely to the front.



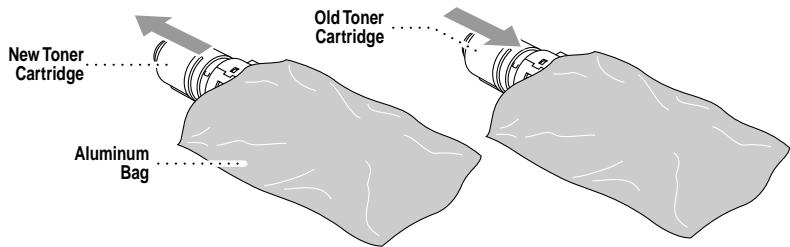
- 3 Remove the old toner cartridge from the drum unit by gently pulling it out.



Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.

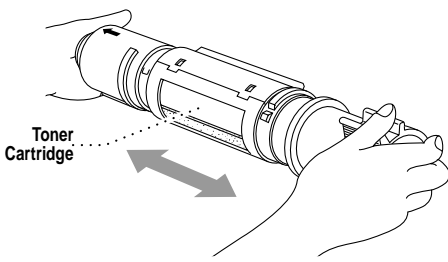


- 4 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.



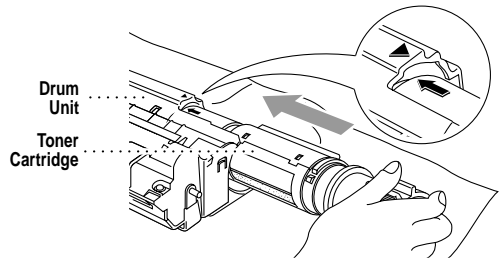
Caution

- Wait to unpack the toner cartridge until immediately before you install it into the fax machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
- You can use only a genuine Brother toner cartridge (TN-5000PF series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your fax machine's warranty.

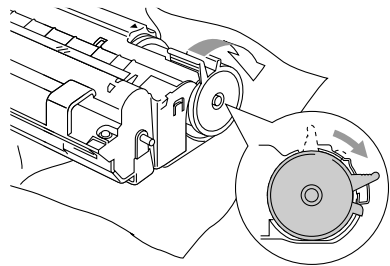


- 5 Gently rock the toner cartridge from side to side five or six times.

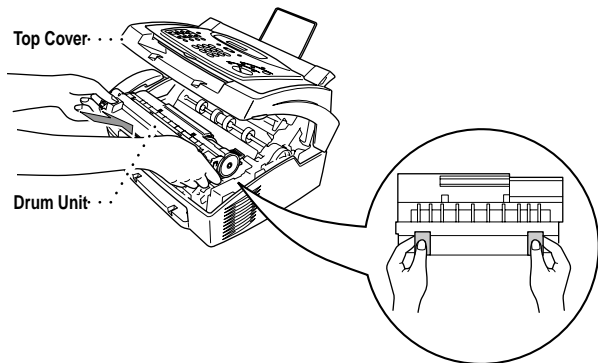
- 6** Slide the new toner cartridge into the opening on the right side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide arrow is exactly aligned with the guide arrow on the drum unit.



- 7** Gently turn the lever on the toner cartridge backward until it stops.



- 8** Reinstall the drum unit into the fax machine and close the top cover.



Replacing the Drum Unit

The MFC uses a drum unit to create the print images on paper. If the LCD shows CHANGE DRUM SOON, the drum unit is nearly at the end of its life. Purchase a new drum unit to replace the current one.

Even if the LCD shows CHANGE DRUM SOON, you may be able to continue to print without replacing the drum unit for a while. However, if there is a noticeable deterioration in the output print quality even before CHANGE DRUM SOON is shown, then the drum unit should be replaced. You should clean the MFC when you replace the drum unit.

Caution

When removing the drum unit, handle it carefully because it contains toner. When you replace the drum unit, you should clean the MFC. (See *Cleaning the Drum Unit*, page 15-25.)

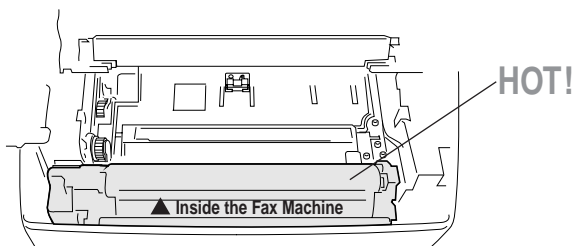


The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 20,000 pages at 20 pages per job and 8,000 pages at 1 page per job. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

For best performance, use only a genuine Brother toner cartridge. The product should be used only in a clean, dust-free environment with adequate ventilation.

