brother®

LASER MULTI-FUNCTION CENTER

MFC

OPERATIONS

MANUAL

for Fax, Printer, Copier

MFC 4550

MFC 6550MC

MFC 7550MC

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Shipment of the Multi-Function Center (MFC)

If for any reason you must ship your MFC, carefully package the MFC to avoid any damage during transit. It is recommended that you save and use the original packaging. The MFC should be adequately insured with the carrier.

Warning

When shipping the MFC, the DRUM UNIT assembly including the TONER CARTRIDGE must be removed from the machine (MFC) and placed in the zip lock bag. Failure to remove it and place it in the zip lock bag during shipping, will cause severe damage to the machine and will VOID THE WARRANTY.

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1. Remove the drum unit.
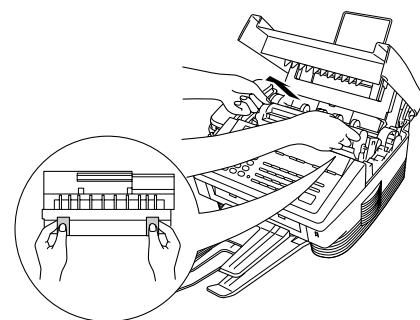
2. Place the drum unit in the zip lock bag.
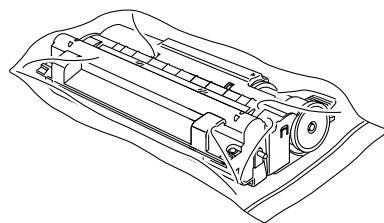
3. Repack the Machine (MFC).
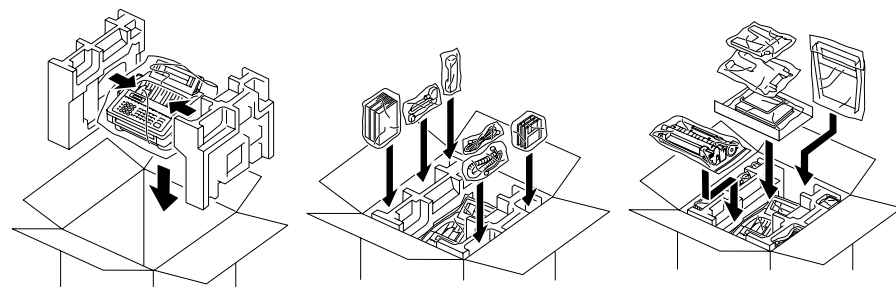
Introduction to the Operations Manual for Fax, Printer, Copier

▶ Have you set up your MFC and prepared your computer for the printer mode by following the instructions in the Setup Manual? The Setup Manual will help you prepare your MFC to use it as a fax, printer and copier.

▶ Your Multi-Function Center 6550MC/7550MC has 6 performance modes in one machine. It is a Fax, Printer, Copier, Scanner, PC Fax and Message Center.

▶ And your MFC 4550 has 5 performance modes. It is a Fax, Printer, Copier, Scanner and PC Fax.

▶ After you complete setting up the MFC, see the "Operations Manual for Fax, Printer, Copier," for more information about your MFC, such as functions of the machine and the control panel. Information about maintenance, troubleshooting and technical specifications are also available in this manual.

▶ Please keep this manual beside your MFC, so you can access important information whenever necessary.

▶ See the Multi-Function Link Pro Owner's Manual for information on how to set up your MFC and Personal Computer and how to use the Scanner and PC Fax.

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THE CONTROL PANEL KEYS

Information

1. THE CONTROL PANEL KEYS

MFC 4550

C *LCD & User Setting Area*

A *Telephone Area*   **B** *One-Touch, Printer and Copy Area*

MFC 7550MC (MFC 6550MC panel keys are same as 7550MC)

C *LCD & User Setting Area*   **D** *Message Center Area*
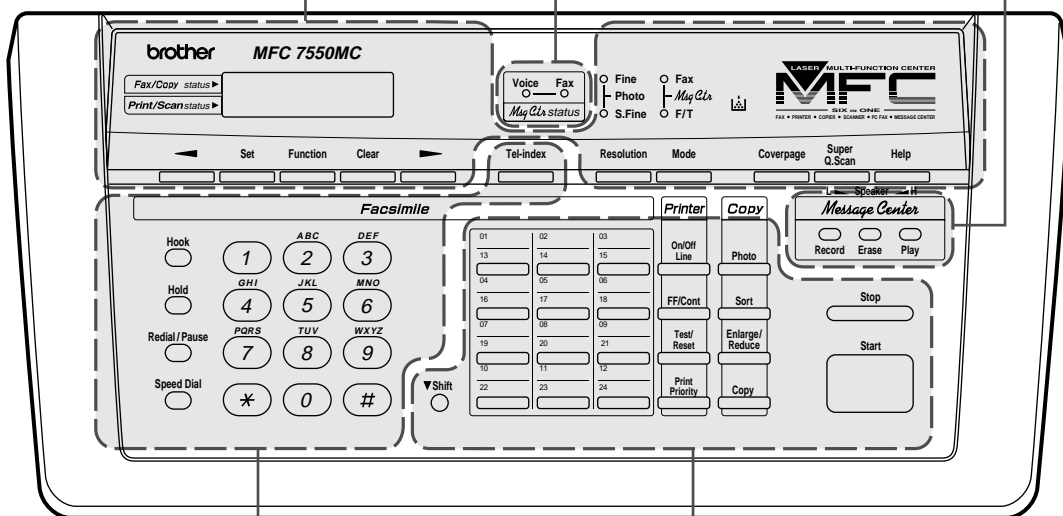
A *Telephone Area*   **B** *One-Touch, Printer and Copy Area*

THE CONTROL PANEL KEYS

a TELEPHONE AREA
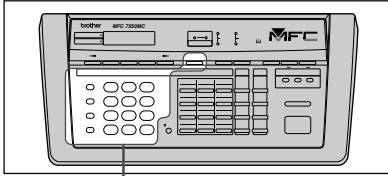
1. Number Keys

These twelve keys are used to dial phone and fax numbers (see page 4-1), and also can be used as an alphanumeric keyboard for entering information into the machine. (See page 2-10~12.)

2. Hook

This key lets you dial telephone and fax numbers without lifting the handset. (See page 4-1, 2.)

3. Hold

You can use this key to put a call on hold. (See page 4-1.)

4. Redial/Pause

This key redials the last number called. (See page 5-7.) This key is also used to insert a pause in autodial numbers. (See page 3-7, 4-1.)

5. Speed-Dial

This key lets you dial previously stored Speed-Dial phone numbers by entering a two-digit number. (See page 3-7~9, 4-1.)

6. Tel-index

This key allows you to alphabetically look up numbers stored in the dialing memory. (See page 4-2.)
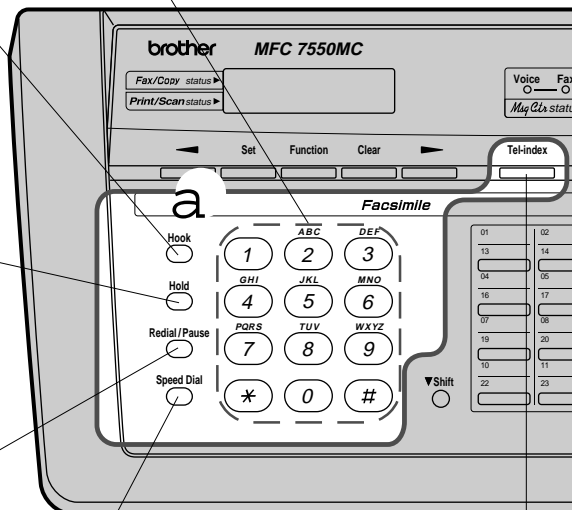
THE CONTROL PANEL KEYS

b ONE-TOUCH, PRINTER AND COPY AREA
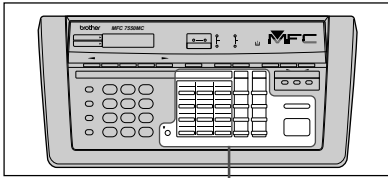
7. Shift

This key is used to access the "13" through "24" One-Touch keys. (See page 3-6.) In the printer mode when **Shift** is pressed together with **Reset**, it resets and restores the MFC to the factory default settings.

8. One-Touch Dial Keys

These 12 keys give you instant access to previously stored phone numbers.
(See page 3-6~7, 4-1.)
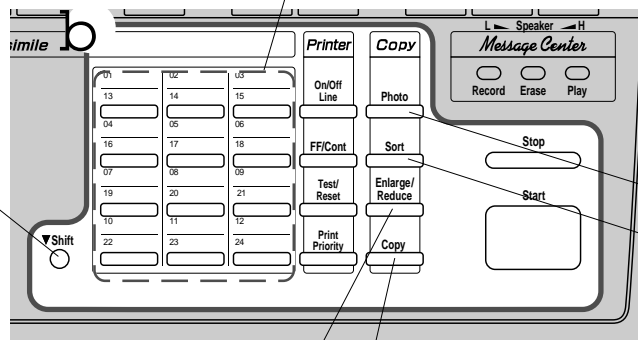
9. Enlarge/Reduce

(The MFC 4550 has separate keys for **Enlarge** and **Reduce**.) This **Enlarge/Reduce** key will reduce or enlarge copies depending on the ratio you select: 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the machine automatically calculate the reduction ratio that fits the size of your recording paper. (See page 12-4~5.)

10. Copy

Press this key to make a copy. (See page 12-1~6.)

11. Sort

(Only for 6550MC/7550MC)

This key is used to copy original multiple pages copied in order. (See page 12-3.)

12. Photo

This key is used to copy photographs. (See page 12-6.)

THE CONTROL PANEL KEYS

b ONE-TOUCH, PRINTER AND COPY AREA
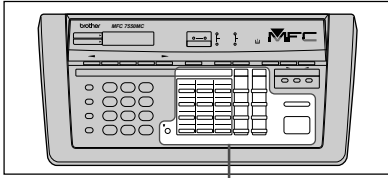
13. *On/OffLine*

This key is used to turn the printer online (ready to receive PC data) and offline (not ready to receive PC data) alternately. When the printer is online, the LCD displays ONLINE. (See page 10-4.)

16. *FF/Cont*

When the LCD shows REMAINED DATA, you can press this key to print the data that is in the memory. Also, it clears some operation and machine errors. (See page 10-4~5.)

14. *Stop*

This key stops a fax, cancels an operation, or exits from function mode. (See page 2-2.)

15. *Start*

Use this key to start an operation, such as sending a fax. (See page 5-5.)
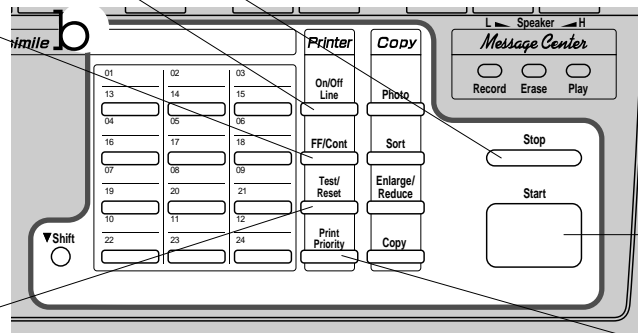
17. *Test/Reset*

This key is used to print a test page. When it is pressed together with **Shift**, it clears data from the printer memory, cancels an error status, and then resets and restores to the factory default settings. (See page 10-5.)

18. *Print Priority*

When this key is pressed all faxes will be received into memory without first printing and can be printed later. This key also increases the memory available for printing without decreasing memory available for memory transmission and incoming messages. (See page 10-5.)

c LCD & USER SETUP AREA

19. Z *(Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 2-1) or Telephone Index (see page 4-2).

20. X *(Right Arrow)*

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see page 2-1) or Telephone Index (see page 4-2).

21. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your machine (On-Screen Programming), the upper row shows fax and copy status and the lower row shows printer and scanner status. (See page 2-1.)

22. Clear

This key deletes entered data or backs up one step in function mode. (See page 2-2.)

brother   MFC 7550MC

Fax/Copy status ▶
Print/Scan status ▶

◄   Set   Function   Clear   ►   Tel-

Facsimile
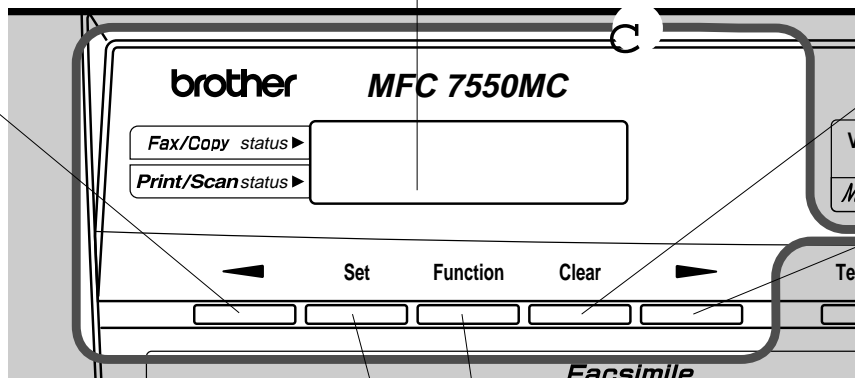
23. Set

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

24. Function

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 2-1.)

THE CONTROL PANEL KEYS

c LCD & USER SETUP AREA
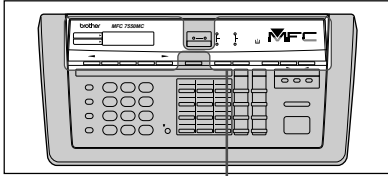
25. Mode

This key is used to specify how the machine should handle incoming calls. (See page 6-1.)

27. Resolution

This key is used to set the resolution requirements when sending a fax. (See page 5-3.)

26. Super Q.Scan

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See page 5-8.) When it is pressed, Broadcasting is available. (See page 5-11~12.) When **Super Q.Scan** is pressed together with **Shift**, Multi Transmission is available. (See page 5-12~13.)

Also, you can gradually decrease the speaker volume for the current call by pressing this key (Only for MFC 6550MC/7550MC).
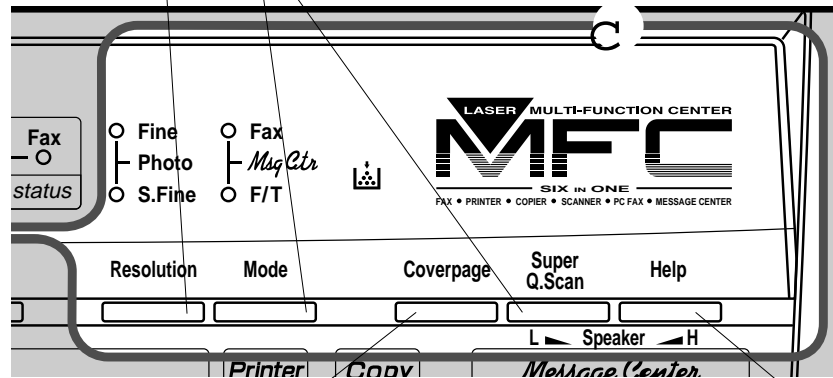
28. Coverpage

This key is used to send a Cover Page as the first page of a fax transmission. (See page 5-22~23.)

29. Help

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get basic information. (See page 2-1, 2-9.)

Also, you can gradually increase the speaker volume for the current call by pressing this key (Only for MFC 6550MC/7550MC).

d *MESSAGE CENTER AREA*
   (Only for MFC 6550MC/7550MC)
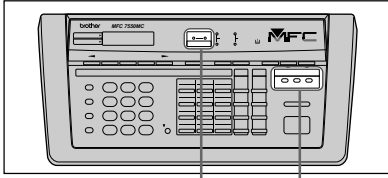
30. Voice and Fax
Indicator Lights

These lights tell you whether voice or document messages are stored in the memory. (See page 9-9.)
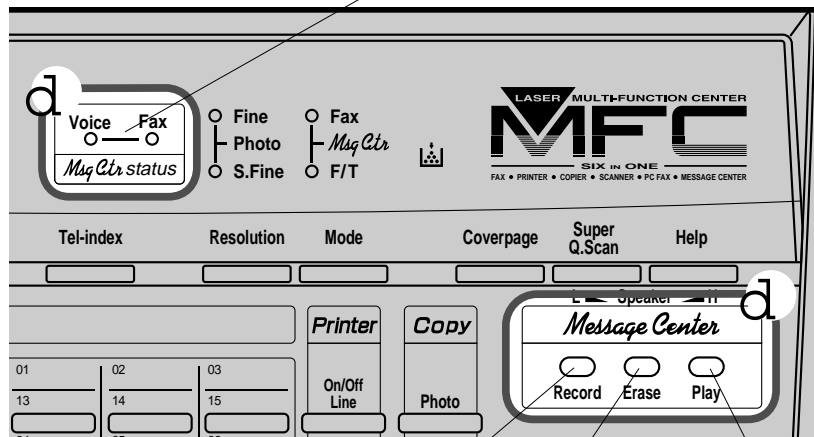
31. Record

Use this key to record outgoing voice messages, memo and voice alarm messages into your MFC. (See page 9-8, 19, 28~29.)

32. Erase

This key erases voice or fax messages stored in your fax machine. (See page 9-13, 15, 31.)

33. Play

Use this key to listen to incoming voice messages, outgoing voice messages, memos and voice alarm messages stored in your MFC. (See page 9-10, 13, 14, 31.)

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

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

User-friendly Programming

We have designed your MFC with on-screen programming and a Help key, user-friendly programming that helps you take full advantage of all the functions your machine has to offer.

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

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

Press Function

```
ENTER NO. & SET
```

FAX MENU   Press **1**.
PRINTER MENU
(Only for MFC
6550MC/7550MC)

```
1.FAX
2.PRINTER
```
Press **2**.

```
1.TEMP.SETTINGS

2.CANCEL JOB

3.PRINT REPORTS

4.SET AUTO DIAL

5.USER OPTIONS

6.TEL OPTIONS

7.SETUP SYSTEM

8.SETUP MSG CTR

0.INTERRUPT
```

```
1.PRINT OPTIONS

2.RESET PRINTER
```

* MFC 4550 does not display "2.PRINTER".

NOTE: When you are using the MFC as a printer, you can not access the Printer Menu functions.

(In model MFC 4550, Function 8 indicates REMOTE FAX OPT instead of SETUP MSG CTR.)

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

Information

You can access the Function mode by pressing **Function** and waiting for two seconds. Then select FAX or PRINTER by pressing 1 or 2. (The MFC 4550 does not have this selection.) (See page 2-1.)

When you enter Function mode, your machine will display a list of Level One Functions to choose from (see pages 2-3 through 2-8 for these Level One Functions), as seen on the previous page.
These function options will appear one after the other on the display. You can then choose one of these options by pressing **Set** when the option you want appears on the LCD.

You can also move through the function menu options at a faster rate by pressing X (right arrow). (See page 1-5 to locate this key on your Control Panel.) When you find the option you want, press **Set**.

After you select either FAX MENU or PRINTER MENU, you can simply press the Level One Function number, then press the Level Two Function number associated with each option (refer to pages 2-3 through 2-8).

Helpful Hints   If you want to exit function mode, simply press **Stop.** If you selected the wrong menu and want to return to the previous step, press **Clear**.

Alternating Displays for On-screen Programming (OSP)

```
SPEAKER:HIGH

   ALTERNATE
SELECT { } & SET
```
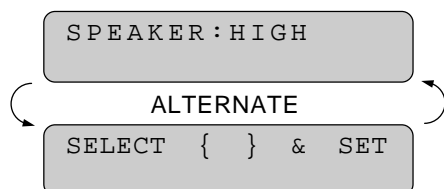
When you see alternating displays, the LCD will usually alternate between the currently selected option, and a help message giving brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use Z (left arrow) and X (right arrow) to change the setting, and then to press **Set** to store it.

Function Selection Table

If you have a basic understanding of how to program 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 MFC programs, we have the following Function Selection Table.
Read through this table to gain a basic understanding of what your new Multi-Function Center can do, and then the next section will begin instructing you how to use On-Screen Programming.

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

<1. FAX MENU FUNCTIONS>

Level one function	Level two function	Explanation of Options	Factory setting	Page
1 TEMP. (TEMPORARY) SETTINGS	1. TIMER	Use TIMER to send your documents at a later time.	——	5–10~11
	2. POLLING	Polling is the process of retrieving faxes from another machine. ON/OFF	OFF	7–1~6
	3. CALL RESERVE	You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF.	OFF	5–24~25
	4. CONTRAST	There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send or copy an especially light or dark document, you should change this setting. AUTO: Default is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT: To send very light documents. S. DARK: To send very dark documents.	AUTO	5–4
	5. RESOLUTION	If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the Resolution key. See page 1-6 #27.) STANDARD/FINE/S. FINE/PHOTO	STAN-DARD	5–17~18
	6. OVERSEAS MODE	If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF	OFF	5–16
2 CANCEL JOB		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		5–15
3 PRINT REPORTS	See page 11-1 for a list of reports.	You can print several different lists and reports, which are available under function item 3. PRINT REPORTS.		11–1~8
4 SET AUTO DIAL	1. ONE-TOUCH DIAL	If you register names and numbers on One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key. (Max. of 24 locations)	——	3–6~7

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

Information

Level one function	Level two function	Explanation of Options	Factory setting	Page
4 SET AUTO DIAL	2. SPEED-DIAL	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing Speed-Dial key and a two-digit number. (Max. of 36 locations for 4550/6550MC, 100 locations for 7550MC)	——	3-7~8
	3. SETUP GROUPS	This is used for setting up a group number used for broadcasting.	——	3-9~10
5 USER OPTIONS	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive messages with the smoothing enhancement. ON/OFF	O N	6-6
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	L O W	3-5
	3. COVERPG ON/OFF	If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF	O F F	5-21
	4. ERRORRE-TX	If you set ERROR RE-TRANSMISSION to ON, the machine automatically resends the page once an error occurs. ON/OFF	O F F	5-26~27
	5. REDUCTION	You can avoid having your incoming data separated by printing a reduced copy of the incoming document. The reduction methods are AUTO or Fixed ratio: AUTO/100%/93%/87%/75%	A U T O	6-8~9
	6. RCDPAPER	You can select one of 3 sizes of recording paper. The MFC automatically will adjust the size of the incoming fax document or original document so that it fits the paper size you have selected. LETTER/LEGAL/A4	LETTER	6-7
	7. TONERSAVE	You can extend the life of the toner by conserving its use. ON/OFF	O F F	6-11

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

Level one function	Level two function	Explanation of Options	Factory setting	Page
5 USER OPTIONS	8. SLEEPMODE	This mode reduces the power consumption when the machine is idle. The time period before the machine drops into the mode is user selectable.	00MIN	2-12~13
	9. PRINT DENSITY	You can adjust Print Density with this function.	——	6-10
6 TEL OPTIONS	1. TONE/PULSE	There are two different dial types and you must select the type of signal suitable for your telephone line. TONE/PULSE	TONE	3-1
	2. RINGDELAY	This is the number of rings before the machine answers the call when in F/T or Fax Mode. 0/1/2/3/4 rings	2	6-2~3
	3. SPEAKER VOLUME	You can adjust the speaker volume with this function. OFF/LOW/HIGH	LOW	6-12
	4. F/T RING TIME	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds	20	6-5~6
	5. RINGVOLUME	The settings are OFF/LOW/HIGH.	HIGH	6-13
	6. DISTINCTIVE	If you have distinctive ringing service from your phone company, you can use this function to register the ringing pattern of your fax number. And if you set it to ON, you can use the registered number as a fax number only. OFF/ON/SET	OFF	6-25~27
	7. CALLERID	You can display the last 30 Caller IDs that are stored in the memory.	——	6-28~29
7 SETUP SYSTEM	1. DATE/TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and they will be printed on outgoing faxes.	01/01/1997 00:00	3-2
	2. DAILYTIMER	If you frequently have delayed jobs, all for execution at same time each day, you can program that time. Once you register it, you do not have to enter that time, just set Timer Transmission in temporary settings.	00:00	5-9

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

Information

Level one function	Level two function	Explanation of Options	Factory setting	Page
7 SETUP SYSTEM	3. INTERVAL	You can select the time interval at which the activity report is printed. 6/12/24 hours, 2/4/7 days, OFF	OFF	11-3~4
	4. STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.	——	3-3~4
	5. REMOTE CODE	If you enter a REMOTE CODE, you can activate or deactivate the machine from a remote telephone. ON/OFF	ON *51(ACT.) #51(DEACT.)	6-16~17
	6. SET COVERPAGE	You can register your own two custom comments on the Cover Page.	——	5-19~20
	7. SET PASSWORD	Limits fax receiving to only from a fax number stored as one of your One-Touch numbers. ON/OFF	OFF	6-31
	8. MFLINK	When you use the application software included into the MFC, you can select if your PC connected to your MFC will receive voice and fax messages. ON/OFF	ON	See the Multi-Function Link Pro Manual
8 REMOTE FAX OPT (Only for MFC 4550)	1. FAX STORAGE	You can store the incoming fax messages in the memory. Then you can use the convenient remote control functions. ON/OFF	OFF	8-1
	2. FAXFWD/ PAGING	You can choose either PAGING, FAX FORWARDING or OFF. PAGING ON will cause the MFC to page you when it receives a fax message. FAX FORWARDING ON will cause the MFC to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING	OFF	8-4~6
	3. REMOTE ACCESS	You can register the REMOTE ACCESS CODE (3 digits) allowing you remotely operate the machine. (Example: Retrieving an incoming fax message)	159*	8-7
	4. PRINTFAX	You can print incoming faxes that were stored in memory.		8-11

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

Level one function	Level two function	Explanation of Options	Factory setting	Page
8 SETUP MSG CTR (Only for MFC 6550MC/ 7550MC)	1. MSG STORAGE	You can select the Message Storage of the machine in Message Center mode. FAX:ON/OFF, VOICE:ON/EXT/OFF	FAX:OFF VOICE:ON	9-6~7
	2. BACKUP PRINT	You can set the machine to print a backup copy of faxes that are received into the Message Center memory. ON/OFF	ON	9-10~11
	3. FAX FWD/ PAGING	You can choose either PAGING, FAX FORWARDING or OFF. PAGING ON will cause the MFC to page you when it receives a fax message. FAX FORWARDING ON will cause the MFC to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING	OFF	9-21~23
	4. REMOTE ACCESS	You can register a REMOTE ACCESS ID (3 digits) allowing you to remotely operate the MFC. (Example : Retrieving an incoming fax message.)	159*	9-24~25
	5. ICM MAX. TIME	This is the maximum length of voice information in Message Center, Memos and Voice Alarm recordings. 20/25/30/35/40/45/50/55/60 seconds	30	9-17
	6. OGM	The machine has two types of OGM (Outgoing Messages) for MSG CTR and FAX/TEL switch. After selecting the message type, you can play, record or erase.	MSG CTR OGM	6-4~5, 9-14~15
	7. PRINT FAX	You can print incoming faxes that were stored in MSG CTR memory.	——	9-11~12
	8. PLAYING OGM	If you set PLAYING OGM to ON, Message Center OGM, or F/T OGM is replayed if you change the receiving mode to Message Center or F/T respectively. ON/OFF	ON	9-18
	9. TOLL SAVER	If you set TOLL SAVER to ON, you can check if a message was received by the Ring Delay. Toll Saver overrides the Ring Delay setting. ON/OFF	OFF	9-16

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

Level one function	Level two function	Explanation of Options	Factory setting	Page
0 INTERRUPT	————	You can send a fax without canceling the Timer or Polled Waiting, even if there are documents in the feeder, by "interrupting" it.	———	5–14

Information

<2. PRINTER MENU FUNCTIONS> (Only for MFC 6550MC/7550MC)

Level one function	Level two function	Explanation of Options	Factory setting	Page
1 PRINT OPTIONS	1. INTERNAL FONT	You can print resident fonts to check and confirm font types.	———	10–11
	2 CONFIGURATION	Printer settings and status are listed here.	———	10–12
2 RESET PRINTER	1. FACTORYSET	You can restore factory default settings and temporary settings for the printer back to factory default settings.	———	10–13
	2 HEXDUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	———	10–14

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

Using the Help Key

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

How to Print a Help List

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

- while the LCD displays the date and time.
- while the machine is timer waiting.
- while the machine is polled/polling waiting.
- while the machine is at level one or two of the function menu.
- while you are using the phone.
- You can not print the Help List while the MFC is printing the data from the PC.

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

How to Enter Text in Function Mode

Number keys have three or four letters printed above them. The following keys "0", "1", "#" and "*" have no printed letters.

	ABC	DEF
1	**2**	**3**
GHI	**JKL**	**MNO**
4	**5**	**6**
PQRS	**TUV**	**WXYZ**
7	**8**	**9**
✱	**0**	**#**

By pressing the appropriate number key the correct number of times, you can access the character you want. When you are setting certain functions, such as the Station ID, you will have to enter text into your machine.

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

Let's say that you want to enter the initials "BR". Follow the example on the next page.

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
N A M E :
```

```
E N T E R   &   S E T
```

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

```
N A M E : B
```

2. Press **7** three times to enter the letter **R**.

```
N A M E : B R
```

3. Press **Set**.
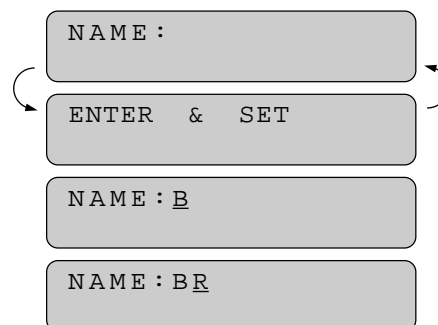
FOR YOUR INFORMATION

1. If you want to enter a blank space, press X (right arrow) twice.

2. If you entered a letter incorrectly and want to change it, you can use Z (left arrow) to move the cursor back. When you reach the letter, you can enter a new one in it's place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.

3. If you have to enter a character that is assigned to the same number key as the previous character, press X (right arrow) to move the cursor to the right.

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

```
0 key --------    ÄËÖÜÀÇÈÉ0

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

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

The "0" key contains all the accented characters. The "*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the Symbol "&". Follow the example on the next page.

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	NAME:JAMES ＿
1. Press * to show a list of characters.	MARK-＿!"#$%&'()*
2. Press *,*,*,*,*,* (6 times).	MARK- !"#$%&'()*
3. Press X (right arrow).	NAME:JAMES &＿

How to Set the Sleep Time

The sleep mode reduces the power consumption when the MFC is idle. The time period before the machine drops into sleep mode is user selectable.

You can select the time period before the machine drops into sleep mode from 00 to 99 minutes by using the number keys.

The sleep timer is automatically reset when a fax is received, the MFC starts to copy, or the MFC is receiving PC data. The factory setting is 0 minute.

Use the following sequence to set the sleep time.

KEYS TO PRESS		THE DISPLAY WILL SHOW:
		01/01/1997 00:00 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)		ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC)	1.FAX 2.PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC)	1.FAX
4. Press **5**.		5.USER OPTIONS
5. Press **8**.		8.SLEEP MODE
		SLEEP TIME:00MIN

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

6. Enter sleep time (00 to 99) by using number keys.
   Example: 05.

```
SLEEP  TIME:05MIN
```

7. Press **Set**.

```
8.SLEEP  MODE
```

8. Press **Stop** to exit.

NOTICE

- Sleep Mode is activated when the heater stops. However, the cooling fan will continue to run until the machine has cooled down. The actual time before the fan stops will vary depending upon operating conditions.

- It will take approximately 12 to 30 seconds for the machine to warm up from the sleep mode before you can start printing or copying. The LCD will show WARMING UP during this time. When it is ready it will automatically start the last job you have entered.

   NOTE: The cooling fan will continue to run until the temperature of the machine reaches a certain level. Even after the heater stops, the machine will have to warm up before copying and printing.

Information

3. TELEPHONE FUNCTION SETTINGS

This chapter is included in both the Setup Manual and this Operations Manual. If you read the Setup Manual first, you may have completed these function settings already. There are some settings, such as the date and time, you should set on your machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customizing the settings by pressing **Function** on the control panel. This activates the function mode and On-Screen Programming prompts. You can complete a variety of settings in this mode.

Setting the Dialing Mode (Tone/Pulse)

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

01/01/1997 00:00
ONLINE

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

   ENTER NO. & SET

2. Wait for two seconds.   (Only for MFC 6550MC/7550MC)
   (Only for MFC 6550MC/7550MC)

   1.FAX
   2.PRINTER

3. Press 1.   (Only for MFC 6550MC/7550MC)
   (Only for MFC 6550MC/7550MC)

   1.FAX

4. Press 6.

   6.TEL OPTIONS

5. Press 1.

   1.TONE/PULSE

   After two seconds you will be prompted to select pulse or tone.

   DIALING:TONE

   SELECT { } & SET

6. Press Z (left arrow) or X (right arrow) to find the dialing mode that matches your telephone line.
   Example: PULSE.

   DIALING:PULSE

7. Press Set.

   1.TONE/PULSE

8. Press Stop to return to the date and time.

TELEPHONE FUNCTION SETTINGS

Setting the Date and Time

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
01/01/1997  00:00
ONLINE
```

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
2.PRINTER
```

3. Press 1.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
```

4. Press 7.

```
7.SETUP  SYSTEM
```

5. Press 1.

```
1.DATE/TIME
```

```
ENTER  YEAR:XX
```

6. Enter the last two digits of the year.
   Example: 96.

```
ENTER  YEAR:96
```

```
ENTER  MONTH:XX
```

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

```
ENTER  MONTH:09
```

```
ENTER  DAY:XX
```

8. Enter two digits for the day.
   Example: 12.

```
ENTER  DAY:12
```

```
ENTER  TIME:XX:XX
```

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

```
ENTER  TIME:15:25
```

10. Wait for two seconds.

```
1.DATE/TIME
```

11. Press Stop to exit and to view the new
    date and time.

```
09/12/1996  15:25
ONLINE
```

TELEPHONE FUNCTION SETTINGS

Setting the Station ID

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

- The telephone number that you stored above is used only for the Call Back Message and the Cover Page features.

- If you do not enter a fax number, no additional information can be entered.

- When you want to enter a space, use X (right arrow). You can back up to type over mistakes by using the Z (left arrow).

- If Station ID has been programmed, then after Step 5 the name will be displayed with the prompt "1" to change "2" to exit. Press "1" to change information. Press "2" to exit from the function.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press 7.	7.SETUP SYSTEM
5. Press 4. You will be prompted to enter your fax number.	4.STATION ID
	FAX:
	ENTER & SET
6. Enter your fax number (up to 20 digits). Example: 4155554444.	FAX:4155554444_
7. Press Set. You will be prompted to enter your telephone number.	TEL:
	ENTER & SET

TELEPHONE FUNCTION SETTINGS

8. Enter your telephone number (up to 20 digits).
   If your telephone number and fax number share the same line, enter the same number again.
   Example: 4155554445.

```
TEL:4155554445_
```

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

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

10. Enter your name by using the number keys (up to 20 characters).
    Example: BROTHER.

    By pressing the appropriate number key the correct number of times, you can access the character you want. For example, press 2 twice to enter B.
    Refer to the section "How to Enter Text in Function Mode" on pages 2-10~12.

```
NAME:BROTHER
```

11. Press Set to confirm the entry.

```
4.STATION  ID
```

12. Press Stop to return to the date and time.

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.

To program this information into your machine, complete the steps on the previous page.

Information

Setting the Beeper Volume Level

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

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

```
1.FAX
2.PRINTER
```

3. Press 1.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

```
1.FAX
```

4. Press 5.

```
5.USER  OPTIONS
```

5. Press 2.

```
2.BEEPER
```

```
BEEPER:LOW
```

```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X (right arrow) until you get the setting you want.
   Example: OFF.

```
BEEPER:OFF
```

7. Press **Set**.

```
2.BEEPER
```

8. Press Stop to return to the date and time.

TELEPHONE FUNCTION SETTINGS

Storing the One-Touch Dial Numbers

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so when you call, you can verify the destination by the name on the display. You can store a maximum of 24 numbers. To access numbers 13 to 24, hold down the **Shift** key. For example, One-Touch location "13" is accessed by pressing **Shift** and the "01" One-Touch key simultaneously. Here is how to store a telephone number as a One-Touch dial number:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
4. Press 4.	`4.SET AUTO DIAL`
5. Press 1.	`1.ONE-TOUCH  DIAL`
	`SELECT  ONE-TOUCH`
6. Press the One-Touch key where you want to store a number. Example: One – Touch 05.	`*05:` `ENTER & SET`
Note: The One-Touch keys are <u>not</u> the number keys.	
7. Enter a number (up to 20 digits). Example: 14155551212.	`*05:14155551212_`
8. Press Set. You then will be prompted to enter the name or company associated with this number.	`NAME:` `ENTER & SET`
9. Enter the name by using the number keys (up to 15 characters). Example: NJ OFFICE. (See page 2-10~12.)	`NAME:NJ  OFFICE`

TELEPHONE FUNCTION SETTINGS

10. Press Set.
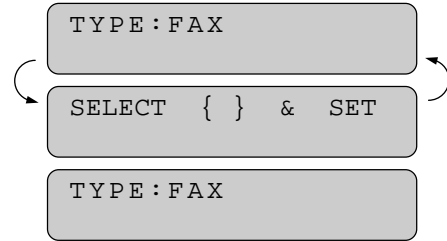
```
TYPE:FAX
```

```
SELECT { } & SET
```

11. Select the type of number (FAX, TEL, F/T, CHAIN) by using Z (left arrow) or X (right arrow) to display the type you want.
    (See For Your Information on page 3-11.)
    Example: FAX.

```
TYPE:FAX
```

12. Press **Set**.

```
SELECT ONE-TOUCH
```
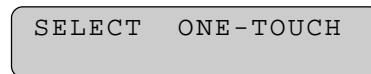
13. Return to Step 6 to enter another number, or press Stop to return to the date and time.

Helpful HInts   If you must wait for a dial tone to access an outside line, insert a pause by pressing the **Redial/Pause** key. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

Storing the Speed-Dial Numbers

When you store a phone or fax number as a Speed-Dial number, you must enter **a two-digit number**, from 01 to 00 (00=100) for 7550MC and from 01 to 36 for 4550/6550MC using the number keys. For example, you can not enter "5". You must enter "05". You can store as many as 100 numbers (7550MC), 36 numbers (4550/6550MC) as Speed-Dial numbers.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
09/12/1996  15:25
ONLINE
```

```
ENTER NO. & SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
2.PRINTER
```

3. Press 1.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
```

4. Press 4.

```
4.SET AUTO DIAL
```

5. Press 2.

```
2.SPEED-DIAL
```

```
SPEED-DIAL? #_
```
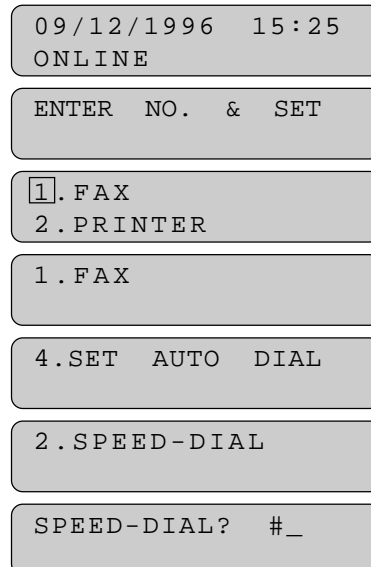
TELEPHONE FUNCTION SETTINGS

6. Use the number keys to enter a two-digit number.
   Example: 05.

```
SPEED-DIAL?  #05
```

```
#05:
```

```
ENTER  &  SET
```

7. Enter the number (up to 20 digits).
   Example: 5555151.

```
#05:5555151_
```

8. Press Set.
   You will be prompted to enter the name or company associated with this number.

```
NAME:
```

```
ENTER  &  SET
```

9. Use the number keys to enter a name (up to 15 characters).
   Example: MANCHESTER.
   (See page 2-10~12 for entering text.)

```
NAME:MANCHESTER
```

10. Press Set.

```
TYPE:FAX
```

```
SELECT  { }  &  SET
```

11. Select the type of number (FAX, TEL, F/T, CHAIN) by using Z (left arrow) or X (right arrow) to display the type you want.
    Example: TEL. (See page 3-11.)

```
TYPE:TEL
```

12. Press Set.

```
SPEED-DIAL?  #_
```

13. You are ready to enter another Speed-Dial number. Or press Stop to return to the date and time.

Helpful Hints • Print the All Dial List to make sure you have stored the correct numbers. (See page 11-5.) This list will contain the type of number: FAX, TEL, F/T, or CHAIN.

• **Even if there is a loss of electrical power or you unplug your machine, the telephone and fax numbers you have stored will not be lost.**

• If your machine is connected to a PBX, you must insert an additional number before each fax or telephone number to access an outside line.

FOR YOUR INFORMATION

When You Wish to Change the Stored One-Touch and Speed-Dial Numbers (During Step 6 on Page 3-6, 8)

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

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

```
*05:NJ  OFFICE
```

```
1.CHANGE    2.EXIT
```
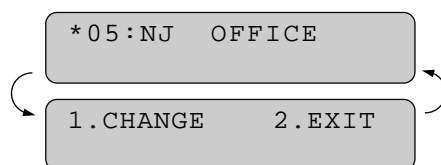
2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **Clear** to erase the old number and name. Then, enter the new number and name and press **Set** to store the entry.

Memory Storage/Temporary Battery Back Up

Your machine is equipped with an internal battery that will keep the date and time information for up to two hours after power has been cut off. After that time, the date and time will be lost and you will have to reenter the information. All other settings in the SET AUTO DIAL, USER OPTIONS and SETUP SYSTEM functions (see page 2-3~6) are stored permanently and will be retained even in the event of a power failure. However, the data stored in the memory during Out-of-Paper Reception and Memory Transmission will be lost when the power is disconnected.

Setting Up Number Groups for Broadcasting

Number Groups allow you to send the same fax message to many fax numbers by pressing only one One-Touch key. (This is called Broadcasting.) You must store each fax number first as a One-Touch or Speed-Dial number. Then you can combine the stored numbers into a Group.
You can have up to 6 smaller Groups (each group uses a One-Touch key) or you can assign up to 123 numbers (MFC 7550MC), and 59 numbers (MFC 4550/6550MC) if you want one large Group. You can use the same stored number in several groups. Groups can have a name up to 15 characters long.

TELEPHONE FUNCTION SETTINGS

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	09/12/1996 15:25 ONLINE

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

ENTER NO. & SET

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

[1].FAX
2.PRINTER

3. Press 1.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

1.FAX

4. Press **4**.

4.SET AUTO DIAL

5. Press **3**.

3.SETUP GROUPS

SELECT ONE-TOUCH

6. Press the One-Touch key where you wish
   to store the number.
   Example: select "One-Touch 02" as a
   group.

SETUP GROUP:G0

ENTER & SET

7. After two seconds, enter a numbere for
   the group, using the number keys.
   Example: **1**.

SETUP GROUP:G01

G01:

ENTER & SET

8. Enter the One-Touch or Speed-Dial
   numbers in this group.
   Example: #03, #05, *02.
   (Note: Press the Speed-Dial key and
   number keys for Speed-Dial numbers,
   and the One-Touch keys for One-Touch
   numbers.)

G01:#03#05*02_

9. Press **Set**.

NAME:

ENTER & SET

10. Enter the group's name.
    Example: **ALL BROTHER**.

NAME:ALL BROTHE<u>R</u>

Information

11. Press **Set**.

```
3.SETUP  GROUPS
```

12. Press **Stop** to return to the date and time.

`*:One-Touch`
`#:Speed Dial`

Helpful Hints   See page 5-11 for Broadcasting procedure. You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be listed under One-Touch numbers. (See page 11-5.)

FOR YOUR INFORMATION

Types of Numbers

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

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

Chain Dialing

Chain dialing is used to store a very long dialing sequence. You can spread the number over two or more keys if you register the first key(s) in the sequence as type "Chain". **Chain tells the system that the dialing sequence is not completed and that there is more to follow.** The last key in the sequence must be any other dial type (either FAX, TEL or F/T). You can use any combination of One-Touch, Speed-Dial and manually dialed numbers in a chain.

If you must wait for another dial tone at any point in the dialing sequence, store a pause at that point in the number by pressing the Pause/Redial key. (If you need a pause that is longer than 3.5 seconds, call our Fax Diagnostic Center at 1-800-284-4329 (USA), 1-800-853-6660 (CANADA) for assistance.) **Only one pause can be stored in each One-Touch and Speed-Dial number.**

When you are ready to dial the chain number, simply press the keys one after the other in sequence and then press Start key.

Chain dialing makes using access codes easy. 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 code of a long-distance carrier as you would a regular number and register it as a "chain" number. Then to dial, press this (access code) number followed by the regular number and Start key.

You can set up chain dialing for phone/credit card numbers, the same way. However, **when using chain dialing, do <u>NOT</u> send a cover page because your credit card number will be on it.**

USING THE UNIT AS A TELEPHONE

4. USING THE UNIT AS A TELEPHONE

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

Manual Dialing

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

One-Touch Dialing

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

If you try to use a One-Touch number that has not been stored on the key you pressed, you will hear a warning sound and the display will say, NOT REGISTERED. The display will return to normal after 2 seconds.

Speed Dialing

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

FOR YOUR INFORMATION

Using Hold, Pause, # with the Telephone

- Press **Redial/Pause** to insert a 3.5 second pause between numbers.

- Press **Hold** to put a call on hold. You can replace the handset without disconnecting the call. You must pick up the machine's handset to release the call from **Hold.**

- Press **#** to switch the dialing type from "pulse" to "tone" temporarily. This key also is used for push-button services, such as those offered by banks, credit card companies, or paging services.

USING THE UNIT AS A TELEPHONE

FOR YOUR INFORMATION

On Hook Dialing

When you make a call using **Hook**, you can listen to the other end through the one-way speaker of the machine, but the other party can not hear you unless you pick up the handset. Also, if you press **Hook** again before you pick up the handset, the call will be disconnected.

Searching the Telephone Index

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press Tel-Index.

```
TEL.INDEX
ONLINE
```

2. Use the number keys to enter the first character of the stored name, and press Z (left arrow) or X (right arrow) to find the name.

```
NJ  OFFICE
ONLINE
```

3. Pick up the handset, or press **Hook**.

4. Press Start to begin dialing.

```
NJ  OFFICE
ONLINE
```

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

Telephone

5. SENDING FAXES

A) DOCUMENT BASICS

The Size of Your Documents

216mm (8.5")

148mm (5.8")

216mm (8.5")
208mm (8.2")
4mm **4mm**

Minimum
100mm (3.9")

Maximum
900mm (35.4")

4mm

scanned (printed) area

4mm

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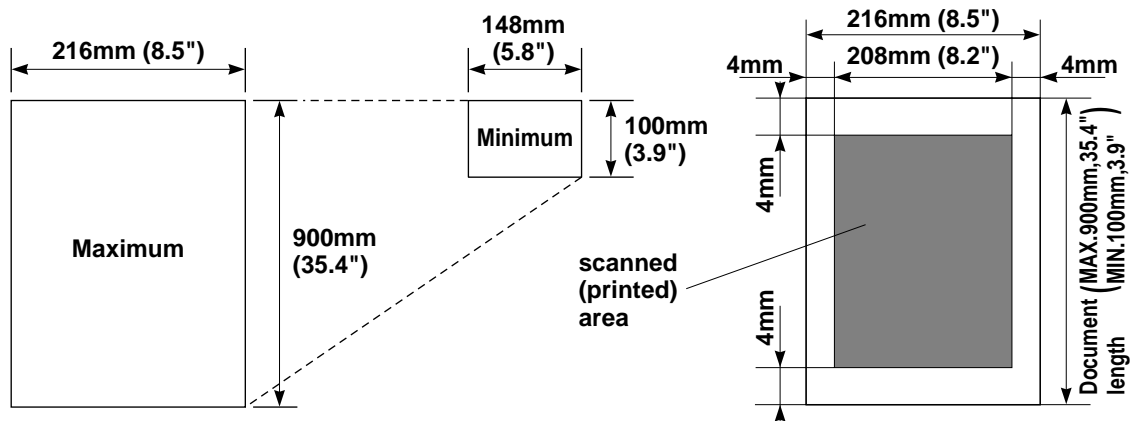
The size of the documents you want to send by fax should not be larger (or smaller) than your machine can accommodate. The documents should each be between 5.8 and 8.5 inches (148 and 216 mm) wide and between 3.9 and 35.4 inches (100 and 900 mm) long.

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

How to Insert the Document

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

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

TOP
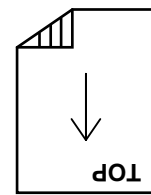
NOTICE

About the Documents You Send...

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.
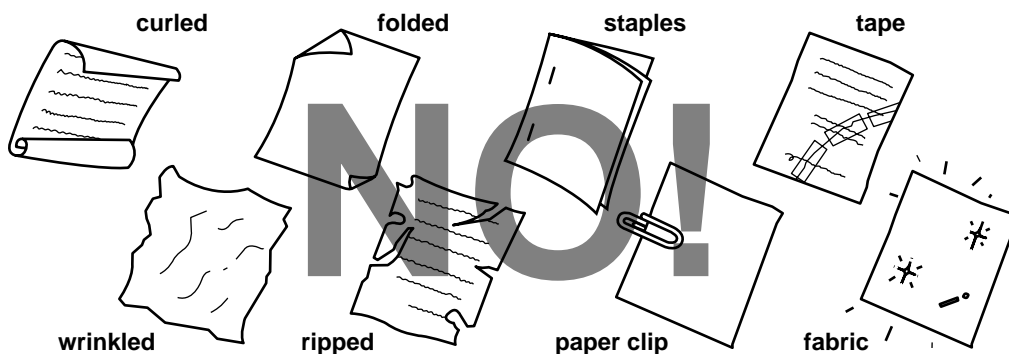
The Auto Document Feeder (ADF)

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

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

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

As a reference, please note that the paper used for this manual has the following thickness and weight:
Thickness: 3.1×10^{-3} inches (0.08 mm)
Weight: 0.091×10^{-3} lbs/inch^2 (64 g/m^2)

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

Sending FAX

SENDING FAXES   DOCUMENT BASICS

Getting Ready to Send a Fax

Setting the Resolution

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **Start** or **Copy** . You can choose a setting by pressing the **Resolution** key. (O means light off. ⚫ means light on.)

STANDARD   ○ Fine
              ├ Photo
              ○ S.Fine

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

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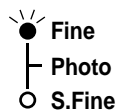
The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the FINE light will be lit.
Transmission speed is slower than STANDARD.

SUPERFINE   ○ Fine
                ├ Photo
                ● S.Fine
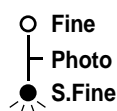
The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. FINE light will be lit.
Transmission speed is slower than FINE.

PHOTO   ● Fine
            ├ Photo
            ● S.Fine
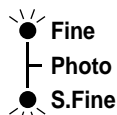
The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit.
Transmission speed is slower than FINE.

To set different resolutions for each page of a multipage document, refer to "Multiple Resolution Transmission" on page 5-17~18.

Setting the Contrast

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

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Insert the documents face down into the feeder.	FAX: NO. & START SCAN READY COPY: PRESS COPY SCAN READY
2. Press **Function**. (The MFC 4550 will skip to Step 5.)	ENTER NO. & SET
3. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
4. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
5. Press 1.	1.TEMP.SETTINGS
6. Press 4. The display will alternate messages.	4.CONTRAST
	CONTRAST:AUTO SELECT { } & SET
7. Use Z (left arrow) or X (right arrow) to select one of the settings, AUTO, S.LIGHT, or S. DARK. Example: S.LIGHT.	CONTRAST:S.LIGHT
8. Press **Set**.	4.CONTRAST
9. Press **Stop** to exit.	FAX: NO. & START ONLINE COPY: PRESS COPY ONLINE

Then start the fax sending operation (see page 5-5) or copy (see page 12-1).

Sending FAX

SENDING FAXES BASIC FAX TRANSMISSIONS

B) BASIC FAX TRANSMISSIONS

FOR YOUR INFORMATION

Sending a Fax

There are 3 basic ways to send a fax:

1) Manual transmission:

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

2) Automatic transmission:

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

   a. One-Touch Dialing
      Press one of the One-Touch keys. (The numbers must be stored beforehand. See page 3-6~7.) Then press **Start.**

   b. Speed-Dialing
      Press **Speed-Dial**, then use the number keys to enter a two-digit number.
      For example, press "05" for 5. (The numbers must be stored beforehand. See page 3-7~8.) Then press **Start.**

   c. Telephone Index
      You can use the Tel-Index to make telephone or fax calls. (See page 4-2.)

3) Delayed transmission:

   It is possible to send documents at a later time by using the TIMER function. (See page 5-10~11.)

Talking to the Other Party When Sending a Fax

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

BASIC FAX TRANSMISSIONS **SENDING FAXES**

Sending a Fax Automatically

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	09/12/1996 15:25 ONLINE
1. Insert the documents face down into the feeder.	FAX: NO. & START SCAN READY
	COPY: PRESS COPY SCAN READY
2. Enter a fax number. Example: One-Touch dialing.	NJ OFFICE ONLINE
3. Press **Start**.	DIALING ONLINE
	SENDING P.01 ONLINE

Sending a Fax Manually

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	09/12/1996 15:25 ONLINE
1. Insert the documents face down into the feeder.	FAX: NO. & START SCAN READY
	COPY: PRESS COPY SCAN READY
2. Pick up the handset or press **Hook** and listen for the dial tone.	ENTER FAX NO. ONLINE
	PRESS START KEY ONLINE
3. Enter the fax number. You can use manual dialing, One-Touch dialing, Speed Dialing, or Tel-Index.	NJ OFFICE ONLINE
4. When you hear a fax tone, press **Start**. Your machine will begin sending the documents.	SENDING ONLINE
5. Return the handset to its cradle, if you did not use **Hook**.	

Sending FAX

Automatic and Manual Redialing

If a number you have dialed is busy or your call did not go through for some other reason, you can redial that number. There are two ways to redial: "automatic" and "manual." Automatic redialing can be used only for faxes that were sent using automatic transmission—not for telephone calls. The MFC automatically will redial the number 3 times at 5 minute intervals before giving up. It will redial the last dialed number when you press **Redial/Pause** (manual redialing).

FOR YOUR INFORMATION

Optional Settings When You Send a Fax Manually

- Resolution (See page 5-3, 5-17~18.)
- Contrast (See page 5-4.)
- Cover Page (See page 5-18~23.)
- Overseas Mode (See page 5-16.)
- Call Reservation (See page 5-24~25.)

Printing Page Headers

Your machine can print a page header on the top of every fax you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you must register your Station ID beforehand for that information to be available. (See page 3-3.)

Transmission Date and Time	Station ID	Page Number
09/12/1996 15:25	4155554444 BROTHER	PAGE 01
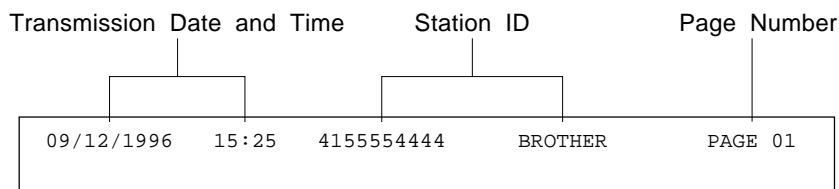
C) ADVANCED FAX TRANSMISSIONS

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

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Insert the documents into the feeder.

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

2. Press **Super Q.Scan**.
   The display will indicate how much memory is available.

```
MEMORY        100%
ONLINE
```
```
ENTER  FAX  NO.
ONLINE
```

3. Enter the fax number.

```
NJ  OFFICE
ONLINE
```

4. Press **Start** to begin scanning the documents into memory. Once completed, the machine will dial the destination.

```
MEMORY        100%
ONLINE
```

Sending FAX

FOR YOUR INFORMATION

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

If the memory becomes full when scanning page 1 and the display shows PRESS STOP KEY, then press **Stop** to abort the job.