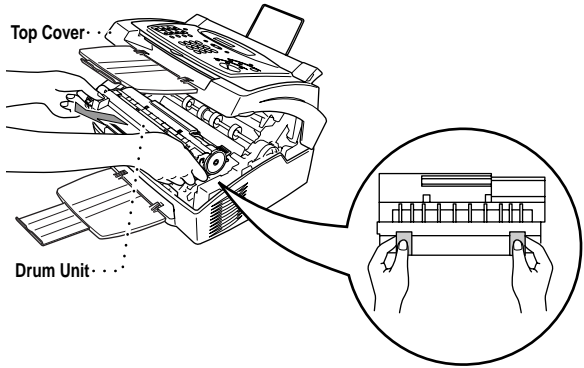
WARNING

Just after you have used the MFC, some internal parts of the machine are extremely **HOT!** So please be careful.

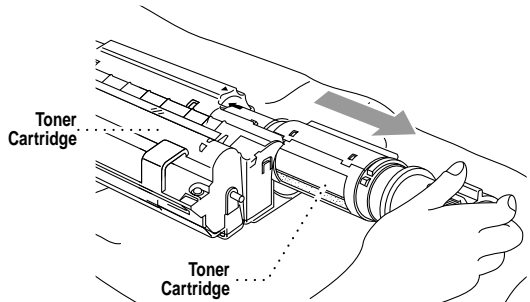


Follow these steps to replace the drum unit:

- 1 Open the top cover.
- 2 Remove the old drum unit. Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

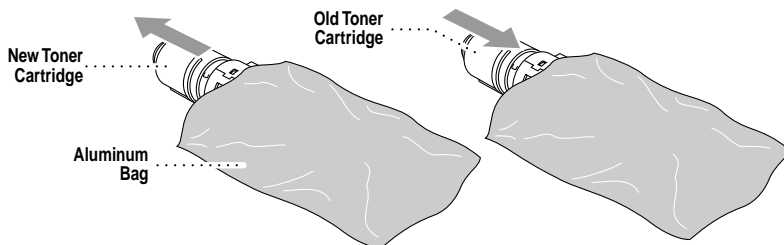


- 3 Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see *Replacing the Toner Cartridge*, page 15-26.

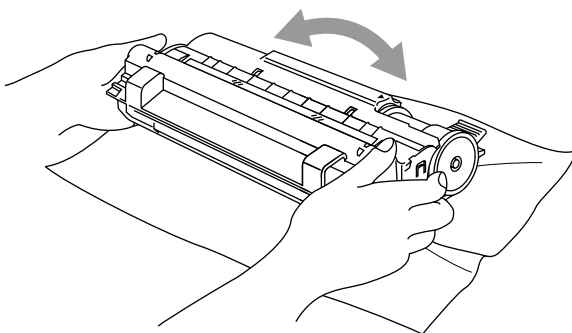


Discard the used drum unit according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic garbage.

- 4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminum bag and discard it according to local regulations.

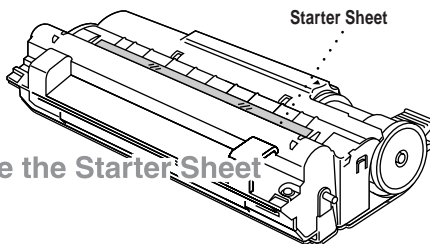


- 5 Gently rock the new drum from side to side five or six times.



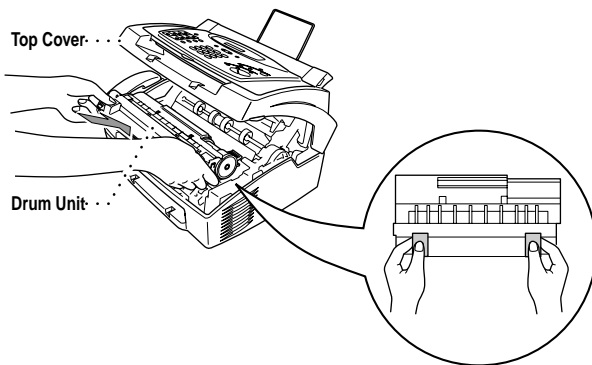
Caution

Do NOT remove the clear plastic starter sheet!