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

SENDING FAXES   ADVANCED FAX TRANSMISSIONS

Setting the Daily Timer (for Delayed Transmissions)

The Daily Timer function lets you send a fax at a preset time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you enter the time, you don't have to enter it again. The setting will stay the same until you change it. So you can use it every day, or only on days when you need it.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/7550MC)*	`1.FAX` `2.PRINTER`
3. Press **1**. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/7550MC)*	`1.FAX`
4. Press **7**.	`7.SETUP  SYSTEM`
5. Press **2**.	`2.DAILY  TIMER`
6. Enter the time in 24-hour format using the number keys. Example: **19:45** (7:45 P.M.).	`ENTER  TIME:00:00`
	`ENTER  TIME:19:45`
7. Wait for two seconds, press **Stop** to exit.	`2.DAILY  TIMER`

Delayed Transmission

You can use the timer to send documents at a later time (up to 24 hours later). When the preset time is displayed, accept it or enter a new time if needed. Your machine also will produce a report, the "Delayed Sending Report", after the fax is sent. You can set up to three different documents for delayed transmission.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents into the feeder.	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Press **Super Q.Scan** if you use memory transmission, or you can send your fax normally.	`MEMORY        100%` `ONLINE`
	`ENTER  FAX  NO.` `ONLINE`
3. Press **Function**. (The MFC 4550 will skip to Step 6.)	`ENTER  NO.  &  SET`
4. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
5. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
6. Press **1**.	`1.TEMP.SETTINGS`
7. Press **1**.	`1.TIMER`

8. Accept the displayed time or enter the time in 24-hour format using the number keys.
Example: **19:45** (7:45 P.M.).
	`SET  TIME=00:00`
	
	`SET  TIME=19:45`

9. Wait for two seconds.	`1.TIMER`
10. Press **Stop**.	`ENTER  FAX  NO.` `ONLINE`
	`MEMORY        100%` `ONLINE`
11. Enter the fax number.	`NJ  OFFICE` `ONLINE`

Sending FAX

SENDING FAXES ADVANCED FAX TRANSMISSIONS

12. Press Start.
The machine will wait until the specified time to call.

```
09/12/1996   15:25
ONLINE
```

Broadcasting

By using the numbers you have stored for One-Touch dialing, Speed-Dialing, or group dialing, you can automatically send faxes to a maximum of 124 numbers or locations (MFC 7550MC) and 60 numbers (MFC 4550/6550MC) at once. Remember, each Group you created reserves one of the One-Touch keys. You can not broadcast to a number that has not been stored into memory. Use the Telephone Index to help you choose the numbers to which you wish to broadcast. (See page 4-2.) After transmission is completed, a Broadcast Report will be printed automatically to let you know the results.

FOR YOUR INFORMATION

Getting Familiar with the Broadcasting Function

* To stop the broadcast in progress, press **Stop**.

* Enter the chain dialing numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited. (You have up to 124 different locations (MFC 7550MC), or 60 locations (MFC 4550/6550MC) you can call with One-Touch, Speed-Dialing, and group numbers.)

* If the line is busy or for some other reason a connection could not be made while broadcasting, the machine will redial the number automatically. (See page 5-7.)

* If the memory is full, press **Stop** to abort the job or press **Start** to send the portion that is in the memory (if more than one page has been scanned.) (See page 5-8.)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996   15:25` `ONLINE`

1. Insert the documents into the feeder.	`FAX:  NO.  &  START`
	`SCAN  READY`
	
	`COPY:  PRESS  COPY`
	`SCAN  READY`

2. Press **Super Q.Scan**.

```
MEMORY          100%
ONLINE
```
```
ENTER  FAX  NO.
ONLINE
```
```
ALL  BROTHER
ONLINE
```
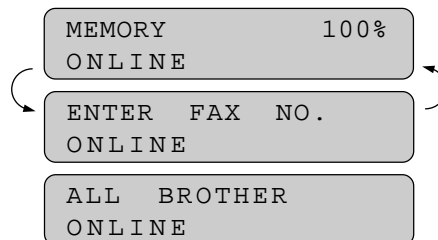
3. Enter the One-Touch key(s) and/or Speed-Dial number(s), one after the other, or a Group number.
Example: Group number.

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

```
MEMORY          100%
ONLINE
```
```
DIALING
ONLINE
```
```
SENDING        P.01
ONLINE
```
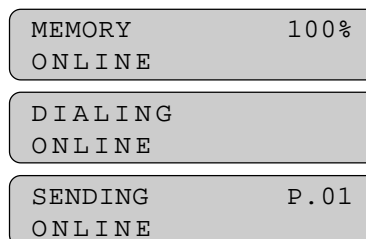
Sending by Multiple Transmissions

Use this function to send several different faxes to several destinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

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

If you wish, you can combine this function with broadcasting so you can fax different documents to different lists of people at the same time. To do this, store various sets of documents in memory. Then automatically your machine will fax "Document A" to one list of people and "Document B" to another list of people. You can preset 3 different documents (including timer transmission) in memory; if you set one timer transmission, multiple transmissions are available for two other destinations.

If you press only **Super Q.Scan** instead of **Shift + Super Q.Scan** for the last document, your machine will start dialing without waiting for 30 seconds.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Insert "Document A" into the feeder.

```
FAX:  NO.  &  START
SCAN  READY
```
```
COPY:  PRESS  COPY
SCAN  READY
```
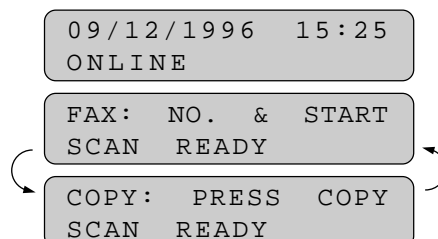
Sending FAX

SENDING FAXES   ADVANCED FAX TRANSMISSIONS

2. Press **Shift + Super Q.Scan** together to send by multiple transmission.
The display shows remaining memory.

```
MULTI  TX      100%
ONLINE
```

```
ENTER  FAX  NO.
ONLINE
```

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

```
NJ  OFFICE
ONLINE
```

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

```
MULTI  TX      100%
ONLINE
```

```
09/12/1996  15:27
ONLINE
```

5. Insert "Document B" within 30 seconds after "Document A" has been scanned. (If you wait more than 30 seconds to scan another document, the machine will begin to send document "A".) Repeat Step 2, 3, 4 for document "B".

```
ENTER  FAX  NO.
ONLINE
```

```
PRESS   START   KEY
ONLINE
```

6. Repeat Step 1, 2, 3, 4 for document "C".

```
MULTI  TX       70%
ONLINE
```

7. After 30 seconds, your machine will start sending the documents in scanned order.

```
DIALING
ONLINE
```
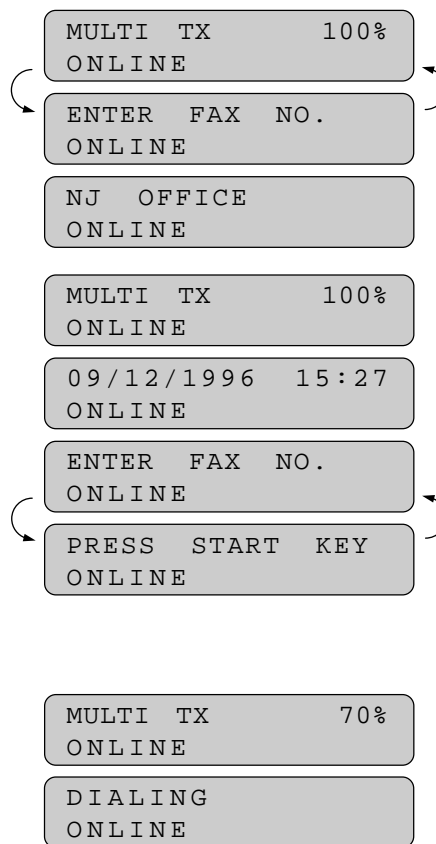
After scanning documents, your machine will start sending them in scanned order.

Interrupting the Timer and Polled Job

You can send a fax without canceling the timer (see page 5-10~11) or Polled Waiting with documents in the feeder (see page 7-3~4) by "interrupting" it. When you interrupt the Timer to send a "new" set of documents, the machine does not automatically redial the number if it was busy. Also, you can not use the function mode if you have interrupted the Timer or Polled Waiting.

Example: TIMER WAITING with a document in the feeder.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	TIMER WAITING ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	*(Only for MFC 6550MC/7550MC)* ☐1.FAX 2.PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	*(Only for MFC 6550MC/7550MC)* 1.FAX
4. Press **0**.	0.INTERRUPT
5. Wait for two seconds.	REMOVE DOCUMENT ONLINE
6. Remove documents from the machine.	INSERT DOCUMENT ONLINE
7. Place the "new" documents into the feeder.	FAX OR COPY ONLINE
	FUNC 10 TO RESET ONLINE
8. Enter the new fax number for the documents you are sending now, then press **Start**.	DIALING ONLINE
	SENDING P.01 ONLINE
9. After the transmission is finished, place the "old" documents back into the feeder.	INSERT DOCUMENT ONLINE
	FAX OR COPY ONLINE
	FUNC 10 TO RESET ONLINE
10. Press **Function** and **1** and **0** to restore the timer. (For MFC 4550, press **Function** and **0**.)	0.INTERRUPT
	TIMER WAITING ONLINE

Sending FAX

SENDING FAXES   ADVANCED FAX TRANSMISSIONS

Canceling a Job

Use the Cancel Job function to permanently remove scheduled tasks such as Polling or Polled Waiting (see page 7-3~4) and Timer (Delayed Transmission) (see page 5-10~11) from your machine.

Example: TIMER WAITING with documents in the feeder.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	TIMER WAITING ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) |1.FAX 2.PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press **2**. Any waiting jobs that have been set up will appear in the display. If no jobs are waiting to be processed, a NO JOB WAITING message will appear in the display.	2.CANCEL JOB
	19:45 NJ OFFIC SELECT { } & SET 19:45 NJ OFFIC
5. Use Z (left arrow) or X (right arrow) to select the job you wish to cancel.	
6. Press **Set**.	19:45 NJ OFFIC 1.CLEAR 2.EXIT
7. Press **1** to cancel the selected job, or **2** to exit without canceling. If **1** is selected, the job will be canceled and the next job in the queue will appear in the display.	
8. To cancel the next job, press **1** again. To exit, simply press **2**.	

D) FAX TRANSMISSION OPTIONS

Setting the Overseas Mode

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12/1996  15:25 ` ` ONLINE `
1. Insert the documents into the feeder.	` FAX:  NO.  &  START ` ` SCAN  READY `
	` COPY:  PRESS  COPY ` ` SCAN  READY `
2. Press **Function**. (The MFC 4550 will skip to Step 5.)	` ENTER  NO.  &  SET `
3. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `[1].FAX` `2.PRINTER`
4. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
5. Press **1**.	` 1.TEMP.SETTINGS `
6. Press **6**.	` 6.OVERSEAS  MODE `
	` OVERSEAS:OFF `
	` SELECT  {  }  &  SET `
7. Press Z (left arrow) or X (right arrow) to switch to ON.	` OVERSEAS:ON `
8. Press **Set**.	` 6.OVERSEAS  MODE `
9. Press **Stop** to exit.	` ENTER  FAX  NO. ` ` ONLINE `
	` PRESS  START  KEY ` ` ONLINE `
10. Then start the fax sending operation. (See page 5-5.) After sending your fax, the overseas mode will switch itself OFF.	

Sending FAX

SENDING FAXES   FAX TRANSMISSION OPTIONS

Setting Your MFC for Multiple Resolution Transmission

This is a temporary setting for the current transmission job only. You can set the resolution of the documents you send by pressing **Resolution**. Once you set the resolution, all the pages will be sent at the same resolution. However, there may be times when you want to send some pages at one resolution, such as STANDARD, and other pages in another resolution, such as PHOTO. If you send all pages in Photo resolution, for instance, it would take a great deal of time. It is better to specify the resolution for each page to minimize transmission time. This is made possible by using the 1.TEMP. SETTINGS function.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

09/12/1996 15:25
ONLINE

1. Insert the documents into the feeder.

FAX: NO. & START
SCAN READY

COPY: PRESS COPY
SCAN READY

2. Press **Function**.
    (The MFC 4550 will skip to Step 5.)

ENTER NO. & SET

3. Wait for two seconds.
    (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)

1.FAX
2.PRINTER

4. Press **1**.
    (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)

1.FAX

5. Press **1**.

1.TEMP.SETTINGS

6. Press **5**.

5.RESOLUTION

PAGE 01:STANDARD

SELECT { } & SET

7. Press Z (left arrow) or X (right arrow) to find the resolution you want for the first page of your documents.
    Example: FINE.

PAGE 01:FINE

8. Press **Set**.
    Return to Step 6 to set the resolution for page 2 and the following pages.

PAGE 02:FINE

9. When you finish setting the resolution for all your pages, press **Stop**.

```
┌──────────────────────────┐
│ FAX:  NO,  &  START      │
│ ONLINE                   │
├──────────────────────────┤
│ COPY:  PRESS  COPY       │
│ ONLINE                   │
└──────────────────────────┘
```
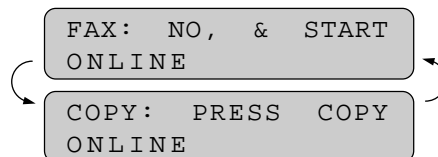
10. Enter the fax number.

11. Press **Start**.

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

Sending a Fax with an Electronic Cover Page Message

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

```
┌──────────────────────────────────────────┐
│  09/12/1996  15:25                        │
│                                           │
│           === COVER PAGE ===              │
│                                           │
│  TO:      NJ OFFICE              ───── (1)│
│        FAX:14155551212                    │
│                                           │
│  FROM:     BROTHER               ───── (2)│
│        FAX: 4155554444                    │
│        TEL: 4155554445                    │
│                                           │
│           03 PAGE[S] TO FOLLOW ────── (3) │
│  COMMENT: PLEASE CALL          ────── (4) │
└──────────────────────────────────────────┘
```
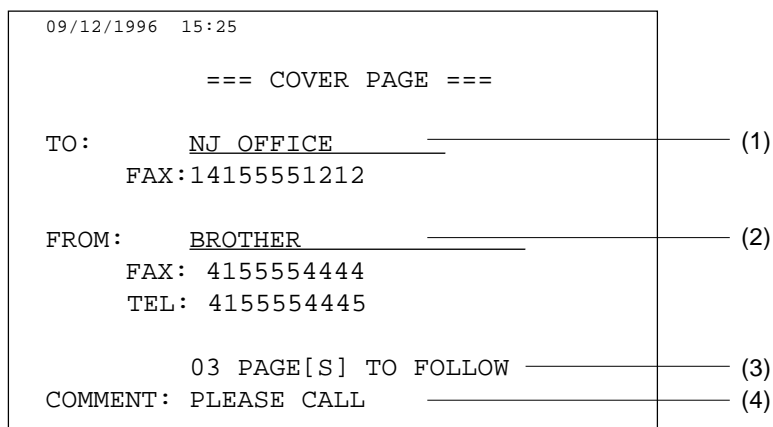
(1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialing manually, the name of the destination will be left blank.

(2) The "FROM" information comes from the Station ID.

(3) The number of pages you are sending. When Cover Page is sent each time by using the automatic settings (see page 5-21~22), the number of pages will be left blank. If you have used the temporary Cover Page setting (see page 5-22~23), the number of pages you entered will be listed.

(4) Your comments. You may customize the comments (see page 5-19~20).

Sending FAX

SENDING FAXES FAX TRANSMISSION OPTIONS

FOR YOUR INFORMATION

Selecting a Comment for the Cover Page

You can choose one comment from among 6 options. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can enter yourself. (For more information see below "Customizing Your Cover Page Comment".)

1. COMMENT OFF
2. PLEASE CALL
3. URGENT
4. CONFIDENTIAL
5. (Your own customized comment up to 27 characters.)
6. (Your own customized comment up to 27 characters.)

Customizing Your Cover Page Comment

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/ 7550MC)*	`1.FAX` `2.PRINTER`
3. Press **1**. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/ 7550MC)*	`1.FAX`
4. Press **7**.	`7.SETUP  SYSTEM`
5. Press **6**.	`6.SET  COVERPAGE`
	`5.`
	`SELECT  {  }  &  SET`
6. Press Z (left arrow) or X (right arrow) to select 5 or 6 where you wish to store a comment. Example: 5.	`5.`

---

7. Press **Set**.

```
5._
```

8. Enter your customized comment by using the number keys (up to 27 characters). (See page 2-10~12 for more details.) Example: TOP SECRET.

```
5.TOP  SECRET
```

9. Press **Set**.

```
6.SET  COVERPAGE
```

10. Press **Stop** to exit.

Printing a Sample Cover Page

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
```

4. Press **3**.

```
3.PRINT  REPORTS
```

5. Press **4**.

```
4.COVERPAGE
```

```
PRESS  START  KEY
```

6. Press **Start**.

```
PRINTING
```

Sending FAX

SENDING FAXES   FAX TRANSMISSION OPTIONS

To Always Send a Cover Page

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press 5.	5.USER OPTIONS
5. Press 3.	3.COVERPG ON/OFF
	COVERPAGE:OFF
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to choose ON or OFF. Example: ON.	COVERPAGE:ON
7. Press **Set**.	1.COMMENT OFF
	SELECT { } & SET
	2.PLEASE CALL
8. If you selected ON, you must select a comment, by pressing Z (left arrow) or X (right arrow). Example: 2.PLEASE CALL. (See page 5–19.)	
9. Press **Set**.	3.COVERPG ON/OFF
10. Press Stop to exit.	

FAX TRANSMISSION OPTIONS   SENDING FAXES

FOR YOUR INFORMATION

Sending an Automatic Cover Page

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

Sending a Fax When the Cover Page Is ON

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents into the feeder. The display will say COVERPAGE ON for one second.	`COVERPAGE  ON` `SCAN  READY`
	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Enter the fax number.	`NJ  OFFICE` `ONLINE`
3. Press Start. Your machine will begin transmitting the Cover Page and original document.	`SEND  COVERPAGE` `ONLINE`
	`SENDING        P.01` `ONLINE`

Sending a Cover Page Temporarily

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents into the feeder.	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Press **Coverpage**.	`1.COMMENT  OFF` `ONLINE`
	`SELECT  {  }  &  SET` `ONLINE`

Sending FAX

SENDING FAXES   FAX TRANSMISSION OPTIONS

3. Press Z (left arrow) or X (right arrow) to select the comment you want.
Example: 2.PLEASE CALL.

```
2.PLEASE   CALL
ONLINE
```

4. Press **Set**.

```
TOTAL   PAGES?   :00
ONLINE
```

5. Enter the number of pages you are sending. (Enter 00 to leave the number of pages blank.)

```
TOTAL   PAGES?   :02
ONLINE
```

6. Wait for two seconds.

```
ENTER   FAX   NO.
ONLINE
```

```
PRESS   START   KEY
ONLINE
```

7. Enter the fax number.

```
NJ   OFFICE
ONLINE
```

8. Press **Start**.

```
SEND   COVERPAGE
ONLINE
```

```
SENDING         P.01
ONLINE
```

Helpful Hints
- Even if the Cover Page ON/OFF setting is ON, you can avoid sending an automatic Cover Page by pressing **Coverpage** once to turn off the Cover Page for that transmission.

- If you want the total number of pages sent to be printed on the cover page, press **Coverpage** once to set the COVERPAGE ON/OFF option to OFF. Then press **Coverpage** once again and enter the number of pages. (See page 5-21~22.)

Sending a Fax with Call Reservation (Talking to the receiving party after fax transmission)

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

FOR YOUR INFORMATION

Using the Call Reservation Function

• There are some fax machines that will not respond to this function.

• When you use auto redialing, you can not use the Call Reservation function, but if Call Back Message is ON, your machine will leave a Call Back Message asking the other party call you.

• You can not use Call Reservation with the Delayed Transmission or with the Polling function.

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

Sending FAX

KEYS TO PRESS

THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Insert the documents into the feeder.

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

2. Press **Function**.
   (The MFC 4550 will skip to Step 5.)

```
ENTER  NO.  &  SET
```

3. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
2.PRINTER
```

4. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
```

5. Press **1**.

```
1.TEMP.SETTINGS
```

SENDING FAXES   FAX TRANSMISSION OPTIONS

6. Press **3**.

```
3.CALL  RESERVE
```

```
CALL  RESERVE:OFF
```

```
SELECT { } & SET
```

```
CALL  RESERVE:ON
```

7. Press Z (left arrow) or X (right arrow) to select Call Reservation ON or OFF. Example: Call Reserve ON.

8. Press **Set**.

```
CALL  BACK:OFF
```

```
SELECT { } & SET
```

```
CALL  BACK:ON
```

9. Press Z (left arrow) or X (right arrow) to select Call Back Message ON or OFF. Example: Call Back Message ON.

10. Press **Set**.

```
3.CALL  RESERVE
```

11. Press **Stop**.

```
ENTER  FAX  NO.
ONLINE
```

```
PRESS  START  KEY
ONLINE
```

12. Enter the fax number.

```
NJ  OFFICE
ONLINE
```

13. Press **Start**.

```
DIALING
ONLINE
```

14. Pick up your handset if it rings.

```
09/12/1996  15:25

      === CALL BACK MESSAGE ===

TO:      NJ OFFICE
    FAX: 14155551212

FROM:    BROTHER

PLEASE CALL AT [TEL] 4155554445
               [FAX] 4155554444
```

Printing the Call Back Message

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
```

4. Press **3**.

```
3.PRINT  REPORTS
```

5. Press **5**.

```
5.CALL  BACK  MSG
```

```
PRESS  START  KEY
```

6. Press **Start**.

```
PRINTING
```

ECM (Error Correction Mode)

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

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

Error Retransmission

Error Retransmission is helpful when the receiving machine does not have ECM. Even though your machine can not check the integrity of the message, it will send the affected page(s) again after occurrences of accidental noise have caused an error.

This feature is available only for memory transmission using Super Quick-Scan (see page 5-8~13).

Sending FAX

SENDING FAXES FAX TRANSMISSION OPTIONS

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
4. Press **5**.	`5.USER  OPTIONS`
5. Press **4**.	`4.ERROR  RE-TX`
	`ERROR  RE-TX:OFF`
	`SELECT  { }  &  SET`
6. Press Z (left arrow) or X (right arrow) to choose either ON or OFF. Example: ON.	`ERROR  RE-TX:ON`
7. Press **Set**.	`4.ERROR  RE-TX`
8. Press **Stop** to exit.	

Next-FAX Reservation

You can use Next-FAX Reservation for sending a fax when the machine is busy
receiving or transmitting from memory. This function saves you from having to wait
until the incoming fax has printed or the fax stored in memory has finished
transmission. To use the Next-FAX Reservation feature, insert the documents as you
normally would and follow a few other simple steps.

FOR YOUR INFORMATION

- Next-FAX Reservation can not be used when there are documents in the document feeder awaiting Delayed Transmission or Polled Waiting or when the Interrupt function is in use.

- When you are making a call using Next-FAX Reservation, you can dial manually, or use One-Touch, Speed-Dial, Redial, or Chain dialing. However, when you use One-Touch dialing, the screen will display only the number of the One-Touch number you are using, such as "*01" and not the name of the person you are calling. Similarly, if you use Speed-Dialing, the screen will show you only the Speed-Dial number, such as "#02".

- You can set the resolution for Next-FAX Reservation by pressing Resolution, but you can not change any settings using the **Function** key. (For example, you can not change a setting for multiple resolution transmission by using function mode.)

- To cancel a Next-FAX Reservation, remove the documents and press Stop.

Sending FAX

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	RECEIVING P.01 ONLINE
1. Insert the documents into the feeder.	ENTER No & START SCAN READY
2. Enter a fax number.	1 4 1 5 5 5 5 1 2 3 4 ONLINE
3. Press Start.	PRESS SET ONLINE
4. Press Set.	NEXT-FAX RESERVD ONLINE
	0 9 / 1 2 / 1 9 9 6 1 5 : 2 5 ONLINE
	D I A L I N G ONLINE

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

6. RECEIVING FAXES AND OTHER CALLS

A) BASIC SETUP TO RECEIVE FAXES

Selecting an Answer Mode

There are four different answer modes for your machine. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the Fax and F/T lights to the setting you want to use. For more detailed information about a particular mode, please refer to the page number in the right column.

Note: the lighted indicators mean ○ = not selected ☀ = is selected and lit

Mode	Light	How it works	When to use it	Page #
1. **Manual** (manual receive)	○ Fax — Msg Ctr ○ F/T	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing.	6–2
2. **Fax** (automatic receive)	● Fax — Msg Ctr ○ F/T	The machine automatically answers every call as a fax.	For dedicated fax lines. You can not receive a voice call but you can call out.	6–2
3. **F/T** (Fax/Telephone)	○ Fax — Msg Ctr ● F/T	The machine 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.	**This mode is for when you are not using an answering machine. You can not have an answering machine on the same line, even if it is on a separate jack on the same line. You can not use the telephone company's Voice Mail in this mode.**	6–3
4. **MSG CTR** (Message Center) (For MFC 6550MC/ 7550MC)	● Fax — Msg Ctr ● F/T	The machine automatically answers every call. The messages are stored in order on a first come first served basis.	Use this mode to record both voice and fax messages into the machine's memory.	9–8
5. **TAD** (External **T**elephone **A**nswering **D**evice or machine) (For MFC 4550)	● Fax — TAD ● F/T	The answering machine controls the phone line and answers every call. As soon as the TAD answers, the machine listens for fax tones. If it hears then it will take over the call and receive the fax message.	You must have an external answering machine plugged into the MFC for this mode to work properly. It will not work with the telephone company's Voice Mail services. The TAD mode can be set so you have time to answer calls before the TAD picks up. You do not have to change modes when you are in or out.	6–17

*NOTE: • **In TAD mode the Ring Delay and F/T Ring Time settings on the machine do not apply! The number of rings is set on the external answering machine, which overrides the settings on the machine.**
• In F/T 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.

Manual Reception (Manual Mode)

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

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

Automatic Fax Only Reception (Fax Mode)

You can automatically receive all your faxes in Automatic Fax Reception mode (Fax light is ON). Select this mode by pressing **Mode**.

Setting the Ring Delay

You can set the number of rings before the MFC will answer the line.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
09/12/1996  15:25
ONLINE
```

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
```

4. Press **6**.

```
6.TEL  OPTIONS
```

5. Press **2**.

```
2.RING  DELAY
```

```
RING  DELAY:02
```

```
SELECT  { }  &  SET
```

Receive FAX

RECEIVING FAXES AND OTHER CALLS BASIC SETUP TO RECEIVE FAXES

6. Press Z (left arrow) or X (right arrow) repeatedly until you find the number of rings you want.
Example: 00.

When you set 00, you can receive your incoming faxes without any rings.

```
RING  DELAY:00
```

7. Press **Set**.

```
2.RING  DELAY
```

8. Press **Stop** to exit.

The F/T Switch (Fax/Telephone Mode)

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

Incoming Call

The fax picks up after Ring Delay elapses.

All extensions in the home will ring for 0-4 rings (Ring Delay - see page 6-2).

You pick up any extension within Ring Delay selection.

The MFC picks up the call and automatically detects whether it is a fax or voice call.

You must manually determine if it is a voice or fax call.

Automatic fax call

Voice call or manual fax call

Automatic or manual fax call

Voice call

Fax reception is automatically activated.

Only the fax handset rings (double ring) for you to pick up. The handset will ring for 10-60 seconds (F/T Ring Time - see page 6-5).

A) If you are at the machine, press START.
B) If you are at an extension phone, you can transfer the fax call to the MFC by pressing your Remote Activation Code (three digits).

Talk as normal.

The fax message is received.

The caller may hang up, but the F/T ringing will continue for 10-60 seconds.

The caller stays on the line through the entire 10-60 second Ring Time.

You pick up the MFC handset.

Talk as normal or press the Start key to receive a manual fax.

The fax mode is activated.

The caller may hang up.

BASIC SETUP TO RECEIVE FAXES **RECEIVING FAXES AND OTHER CALLS**

Recording an F/T Outgoing Message (OGM)
(Only for MFC 6550MC/7550MC)

You can store an outgoing message in your machine so callers know what to do. For example, you can leave a message that says:

"Hi, I can not answer your call right now; please call me again later. If you send a fax, please wait until you hear a fax tone and then press the Start key, or press (*51) and press the Start key."

NOTE: The caller can not leave an incoming message in this mode.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **6**.	6.OGM
	MSG CTR OGM
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) repeatedly until you get the F/T OGM.	F/T OGM
7. Press **Set**.	REC/ERASE/PLAY?
8. Press **Record**.	PICK UP HANDSET
9. Pick up the handset.	RECORD OGM:00/20
10. Record a message within 20 seconds.	RECORD OGM:15/20

Receive FAX

RECEIVING FAXES AND OTHER CALLS BASIC SETUP TO RECEIVE FAXES

11. Press **Stop**, and replace the handset.
   The recorded message will be played
   automatically.

```
RECORD   OGM:20/20
```

```
PLAYING   OGM
```

```
F/T   OGM
```

12. Press **Stop** to exit.

```
SELECT  {  }  &  SET
```

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

Setting the F/T Ring Time

You can specify the maximum time you want the machine to ring (double ring) to
notify you after it has answered a telephone call. There are four predefined settings:
10, 20, 30, or 60 seconds. During this time, only the MFC will ring. No other phones
on the same line will ring.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
```

4. Press **6**.

```
6.TEL  OPTIONS
```

5. Press **4**.