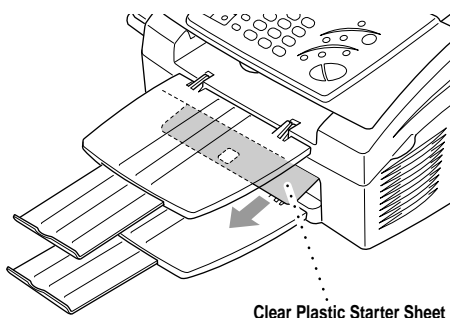
- Wait to unpack the drum unit immediately before installing it into the MFC. If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.
- Handle the toner cartridge and the drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

- 6 Reinstall the toner cartridge into the new drum unit. For more information, see *Replacing the Toner Cartridge*, page 15-26.



- 7 Holding the new drum unit by its handles, install it. Close the top cover.

- 8 The MFC will eject the clear plastic starter sheet automatically.



! Caution

- Do not touch the scanner window with your finger.
- Handle the toner cartridge and drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

For Customer Service

In USA: 1-800-284-4329 (voice)
1-908-575-8790 (fax)
1-800-284-3238 (TTY service for hearing-impaired)

In Canada: 1-800-853-6660 (voice)
1-514-685-4898 (fax)
1-514-685-6464 (voice) (within Montreal)

16 Important Information

Standard Telephone and FCC Notices

These notices are in effect only for 120V models sold and used in the United States.

This equipment is hearing aid and volume control compatible.

When programming emergency numbers and making test calls to emergency numbers:

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

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

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

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premise's wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your MFC 4300 damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

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

If you experience trouble with your MFC, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your MFC, contact Brother Customer Service. (See *Brother Numbers*, page i.)



WARNING

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

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

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

Laser Safety (110–120V Models 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 fax machine during any phase of user operation.

FDA Regulations

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the machine indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

Manufactured :

KYOWA PLASTICS IND. (SHENZHEN) CO.,LTD.

Fada Road, Wuhe Street Bantian Industry Zone, Buji Shenzhen, P.R.China

This product complies with FDA radiation performance standards, 21 CFR Subchapter J.

WARNING

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

Caution

Changes or modifications not expressly approved by Brother Industries, Ltd. may void the user's authority to operate the equipment.

Federal Communications Commission (FCC) Declaration of Conformity (USA Only)

Responsible Party: Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA
TEL: (908) 704-1700

declares, that the products

Product Name: MFC 4300

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Industry Canada Compliance Statement (Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Important—About the Interface Cable (MFC 4300 Only)

A shielded interface cable should be used in order to ensure compliance with the limits for a Class B digital device.

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 7** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
- 8** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug by using an adapter.
- 9** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 10** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).
- 11** Never push objects of any kind into this product through cabinet slots, because 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.
- 12** This product has no ON/OFF switch. In case the main power to the machine must be disconnected quickly, it is very important that you have easy access to the main plug and the main socket where the plug is connected.

- 13** Unplug this product from the wall outlet and refer servicing to a Brother Authorized Service Center under the following conditions:
- A** **When the power cord is damaged or frayed.**
 - B** If liquid has been spilled into the product.
 - C** If the product has been exposed to rain or water.
 - D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E** If the product has been dropped or the cabinet has been damaged.
 - F** If the product exhibits a distinct change in performance, indicating a need for service.
- 14** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to a Brother Authorized Service Center. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact Brother Customer Service for your nearest Brother Authorized Service Center. (See *Brother Numbers*, page i.)
- 15** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).
- 16** When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:
- Do not use this product near water (for example, near a bathtub, sink, swimming pool or in a wet basement).
 - Do not use the machine's telephone during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.
 - Use only the power cord indicated in this manual.

Energy Star[®] Compliance Statement

As an ENERGY STAR[®] Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR[®] guidelines for energy efficiency.



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G Glossary

Activity Report Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

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

Auto Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Automatic E-Mail Printing Software application that automatically prints incoming E-Mail messages. (Included with the optional Multi-Function Link Pro software.)

automatic fax transmission Sending a fax without picking up the handset or pressing **Hook**.

Automatic Redial A feature that enables your MFC to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

Backup Print Sets your MFC to print a copy of faxes that are received and stored in memory.

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

beeper volume Volume setting for the beep when you press a key or make an error.

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

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

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

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

Call Waiting Caller ID If you subscribe to this service from the Telephone Company, your fax machine will show the Caller ID of a second call while you are on the telephone. You can switch back and forth between two calls.

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

CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.

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

coding method Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your fax machine is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.

compatibility group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Cover Page Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Message The comment that is on the Cover Page. This is a programmable feature.

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

Delayed Timer You can program a certain time each day that all delayed faxes will be sent on a first come first served basis.

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

drum unit A printing device for your fax machine .

Dual Access Your MFC can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

Easy Receive Enables your MFC to respond to CNG tones if you interrupt a fax call by answering.

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

Electronic Cover Page A preprogrammed cover page that is transmitted from the fax machine's memory, eliminating the need for making up cover pages manually.

extension phone A telephone on the fax number that is plugged into a separate wall jack.

external phone A TAD (telephone answering device) or telephone that is plugged into the EXT jack of your fax machine.

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

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

Fax Storage Your MFC can store faxes in memory for remote retrieval.

FAX/TEL You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

fax tones The signals sent by sending and receiving fax machines while communicating information.

Fine mode Resolution is 196×203 dpi. It is used for small print and graphs.

Function Mode The programming mode for changing the settings of your MFC.

gray scale The shades of gray available for copying and faxing photographs.

Group number A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

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

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

LCD (liquid crystal display) The display screen on the fax machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

manual fax When you press **Hook**—**OR**—lift the handset so you can hear the receiving fax machine answer before you press Start to begin transmission.

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

memory usage Instructs the MFC how to allocate the memory.

One Touch Keys on the MFC control panel where you can store numbers for easy dialing. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the MFC's memory when the machine is out of paper.

Overseas mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging This feature enables your fax unit to call your pager when a fax message is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored on One Touch and Speed Dial numbers.

Photo mode A resolution setting that uses varying shades of gray for the best representation of photographs.

polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

printer alarm Audible alarm when the printer is not able to print.

print reduction Reduces the size of incoming faxes.

pulse A form of dialing on a telephone line.

Remaining Jobs You can check which jobs are waiting in memory and cancel jobs individually.

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

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

remote access code The four-digit code that allows you to call and access your MFC from a remote location.

resolution The number of vertical and horizontal lines per inch. See: Standard, Super Fine, Fine and Photo.

Ring Delay The number of rings before your MFC answers an incoming call.

Ring Volume Volume setting for the MFC's ring.

rotary A form of dialing on a telephone line.

Search An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speaker Volume You can set the volume when your MFC is on **Hook**.

Speed Dial A preprogrammed number for easy dialing. You must press the Speed dial key, press #, and then two digit code to start the dialing process.

Standard resolution 98 × 203 dpi. It is used for regular size text and quickest transmission.

Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution 392 × 203 dpi. Best for very small print and line art.

temporary setting You can select certain options for each fax transmission without changing the default settings.

tone A form of dialing on the telephone line used for Touch Tone telephones.

toner cartridge An accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process that causes less toner to be affixed to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

transmission The process of sending documents over the phone lines from your MFC to the receiving fax machine.

User Option List A printed report that shows the current settings of your MFC.

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

S Specifications

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR
Modem Speed	14400 – 2400 bps
Document Input Width	5.8 inches to 8.5 inches (148 mm to 216 mm)
Document Input Length	3.9 inches to 14.1 inches (100 mm to 360 mm)
Scanning/Printing Width	8.2 inches (208 mm)
Paper Size	Letter/Legal/A4
Multi-purpose Sheet Feeder	200 sheets (20 lbs)
Printer Type	Laser Printer
Gray Scale	64 levels
Polling Types	Standard or Sequential
Contrast Control	Automatic/Super Light/Super Dark (manual setting)
Resolution	<ul style="list-style-type: none">• Horizontal Standard, Fine, Superfine 203 dot/inch• Vertical Standard 98 dot/inch Fine, Photo 196 dot/inch Superfine 391 dot/inch
One Touch dial	8 stations
Speed Dial	30 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
Print Method	Electrophotography by semiconductor laser beam scanning
Print Quality	Normal printing mode Economy printing mode (saves up to 50% of the normal toner usage)
Consumable Items	Toner cartridge: Life Expectancy: Up to 2,200 pages/new toner cartridges Up to 1,000 pages/starter toner cartridge (USA, Canada and some other areas only) (when printing letter size or A4 paper at 5% print coverage)



Toner life expectancy will vary depending on the type of average print job.