```
4.F/T  RING  TIME
```

```
RING  TIME:20  SEC
```

```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X(right arrow) repeatedly until you find the setting you want.
Example: 10 sec.

```
RING  TIME:10  SEC
```

7. Press **Set**.

```
4.F/T  RING  TIME
```

8. Press **Stop** to exit.

Smoothing

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

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.
(The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
(Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
(Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1.FAX
```

4. Press **5**.

```
5.USER  OPTIONS
```

5. Press **1**.

```
1.SMOOTHING
```

```
SMOOTHING:ON
```

```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X (right arrow) to choose ON or OFF.
Example: OFF.

```
SMOOTHING:OFF
```

7. Press **Set**.

```
1.SMOOTHING
```

8. Press **Stop** to exit.

Receive FAX

RECEIVING FAXES AND OTHER CALLS   BASIC SETUP TO RECEIVE FAXES

Setting the Size of the Recording Paper

There are three different settings for the size of the recording (printing) paper. The machine automatically will reduce and print the incoming data according to the setting of the recording paper size.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

```
09/12/1996   15:25
ONLINE
```

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
2.PRINTER
```

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)
```
1.FAX
```

4. Press **5**.

```
5.USER  OPTIONS
```

5. Press **6**.

```
6.RCD  PAPER
```

```
RCD  PAPER:LETTER
```

```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X (right arrow) to select either LETTER, LEGAL or A4.
   Example : A4

```
RCD  PAPER:A4
```

7. Press **Set**.

```
CHANGE  REDUCTION
```

8. Press **1** to go to the REDUCTION setting in Function menu 1-5-5. (See page 6-8-9.)

```
1.YES  2.NO
```

```
REDUCTION:AUTO
```

```
SELECT  {  }  &  SET
```

9. Press Z (left arrow) or X (right arrow) to select either AUTO, 100%, 93%, 87%, or 75%.
   Example: AUTO

```
REDUCTION:AUTO
```

10. Press **Set**.

```
6.RCD  PAPER
```

11. Press **Stop** to exit.

NOTICE

Regardless of the actual size of the recording paper, the machine will calculate the reduction ratio by this setting. So when you change the recording paper, you must also change this setting to get the correct reduction. Your machine can be set to receive incoming fax documents on only letter, legal or A4 paper.

Printing a Reduced Size Copy of the Incoming Document

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

Auto Reduction

Regardless of the original size of the incoming document, it will be reduced so that it fits on one page of recording paper. The machine will automatically calculate the reduction ratio by taking into account the size of the incoming document and the size of the recording paper you selected in Function menu 1-5-6. (See page 6-7.)

Using Fixed Reduction Ratios

You can choose to have incoming documents reduced at a fixed reduction ratio, regardless of the size of the recording paper. The reduction ratio can be selected from among four choices: 100%, 93%, 87%, or 75%.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
4. Press 5.	`5.USER  OPTIONS`
5. Press 5.	`5.REDUCTION`
	`REDUCTION:AUTO`
	`SELECT  { }  &  SET`
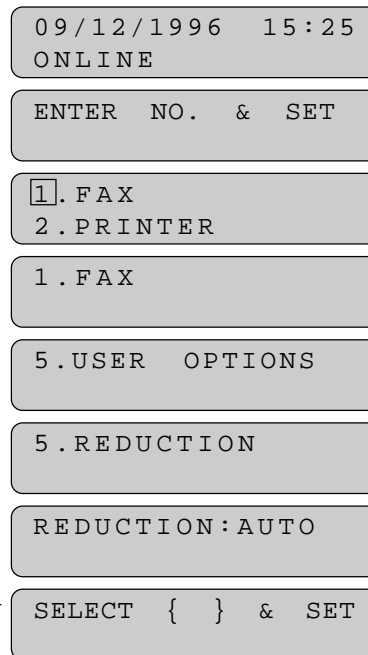
Receive FAX

6. Press Z (left arrow) or X (right arrow) to select the reduction ratio you want :
   - If you want Auto Reduction, choose "AUTO".
   - Choose 93%, 87%, or 75% if you want Fixed Reduction.

   Example : 93%
   - Choose 100% if you want to record the same size.

```
REDUCTION:   93%
```

7. Press **Set**.

```
5.REDUCTION
```

8. Press **Stop** to exit.

NOTICE

- You can use Auto Reduction to reduce incoming documents to fit on one page of recording paper, only as long as the original document is not longer than legal size. If the original is longer than legal size, the data will not be reduced (see For Your Information below) and will carry over to print on a second page.

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

- When selecting Fixed Reduction, you must consider the size of the recording paper as registered in Function menu 1-5-6. (See page 6-7.) If you selected letter size, you can choose a reduction of 93%, 87%, or 75%. If you selected A4 size, you can choose a reduction of only 93% or 87%. And if you selected legal size, you can choose only 93%.

FOR YOUR INFORMATION

Selecting the Ratios of Fixed Reduction

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

FOR YOUR INFORMATION

Reception into Memory (Out of Paper Reception)

If the multipurpose sheet feeder is empty, the LCD will display the message CHECK PAPER. Add more recording paper.

Your machine automatically will store incoming faxes in its memory if it runs out of paper. The contents of the memory will be printed automatically when you replace the recording paper. The memory will not be lost as long as you do not turn off the machine or disconnect the power. (However for MFC 6550MC/7550MC, even the memory for out of paper reception and memory transmission will be saved for up to 2 hours after power has been cut off.)

Setting the Print Density

You can set print conditions with the following steps. Press Z (left arrow) to make the print lighter and X (right arrow) to make the print darker. If the print is still too light or too dark, you can adjust it further by turning the Print Density Dial located in the right corner under the top cover. (Remove the drum unit to find the dial. See page 16-6 for more information.)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1. FAX 2. PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1. FAX
4. Press **5**.	5. USER OPTIONS
5. Press **9**. The display will alternate messages.	9. PRINT DENSITY
	−■■■■■■□□□□□□+
6. Use Z (left arrow) or X (right arrow) to change the settings.	SELECT { } & SET
7. Press **Set**.	9. PRINT DENSITY
8. Press **Stop** to exit.	

Receive FAX

RECEIVING FAXES AND OTHER CALLS   BASIC SETUP TO RECEIVE FAXES

Toner Save Function

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

09/12/1996 15:25   ONLINE

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

ENTER NO. & SET

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)

1̲.FAX   2.PRINTER

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)

1.FAX

4. Press **5**.

5.USER OPTIONS

5. Press **7**.

7.TONER SAVE

TONER SAVE:OFF

SELECT { } & SET

6. Press Z (left arrow) or X (right arrow)
   to select either ON or OFF.
   Example: ON.

TONER SAVE:ON

7. Press **Set**.

7.TONER SAVE

8. Press **Stop** to exit.

Speaker Volume

There are three settings available for the Speaker Volume, OFF, LOW, or HIGH. This setting controls the loudness of the MFC's one-way speaker, which is connected to the phone line. The initial setting is LOW.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/7550MC)*	`1.FAX` `2.PRINTER`
3. Press **1**. (Only for MFC 6550MC/7550MC) *(Only for MFC 6550MC/7550MC)*	`1.FAX`
4. Press **6**.	`6.TEL  OPTIONS`
5. Press **3**.	`3.SPEAKER  VOLUME`
	`SPEAKER:LOW`
	`SELECT { } & SET`
6. Press Z (left arrow) or X (right arrow) to choose a setting either OFF, LOW, or HIGH. Example: HIGH.	`SPEAKER:HIGH`
7. Press **Set**.	`3.SPEAKER  VOLUME`
8. Press **Stop** to exit.	

If you want to change the speaker volume using On Hook Dialing for the current call, use the control panel keys shown below:

Super Q.Scan   Help

L ▶ Speaker ◀ H

Press
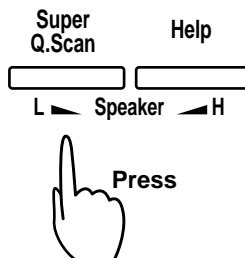
(Only for MFC 6550MC/7550MC)

RECEIVING FAXES AND OTHER CALLS BASIC SETUP TO RECEIVE FAXES

Ring Volume

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH.
Even if you select OFF, the ring volume will be LOW for F/T ringing, Call Reservation
ringing and when the Distinctive Ringing mode is SET.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC) 1.FAX 2.PRINTER
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC) 1.FAX
4. Press **6**.	6.TEL OPTIONS
5. Press **5**.	5.RING VOLUME
	RING VOLUME:HIGH
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to choose either OFF, LOW, or HIGH. Example: LOW.	RING VOLUME:LOW
7. Press **Set**.	5.RING VOLUME
8. Press **Stop** to exit.	

B) REMOTE ACTIVATION

What is Remote Activation?

If you answer a call that is a fax message, you can use the Remote Activation Code to make your MFC take over the call. If your MFC answers a telephone call that is for you, you can use the Remote Deactivation Code to pick up the call at an extension phone. (You do not need a code to take over a call at the MFC.) You must use a touch tone phone.

FOR YOUR INFORMATION

Connecting an External or Extension Telephone

You may connect an external telephone to your MFC, as shown below. Use the "EXT." jack on your machine.
Alternatively, you may wish to use this "EXT." jack to connect a telephone answering device (TAD). An extension phone is a telephone that is plugged into a separate wall jack on the same line.

External Telephone

Extension Telephone

LINE EXT.
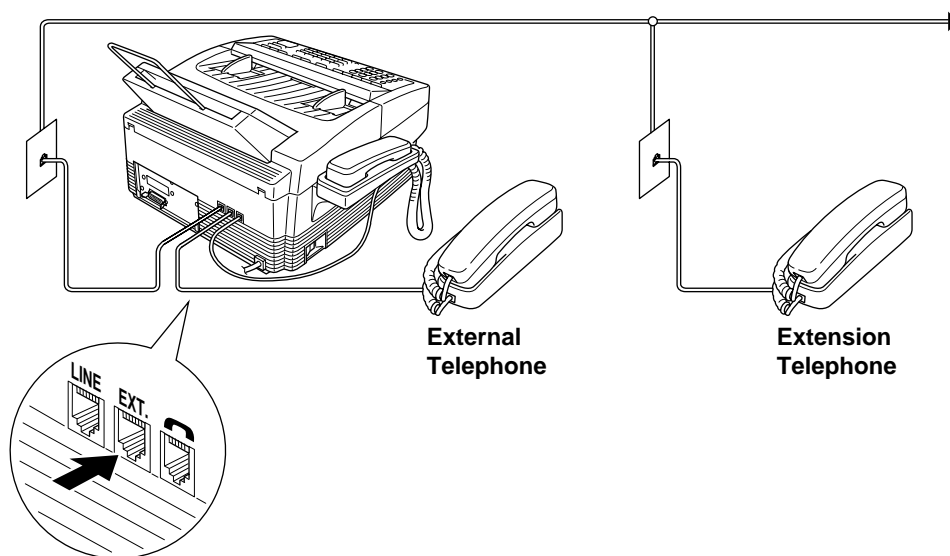
If the external telephone is in use, the warning message EXT. TEL IN USE will be displayed on the fax LCD. When the handset on the machine is picked up, an alarm will sound. You can disconnect the external phone and switch to the MFC's handset by pressing **Hook**.

Receive FAX

RECEIVING FAXES AND OTHER CALLS   REMOTE ACTIVATION

Using Remote Codes

The Remote Activation Code (*51) is used in F/T, TAD and MSG CTR modes. The Deactivation Code (#51) is used only in F/T mode and MSG CTR mode.

Using the Activation Code

When you are at the MFC, you will probably answer incoming calls before your MFC or answering machine is programmed to pick up. If you answer a call and no one seems to be on the line, assume it is a fax message. Do not hang up. You must activate your machine to take over the call first. (If you are holding the MFC's handset, just press the Start key and hang up.) If you are on an extension/external phone, press *51 and wait for your MFC to respond before you hang up. After 3 seconds you will hear receiving tones (chirps) through the handset of extension phone. Then hang up. You can repeat the code as many times as needed. Your MFC will take over the call and print the fax message. If your caller wants to talk before sending the fax, you can have a conversation first and then activate your MFC with the code.

The Remote Activation Code can also be used by your callers. When you are using a TAD, your outgoing message (OGM) should end with the statement "to send a fax, press *51". (See the section on Connecting a Telephone Answering Device for more information.)

Using the Deactivation Code

When your MFC is in F/T mode, sometimes it will answer a call that is not fax calling tones (a telephone call or manual fax). It will respond with a double ring (short, short) to alert you to take over. Because it has already answered the call, only the MFC will ring, extension phones are no longer connected to the call. Pick up any phone on the line, except an external phone connected to the machine.

To take over the call at the MFC:

Pick up the handset of the machine and talk to the caller as usual. If no one is there or someone is trying to send you a manual fax, press the Start key and replace the handset. Your MFC will display RECEIVING and print the incoming fax message.

To take over the call at an extension phone:

Pick up the handset on another telephone and **press #51 quickly during the silence between the double ring pattern.** When the machine hears the code it will stop ringing and let you speak with the caller. If no one is on the line or someone is trying to send you a manual fax, send the call back to the MFC (*51).

REMOTE ACTIVATION RECEIVING FAXES AND OTHER CALLS

Making the Remote Codes Easier to Use

You can change the codes at any time. It may be easier for you and your callers to press the same key three times (Example: *** and ###). Although you can change the codes to any numbers you want, try to avoid using digits for the Activation Code. The Remote Activation Code can not match any number you dial. If you try to dial a phone number that includes the Activation Code, your MFC will go into receiving mode.

Troubleshooting

Sometimes other equipment on your phone line reserves a key that is in the Activation or Deactivation code. (Some answering machines reserve the "*" key.) If the code you use to retrieve messages from your answering machine causes the line to be disconnected, try changing the Remote Codes. Change *51 to ### and #51 to 999. The Remote Activation and Deactivation Codes may not work with some telephone systems or telephone sets.

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

Changing and Registering Remote Codes

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
3. Press **1**. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
4. Press **7**.	`7.SETUP  SYSTEM`
5. Press **5**.	`5.REMOTE  CODE`
	`REMOTE  ACT.:ON`
	`SELECT  { }  &  SET`

Receive FAX

RECEIVING FAXES AND OTHER CALLS REMOTE ACTIVATION

6. Press Z (left arrow) or X (right arrow) to choose ON or OFF.
   Example: ON.

> REMOTE ACT.:ON

7. Press **Set**.

8. Enter new remote code to activate. (Factory setting is *51.) Then press **Set**.

> ACT.CODE:*51

9. Enter new remote code to deactivate. (Factory setting is #51.)

> DEACT.CODE:#51

10. Press **Set**.

> 5:REMOTE CODE

11. Press **Stop** to exit.

C) CONNECTING TO A TELEPHONE ANSWERING DEVICE (TAD)

How to Use an External TAD with the MFC

When you have a Telephone Answering Device on the fax phone line, the TAD will answer all the incoming calls. Your Brother MFC will listen in on the line for fax CNG tones. If it hears them, it will take over the call and receive the fax message. If it does not hear fax tones, it will let the TAD continue playing the outgoing message so the caller can leave a voice message.

The TAD must answer within 4 rings (2 rings are recommended). The MFC can not hear the CNG calling tones until the TAD answers the call. When the Ring Delay is set for 4 rings, only 8-10 seconds of CNG calling tones are left for the "handshake". So you must strictly follow the instructions for recording the OGM.

You must erase the incoming messages frequently on your TAD. When the TAD's memory is full it will not answer any incoming calls (fax or voice).

For MFC 6550MC/7550MC, set Message Storage to VOICE: EXT mode. For MFC 4550, set the MFC's answer mode to TAD mode. (See page 6-1, 9-2.)

FOR YOUR INFORMATION

Connecting an External TAD to the MFC

You may connect an external TAD to your MFC, as shown below. Use the "EXT." jack on your machine.

TAD
TAD
NO!

LINE   EXT.
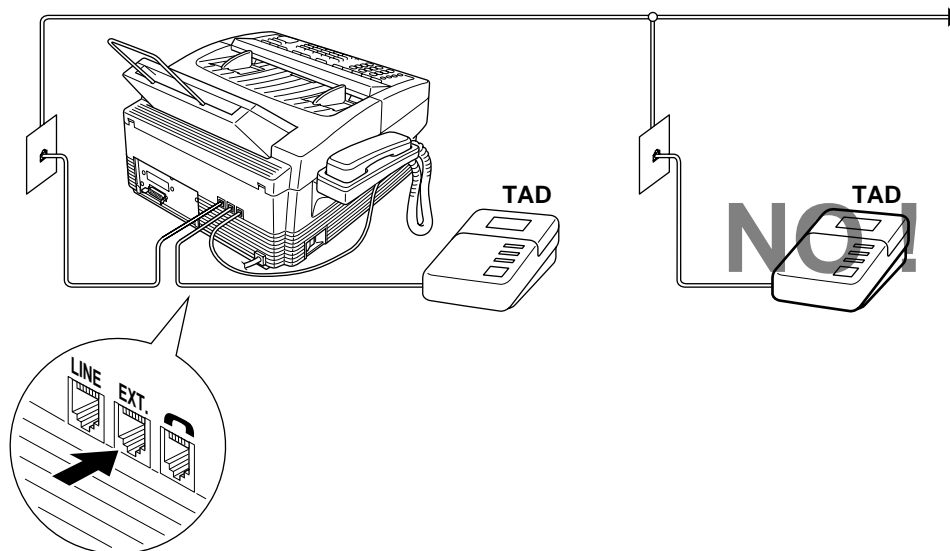
-Do not connect a TAD elsewhere on the same phone line. This will cause problems because your MFC and TAD will both try to control the line.

Receive FAX

Flowchart of External TAD Reception

Example) VOICE : EXT.
mode.
(TAD mode for MFC
4550)

Incoming Call

↓

The call is picked up by the external TAD. (Maximum 4 rings.)

↓

The external TAD outgoing message begins.

Fax reception is automatically activated by fax tones.

Auto dialed fax call

Manual dialed fax call

The caller must press your Remote Activation Code to activate the fax machine.

↓

The fax message is received on paper.

Voice call

↓

The caller leaves a voice message on the external TAD.

The caller can also send a fax message.

The fax message is received on paper.

Hookup

There is only one way you can hook up a Telephone Answering Device (TAD) on the fax phone line. The TAD must be plugged into the back of the MFC in the jack labeled EXT. Your machine can not work properly if you plug the TAD into a wall jack. Follow these steps:

1. Plug the telephone line cord from the wall jack into the back of the machine in the jack labeled LINE.
2. Plug the telephone line cord from your TAD into the back of the machine in the jack labeled EXT. (Double check that the telephone line cord comes from the jack in the TAD for telephone line and not for telephone set.)
3. Put your machine in TAD mode by turning both the Fax and F/T lights on. (If your machine is MFC 6550MC or 7550MC, put it in Message Center mode and set Message Storage to VOICE: EXT mode.)
4. Set your TAD to 4 rings or less. (The machine's Ring Delay setting does not apply).
5. Turn the TAD's Answer mode to ON.
6. Record the OGM (outgoing message) on your TAD as explained on the next page.

Recording the TAD's Outgoing Message (OGM)

The TAD's outgoing message is important because it must be set up to handle two kinds of fax receptions: automatic and manual. Timing is important.

1. Record 5 seconds of silence as the beginning of your message. (Your MFC will be able to hear the fax calling tones, of automatic fax transmissions, before they stop.)
2. Limit your speaking to 20 seconds.
3. End your 20 second message by giving your Remote Activation Code for people sending manual faxes:
   "After the beep, leave a message or send a fax by pressing *51."

NOTE: Do not assume that most callers send faxes automatically. Many people do not realize they are not sending fax tones when they lift the handset or press the Hook key. Also, some machines may not send fax tones.

D) DISTINCTIVE RINGING

Distinctive Ringing

What Is Distinctive Ringing?

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

What Is the Advantage of Using the Distinctive Ringing Function?

Using Distinctive Ringing is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The MFC will answer with receiving tones so they will not have to press an activation code or wait 30 seconds to hear fax tones (F/T mode). And the people who call to talk on your main number, will not have to talk to your machine. Basically, it gives you two independent numbers without the higher cost of a second line.

Can My MFC Use Distinctive Ringing?

Yes, it has a distinctive ringing function that allows you to register the distinctive ringing pattern of an additional phone number on the line. The number you register must be the number you want to use as your dedicated fax number. Once you register the ringing pattern, the MFC will be able to identify its own incoming calls and automatically receive faxes at that number. You can register only <u>one</u> ringing pattern. There are some ringing patterns that can not be registered.

Receive FAX

Can I Change the Setting Later?

Yes, you can change or cancel the distinctive ringing setting at any time. You can switch it OFF temporarily and then turn it back ON. When you move or get a new fax number, change the distinctive ringing mode to SET so you can register the new number.

How Will the MFC Treat All Other Numbers?

If you have registered the distinctive ringing number, the MFC will answer the registered number (with fax receiving tones) and receive faxes automatically. When a call comes in to your main number or to additional distinctive ringing numbers, all the phones will ring. You can set the MFC's Message Center or an external answering device (TAD) to answer calls on the other number(s). (See the chart on page 6-23~24.)

If you change the answer mode on the MFC to Fax or F/T, that setting will override the Distinctive Ringing setup. **In Fax or F/T modes, your MFC will answer <u>all</u> the phone numbers (including its own ring pattern).**

The Message Center Answers the Other Phone Number(s) on the Line: (Only for MFC 6550MC/7550MC)

If you change the answer mode on the MFC to MSG CTR (Message Center), it will allow the Distinctive Ringing function to work. The Message Center will answer only the main number or additional distinctive ringing numbers according to the way you have set Message Storage. (See page Message Center Mode Settings for details.)

> **NOTE:** If you set the Message Storage to FAX: ON/VOICE: OFF, the Message Center will be set to answer the main number with fax receiving tones.

To have your Message Center's OGM answer your main number(s):

1. Register the distinctive ringing number. (See "Setting the Distinctive Ringing Function" on page 6-25~26.)
2. Set the Message Center's Message Storage to either VOICE: ON/FAX: OFF or VOICE: ON/FAX: ON mode. (See page 9-2~4, 6.)
3. Keep the Message Center on (both Fax and F/T lights lit).
4. Turn Toll Saver OFF (see page 9-16) and set the Ring Delay to 4 rings (see page 6-2~3).

External Telephone Answering Device (TAD) Answers Other Number(s) on the Line:

An external telephone answering device (TAD) can be set up to work with the Distinctive Ringing function. The external TAD must be set to its maximum number of rings (at least 4 ring patterns). Otherwise, it will answer the registered fax number before the MFC has time to recognize the ringing pattern. The external TAD's OGM (outgoing message) will answer your main number(s) if you do either #1 or #2 as follows:

1. Plug the external TAD into the EXT jack of the MFC (you will not hear the first two rings on the MFC). Put your machine in **Manual** mode (Fax and F/T lights off). For MFC 6550MC/7550MC, set the Message Center's Message Storage to either FAX: OFF/VOICE: EXT or FAX: ON/VOICE: EXT. Turn the MSG CTR on (Fax and F/T lights lit) **or** set the MFC to Manual Mode.
2. Plug the external TAD into another phone jack and put the MFC in Manual mode (Fax and F/T lights turned off).

Retrieving Faxes from a Remote Site When Using Distinctive Ringing: (Only for MFC 6550MC/7550MC)

When you use the Distinctive Ringing feature, faxes are printed on paper. If you want to be able to retrieve faxes from another location, you must set up the Message Center for FAX: ON. This allows fax messages to be stored in the Message Center's memory, so they can be retrieved. However, because the Message Center only answers the main number(s), you must make sure the faxing party sends faxes, that must be retrieved, to the main number.

How Does the Distinctive Ringing Function Work?

Your telephone number will have the standard ring pattern of long long, while the new number could have a ring pattern of short short, long short, etc. When Distinctive Ringing is ON, you will not hear the first two rings of all incoming calls on the MFC. Extension phones will ring as usual. If the MFC recognizes the ring pattern, all ringing will stop and the MFC will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the MFC continue to ring. The MFC always listens to at least two ring patterns before it answers, so do not pick up the phone during that time. You will quickly learn to recognize the ring pattern for faxes, so you will not be tempted to answer that number. Either you, your Message Center or a telephone answering device can answer the main number(s).

Receive FAX

RECEIVING FAXES AND OTHER CALLS   DISTINCTIVE RINGING

Flowchart of an Incoming Call

(For MFC 4550)

```
                    ┌─────────────────────┐
                    │    Incoming Call    │
                    └─────────────────────┘
                              │
                              ▼
                ┌──────────────────────────────┐
                │ All extension phones ring,    │
                │ MFC is silent.                │
                │ (The answer mode must         │
                │ be Manual.)                   │
                └──────────────────────────────┘
      Registered                          Main number and other
      Distinctive                         Distinctive Ringing Number(s).
      Ringing Number
           │                                       │
           ▼                                       ▼
  ┌─────────────────────┐             ┌─────────────────────┐
  │ MFC automatically   │             │ MFC begins ringing  │
  │ receives and prints │             │ on third ring.      │
  │ fax message.        │             └─────────────────────┘
  └─────────────────────┘                  │           │
                                           ▼           ▼
                          ┌──────────────────────┐ ┌─────────────────────┐
                          │ You answer the call. │ │ Telephone Answering │
                          └──────────────────────┘ │ Device (TAD)        │
                                                    │ answers the call.   │
                                                    └─────────────────────┘
```
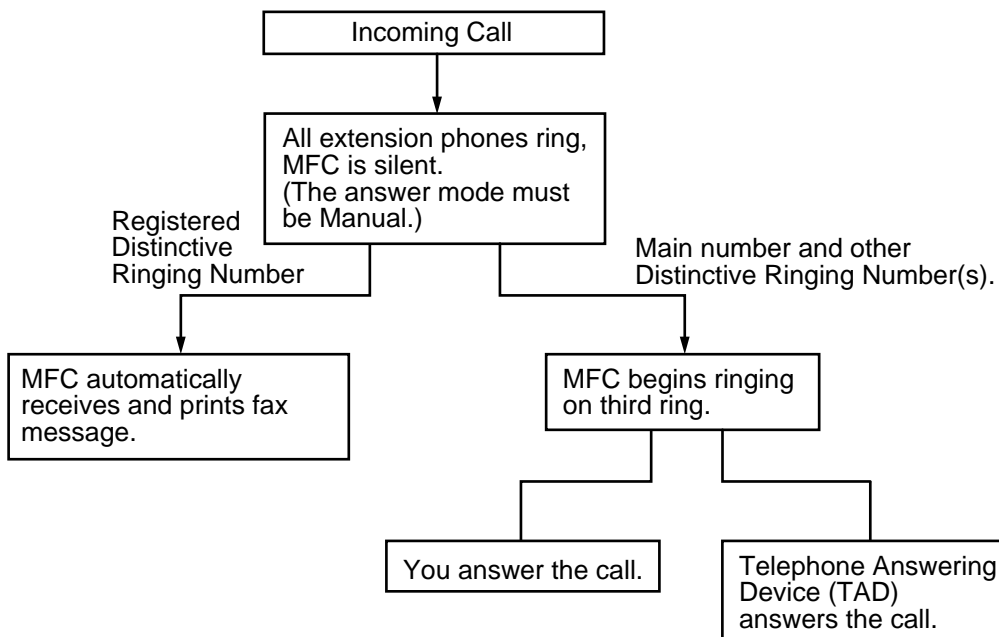
DISTINCTIVE RINGING RECEIVING FAXES AND OTHER CALLS

(For MFC 6550MC/MFC 7550MC)

Registered Distinctive Ringing Number

Incoming Call

Other Number(s)

MFC automatically receives and prints fax message.

MESSAGE CENTER mode (Fax and F/T lights on)

MANUAL mode (Fax and F/T lights off)

You answer the call.

External TAD OGM answers the call.

Incoming voice message is recorded in External TAD memory. Imcoming fax message will not be received automatically.

FAX: ON

FAX: OFF

VOICE: ON

VOICE: EXT.

VOICE: OFF

VOICE: ON

VOICE: EXT.

VOICE: OFF

Message Center OGM answers the call.

External TAD OGM answers the call.

MFC answers the call.

Message Center OGM answers the call.

External TAD OGM answers the call.

Incoming voice and fax messages are recorded in MSG CTR memory.

Incoming voice message is recorded in External TAD memory. Incoming fax message is recorded in MSG CTR memory.

Fax message is recorded in MSG CTR memory.

Incoming voice message is recorded in MSG CTR memory. Incoming fax message is recorded on paper.

Incoming voice message is recorded in External TAD memory. Incoming fax message is recorded on paper.