Drum Unit:

Life Expectancy: Up to 20,000 pages at 20 pages per job
Up to 8,000 pages at 1 page per job



There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper and toner that you use, the number of pages per print job, etc.

Printer

Printer Driver	Windows® 3.1x, Windows® 95, 98, 2000 professional and Windows NT® Workstation Version 4.0 drivers supporting Brother Native Compression mode and bi-directional capability
Memory Capacity	1 MB
Resolution	600 dots/inch
Print Speed	6 pages/minute (when loading letter size or A4 paper from the multi-purpose sheet feeder)

Electrical and Environment

Temperature	(Allowable) 50 - 90.5° F (10 - 32.5° C) (Storage) 38 - 104° F (3.3 - 40° C)
Warm-Up	Max. 1 minute at 73.4° F (23° C)
First Print	20 seconds (when loading Letter size paper in the multi-purpose sheet feeder)
Power Source	120V AC 50/60Hz (Canadian Version Only)
Power Consumption	Operating (Copying): 160 W or less (25° C) Sleep Mode: 8 W or less Stand by: 30 W or less (25° C)
Noise	Operating: 50 dB A or less Stand by: 39 dB A or less
Humidity	Operating: 35 to 80% (without condensation) Storage: 20 to 80% (without condensation)
Dimensions	18.0 × 13.2 × 9.9 inches (456 × 334 × 250 mm)
Weight	18.7 lbs (8.5 kg)

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Remote Retrieval Access Card

If you plan to receive fax messages while away from your machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.

<p>Fold →</p>	<p>REMOTE RETRIEVAL ACCESS CARD</p> <hr/> <p>Using Remote Retrieval Access Code</p> <ol style="list-style-type: none">1 Dial your fax number from a fax machine using touch tone.2 When your machine answers, immediately enter your Remote Retrieval Access Code (159*).3 Your machine signals the kinds of messages received: 1 long beep — Fax message(s) No beeps — No messages.4 After 2 short beeps, enter a command.5 Press [9][0] to reset your machine when you finish.6 Hang up.	<p>← Fold</p>
<p>→ Fold</p>	<p>1</p>	<p>← Fold</p>
<p>→ Fold</p>	<p>CHECK RECEIVING STATUS Press [9][7][1] 1 long beep — Fax message(s) No beeps — No messages</p> <p>CHANGE ANSWER MODE Press [9][8] then for TAD, press [1]. FAX/TEL (Fax/Telephone), press [2]. FAX, press [3].</p> <p>EXIT REMOTE OPERATION Press [9][0].</p>	<p>← Fold</p>
<p>→ Fold</p>	<p>4</p>	<p>← Fold</p>

Changing Remote Retrieval Access Code

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**.
- 2 Enter a three-digit number from 000 to 999. The * cannot be changed.
- 3 Press **[Sel.]**.
- 4 Press **[Stop]** to exit.

Remote Commands

CHANGE PAGING/FAX FORWARDING SETTING

- Press **[9]**, **[5]**.
- then to* Turn feature off, press **[1]**.
Select Fax Forwarding, press **[2]**.
Select Paging, press **[3]**.

Fold →

Program Fax Forwarding Number press **[4]**. Enter the new fax number where you want your fax messages forwarded, and press **[#]**, **[#]**.

To retrieve a Memory Status List to check the new number, after two short beeps, press **[9]**, **[6]**, **[1]**. Enter the number of the remote fax machine, and press **[#]**, **[#]**.

Turn Fax Storage on, press **[6]**.
Turn Fax Storage off, press **[7]**.

RETRIEVE A FAX

Press **[9]**, **[6]**.

then to Print a Memory Status List, press **[1]**.

then enter the number of remote fax machine, and press **[#]**, **[#]**. After the beep, hang up and wait.

Retrieve all faxes, press **[2]**.

then enter the number of remote fax machine, and press **[#]**, **[#]**. After the beep, hang up and wait.

Erase all fax messages, press **[3]**.

← Fold



EQUIPMENT ATTACHMENT LIMITATIONS (Canada Only)

NOTICE:

The industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.

This precaution may be particularly important in rural areas.

Caution:

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTICE:

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5 REN=0.2B

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These machines are made for use in the USA or CANADA only. We can not recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your machine may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**