Fax message is recorded only on paper, but it is not stored in the memory. Voice message will not be stored in the memory.

Receive FAX

6 – 2 4

RECEIVING FAXES AND OTHER CALLS   DISTINCTIVE RINGING

Which Phone Number Should I Register?

It is a good idea to keep your old number for its original purpose and to register the new number as your fax number. Remember to give the new fax number to your customers and colleagues.

What Must I Do to Set Up Distinctive Ringing?

To use the Distinctive Ringing feature you must:

1. Get the distinctive ringing service from your telephone carrier.
2. When your distinctive ringing number is available, register it in the function called "Setting the Distinctive Ringing Function".
3. For MFC 4550, keep the MFC in Manual answer mode (both Fax and F/T lights turned off) and for MFC 6550MC/7550MC, keep the machine in MSG CTR answer mode (both Fax and F/T lights lit) if you want the Message Center to answer the main number(s).

Setting the Distinctive Ringing Function

This function is a one-time procedure to register a distinctive ringing number with your MFC. Your MFC will answer the registered number automatically, simulating Fax mode on a dedicated fax line. You can register only **one** number. **Do not try to set up this function if you do not have the distinctive ringing service. It may cause your MFC to malfunction.**
This procedure is in two parts: First, you must put the MFC in SET mode; D/R SET MODE will be on the display screen. Second, you must wait for a friend to call the distinctive ringing number so you can register the ringing pattern. When a call comes in, do not pick up the handset until the MFC's display says PICK UP TO SET. Then pick up the handset. If the caller dialed your distinctive ringing number, press the Start key and check that the display says REGISTERED before you hang up. If the caller dialed the other number, press the Stop key and hang up to try again.

Before you begin this function:
1. If your MFC is connected to a telephone answering device or to the telephone company's Voice Mail system, disconnect it before you begin this function.
2. **Have a friend ready to call your distinctive ringing number.**

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/7550MC)
```
1 . F A X
2 . P R I N T E R
```

(Only for MFC 6550MC/7550MC)
```
1 . F A X
```

4. Press **6**.

```
6 . T E L   O P T I O N S
```

5. Press **6**.

```
6 . D I S T I N C T I V E
```

```
D I S T I N C T I V E : O F F
```

```
S E L E C T   {   }   &   S E T
```

6. Press Z (left arrow) or X (right arrow)
   to find the SET mode.

```
D I S T I N C T I V E : S E T
```

7. Press **Set**.

```
6 . D I S T I N C T I V E
```

8. Press **Stop**.

   NOTE: The display should say **D/R SET
   MODE**. Also, the answer mode
   lights will flash. You must now
   wait for someone to call the
   distinctive ringing fax number.

```
D / R   S E T   M O D E
O N L I N E
```

9. When the phone rings, listen carefully to
   check that the ringing pattern is the one
   you want to register. If it is, <u>wait</u> (at least
   two ring cycles) until the display says
   PICK UP TO SET. Then pick up the fax
   handset.

```
P I C K   U P   T O   S E T
```

```
S T A R T   T O   S E T
```

```
S T O P   T O   C A N C E L
```

10. Press Start to set. Check that the display
    says **REGISTERED**.
    (If the other number was called, press
    Stop to cancel.)

```
R E G I S T E R E D
```

```
T E L E P H O N E / F A X
O N L I N E
```

11. Press Start again to receive the incoming
    fax, or if the call is a voice call, talk into
    the handset.

Receive FAX

After you complete this one-time setup:

1. The Distinctive Ringing function automatically will be changed from SET to ON. Set the answer mode based upon your needs.
2. Be sure to have a friend call you on both numbers to test that everything is set up correctly.
3. If you do not complete this function by pressing Start key to register a number, your machine will stay in D/R SET MODE. So, if you decide not to register a number, you must repeat Steps 1~8 and in Step 6 change the mode to OFF.

How to Turn the Distinctive Ringing Function ON or OFF

The distinctive ringing function is designed to accommodate the distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring pattern, on one line). You can change the distinctive ringing function setting to ON or OFF as needed after you have registered the distinctive ringing number in the function called Setting the Distinctive Ringing Function. To change the setting, repeat Steps 1~8 above; Step 6 is where you can select either ON or OFF.

E) CALLER ID

What is Caller ID?

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number (or name in certain states) as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your machine's memory.

NOTICE

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

The type of service varies from state to state and is determined by your telephone company. Your particular service may display only the caller's phone number or the caller's number and/or name.

Advantages of Caller ID

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

At   Home
Residential customers can protect themselves from unwanted calls.

How Does Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the Display shows you the caller's phone number (or caller's name in certain states). You will know who is calling before you pick up the handset or before your machine automatically receives the call. Once you pick up the handset, the caller's ID disappears. If both the caller's phone number and name are received, only the name will appear on the Display. You will see the first 16 characters of the number or name.

Helpful Hints
- If OUT OF AREA appears on the Display, it means that the call came from outside your caller ID service area.
- If PRIVATE CALL appears on the Display, it means the caller intentionally blocked the transmission of his/her ID.
- If no caller ID was transmitted to your machine, CALL PICKUP will remain on the display.

NOTE: Please set the number of rings to more than 02 to use Caller ID. If you set the number of rings to 01, you can not receive the Caller ID.

The Caller ID is Stored in Your Machine's Memory

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

The Caller ID information stored in the memory can be scrolled through on the display.

And you can also print the Caller ID list and review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), Name (in certain states), and type of call (Comment). (See page 6-30~31.)

Scanning through the Caller IDs Stored in the Memory

You can display the caller IDs that are stored in the memory as follows. (You can skip to Step 6 below by pressing the Shift and Tel-index keys simultaneously.)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	```09/12/1996 15:25``` ```ONLINE```
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	```ENTER NO. & SET```
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) ```1.FAX``` ```2.PRINTER```

Receive FAX

RECEIVING FAXES AND OTHER CALLS CALLER ID

3. Press **1**.
   (Only for MFC 6550MC/7550MC)

4. Press **6**.

5. Press **7**.

6. Press **Set**.

   The Caller ID of the last call will appear on the display.

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

7. Press Z (left arrow) or X (right arrow) key to scroll through the Caller IDs in the memory.

   In this example, press the Z key 5 times.

   - Pressing the Z key will cycle backward through the stored caller IDs from the latest to the oldest. If you press the Z key when the oldest ID appears, the latest one will appear. The X key cycles forward.

   - After 2 seconds, the date and time the caller ID was received will appear.

8. Press **Stop** to exit.

(Only for MFC 6550MC/ 7550MC)

| 1.FAX |
| 6.TEL OPTIONS |
| 7.CALLER ID |
| 30)1455551212 |

| 25)5555151 |

FOR YOUR INFORMATION

Clearing a Caller ID Stored in Memory

For effective use of the memory, it is recommended that you clear the Caller IDs stored in memory by pressing **Clear** when the display shows the number or name.

CALLER ID RECEIVING FAXES AND OTHER CALLS

Printing the Caller ID List

You can print a listing of the Caller IDs for the last 30 calls received. Both telephone and fax calls will be listed.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press 3.	3.PRINT REPORTS
5. Press 9.	9.CALLER ID
6. Press Set or wait 2 seconds until you see the prompt at the right.	PRESS START KEY
7. Press Start.	PRINTING

▼ Sample of Caller ID List

```
                    CALLER ID LIST
                                    TIME : 09/04/1996 14:05
                                    NAME : BROTHER
                                    FAX  : 908-469-4547
                                    TEL  : 908-356-8880

          1                2              3              4
```

	DATE	TIME	CALLER ID	NAME	COMMENT
01	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL RX
02	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL
03	09/04	13:45	5551111		TEL RX
04	09/04	13:45	5551010		RX
05	09/04	13:45	5552222		
06	09/04	13:45	5552323		
07	09/04	13:45	5550000	SMITH SHARON	TEL RX
08	09/04	13:45	5551212	KOUJI TAKEYAMA	TEL TX
09	09/04	13:45	5551234		RX
10	09/04	13:45	5551010	SMITH SHARON	TX
11	09/04	13:45	5550101	JONES JENNIFER	TEL RX

Receive FAX

RECEIVING FAXES AND OTHER CALLS CALLER ID

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

    CONTENTS OF THE LIST:
    - DATE & TIME 1
    - CALLER ID 2
    - NAME (ONLY WHEN AVAILABLE) 3
    - COMMENT 4

    COMMENTS WILL INCLUDE:
    • TX means your machine sent a fax message when it was polled or called.
    • RX means your machine received a fax message (except Polling or Call Reservation).
    • TEL means you answered a telephone call at your MFC, external TAD or external phone, or you receive an ICM in your Message Center memory (Only for MFC 6550MC/7550MC).
    • BLANK means the call was not answered or you answered on an extension phone.

F) RECEIVE PASSWORD

If you set this function to on, you can prevent reception of "junk faxes" that can interfere with your daily operations. However, then your machine will receive only faxes from sending machine whose fax number is registered as one of your One-Touch numbers. (Your machine compares the last four digits of the sending fax machine's number to the fax numbers stored in your One-Touch keys.)

Turning Receive Password On or OFF

You can set receive password status to ON or OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**. (The MFC 4550 will skip to Step 4.)	ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX 2.PRINTER
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) 1.FAX
4. Press 7.	7.SETUP SYSTEM

5. Press 7.

```
7.SET   PASSWORD
```

```
RX   PASSWORD:OFF
```

```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X (right arrow) to choose ON or OFF.
    Example: ON

```
RX   PASSWORD:ON
```

7. Press Set or wait for two seconds.

```
7.SET   PASSWORD
```

8. Press Stop to exit.

Receive FAX

7. POLLING

FOR YOUR INFORMATION

What Is Polling?

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

How Does It Work?

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

Polling side　　　　　　　　**Polled side**

Call

Receive document
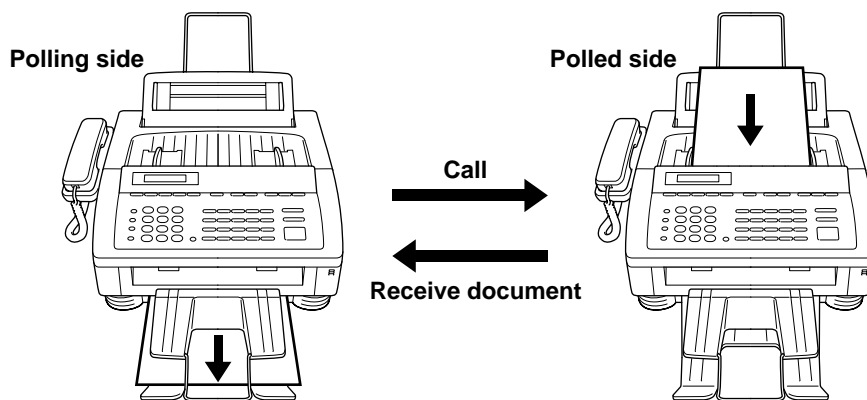
When to Use Polling

Use polling to control the cost of who pays for sending a fax.

1. If **you** want to pay for the cost of the call: Send faxes to other parties as you normally would, and if another party has documents to send you, ask if you can poll for them.

2. If you want **others** to pay for the cost of the call: Ask them to poll your machine for documents they want, and have them fax any documents that you want.

* There are some fax machines that will not respond to the polling function.

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

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

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

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

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

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

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

Polling Another Fax Machine (Calling)

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

KEYS TO PRESS		THE DISPLAY WILL SHOW:
Make sure there are no documents in your feeder.		09/12/1996 15:25 ONLINE
1. Press Function. (The MFC 4550 will skip to Step 4.)		ENTER NO. & SET
2. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1̲.FAX 2.PRINTER
3. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1.FAX
4. Press 1.		1.TEMP.SETTINGS
5. Press 2.		2.POLLING
6. Wait for two seconds.		POLLING:OFF
		SELECT { } & SET
7. Press Z (left arrow) or X (right arrow) to select Polling ON.		POLLING:ON
8. Press Set.		2.POLLING

FAX Options

POLLING

9. Press Stop.

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

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

```
NJ  OFFICE
ONLINE
```

11. Press Start.

```
DIALING
ONLINE
```
```
RECEIVING        P.01
ONLINE
```

Setting Up Polled Waiting (Being Called)

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents into the feeder.	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Press Function. (The MFC 4550 will skip to Step 5.)	`ENTER  NO.  &  SET`
3. Wait for two seconds. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX` `2.PRINTER`
4. Press 1. (Only for MFC 6550MC/7550MC)	(Only for MFC 6550MC/7550MC) `1.FAX`
5. Press 1.	`1.TEMP.SETTINGS`
6. Press 2.	`2.POLLING`
7. Wait for two seconds.	`POLLING:OFF`
	`SELECT  {  }  &  SET`
8. Press Z (left arrow) or X (right arrow) to select Polling ON.	`POLLING:ON`

9. Press Set.

> 2.POLLING

10. Press Stop.

> PRESS START KEY
> ONLINE

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

> POLLED WAITING
> ONLINE

Delayed Polling

You can set the time when you want polling to take place. After you select POLLING:ON, press **Set**, then press **1** and use the number keys to enter the time when you want polling to take place.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

Make sure no documents are in the feeder.

> 09/12/1996 15:25
> ONLINE

1. Press **Function**.
   (The MFC 4550 will skip to Step 4.)

> ENTER NO. & SET

2. Wait for two seconds.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

> 1.FAX
> 2.PRINTER

3. Press 1.
   (Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

> 1.FAX

4. Press 1.

> 1.TEMP.SETTINGS

5. Press 2.

> 2.POLLING

6. Wait for two seconds.

> POLLING:OFF

> SELECT { } & SET

7. Press Z (left arrow) or X (right arrow) to select Polling ON.

> POLLING:ON

8. Press Set.

> 2.POLLING

9. Press 1.

> 1.TIMER

> SET TIME=00:00

10. Enter the time.
    Example: **19:45** (7:45 P.M.).

> SET TIME=19:45

FAX Options

POLLING

11. Wait for two seconds.

12. Press Stop.

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

14. Press Start.
The MFC waits until the specified time to call.

```
1.TIMER
```

```
ENTER  FAX  NO.
ONLINE
```

```
PRESS  START  KEY
ONLINE
```

```
NJ  OFFICE
ONLINE
```

```
09/12/1996  15:25
ONLINE
```
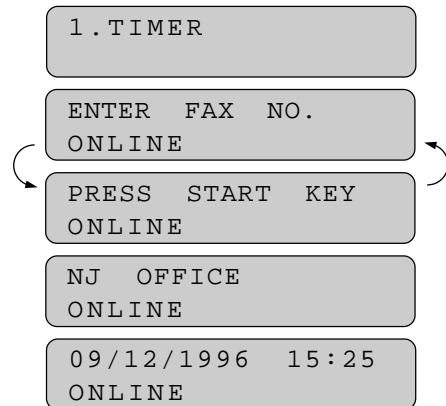
Setting Up Polled Waiting with Super Quick-Scan

Before pressing **Start**, press **Super Q. Scan** so that you can store your Polled Waiting document in the memory. If you use **Super Q. Scan** to place the Polled Waiting documents into the memory, they will not be erased automatically after they are polled. To erase them you must use the Cancel Job function. (See page 5-15.)

Sequential Polling

This function is the reverse of Broadcasting, in which your machine sends a document to several destinations. In a sequential polling operation, your machine will request documents from several fax units in a single operation.
After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Make sure there are no documents in the feeder.

2. Press **Function**.
(The MFC 4550 will skip to Step 4.)

```
ENTER  NO.  &  SET
```

3. Wait for two seconds.
(Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

```
1.FAX
2.PRINTER
```

4. Press 1.
(Only for MFC 6550MC/7550MC)

(Only for MFC 6550MC/ 7550MC)

```
1.FAX
```

5. Press 1.

```
1.TEMP.SETTINGS
```

6. Press 2.

> ```
> 2.POLLING
> ```
>
> ```
> POLLING:OFF
> ```
>
> ```
> SELECT { } & SET
> ```

7. Press Z (left arrow) or X (right arrow) to select Polling ON.

> ```
> POLLING:ON
> ```

8. Press Set.

> ```
> 2.POLLING
> ```

9. Press Stop.

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

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

> ```
> ALL  BROTHER
> ONLINE
> ```

11. Press Start. Your machine polls each number or group member in turn for a document.

> ```
> DIALING
> ONLINE
> ```
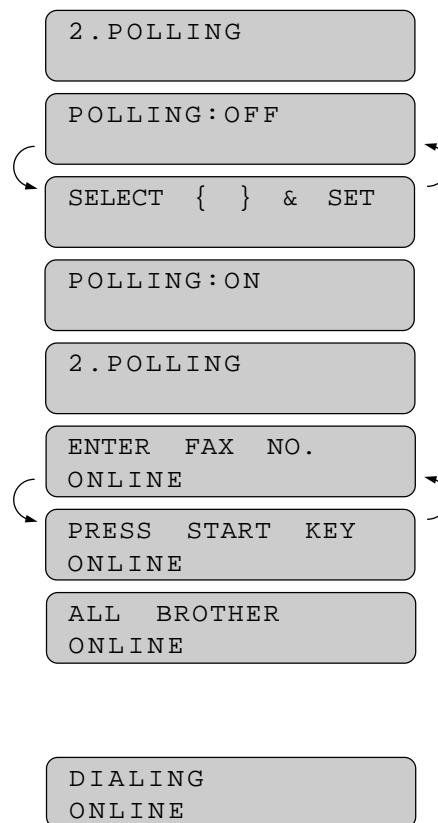
FAX Options

REMOTE FAX OPTIONS

8. REMOTE FAX OPTIONS
(Only for MFC 4550)

Since the MFC can store incoming data in memory as well as print it, you can use the convenient FAX Forwarding, Paging and Remote Retrieval functions.

Setting the Fax Storage

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press Function.	ENTER NO. & SET
2. Press **8**.	8.REMOTE FAX OPT
3. Press **1**.	1.FAX STORAGE
	FAX STORAGE:OFF
	SELECT { } & SET
4. Press Z (left arrow) or X (right arrow) to select ON or OFF. Example: ON	FAX STORAGE:ON
5. Press **Set**.	1.FAX STORAGE
6. Press **Stop** to exit.	

FOR YOUR INFORMATION

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

```
FAX  IN  MEMORY:01
ONLINE
```

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

```
ERASE  ALL  FAX?
```

```
1.CLEAR  2.EXIT
```

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

Whenever your fax prints a document for "Back-Up Printing", it will be printed in standard resolution regardless of the resolution in which it was received.

FAX Options

REMOTE FAX OPTIONS

Paging/Fax Forwarding

When you set the Fax Storage function in Function menu 8-1 to ON (see page 8-1), you have an additional option of paging or fax forwarding, when your machine receives a fax message into memory.

How paging works (Paging ON)	How fax forwarding works (Fax Forwarding ON)
Incoming fax	**Incoming fax**
↓	↓
The fax message is stored in the memory.	**The fax message is stored in the memory.**
↓	↓
Paging function is activated.	**Fax Forwarding function is activated.**
↓	↓
The MFC will dial the registered pager telephone number.	**The registered Fax Forwarding number is dialed.**
↓	↓
Once connected the MFC dials your registered PIN number (Personal ID number).	**Once connected, the machine sends the fax tone to another fax machine.**
↓	↓
Your personal pager is activated.	**The machine sends stored fax from the memory to forwarding location.**

NOTICE

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

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

Setting Up Paging (Registering the Paging Number)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press Function.

```
ENTER  NO.  &  SET
```

2. Press **8**.

```
8.REMOTE  FAX  OPT
```

3. Press **2**.

```
2.FAX  FWD/PAGING
```

```
OFF
```

```
SELECT  {  }  &  SET
```

4. Press Z (left arrow) and X (right arrow) to select PAGING.

```
PAGING
```

5. Press **Set**.

```
PAG#:
```

```
ENTER  &  SET
```

6. Enter a paging number up to 20 digits (this is the telephone number of your pager), followed by two # signs. Do not include the area code if it is the same for your MFC and pager.
   Example: **18002844329##**.

```
#:18002844329##_
```

7. Press **Set**.

```
PIN#:
```

```
ENTER  &  SET
```

8. Enter a PIN (Personal Identification Number), #, press Redial/Pause , your MFC telephone number, and ##.
   Example: 12345#-19085551234##.

   – If you do <u>not</u> use a PIN, you <u>must</u> enter the telephone number of your fax machine. Press Redial/Pause before entering your fax number and add ##.
   Example: -19085551234##.

```
5#-19085551234##
```

REMOTE FAX OPTIONS

9. Press Set.

```
2.FAX  FWD/PAGING
```

10. Press Stop to exit.

– Paging number and PIN number cannot be changed remotely.
– **Redial/Pause** appears as a hyphen on the display.

FOR YOUR INFORMATION

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

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

```
         PIN#     Return#        PIN#   Alpha Message
For Example: 12345#19085551234## or 12345#329329329##

                                     FAXFAXFAX
```

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

```
         Return#        Alpha Message
For Example: 19085551234## or 329329329##

                           FAXFAXFAX
```

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

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

Setting Up Fax Forwarding (Registering the Fax Forwarding Number)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press Function.	ENTER NO. & SET
2. Press **8**.	8.REMOTE FAX OPT
3. Press **2**.	2.FAX FWD/PAGING
	OFF
	SELECT { } & SET
4. Press Z (left arrow) and X (right arrow) to select FAX FORWARD.	FAX FORWARD
5. Press **Set**.	FWD#:
	ENTER & SET
6. Enter a fax forwarding number up to 20 digits. Example: **18005551234**.	WD#:18005551234_
7. Press **Set**.	2.FAX FWD/PAGING
8. Press **Stop** to exit.	

What Is Remote Control Access?

When you leave your home or office, you will turn on your FAX STORAGE to receive fax messages. (See page 8-1.) But if you would like to activate or deactivate this FAX STORAGE feature, you can control and program your fax by remote control. You can call your machine from any touch tone phone, enter your remote access code, followed by programming commands.

REMOTE FAX OPTIONS

Setting the Remote Access Code

The initial setting for the remote access code on your new fax is "159*". You can change this code if it conflicts with other equipment codes or if you just wish to. Change the Remote Access Code frequently and use it as a "secret password" to limit access to your REMOTE FAX OPTIONS.

When you use the Remote Access Code, you must press all four keys (three-digit number plus *).

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press Function.	`ENTER  NO.  &  SET`
2. Press **8**.	`8.REMOTE  FAX  OPT`
3. Press **3**.	`3.REMOTE  ACCESS`

4. Enter a three digit number **000** to **999**. The last digit, an asterisk, can not be changed.
Example: **160***.
The three digit number must not be the same as the remote activation and deactivation codes. (See page 6-14~17.)
Example: When the remote access code is 160*, don't use 160 or 60* for the activation and deactivation code.
	`ACCESS  CODE:1̲59*`
	
	`ACCESS  CODE:160*`

5. Wait for two seconds.	`3.REMOTE  ACCESS`
6. Press **Stop** to exit.	

How to Use Remote Access and Control Codes

1. Pick up the handset of a remote touch tone phone or fax machine.

2. Dial your MFC's number.

3. When your MFC answers with a beep, immediately press your Remote Access Code (159*). (See page 8-7.)

4. If you hear a long beep, it means your machine has received fax message(s).

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

5. As soon as you hear two (2) short beeps, press a Control Command.

   Each time your MFC completes an instruction, it gives two (2) short beeps telling you to enter the next command; if you wait longer than 30 seconds to enter the command, your machine will disconnect the line. If you perform a wrong operation, you will hear three (3) short beeps.

6. When you are ready to exit remote control mode, press **90** to reset your machine.

Remote Fax Retrieval

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

FOR YOUR INFORMATION

When to Enter the Remote Access Code

Just after the line is connected, you should enter the remote access code from any touch tone phone. Make sure that you enter the remote access code while you do <u>NOT</u> hear any chirping sound of a MFC. If the machine is set to MANUAL mode, it will answer the call after about 20 rings (about 100 seconds). You will have 30 seconds to press the remote access code or the line will be disconnected.

FAX Options

REMOTE FAX OPTIONS

Remote Control Commands

You can control your MFC with the following remote control commands.

Remote control command		Detail Operation
95	Changing Fax Forwarding /Paging setting	
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering fax forwarding or paging number) have not been completed. You can register your fax forwarding number by using 4. FAX FWD No. (see page 8-10). Once you have registered the number, the machine automatically will turn to "FAX FWD:ON" mode. To receive a Memory Status List, enter 961 (see page 8-10). Check the List to make sure the Fax Forwarding number you registered is correct. Then enter the confirmation command 955. Now the machine will start Fax Forwarding.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	5 FWD No. Confirm	
	6 Fax Storage ON	You can set FAX STORAGE ON or OFF.
	7 Fax Storage OFF	
96	Retrieve FAX	
	1 Memory Status List	You must call from a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 8-10.)
	2 00 Retrieve all FAXES	
	2 "MSG No." 00 Retrieve by MSG number	
	3 Erase FAX in the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97	Check the receiving status	You can check whether your MFC has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 FAX	
98	Change Answer Mode	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you can not change it.
	1 TAD	
	2 F/T	
	3 Fax	
90	Exit	After a long beep, you can exit remote control.

Retrieving the Memory Status List and Fax Messages Remotely

From a remote fax machine, you can retrieve your Memory Status List to see if you have any stored fax messages in the memory. Then you can retrieve all or only specified fax messages that are on the list.

1. Pick up the handset of a remote touch tone fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159***).
4. As soon as you hear two (2) short beeps, press **961**.
5. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset if you want to retrieve fax messages also. (If you wish to retrieve only the Memory Status List, <u>replace</u> the handset.)
6. Your remote fax machine will print the Memory Status List. (See page 11-8.)
7. Look at the Memory Status List to see if there are any fax messages you want to retrieve.
8. Press 96 2 as soon as you hear two (2) short beeps.

    After 96 2, enter the two-digit message numbers from the Memory Status List (Example: 01) and end by pressing 00.

    Example:) To receive NO.1 and NO.2 messages, press 96 2 01 02 00.

    If you want to retrieve all messages, simply press 00.

    Example:) To retrieve all fax messages, press 96 2 00.
9. When you hear your MFC through the handset responding with a fax tone, press **Start**.
10. Replace the handset.
11. Your remote fax machine will print the fax messages.

Changing the Fax Forwarding Number Remotely

1. Pick up the handset of a remote fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159***).
4. As soon as you hear two (2) short beeps, press **954**.
5. Enter your new Fax Forwarding number using the number keys (up to 20 digits). You can not register * and # as dial numbers. Use * to create a pause between the dial numbers.
6. Press # after entering the new number.
7. As soon as you hear the next two (2) short beeps, press **961**.
8. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset.
9. Your remote fax machine will print the Memory Status List. Look at the list to make sure the new Fax Forwarding number you registered is correct.
10. If the new number is correct, wait for the next two (2) short beeps, and press **955**. (If the new number is incorrect, press **954** and reenter the number beginning at Step 5.)
11. Replace the handset. Your new Fax Forwarding number is activated.

FAX Options

REMOTE FAX OPTIONS

Printing a Fax Message

You can print a fax message that is stored in the memory.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	FAX IN MEMORY:01 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Press **8**.	8.REMOTE FAX OPT
3. Press **4**.	4.PRINT FAX
4. Press **Set**.	PRESS START KEY
5. Press **Start**.	PRINTING
	4.PRINT FAX
6. Press **Stop** to exit.	

9. MESSAGE CENTER MODE SETTINGS
(Only for MFC 6550MC/7550MC)

A) GETTING STARTED

What Is the Message Center Mode?

The Message Center Mode allows you to store the incoming fax/voice messages into a flexible memory. Fax Retrieval, Paging and Fax Forwarding features are available in this mode.
The Message Center is a built-in fax and voice message answering device to more effectively manage your voice and fax messages, while you are out.
This flexible memory can be used for voice messages, fax messages or a combination that stores both types on a first come, first served basis. Any fax or voice message that is stored in the memory can be retrieved from a remote location.

Your Message Center has a total capacity of 15 minutes of voice messages (30 minutes for MFC 7550MC) or 30 pages of fax messages (70 pages for MFC 7550MC). The memory on your machine can be expanded.
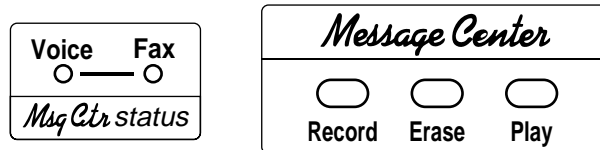
The Fax and F/T lights must be lit to turn on Message Center Mode.

NOTE: The Message Center outgoing message (OGM) must be recorded before you can activate the message center mode.

What Do I Want the Message Center to Do?

There are six of ways to allocate the flexible Message Center memory, depending upon which best fits your needs.
You may have to use only one mode on a regular basis, but periodically change modes to meet high or low message days. The six modes are as follows:
The factory setting is FAX: OFF/VOICE: ON.

FAX Options

MESSAGE CENTER MODE SETTINGS   GETTING STARTED

▼ **Mode Settings at a Glance**

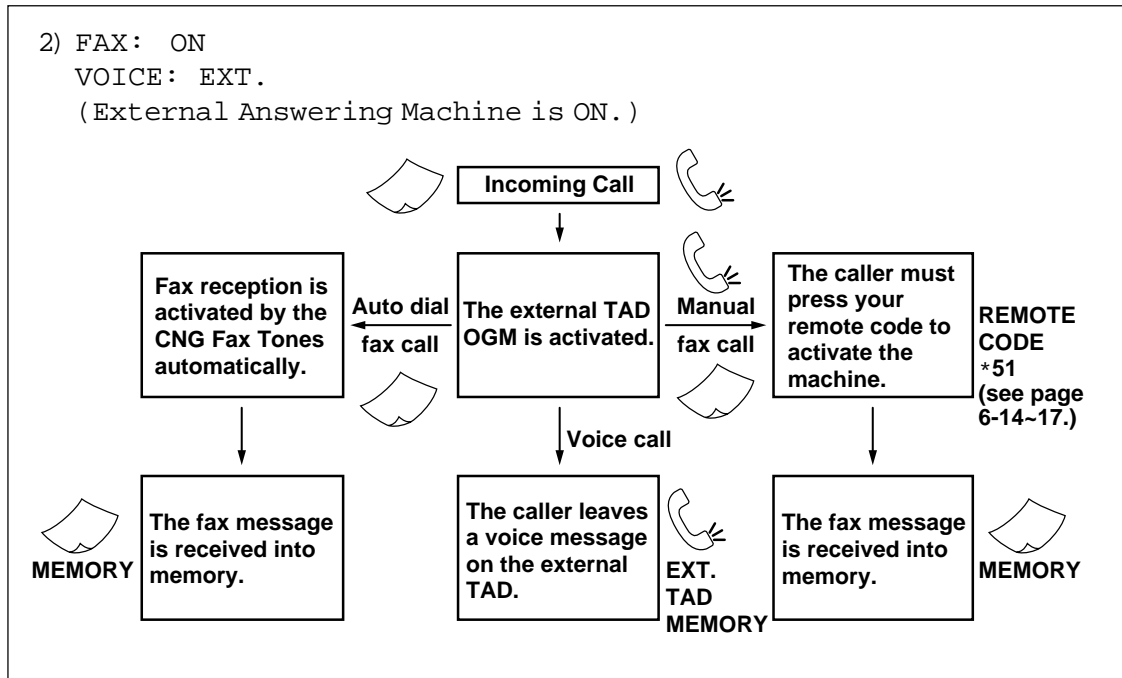| MSG CTR MODE	WHAT IT DOES	WHEN TO USE IT
1) FAX : ON VOICE : ON	Both voice and fax messages will be stored on a first come first served basis in the memory. Either Fax Forwarding or Paging and Remote Retrieval of voice and fax messages is available.	Use this mode when you wish to store both fax and voice messages in the memory. Erase your messages frequently to keep memory available for when you need it.
2) FAX : ON VOICE : EXT. (External Answering Machine is ON.)	Voice calls will be stored in your external answering machine, which must be plugged into the EXT jack of the machine. The external TAD will answer all your calls; retrieve voice messages from it as usual. Paging for voice messages is not available.	Use this mode when you need all your Message Center memory for fax messages or if you prefer the sound quality of a tape recorder for your voice messages.
3) FAX : ON VOICE : OFF	Voice calls will not be stored.	Use this mode when you do not have to receive voice messages.
4) FAX : OFF VOICE : ON	All available memory in the Message Center will be used to store voice messages. Faxes will print on paper. You can do Paging and Remote Retrieval of voice messages.	Use this mode if you wish to retrieve voice messages from a remote location, but can wait until you are at the fax machine to get your fax messages.
5) FAX : OFF VOICE : EXT. (External Answering Machine is ON.)	Fax messages will be received only on paper, but will not be stored in the memory. Voice calls will not be stored unless an external TAD is plugged into the EXT jack of your machine.	Use this mode if you need more TAD memory than is available in the Message Center or if you prefer the sound quality of a tape recorder.
6) FAX : OFF VOICE : OFF	Fax messages will be received only on paper, but will not be stored in the memory. Voice calls will not be stored in the memory either.	Use this mode if you do not want to use the Message Center memory for receiving fax/voice messages.

* **Use 2) FAX: ON, VOICE: EXT.** and **3) FAX: ON, VOICE: OFF** mode when you want all available memory to be used to store fax messages (for Fax Forwarding or Paging and Remote Retrieval). Keep Backup Printing turned ON to get a printed copy. (See page 9–10~11.)

* Even when you set **FAX: OFF** mode (**4) ~ 6)**), you can use Quick-Scan and Broadcasting as usual.

Flowchart of an Incoming Call

1) FAX: ON
   VOICE: ON

Incoming Call

MSG CTR OGM is activated.

Fax reception is activated by the CNG Fax Tones automatically . — Auto dial fax call

The fax message is received into memory. — MEMORY

Voice call

The caller leaves a voice message in digital memory or hangs up.

MEMORY **The caller can also send a fax**

Manual fax call — **The caller must press your remote code to activate the machine.** — REMOTE CODE ∗51 (see page 6-14~17.)

The fax message is received into memory. — MEMORY

If the caller stops speaking for 5 seconds while leaving a message, the machine will go into fax receiving mode automatically.

2) FAX: ON
   VOICE: EXT.
   (External Answering Machine is ON.)

Incoming Call

The external TAD OGM is activated.

Fax reception is activated by the CNG Fax Tones automatically. — Auto dial fax call

The fax message is received into memory. — MEMORY

Voice call

The caller leaves a voice message on the external TAD. — EXT. TAD MEMORY

Manual fax call — **The caller must press your remote code to activate the machine.** — REMOTE CODE ∗51 (see page 6-14~17.)

The fax message is received into memory. — MEMORY

NOTE: OGM = outgoing message

FAX Options

MESSAGE CENTER MODE SETTINGS   GETTING STARTED

3) FAX: ON
   VOICE: OFF
   (Also, External Answering Machine is OFF.)

Incoming Call

↓

Fax reception is activated automatically.

↓

MEMORY | **The fax message is received into memory.**

---

4) FAX: OFF
   VOICE: ON

Incoming Call

↓

| **Fax reception is activated by the CNG Fax Tones automatically.** | **Auto dial fax call** | **MSG CTR OGM is activated.** | **Manual fax call** | **The caller must press your remote code to activate the machine.** | **REMOTE CODE *51 (see page 6-14~17.)** |

| ↓ | | ↓ Voice call | | ↓ |

| **PAPER** **The fax message is received on paper.** | **MEMORY** **The caller leaves a voice message in digital memory or hangs up.** | **The caller can also send a fax** | **The fax message is received on paper.** **PAPER** |

If the caller stops speaking for 5 seconds while leaving a message, the machine will go into fax receiving mode automatically.

NOTE: OGM = outgoing message

5) FAX: OFF
   VOICE: EXT.
   (External Answering Machine is ON.)

```
                            ┌─────────────────┐
                            │  Incoming Call  │
                            └─────────────────┘
                                     │
                                     ▼
┌──────────────────┐  Auto dial ┌──────────────┐ Manual  ┌────────────────┐ REMOTE
│ Fax reception is │ ◄───────── │ The external │ ──────► │ The caller must│ CODE
│ activated by the │  fax call  │ TAD OGM is   │ fax call│ press your     │ *51
│ CNG Fax Tones    │            │ activated.   │         │ remote code to │ (see page
│ automatically.   │            └──────────────┘         │ activate the   │ 6-14~17.)
└──────────────────┘                   │                 │ machine.       │
         │                             │ Voice call      └────────────────┘
         ▼                             ▼                          │
┌──────────────────┐         ┌──────────────┐          ┌────────────────┐
│ The fax message  │         │ The caller   │          │ The fax message│
│ is received on   │         │ leaves a     │          │ is received on │
│ paper.           │         │ voice message│          │ paper.         │
│                  │         │ on the       │          │                │ PAPER
│ PAPER            │         │ external TAD.│          │                │
└──────────────────┘         └──────────────┘          └────────────────┘
                              EXT. TAD MEMORY
```
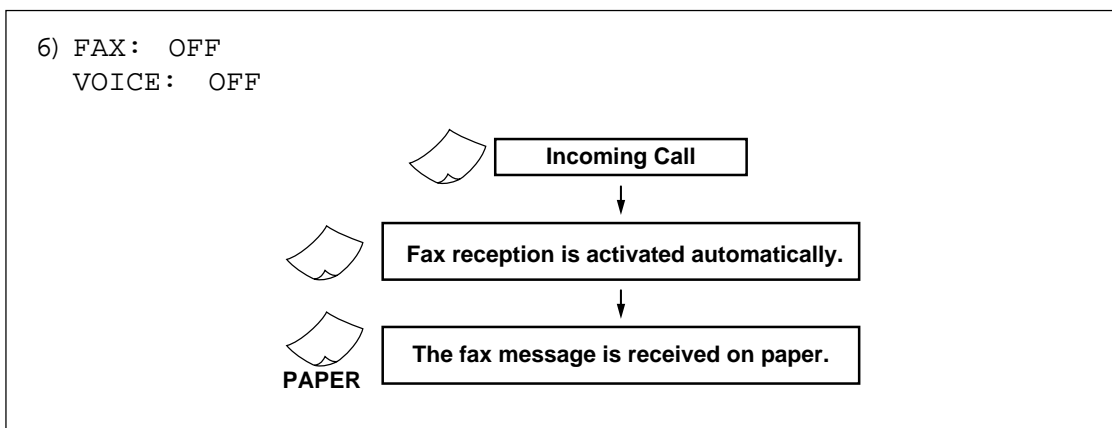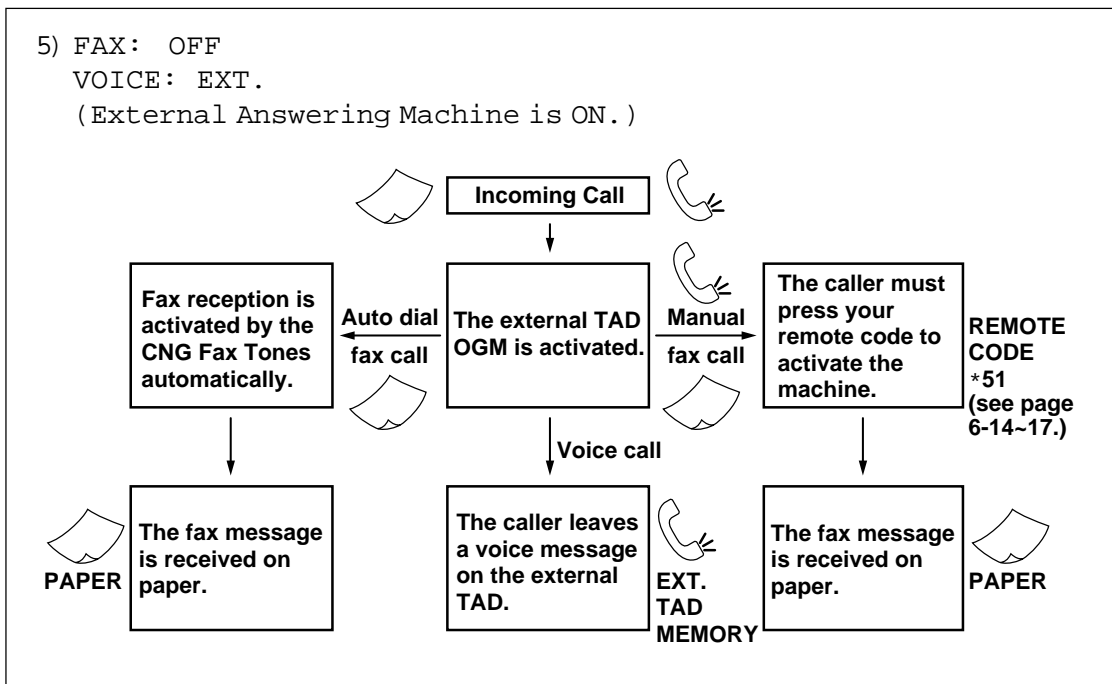
6) FAX: OFF
   VOICE: OFF

```
                    ┌─────────────────┐
                    │  Incoming Call  │
                    └─────────────────┘
                             │
                             ▼
          ┌──────────────────────────────────────────┐
          │ Fax reception is activated automatically.│
          └──────────────────────────────────────────┘
                             │
                             ▼
          ┌──────────────────────────────────────────┐
          │ The fax message is received on paper.     │
   PAPER  └──────────────────────────────────────────┘
```

NOTE: OGM = outgoing message

MESSAGE CENTER MODE SETTINGS   GETTING STARTED

Turning on the Message Center with 3 Basic Steps

You can get started receiving messages by doing the following three steps.

1. Set the Message Storage.

2. Record the Outgoing Message (MSG CTR OGM).

3. Activate the Message Center mode, by pressing the Mode button until both Fax and F/T LEDs are lit.

Setting the Message Storage

Setting the Message Storage is the first step in turning on the Message Center Mode. Before you set the Message Storage, make sure you carefully read "Mode Settings at a Glance" (see page 9-2). Once you decide the mode that best suits your needs, follow the steps below.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**.	`ENTER  NO.  &  SET`
2. Wait for two seconds.	`1.FAX` `2.PRINTER`
3. Press **1**.	`1.FAX`
4. Press **8**.	`8.SETUP  MSG  CTR`
5. Press **1**.	`1.MSG  STORAGE`
	`FAX:OFF`
	`SELECT  { }  &  SET`
6. Press Z (left arrow) or X (right arrow) repeatedly to select ON or OFF. Example: FAX: ON.	`FAX:ON`

7. Press **Set**.

```
VOICE:ON
```

```
SELECT { } & SET
```
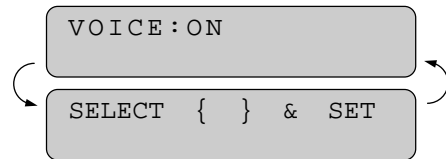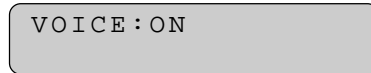
8. Press Z (left arrow) or X (right arrow) repeatedly to select ON, OFF or EXT. Example: VOICE: ON.

```
VOICE:ON
```

9. Press **Set**.

```
1.MSG STORAGE
```

10. Press **Stop** to exit.

Recording the MSG CTR Outgoing Message (MSG CTR OGM)

Recording your Message Center outgoing message (OGM) is the second step in turning on the Message Center Mode. After you have set the Message Storage (FAX: ON, VOICE: ON and FAX: OFF, VOICE: ON modes), record your Message Center OGM. The type of OGM you select depends upon the Answer Mode you have chosen. For the Message Center Mode, you must select MSG CTR OGM in Step 4 (not F/T OGM). **You will not be able to turn on the Message Center Mode (both Fax and F/T lights lit) until you have recorded an outgoing message for MSG CTR OGM.** For the best recording quality, hold the handset approximately 2 to 3 inches from your mouth (at a slight angle). This will avoid recording feedback.

It is important to tell your callers your three-digit remote activation code, because many callers do not realize that they are dialing manually when they press the Hook key or lift the handset. (If you have changed your remote code, use it instead of *51.) Keep your outgoing message **under 20 seconds**. If you have more to say and need a short instruction, end with:

"After the beep, please leave a message or send a fax, by pressing *51."

<div align="center">Or</div>

"Hi, this is ___. I can't take your call right now. So after the beep, please leave a message or send a fax. To send a fax, press *51, wait for fax tones, then press Start."

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.

```
ENTER  NO.  & SET
```

2. Wait for two seconds.

```
1.FAX
2.PRINTER
```

3. Press **1**.

```
1.FAX
```

FAX Options

4. Press **8**.

> 8.SETUP MSG CTR

5. Press **6**.

> 6.OGM

> MSG CTR OGM

> SELECT { } & SET

6. Press Z (left arrow) or X (right arrow)
    repeatedly until you see MSG CTR OGM.

> MSG CTR OGM

7. Press **Set**.

> REC/ERASE/PLAY?

8. Press **Record**.

> PICK UP HANDSET

9. Pick up the handset.

> RECORD OGM:00/20

10. Record a message shorter than 20 seconds.

> RECORD OGM:15/20

11. Replace the handset.
    The recorded message is played
    automatically.

> PLAYING OGM

> MSG CTR OGM

> SELECT { } & SET

12. Press **Stop** to exit.

Activating the Message Center Mode

Now that you have selected the type of message storage you need (see page 9-6~7) and recorded your outgoing message (see page 9-7~8), you are ready to turn your Message Center Mode on, when you leave your home or office.

To activate Message Center . . . . .

● **Fax**
— *Msg Ctr*
● **F/T**

Press **Mode** on the control panel until both the "Fax" and "F/T" lights are on.

. . . Then you can easily identify the Message Center mode that is on by viewing the Message Center indicator lights.

B)   GETTING YOUR MESSAGES

How Will I Know Messages Have Been Received?

Once you return home or to the office you can easily and quickly see if any voice or fax messages have been stored in the Message Center. There are two ways to determine if messages are stored.

(1) If the VOICE and /or Fax indicator lights are flashing, there is a new message stored. (○ means flashing.) Once a new voice message is played, the VOICE indicator light stops flashing and stays on. And once a new fax message is printed, the Fax indicator light will go off.
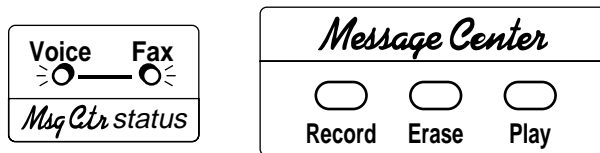
(2) The LCD display will indicate the total number of incoming VOICE and/or FAX messages stored in Message Center memory. The number of VOICE includes the Memo messages.
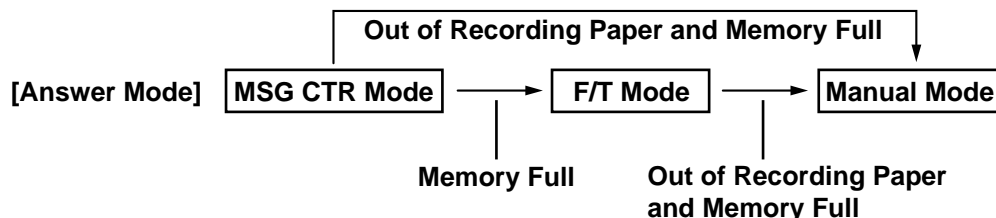
```
VOICE:03   FAX:02
ONLINE
```
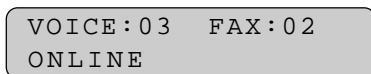
(See page 9-10 for playing an incoming voice message.)
(See page 9-11~12 for printing faxes.)

FOR YOUR INFORMATION

What Happens When the Memory Is Full...

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

Out of Recording Paper and Memory Full

[Answer Mode] MSG CTR Mode → F/T Mode → Manual Mode

Memory Full   Out of Recording Paper
                   and Memory Full

Print the Memory Status List (see page 11-8) and select the item to be cleared to regain available memory.

MESSAGE CENTER MODE SETTINGS   GETTING YOUR MESSAGES

Playing an Incoming Voice Message (ICM) and Recorded Memo (or Voice Alarm)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Play**.
   (Press **Function** and then **Play** for Voice Alarm.)

```
VOICE:03  FAX:02
ONLINE
```

   - All your incoming messages and recorded memo will be played in the order they were recorded.
   - During the first second that the message plays, the display will show the current message number/total number of messages.

```
MESSAGE  01/03
ONLINE
```

   - For one second, the machine will beep and the Caller ID will flash on the display if it was received.

(
```
9815550101
ONLINE
```
)

   - The ICM will start playing and the date and time it was recorded will appear on the display.

```
14:00  09/12/1996
ONLINE
```

   - You can use Z (left arrow) to play the message again. If you press the arrow during the beeping before the message, the previous message will be played.
   - You can use X (right arrow) to skip to the next message.

2. Press **Stop** to exit.

NOTE: You can change the speaker volume using **Super Q.Scan** and **Help**. (See page 6–12.)

Backup Printing Option

When you choose FAX: ON in the Message Center Mode, all incoming fax messages are stored in the available memory. The factory setting for the Backup Printing option is set to ON, so you will also get a copy printed on paper. If you change the Backup Printing option to OFF as follows, the faxes are stored without a backup copy:

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.

```
1.FAX
2.PRINTER
```

3. Press **1**.

<div style="float:right">`1.FAX`</div>

4. Press **8**.

<div style="float:right">`8.SETUP MSG CTR`</div>

5. Press **2**.

<div style="float:right">`2.BACKUP PRINT`</div>

`BACKUP PRINT:ON`

`SELECT { } & SET`

`BACKUP PRINT:OFF`

6. Press Z (left arrow) or X (right arrow)
   to access the OFF setting.
   Example: OFF.

7. Press **Set**.

<div style="float:right">`2.BACKUP PRINT`</div>

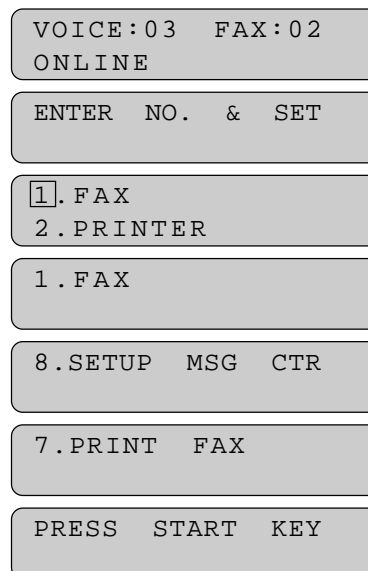8. Press **Stop** to exit.
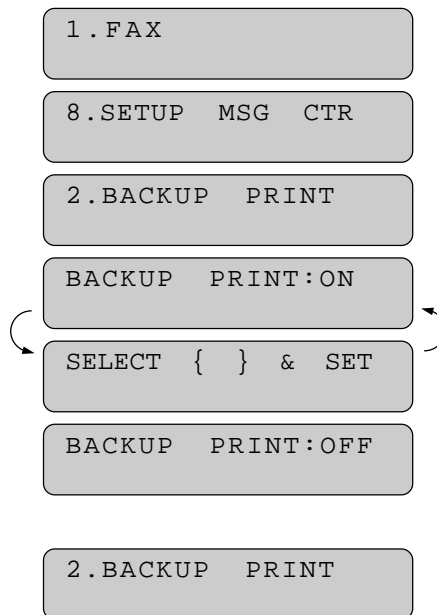
Printing a Fax Message

You can print a fax message that is stored in the memory.
Once you print a fax message, the Fax indicator light will go off.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	`VOICE:03 FAX:02` `ONLINE`
1. Press **Function**.	`ENTER NO. & SET`
2. Wait for two seconds.	`1.FAX` `2.PRINTER`
3. Press **1**.	`1.FAX`
4. Press **8**.	`8.SETUP MSG CTR`
5. Press **7**.	`7.PRINT FAX`
	`PRESS START KEY`

FAX Options

MESSAGE CENTER MODE SETTINGS

6. Press **Start**.

```
PRINTING
```

```
7.PRINT  FAX
```

7. Press **Stop** to exit.

FOR YOUR INFORMATION

Erasing and Printing FAX Messages

1. It is not possible to erase a single fax message, you can erase only all or none of them. (See page 9-13~14, "All in One Erasing".)

2. If you choose to erase all the fax messages, your machine first will print any fax messages that have not been printed, before it erases them from the memory.

Calling Your Message Center for Messages (See Remote Retrieval)

If you have set your Message Center to store incoming fax messages (FAX: ON, VOICE: OFF/EXT. or FAX: ON, VOICE: ON modes), you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.
Of course you can also remotely retrieve your voice messages from any touch tone phone.
(See page 9-24~27 for more information.)

C) ERASING YOUR MESSAGES

Erasing Incoming Voice Messages, Fax Messages and Recorded Memo (or Voice Alarm)

There are two ways to erase voice messages and recorded Memo: One by One Erasing and All in One Erasing.
Fax messages can not be erased one at a time.

One by One Erasing

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Play** and begin to play. (Press **Function** and then **Play** for Voice Alarm.)	MESSAGE 01/03 / ONLINE
2. Press **Erase** before you hear the beep, which means the beginning of next message.	ERASE THIS MSG.? / ONLINE --- 1.CLEAR 2.EXIT / ONLINE
3. Press **1** to erase this message or **2** to exit the function.	
4. Press **Stop** to exit.	

All in One Erasing

You can erase all incoming Voice or Fax messages at once.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	VOICE:03 FAX:02 / ONLINE
1. Press **Erase** when the display asks you if you want to erase.	ERASE ALL VOICE? / ONLINE --- SELECT { } & SET / ONLINE
2. Press Z (left arrow) or X (right arrow) to select whether you want to erase all voice messages (VOICE), all document messages (FAX), or all messages (MSG). Example: ALL VOICE.	ERASE ALL VOICE? / ONLINE

FAX Options

MESSAGE CENTER MODE SETTINGS

3. Press **Set**.

```
ERASE  ALL  VOICE?
ONLINE
```
```
1.CLEAR    2.EXIT
ONLINE
```
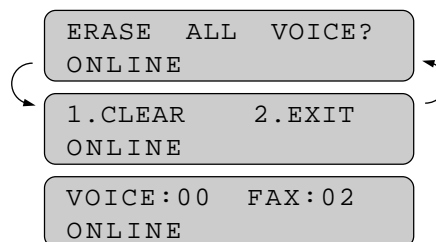
4. Press **1** to erase or **2** to cancel.

```
VOICE:00  FAX:02
ONLINE
```

D) CHANGING THE OUTGOING MESSAGE

Playing Your Outgoing Message (OGM)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Press **Function**.

```
ENTER  NO.  &  SET
```

2. Wait for two seconds.

```
1 . FAX
2 . PRINTER
```

3. Press **1**.

```
1 . FAX
```

4. Press **8**.

```
8.SETUP  MSG  CTR
```

5. Press **6**.

```
6 . OGM
```
```
MSG  CTR  OGM
```
```
SELECT  {  }  &  SET
```

6. Press Z (left arrow) or X (right arrow) to select either MSG CTR OGM or F/T OGM.
   Example: MSG CTR OGM.

```
MSG  CTR  OGM
```

7. Press **Set**.

```
REC/ERASE/PLAY?
```

8. Press **Play** to start playing your outgoing message.

```
PLAYING  OGM
```

9. Press **Stop** to exit.

NOTE: You can change the speaker volume pressing **Super Q.Scan** and **Help**. (See page 6-12.)

Erasing Your Outgoing Message (OGM)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Wait for two seconds.	1.FAX 2.PRINTER
3. Press **1**.	1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **6**.	6.OGM
	MSG CTR OGM
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to select either MSG CTR OGM or F/T OGM. Example: MSG CTR OGM.	MSG CTR OGM
7. Press **Set**.	REC/ERASE/PLAY?
8. Press **Erase**.	ERASE OGM?
	1.CLEAR 2.EXIT
9. Press **1** to erase OGM.	REC/ERASE/PLAY?
10. Press **Stop** to exit.	

* Record a new Outgoing Message. (See the section "Recording the Outgoing Message (MSG CTR OGM on page 9-7~8)").

FAX Options

MESSAGE CENTER MODE SETTINGS   MORE FEATURES

E)   MORE   FEATURES

Setting the Toll Saver

Toll saver allows you to call your MFC and hang up without paying for the call if you have no messages. **The Message Center will answer after only 2 rings if you do have incoming messages, and after 4 rings if you do not have messages. So, if it rings three times when you call for messages, hang up.**

The factory default setting for the Toll Saver feature is OFF and if it is ON, it overrides your current Ring Delay setting.
If you want your Message Center to answer in the number of rings you set in the Ring Delay function, turn Toll Saver OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Wait for two seconds.	1.FAX 2.PRINTER
3. Press **1**.	1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **9**.	9.TOLL SAVER
	TOLL SAVER:OFF
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to select ON or OFF. Example: ON.	TOLL SAVER:ON
7. Press **Set**.	9.TOLL SAVER
8. Press **Stop** to exit.	

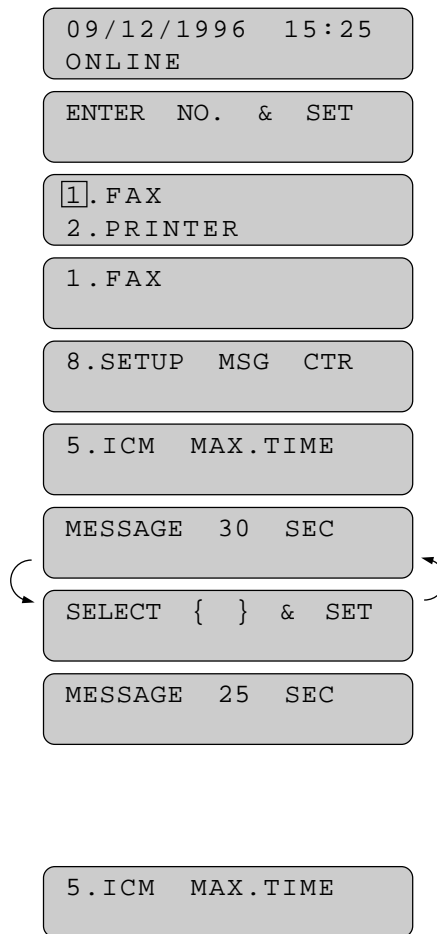MORE FEATURES MESSAGE CENTER MODE SETTINGS

Setting the Maximum Time for Incoming Messages (ICM MAX. TIME)

Although the initial setting on your machine for the maximum length of incoming voice messages is 30 seconds, you can adjust it. You have a choice of setting it from 20 seconds to 60 seconds, at 5 second intervals. This time is also used for and changes the maximum time of Incoming Voice Message, Memo, Voice Alarm and recorded Voice Information.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Wait for two seconds.	1.FAX 2.PRINTER
3. Press **1**.	1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **5**.	5.ICM MAX.TIME
	MESSAGE 30 SEC
	SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to select the maximum time for incoming messages, Memo and Voice Alarm recording. Example: 25 SEC.	MESSAGE 25 SEC
7. Press **Set**.	5.ICM MAX.TIME
8. Press **Stop** to exit.	

MESSAGE CENTER MODE SETTINGS   MORE FEATURES

Playing OGM (Outgoing Message) ON/OFF Setting

If you set Playing OGM to ON, the recorded Message Center or F/T outgoing message is replayed each time you change the receiving mode to MSG CTR or F/T.
The initial setting is ON. If you don't have to hear it play when you change settings, set your Playing OGM setting to OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12/1996  15:25 ` ` ONLINE `
1. Press **Function**.	` ENTER  NO.  &  SET `
2. Wait for two seconds.	` [1].FAX ` ` 2.PRINTER `
3. Press **1**.	` 1.FAX `
4. Press **8**.	` 8.SETUP  MSG  CTR `
5. Press **8**.	` 8.PLAYING  OGM `
	` PLAYING  OGM:ON `
	` SELECT  {  }  &  SET `
6. Use Z (left arrow) or X (right arrow) to select the Playing OGM Setting ON or OFF. Example: OFF.	` PLAYING  OGM:OFF `
7. Press **Set**.	` 8.PLAYING  OGM `
8. Press **Stop** to exit.	

Recording a Conversation

You can record a telephone conversation by simply pressing **Record** during the conversation. The conversation can be recorded for the length of time that is set in ICM MAX. TIME. A beep will sound every 15 seconds to notify the caller.
You can play or erase this recording the same way as in MEMO recording.

MORE FEATURES MESSAGE CENTER MODE SETTINGS

Recording a Memo

You can record a memo in your MFC for someone who also uses it in your home or office.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Record**.	`PICK  UP  HANDSET`
2. Pick up the handset and speak your memo (up to ICM MAX. TIME).	`REC.MEMO:00/30`
	`REC.MEMO:20/30`
3. Press **Stop** or replace the handset.	`VOICE:01  FAX:00` `ONLINE`

To play a Memo see the section Playing an Incoming Voice Message (ICM) and Recorded Memo (see page 9-10).
To erase a Memo see the section Erasing Incoming Voice Messages, Fax Messages, and Recorded Memo (see page 9-13~14).

FAX Options

F) PAGING/FAX FORWARDING

What Is Paging/Fax Forwarding?

Message Center mode provides the additional option of either Paging or Fax Forwarding after voice and fax messages have been received into the memory.

How paging works (Paging on)   How fax forwarding works (Fax Forward on)

Incoming voice or fax		Incoming fax

The voice or fax message is stored in the Message Center memory.		**The fax is stored in the Message Centermemory.**

Paging function is activated.		**Fax Forwarding function is activated.**

The MFC will dial the registered pager telephone number.		**The registered Fax Forwarding number is dialed.**

Once connected, the MFC dials your registered PIN number. (Personal ID number).		**Once connected, the machine sends fax tones to another fax machine.**

Your personal pager is activated.		**The machine sends stored fax from the memory to the forwarding location.**

NOTICE

1. You can activate only Paging or Fax Forwarding; they are very similar features and can not be used simultaneously.

2. The Paging feature can be used in the limited modes of the Message Center, since it will page based upon receipt of messages into the memory.

3. If Paging is ON, you will be paged every time a voice or fax message is received into memory.

PAGING/FAX FORWARDING   MESSAGE CENTER MODE SETTINGS

Setting Up Paging (Registering the Paging Number)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**.	`ENTER  NO.  &  SET`
2. Wait for two seconds.	`1.FAX` `2.PRINTER`
3. Press **1**.	`1.FAX`
4. Press **8**.	`8.SETUP  MSG  CTR`
5. Press **3**.	`3.FAX  FWD/PAGING`

	`OFF`
	
	`SELECT  { }  &  SET`

6. Press Z (left arrow) and X (right arrow) to select PAGING.	`PAGING`

7. Press **Set**.	`PAG#:`
	
	`ENTER  &  SET`

8. Enter a paging number up to 20 digits (this is the telephone number of your pager), followed by two # signs. Do not include the area code if it is the same for your MFC and pager. Example: **18002844329##**.	`#:18002844329##_`

9. Press **Set**.	`PIN#:`
	
	`ENTER  &  SET`

FAX Options

MESSAGE CENTER MODE SETTINGS   PAGING/FAX FORWARDING

10. Enter a PIN (Personal Identifica-tion
    Number), **#**, press **Redial/Pause** key your
    MFC telephone number, and **##**.
    Example: **12345#-19085551234##**.

    –If you do <u>not</u> use a PIN, you <u>must</u> enter
     the telephone number of your MFC. Press
     Redial/Pause key before entering your
     fax number and add **##** at the end.
     Example: **-19085551234##**

> 5#-19085551234#<u>#</u>

11. Press **Set**.

> 3.FAX FWD/PAGING

12. Press **Stop** to exit.

– Paging number and PIN can not be changed remotely.
– **Redial/Pause** appears as a hyphen on the display.

FOR YOUR INFORMATION

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

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

```
                 PIN#    Return#         PIN# Alpha Message
  For Example: 12345#19085551234##  or 12345#329329329##

                                              FAXFAXFAX
```

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

```
                Return#        Alpha Message
  For Example: 19085551234##  or  329329329##

                                   FAXFAXFAX
```

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

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

Setting Up Fax Forwarding (Registering the Fax Forwarding Number)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Wait for two seconds.	1.FAX 2.PRINTER
3. Press **1**.	1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **3**.	3.FAX FWD/PAGING
	OFF
	SELECT { } & SET
6. Press Z (left arrow) and X (right arrow) to select FAX FORWARD.	FAX FORWARD
7. Press **Set**.	FWD#:
	ENTER & SET
8. Enter a fax forwarding number up to 20 digits. Example: **18005551234**.	WD#:18005551234_
9. Press **Set**.	3.FAX FWD/PAGING
10. Press **Stop** to exit.	

FOR YOUR INFORMATION

Memory Backup of Message Center Memory

After you plug in the electrical cord and turn on the power switch, it will take a few days to charge the battery for memory backup of the Message Center memory. After the battery is fully charged, it will keep memory for several hours at full charge when a power interruption occurs.

FAX Options

MESSAGE CENTER MODE SETTINGS   PAGING/FAX FORWARDING

Changing the Fax Forwarding Number Remotely

You can change the Fax Forwarding number remotely from any touch tone phone. See page 9-27 for more information.

G)   REMOTE   RETRIEVAL

What Is Remote Control Access?

When you leave your home or office and turn on your Message Center to receive voice and/or fax messages, you can call your machine from any touch tone phone or remote group 3 fax machine and retrieve those messages. You can also program and control your Message Center with control codes when you call. (See the Remote Control Commands on page 9-26 for more information about the settings you can change remotely.)

Setting the Remote Access Code

Use the Remote Access Code from another location to retrieve voice and/or fax messages that are stored in your Message Center's memory. Change your Remote Access Code and use it as a "secret password" if you wish to safeguard your messages.

The factory default setting for the Remote Access Code is "159*". You can change the first three digits of the Remote Access Code, but the last digit (an asterisk) cannot be changed. The first three digits must not be the same as your Remote Activation or Remote Deactivation Codes. (Example: If your Remote Access Code is 160*, do not use **160** or **60*** for either the Activation or Deactivation Code.) When you use the Remote Access Code, you must press all four keys (three-digit number plus*).

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Wait for two seconds.	1.FAX 2.PRINTER
3. Press **1**.	1.FAX
4. Press **8**.	8.SETUP MSG CTR
5. Press **4**.	4.REMOTE ACCESS

6. Enter a three digit number **000** to **999**.
   The last digit, an asterisk, can not be
   changed.
   Example: **160***.

```
ACCESS  CODE:159*
```

```
ACCESS  CODE:160*
```

7. Wait for two seconds.

```
4.REMOTE  ACCESS
```

8. Press **Stop** to exit.

Using the Remote Access Code

1. Pick up the handset of a remote touch tone phone or fax machine.

2. Dial your MFC's number.

3. When your MFC answers with a beep, immediately press your Remote Access
   Code (**159***).

   If your MFC is in Manual mode, you can access the Message Center by waiting for
   20 rings and then pressing the code within 30 seconds.

4. The MFC will tell you the kind of message(s) it has received:

   One long beep: Received FAX message(s).
   Two long beeps: Received VOICE message(s).
   Three long beeps: Received both FAX and VOICE messages.
   (No long beeps: No message(s) have been received.)

5. As soon as you hear two (2) short beeps, press a Control Command.

   Each time your MFC completes an instruction, it gives two (2) short beeps telling
   you to enter the next command; if you wait longer than 30 seconds to enter the
   command, your machine will disconnect the line. If you perform a wrong operation,
   you will hear three (3) short beeps.

6. When you are ready to exit remote control mode, press **90** to reset your machine.

FAX Options

MESSAGE CENTER MODE SETTINGS

Remote Control Commands

You can program and control your MFC with remote control commands.

Remote control commands			Detail Operation
91	Playing voice messages		After one long beep, the machine plays ICM, Memo and Voice Alarm.
	1 Z (Skip back)		Press 1 while listening to an ICM, Memo or Voice Alarm message to play it again. If you press 1 before a message, you will hear the previous message.
	2 X (Skip next)		While playing ICM, Memo and Voice Alarm, you can skip to next message.
	9 STOP Playing		Stop playing ICM, Memo and Voice Alarm.
92	Record Memo		After one long beep, you can record a memo. You can stop recording by pressing 9.
93	Erase all ICM & Memo		If you hear one long beep, the erase is accepted. If you hear three short beeps, you can not erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one by one.
94	Play and Record OGM in memory		
	1 Play	1 MSG CTR OGM	The machine plays the selected OGM. You can stop playing OGMs by pressing 9.
		2 F/T OGM	
	2 Record	1 MSG CTR OGM	After one long beep, you can record the selected OGM. You will hear the OGM message played once. You can stop recording the message by pressing 9.
		2 F/T OGM	
95	Changing Fax Forwarding /Paging setting		If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering paging number) have not been completed. You can register your fax forwarding number by using 4. FAX FWD NO (see page 9-27). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then retrieve a Memory Status List by entering 961 (see page 9-27). After you make sure that the Fax Forwarding number you registered is correct in the List, enter the confirmation command 955. Now the machine will start Fax Forwarding.
	1 OFF		
	2 Fax Forwarding		
	3 Paging		
	4 FAX FWD NO.		
	5 FWD NO. CONFIRM		
96	Retrieve FAX		
	1 Memory Status List		You must call from a remote fax machine to receive the Memory Status List or stored fax messages. (See page 9-27.)
	2 00 Retrieve all FAX		
	2 <MSG No.> 00 Retrieve by MSG number		
	3 Erase FAX in the memory		If you hear one long beep, you can erase the fax message from the memory.
97	Check the receiving status		You can check whether your MFC has received any FAX or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 FAX		
	2 VOICE		
98	Change Answer Mode		If you hear one long beep, you can change the answer mode. If you hear three short beeps, you can not change it. (Example: There is no MSG CTR OGM when you want to change to MSG CTR mode.)
	1 MSG CTR		
	2 F/T		
	3 FAX		
90	Exit		

Retrieving the Memory Status List and Fax Messages Remotely

From a remote fax machine, you can retrieve your Memory Status List to see if you have any stored fax messages in the memory. Then you can retrieve all or only specified fax messages that are on the list.

1. Pick up the handset of a remote touch tone fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159∗**).
4. As soon as you hear two (2) short beeps, press **961**.
5. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset if you also want to retrieve fax messages. (If you wish to retrieve only the Memory Status List, <u>replace</u> the handset.)
6. You remote fax machine will print the Memory Status List. (See page 11-8.)
7. Look at the Memory Status List to see if there are any fax messages you want to retrieve.
8. Press **962** as soon as you hear two (2) short beeps.

   After **962**, enter the two-digit message numbers from the Memory Status List (ex. 01) and end by pressing **00**.

      ex.) To receive NO.1 and NO.2 messages, press **962010200**.

   If you want to retrieve all messages, simply press **00**.

      ex.) To retrieve all fax messages, press **96200**.

9. When you hear your MFC through the handset responding with a fax tone, press **Start**.
10. Replace the handset.
11. Your remote fax machine will print the fax messages.

Changing the Fax Forwarding Number Remotely

1. Pick up the handset of a remote fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159∗**).
4. As soon as you hear two (2) short beeps, press **954**.
5. Enter your new Fax Forwarding number using the number keys (up to 20 digits). You can not register ∗ and # as dial numbers. Use ∗ to create a pause between the dial numbers.
6. Press # after entering the new number.
7. As soon as you hear the next two (2) short beeps, press **961**.
8. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset.
9. Your remote fax machine will print the Memory Status List. Look at the list to make sure the new Fax Forwarding number you registered is correct.
10. If the new number is correct, wait for the next two (2) short beeps, and press **955**. (If the new number is not correct, press **954** and reenter the number beginning at Step 5.)
11. Replace the handset. Your new Fax Forwarding number is activated.

FAX Options

H) VOICE ALARM

Voice Alarm

This function can help you manage your work schedule. With this function, you can record your schedule of events for the following week on your MFC and have your MFC alert you at scheduled time. The MFC will play a recorded voice message (which you store) to remind you of your appointment or schedule. For each appointment reminders, you record a voice message, and key in the date and time you wish the message to be played. When the set time comes you will hear the message played back on the MFC. It's a great tool for keeping important appointments.

Setting the Voice Alarm

You can start setting your Voice Alarm by pressing **Function** and **Record**. You have to enter 3 pieces of information for setting the Voice Alarm : 1) day, 2) time, and 3) voice message. To record a voice message, use the handset. You can set up to one week's worth of Voice Alarm messages and you can record Voice Alarm Messages to help you manage your workload even when your memory is set for VOICE: OFF or VOICE: EXT. in Message Storage (see page 9-6~7).

- If you press **Clear** while you are recording a voice message, the voice message being recorded will be canceled. Also, the entire entry including the date and time will be deleted.

- If you don't press **Record** within 2 seconds (i.e. while the LCD displays ENTER NO. & SET) after you press **Function**, you will not be able to enter the schedule.

- The number of entries in your schedule will not be counted in the total of incoming calls on your Message Center. Consequently, the LCD will return to the date and time after you enter the schedule.

VOICE ALARM MESSAGE CENTER MODE SETTINGS

FOR YOUR INFORMATION

Recording Voice Messages for the Voice Alarm

• You can set the maximum recording length for a voice message, from 20–60 seconds. Use Function menu 8-5 (See page 9-17). This setting also changes incoming messages in Message Center and memos.

• You can enter up to 99 entries of voice messages, and a combined total of 99 entries of incoming messages and memos.

Examples of Voice Alarm messages:

"There's a meeting in the conference room on Nov. 7 at 1:30 PM"
"Call Mr. Johnson at ABC Trading Co. on Nov. 8 at 2:00 PM"
"Dentist Appointment on Nov. 9 at 10:00 AM"
"Mr. Brown, could you please attend the sales meeting in the conference room on Nov. 10, at 4:00 PM?"

When you call your MFC from a remote location to hear your schedule of events, you will not be able to see the display for the dates and times in the Voice Alarm, so it is a good idea to mention the dates and times when you record the voice messages.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

	09/12/1996 15:25 ONLINE
1. Press **Function**.	ENTER NO. & SET
2. Press **Record** when the LCD shows: ENTER NO. & SET.	VOICE ALARM
3. Wait for 2 seconds.	SET DAY=TODAY
	SELECT { } & SET
4. Press Z (left arrow) or X (right arrow) to select a day. Example: If today is Wednesday, you can choose from: TODAY, TOMORROW, FRIDAY, SATURDAY, SUNDAY, MONDAY, TUESDAY. Example: SAT.	SET DAY=SAT
5. Press **Set**. The current time will be displayed.	SET TIME=15:25

FAX Options

9 – 29

MESSAGE CENTER MODE SETTINGS   VOICE ALARM

6. Enter the time in 24-hour format.
    Example: **20:00** (8:00 P.M.)

```
SET  TIME=20:00
```

7. Wait for 2 seconds

```
PRESS  RECORD  KEY
```

8. Press Record.

```
PICK  UP  HANDSET
```

9. Pick up the handset and speak your Voice
    Message (up to ICM MAX. TIME).

```
REC.MSG.:01/20
```

```
REC.MSG.:18/20
```

10. Press Stop or replace the handset.

```
09/12/1996  15:26
ONLINE
```

How Will the Voice Alarm Perform When the Scheduled Time Arrives…

If you have the Voice Alarm set at Monday, 15:26, the following will happen:

NOTICE

- If you want to stop the beeping or stop playing a Voice Alarm message, press **Stop**.

- The Voice Alarm message will not play when you are sending or receiving a fax, using the phone, receiving a fax into the memory or when one of the Message Center functions is operating. However, the voice message will be played once these activities are finished.

- The Voice Alarm message will automatically be cleared after it has been activated/played. If the machine discovers that you have a Voice Alarm message with a time earlier than the present because of change to the current date and time, it will immediately play the schedule once and then erase it.

- If you have two entries in your schedule with the same date and time, they will play one after the other.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996   15:25
ONLINE
```

1. The scheduled time appears on the display, a beep follows and you will hear the voice message play once.

```
MONDAY         15:26
ONLINE
```

2. The playback of the voice message finishes.

```
1.REPEAT   2.EXIT
ONLINE
```

```
VOICE   ALARM
ONLINE
```

3. If you want to hear the voice message again, press 1, if not, press 2.
   Example: Press 2 key.

```
09/12/1996   15:26
ONLINE
```

   - If you don't press 1 or 2 after 10 seconds, the machine will simply return to its normal idle position and display the date and time.

Using the Voice Alarm: Playing Entries, Erasing Entries One by One, Erasing All at Once

Once you press **Function**, be ready to press **Play**, or **Erase** immediately, depending upon whether you want to play an entry or erase everything. For instructions on how to play and how to erase, refer to the instructions in the incoming voice message (ICM), Memo section. (See page 9-10, 9-13~14.) When you play an entry, the display will show you the date and time of your scheduled entries. You can delete entries one by one, the same way you would delete incoming messages or memos: press **Erase** while playing an entry.

NOTICE

- If you don't press **Play** or **Erase** within 2 seconds (i.e. while the LCD displays ENTER NO. & SET) after you press **Function**, you will not be able to play or delete entries.

- If you don't press **Function**, and just press **Play**, you will be able to hear only incoming messages and memos. You won't be able to hear the Voice Alarm messages.

- If you don't press **Function**, and just press **Erase**, you will be able to delete only incoming messages and memos. Voice Alarm messages will not be deleted.

FAX Options

MESSAGE CENTER MODE SETTINGS   VOICE ALARM

Remote Control of the Voice Alarm

When you are on the road, you can call your MFC and listen to your Voice Alarm messages. (See Page 9-26.) However, you can not set the Voice Alarm by remote control. Note that you will be able to only hear the recorded Voice Alarm message. You will not be able to see the dates and times of the schedule on the display, so it's a good idea to record important dates and times as part of your Voice Alarm messages.

10. USING THE MFC AS A PRINTER

Acceptable Paper

Your MFC can handle paper that has the following specifications.
But please note that you can receive <u>fax messages</u> on only Letter, Legal and A4 paper.
And if you use Legal or A4 sheet, you have to change the Recording Paper Size setting,
which is FUNCTION 1-5-6. (See page 6-7.)

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

Paper Capacity in Feeder
Multipurpose
Sheet Feeder: Up to 22 mm (0.87 inch) in height (up to the mark) Approx. 200
                sheets of 75 g/m^2 (20 lb.) or 50 sheets of 158 g/m^2 (42 lb.) A4/Letter
                paper, or 10 envelopes
Output Tray: Approx. 100 sheets of 75 g/m^2 (20 lb.) A4/Letter paper

	Cut Sheet	Envelope
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	0.08 to 0.2 mm (±0.03 to ±0.08 in.)	0.084 to 0.14 mm (0.0033 to 0.0058 in.) 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 or equivalent

Printer

USING THE MFC AS A PRINTER

Helpful Hints   It is recommended that you test paper, especially special sizes and types of paper, on the MFC before purchasing large quantities.

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 with your nearest authorized sales representative or the place where you purchased your MFC.

Use label or transparencies that are designed for use in laser printers.

We recommend you use long-grained paper for the best print quality.

If you are using special paper, and the paper has problems feeding from the multipurpose sheet feeder, try again using the manual feed slot.

You can use recycled paper in this MFC.

USING THE MFC AS A PRINTER

FOR YOUR INFORMATION

Before using paper with holes such as organizer sheets, you must fan the stack well to avoid paper jams and misfeeds.

Before using any paper, make sure that it is not curled. If it is, straighten the paper as much as possible. Using curled paper will cause paper jams and misfeeds.
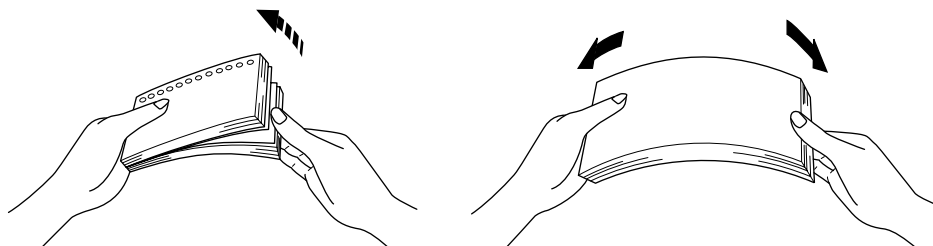
The following types of envelopes should not be used:
• Damaged, curled, wrinkled, or irregularly shaped envelopes
• Extremely shiny or highly textured envelopes
• Envelopes with clasps
• Envelopes with self-adhesive closures
• Envelopes of baggy construction
• Envelopes that are not sharply creased
• Embossed envelopes
• Envelopes already printed with a laser printer
• Envelopes preprinted on the inside
• Envelopes that can not be arranged uniformly when placed in a pile

NO! NO! NO!
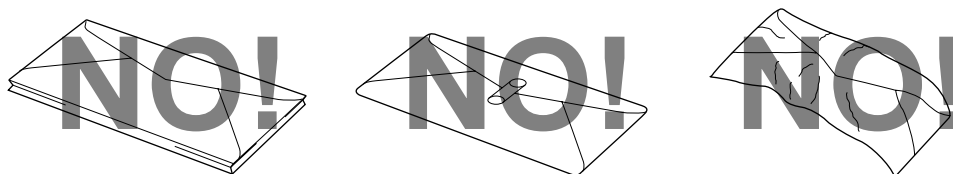
The printable area of your machine begins at approximately 4mm (0.16 inch) from the edge of the paper.

(4mm)

unprintable area

(4mm)
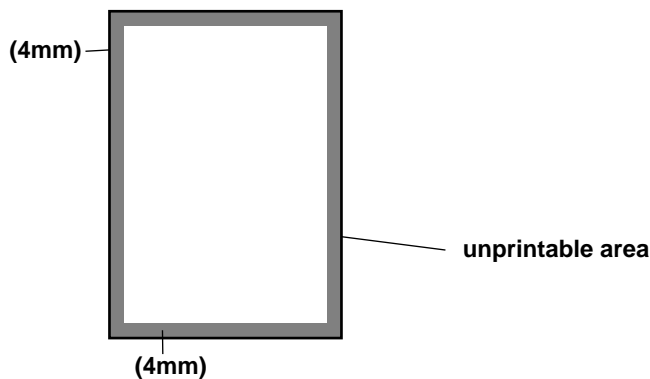
Printer

USING THE MFC AS A PRINTER

Control Panel Keys

Printer Status

On/OffLine
FF/Cont
Test/Reset
Print Priority
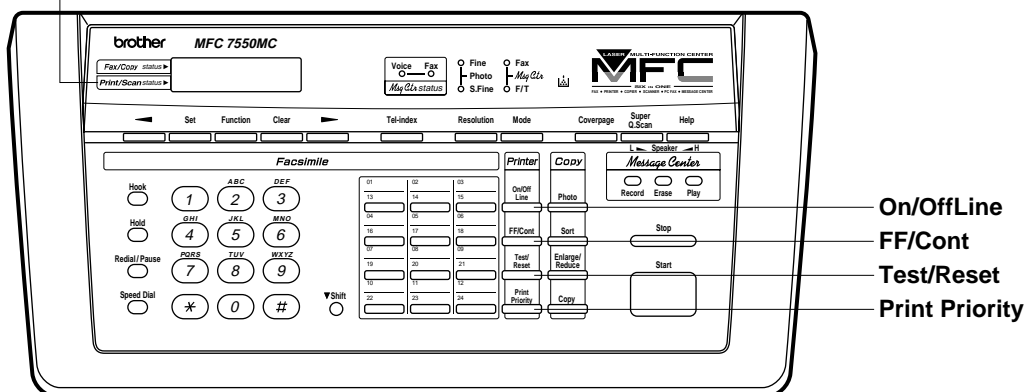
Simultaneous Operation

Your MFC can print data from the PC simultaneously while either sending or receiving a fax message or scanning into the PC. When your MFC is copying or receiving a fax on paper, it pauses the PC printing operation until it has finished.

On/OffLine Key

This key is used to turn the printer on-line (ready to receive PC data) and off-line (not ready to receive PC data). If you press this key during printing, the machine immediately stops printing even if the machine has already started to print. It ejects the page, and then enters the offline status. Press the **On/OffLine** again and the printer will print the complete page again.
When the printer is in the online status and the LCD shows ONLINE, you can not use **FF/Cont** and **Test/Reset** keys.

FF/Cont Key

The upper switch on the control panel can work as the Form Feed (**FF**), Continue (CONT) key.

<FORM   FEED>
When the LCD shows **REMAINED DATA**, press **On/OffLine** to turn the printer offline, then press **FF/Cont**. The MFC prints any data remaining in the printer memory.

┌ **NOTE** ───
│
│ The MFC periodically will print any data remaining in the memory .
│
└──

<CLEARING ERRORS>
If an error occurs, the machine usually will automatically recover the recoverable errors, such as a memory full condition. If the error does not clear automatically, press **FF/Cont** to clear the error and continue the operation.

Test/Reset Key

<TEST PRINT>
This key is used to print a test sample page. If data remains in the printer memory, press **On/OffLine** to turn the printer offline and press **Test/Reset**. The MFC will print the remaining data first and then will print a test sample page. To print the printer status lists, see page 10-12 (Only for MFC 6550MC/7550MC). If the printer is online, the MFC can not print a test sample page.

<RESET>
When **Reset** is pressed together with **Shift**, it clears data from the memory. The printer is also reset and restored to the factory default settings. The **Reset** switch may be able to clear an error status and the Hex Dump mode. (See page 10-14.) Remember that the **Reset** switch clears data from the printer memory.

Print Priority Key

When this key is first pressed, it puts the MFC exclusively in printer mode. All fax data will be stored in the memory instead of printing on paper. When this key is pressed again, and PC data is not being sent or the MFC has completed printing, it will exit automatically from the print priority status. When the Print Priority key is pressed, it increases the memory available for printing without decreasing memory available for memory transmission and incoming faxes.

Printer

USING THE MFC AS A PRINTER

FOR YOUR INFORMATION

Windows® Printing

The dedicated printer driver and True Type™-compatible fonts for Microsoft® Windows® 95 and 3.1 are available on the floppy disk supplied with your MFC. You can easily install them into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings including economy printing mode and custom paper size.

Remote Printer Console Program for DOS
(Only for MFC 6550MC/7550MC)

The utility program, Remote Printer Console (RPC), is available on a floppy disk (Disk#6) supplied with your MFC. When you operate your computer in the DOS (Disk Operating System) environment, this program allows you to easily change the default settings of the printer such as fonts, page setup, emulations and so on.
The RPC program also provides a status monitor program, which is a Terminate-and-Stay Resident (TSR) program. It can monitor the printer status while running in the background and will report the current status or errors on your computer screen.

Popular Printer Emulation Support (Only for MFC 6550MC/7550MC)

This MFC supports the printer emulation mode, HP LaserJet IIP. When you use DOS application software or Windows® version 3.0 or earlier, you can use the emulation mode of HP LaserJet IIP to operate the printer. To set the printer emulation, use the Remote Printer Console Program.

Bidirectional Parallel Interface

The parallel interface of this MFC allows bidirectional communication with a computer. This interface allows the printer to communicate back to the computer useful information such as the amount of memory installed, and other printer setup conditions. As the supplied Remote Printer Console, Windows® 95 or 3.1 driver both support the bidirectional mode, they can both report the printer status.

Enhanced Memory Management

The MFC has its own Data Compression Technology, which automatically compress graphic data and download font data efficiently into the printer's memory. You can avoid memory errors and print most full page 600 dpi graphic and text data, including larger fonts, with the printer's standard memory.

Multipurpose Sheet Feeder

The MFC has a multipurpose sheet feeder that can feed plain paper, envelopes and organizer paper.
When the printer receives data, it begins the print process by loading paper from the multipurpose sheet feeder.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Select and set the PC command and status.

```
09/12/1996   15:25
ONLINE
```

2. Your PC will send a print command and data to the MFC.
   If the MFC is in sleep mode, it will wake up. (See page 2-12~13.)

```
09/12/1996   15:25
RECEIVING   DATA
```

3. When the PC has sent the first page data, the machine will start printing.

```
09/12/1996   15:25
REMAINED   DATA
```

4. The machine will start to print the next page automatically.
   Example: 2 pages of data

```
09/12/1996   15:25
REMAINED   DATA
```

5. When the machine finishes printing all the data, it will return to online status.

```
09/12/1996   15:25
ONLINE
```

   If some data is still remaining in memory, press **On/OffLine** and then press **FF/Cont**.

```
09/12/1996   15:25
REMAINED   DATA
```

Helpful Hints   You may select the proper 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 right and left margins in your application software.

NOTICE

When you use labels or transparencies for overhead projectors, be sure to use the manual feed slot. See the next section "Manual Feed Slot" for more information.

USING THE MFC AS A PRINTER

FOR YOUR INFORMATION

If you load envelopes into the feeder, make sure they are inserted in the direction shown below.
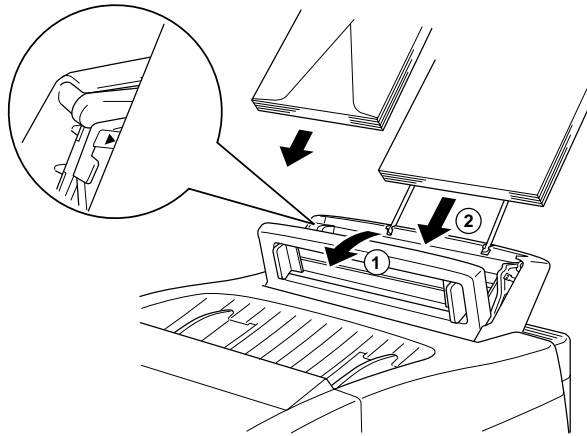
Two-sided Printing (Manual Duplexing)

The supplied printer driver for Windows® 95 or 3.1 enables manual duplex printing. For more information about settings, see the Help screen text for the printer driver. The MFC will print all the even numbered pages on one side of the paper first, and then will print all the odd pages numbered on the reverse side of the paper. When you have finished printing on one side of the paper, the Windows® driver instructs you to reinsert the paper with a pop-up message on the computer. Follow the instructions on how to reinsert the paper.

Before reinserting the paper, you have to straighten them well. Or you may get the paper jam. The use of very thin or very thick paper is not recommended. If you encounter the double feeding error, hold the paper except the front sheet while the paper is feeding.
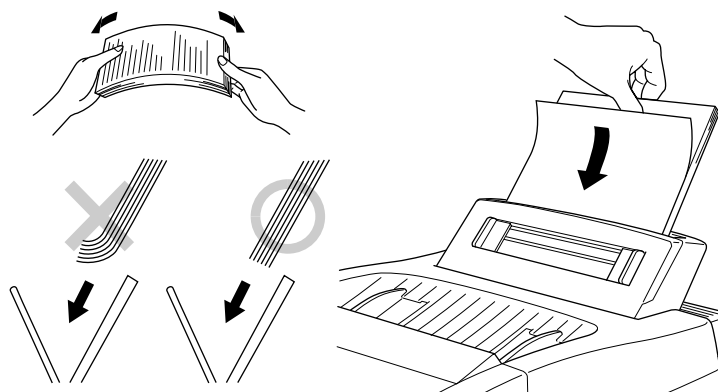
NOTICE

When you use the Manual Duplex function, it is possible that a paper jam may occur or the print quality might not be satisfactory.

Manual Feed Slot

The multipurpose sheet feeder also has a manual feed slot. You can manually load paper, sheet by sheet into this slot. You do not have to remove paper from the multipurpose sheet feeder. When you use labels or transparencies, be sure to use this slot. For information on paper specifications, see "Acceptable Paper" on page 10-1.

When you load one sheet of paper manually:

You do not have to choose manual feed in the Setup dialog box of your printer driver. Insert the sheet of paper in the direction for Portrait or Landscape, placing the side if the paper you wish to print on face down in the manual feed slot. Align the paper at the center of the manual feed slot, and be sure to insert it all the way. (1) Adjust the paper guide of the manual feed slot to the paper width you are using. (2)
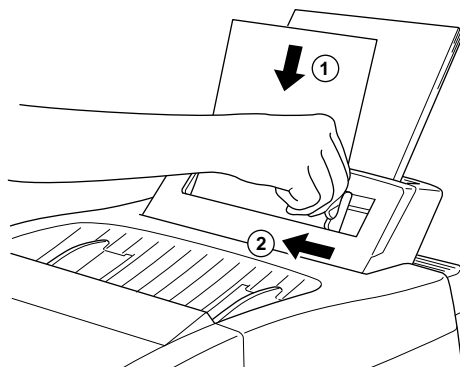
When you load more than one sheet of paper manually:

Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow the above instructions to load the first page. The MFC will start printing automatically. After the first page is printed, the dialog box will appear and prompt you to load the next page. Load a sheet and select OK to resume printing. Repeat these steps until you have finished printing all the pages.

USING THE MFC AS A PRINTER

Helpful Hints
1. You may select manual paper feed, paper size, and orientation in your application software. If your application software does not allow these settings, you should set them using the RPC program supplied with your MFC. (Only for MFC 6550MC/7550MC)

2. If you do not select manual paper 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 multipurpose sheet feeder.

3. If your application software does not support your custom paper size, select the next paper size. Then adjust the print area by changing the right and left margins in your application software.

4. When you want to stop or clear the manual feed, press **Shift** and **Test/Reset**, or you can also stop it with a PC command.

5. When you use manual feed slot, it is best to first press **Print Priority**. This allows you to print PC data without interruption from incoming faxes. Incoming faxes will be stored in the MFC's memory. To continue printing PC data, press **FF/Cont** after each page has printed.

6. If bidirectional communication is not operational between the printer and the computer, such as when the MFC is shared on a network, the dialog box to load the next page will not appear. When your MFC is attached to a network, we do not recommend manual feeding.

FOR YOUR INFORMATION

Paper Tray

The MFC ejects paper with printed surfaces face down into the paper tray at the front of the MFC.

When you use transparencies, remove each sheet immediately after printing, to prevent a paper jam or curled sheets.

USING THE MFC AS A PRINTER

Printing the Internal Font List (Only for MFC 6550MC/7550MC)

The MFC prints a list of its internal or resident fonts.
Use this font list to see how each font looks before you select it.

<table>
<tr><td>KEYS TO PRESS</td><td>THE DISPLAY WILL SHOW:</td></tr>
<tr><td></td><td>09/12/1996 15:25
ONLINE</td></tr>
<tr><td>1. Press Function.</td><td>ENTER NO. & SET</td></tr>
<tr><td>2. Wait for two seconds.</td><td>1.FAX
2.PRINTER</td></tr>
<tr><td>3. Press 2.</td><td>2.PRINTER</td></tr>
<tr><td>4. Press 1.</td><td>1.PRINT OPTIONS</td></tr>
<tr><td>5. Press 1.</td><td>1.INTERNAL FONT</td></tr>
<tr><td></td><td>PRESS START KEY</td></tr>
<tr><td>6. Press Start.
The MFC will start printing.</td><td>PRINTING</td></tr>
<tr><td>7. The MFC has finished printing the list.</td><td>1.INTERNAL FONT</td></tr>
<tr><td>8. Press Stop to exit.</td><td></td></tr>
</table>

Printer

USING THE MFC AS A PRINTER

Printing the Print Configuration List (Only for MFC 6550MC/7550MC)

The MFC prints a list of the current settings that configure or set up the printer.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press **Function**.	`ENTER  NO.  &  SET`
2. Wait for two seconds.	`1.FAX` `2.PRINTER`
3. Press **2**.	`2.PRINTER`
4. Press **1**.	`1.PRINT  OPTIONS`
5. Press **2**.	`2.CONFIGURATION`
	`PRESS  START  KEY`
6. Press **Start**. The MFC will start printing.	`PRINTING`
7. The MFC has finished printing the list.	`2.CONFIGURATION`
8. Press **Stop** to exit.	

Restoring to the Factory Default Settings
(Only for MFC 6550MC/7550MC)

You can restore the MFC's printer to the factory default settings. The permanent fonts will be restored, but macros will be cleared. You can change the user settings with the Remote Printer Console program. (See the Setup Manual page 3-17~18.)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12/1996  15:25 ` ` ONLINE `
1. Press **Function**.	` ENTER  NO.  &  SET `
2. Wait for two seconds.	` 1.FAX ` ` 2.PRINTER `
3. Press **2**.	` 2.PRINTER `
4. Press **2**.	` 2.RESET  PRINTER `
5. Press **1**.	` 1.FACTORY  SET `
	` 1.RESET  2.EXIT `
6. Press **1**.	` FACTORY  SETTINGS `
7. Press **Stop** to exit.	` 1.FACTORY  SET `

USING THE MFC AS A PRINTER

Printing PC Data in Hexadecimal (Only for MFC 6550MC/7550MC)

The MFC can print data as hexadecimal values, so that you can check data errors and problems. If you set HEX DUMP MODE, all the PC data will be printed in hexadecimal and you reset it by pressing **Shift** and **Reset**.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12/1996  15:25 ` ` ONLINE `
1. Press **Function**.	` ENTER  NO.  &  SET `
2. Wait for two seconds.	` 1.FAX ` ` 2.PRINTER `
3. Press **2**.	` 2.PRINTER `
4. Press **2**.	` 2.RESET  PRINTER `
5. Press **2**.	` 2.HEX  DUMP  MODE `
	` 1.SET  2.EXIT `
6. Press **1**.	` 2.HEX  DUMP  MODE `
7. Press **Stop** to exit.	` 09/12/1996  15:25 ` ` HEX  DUMP  MODE `

11. PRINTING REPORTS AND LISTS

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

Level one function	Level two function	Content	Page
<FAX AREA> 3 PRINT REPORTS	1. ACT.REPORT	The Activity Report lets you know whether transmissions and incoming faxes were received.	11-3~4
	2. ALL DIAL	This is a list of the names and numbers that are stored in One-Touch and Speed-Dial memory, printed in One-Touch and Speed-Dial number order.	11-5
	3. TEL.INDEX	This is the same report as the All Dial list printed in alphabetical order.	_____
	4. COVERPAGE	This sample coverpage allows you to see the Cover Page format.	5-18
	5. CALLBACK MSG	This sample Call Back message allows you to see the format.	5-25
	6. USER OPTIONS	The settings for FUNCTION MENU 5 to 8 (User Options, Tel Options, Setup System, Remote Fax OPT and Set up MSG CTR) are listed.	_____
	7. XMIT REPORT	You can choose whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF	11-7
	8. MEMORY STATUS	Summary information and the amount of occupied memory for items stored in the memory will be listed.	11-8
	9. CALLER ID	You can review calls you received by checking this list.	6-30~31

NOTE : If the MFC's engine has entered the sleep mode (see page 2-12~13) and the engine has started to cool down (the cooling fan may still be running), the MFC will have to warm up before printing the above lists and reports. The LCD will show WARMING UP.

Reports

PRINTING REPORTS AND LISTS

Other Reports

The following reports are printed automatically, for your information.

    Help List (By pressing **Help** on the control panel.) (See page 2-9.)
    Polled Report
    Delayed Transmission Report
    Broadcast Report
    Sequential Polling Report
    Transmission Verification Report

How to Print Reports and Lists

All the reports and lists may be printed as follows:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Press Function. (The MFC 4550 will skip to Step 4.)	`ENTER  NO.  &  SET`
2. Wait for two seconds. (Only for MFC6550MC/7550MC) (Only for MFC 6550MC/ 7550MC)	`1.FAX` `2.PRINTER`
3. Press 1. (Only for MFC6550MC/7550MC) (Only for MFC 6550MC/ 7550MC)	`1.FAX`
4. Press 3.	`3.PRINT  REPORTS`
5. Press the number of the level two function you wish to print. Example: 1.ACT.REPORT.	`1.ACT.REPORT`
	`PRESS  START  KEY`
6. Press Start.	`PRINTING`

PRINTING REPORTS AND LISTS

Activity Report Interval

An Activity Report can be printed at certain intervals that you specify. You can set the journal period to "OFF", "6 hours", "12 hours", "24 hours", "2 days". "4 days" or "7 days". The Activity Report will list all outgoing and incoming faxes (only the last 50) during that period. The factory default setting is OFF.

After the Activity Report has printed at the preset interval, the information will be deleted and can not be recovered. However, at any time between these scheduled reports, you can manually print the Activity Report and the information will remain.

NOTE: If your Activity Report is not listing all your transactions, select a shorter interval period.

KEYS TO PRESS		THE DISPLAY WILL SHOW:
		09/12/1996 15:25 ONLINE
1. Press Function. (MFC 4550 will skip to Step 4.)		ENTER NO. & SET
2. Wait for two seconds. (Only for MFC6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1.FAX 2.PRINTER
3. Press 1. (Only for MFC6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1.FAX
4. Press 7.		7.SETUP SYSTEM
5. Press 3.		3.INTERVAL
		ACT.RPT.:OFF
		SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to choose the setting. Example: 12 HOURS. If you select seven days, you will be prompted to choose the base day of the week.		EVERY 12 HOURS
7. Press Set.		START AT:00:00
8. Enter the time to print in 24-hour format using the number keys. Example: 19:45 (7:45 P.M.).		START AT:19:45

Reports

PRINTING REPORTS AND LISTS

9. Wait for two seconds.

```
3.INTERVAL
```

10. Press **Stop** to exit.

```
                        ┌─────────────────────┐
                        │   ACTIVITY REPORT   │
                        └─────────────────────┘
                                        TIME : 09/12/1996 19:45
                                        NAME : BROTHER
                                        FAX  : 4155554444
                                        TEL  : 4155554445
```

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	10:00	BROTHER BOSTON	04:23	20 CV CA	OK	TX
09/12	10:10	NJ OFFICE	00	00	NG	TX
09/12	14:53	BROTHER BOSTON	48	01 CV CA	OK	TX

```
            BUSY: BUSY/NO RESPONSE
            NG  : POOR LINE CONDITION
            CV  : COVERPAGE
            CA  : CALL BACK MSG
            POL : POLLING
            RET : RETRIEVAL
```

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

Printing the All Dial List

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

```
                        ┌─────────────────┐
                        │  ALL DIAL LIST  │
                        └─────────────────┘

                                    TIME : 09/12/1996 15:25
                                    NAME : BROTHER
                                    FAX  : 4155554444
                                    TEL  : 4155554445

   ONE-TOUCH DIAL
  ┌─────────┬───────────────────┬───────────────────────┬──────────┐
  │ NUMBER  │ FAX/TEL NUMBER    │    DESTINATION         │  GROUP   │
  ├─────────┼───────────────────┼───────────────────────┼──────────┤
  │  *01    │ 61-2018285881     │ FAX  AUSTRIAN OFFICE   │          │
  │  *02    │ 234-5678          │ TEL  ABC COMPANY       │          │
  │  *03    │ 334-5566          │ FAX  HEAD OFFICE       │          │
  │  *04    │                   │                        │          │
  │  *05    │ 14155551212       │ FAX  NJ OFFICE         │          │
  │ ∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿ │
  │  *24    │                   │                        │          │
  └─────────┴───────────────────┴───────────────────────┴──────────┘
             @:CHAIN
```

```
                        ┌─────────────────┐
                        │  ALL DIAL LIST  │
                        └─────────────────┘

                                    TIME : 09/12/1996 15:25
                                    NAME : BROTHER
                                    FAX  : 4155554444
                                    TEL  : 4155554445

   SPEED-DIAL
  ┌─────────┬───────────────────┬───────────────────────┬──────────┐
  │ NUMBER  │ FAX/TEL NUMBER    │    DESTINATION         │  GROUP   │
  ├─────────┼───────────────────┼───────────────────────┼──────────┤
  │  #01    │ 5892786           │ F/T  BROWNE M.         │          │
  │  #02@   │ 1234567           │      W. COMPANY        │          │
  │  #03    │ 03-256-1121       │ FAX  TOKYO OFFICE      │          │
  │ ∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿∿ ∿∿∿∿∿∿∿∿ │
  │  #00    │ 5555151           │ TEL  MANCHESTER        │          │
  └─────────┴───────────────────┴───────────────────────┴──────────┘
             @:CHAIN
```

(MFC 7550MC)

Reports

PRINTING REPORTS AND LISTS

Transmission Verification (Xmit) Report

The Transmission Verification Report can be used as proof that you sent a fax. It lists the name or fax number of the receiving party, the time and date of transmission, and whether the transmission was successful. The factory default setting is OFF.

OFF: The report will be printed automatically only if an error occurs during transmission. If the report says "Result: NG" then send all the pages again. If the report says "Result: Check readability of transmitted page(s) 02, 05" then send only pages 2 and 5 again.

ON: A report will be printed automatically. It is important to read the result of each report to check that the transmission was successful.

KEYS TO PRESS		THE DISPLAY WILL SHOW:
		09/12/1996 15:25 ONLINE
1. Press Function. (The MFC 4550 will skip to Step 4.)		ENTER NO. & SET
2. Wait for two seconds. (Only for MFC6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1.FAX 2.PRINTER
3. Press 1. (Only for MFC6550MC/7550MC)	(Only for MFC 6550MC/ 7550MC)	1.TEMP.SETTINGS
4. Press 3.		3.PRINT REPORTS
5. Press 7.		7.XMIT REPORT
		XMIT REPORT:OFF
		SELECT { } & SET
6. Press Z (left arrow) or X (right arrow) to choose the setting. Example: ON.		XMIT REPORT:ON
7. Press Set.		7.XMIT REPORT
8. Press Stop to exit.		

PRINTING REPORTS AND LISTS

```
        ┌─────────────────────────────────────────┐
        │     TRANSMISSION VERIFICATION REPORT     │
        └─────────────────────────────────────────┘

                              TIME : 09/12/1996 15:25
                              NAME : BROTHER
                              FAX  : 4155554444
                              TEL  : 4155554445


    DATE,TIME                 09/12 15:24
    FAX NO./NAME              NJ OFFICE
    DURATION                  00:00:45
    PAGE(S)                   01
                              COVERPAGE
    RESULT                    OK
    MODE                      STANDARD
```

Reports

PRINTING REPORTS AND LISTS

Memory Status List

The MEMORY STATUS LIST will show you summary information and the amount of occupied memory for items stored in the memory such as Delayed Transmissions and Polled Waiting. You will see the combined total of stored fax messages for retrieval. The available memory is expressed as percentage of remaining memory.

```
┌─────────────────────────────────────────────────────────────────────┐
│                    ┌─────────────────────────┐                        │
│                    │    MEMORY STATUS LIST    │                        │
│                    └─────────────────────────┘                        │
│                                                                       │
│                                          TIME : 09/12/1996 15:25       │
│                                          NAME : BROTHER                │
│                                          FAX  : 4155554444             │
│                                          TEL  : 4155554445             │
│                                                                       │
│  VOICE                                                                 │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │                       DATE     TIME                            │    │
│  │  01 INCOMING MESSAGE  : 09/12/1996 10:15                       │    │
│  │  02 INCOMING MESSAGE  : 09/12/1996 14:20                       │    │
│  │  01 MEMO              : 09/12/1996 12:45                       │    │
│  │  02 MEMO              : 09/12/1996 13:15                       │    │
│  │     OUTGOING MESSAGE                                           │    │
│  │                                                         10%    │    │
│  └──────────────────────────────────────────────────────────────┘    │
│                                                                       │
│  VOICE ALARM                                                           │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │  12 SCHEDULES                                           10%    │    │
│  └──────────────────────────────────────────────────────────────┘    │
│                                                                       │
│  STORED FAXES FOR RETRIEVAL                                            │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │              DATE      TIME   RECEIVED FROM     # OF PAGES     │    │
│  │  MESSAGE 01  : 09/12/1996 12:00 0528242787         01         │    │
│  │  MESSAGE 02  : 09/12/1996 14:42 5892786            03         │    │
│  │                  (A)             (B)                    10%    │    │
│  └──────────────────────────────────────────────────────────────┘    │
│                                                                       │
│  MEMORY USED FOR FAX FEATURES                                          │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │                 TIME         DESTINATION        # OF PAGES     │    │
│  │  TIMER         1) 23:45  (BROADCAST)           01   10%       │    │
│  │  REDIAL WAITING 1)       BROTHER BOSTON        02   05%       │    │
│  │  POLLING WAITING                               02   12%       │    │
│  │  FAX FORWARD NUMBER   :    18005551234                         │    │
│  └──────────────────────────────────────────────────────────────┘    │
│                                                                       │
│  MEMORY AVAILABLE                                                      │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │  FREE                                                   43%    │    │
│  └──────────────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────────┘
```

Your fax machine has received 4 Voice messages.

You set 12 scheduled appointment reminders.

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

This shows that you have three items in the fax's memory for timer, polling and redial transmissions.

This shows the Fax Forwarding number.

This shows the amount of available memory.

(MEMORY STATUS LIST of MFC 7550MC)

12. HOW TO USE THE COPY FUNCTION

Use the **Copy** key to make a single copy or multiple copies. When making copies, check that the text or image on the original document is not too close to the edge. Your MFC can not read anything closer than 4 mm (1/8 inch) from the edge. Original documents should be straight and not wrinkled or they may jam. Also, do not pull on the paper while copying is in progress or you may distort the image and damage your MFC.

Make sure there is enough recording paper in the MFC. And when making multiple copies, do not let the paper tray become overstacked. Remove copies from the paper tray.

(For MFC 4550)
Set the resolution to either PHOTO, FINE or S.FINE. If you select STANDARD, the resolution will change automatically to S.FINE. However, when you make a single copy and select S.FINE, the resolution may change automatically to FINE in case memory is used for memory transmission.

Making a Single Copy

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents face down into the feeder.	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Press **Copy**.	`NO.OF  COPIES:01` `ONLINE`
	`ENTER  &  COPY  KEY` `ONLINE`
3. Press **Copy** or just wait for 5 seconds	`COPYING` `ONLINE`
	`COPYING       P.01` `ONLINE`
	`COPYING       P.02` `ONLINE`
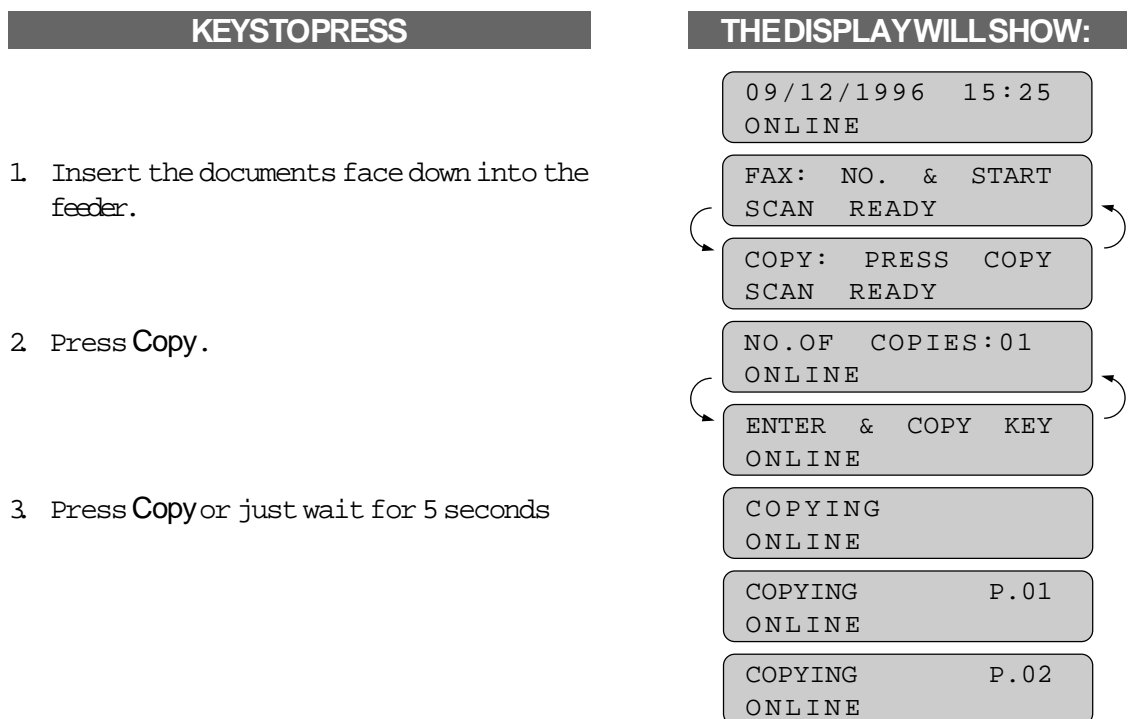
Copy

HOW TO USE THE COPY FUNCTION

Making Multiple Copies

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make "n" copies of page one, "n" copies of page two, and so on. These will all be stacked on top of each other. The second method is the sorting or collating method (Only for MFC 6550MC/7550MC). This is when the fax machine scans the entire document and then makes 1 copy of page 1, 2, 3, 4 in order. Then makes a second copy of 1, 2, 3, 4 until a total of n copies has been made.
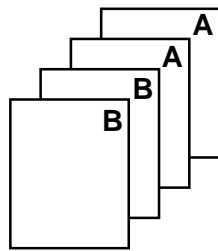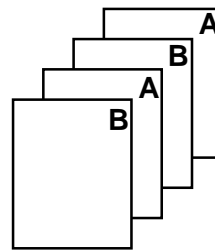
(Stacking)   **(Sorting) (Only for MFC 6550MC/7550MC)**

Stacking Multiple Copies

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12/1996  15:25` `ONLINE`
1. Insert the documents face down into the feeder.	`FAX:  NO.  &  START` `SCAN  READY`
	`COPY:  PRESS  COPY` `SCAN  READY`
2. Press **Copy**.	`NO.OF  COPIES:01` `ONLINE`
	`ENTER  &  COPY  KEY` `ONLINE`
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies). Example: **05**.	`NO.OF  COPIES:0̲5` `ONLINE`
4. Press **Copy** or just wait 5 seconds.	`COPY  STACK` `ONLINE`
5. The machine will begin copying.	`COPY  STACK    P.01` `ONLINE`

HOW TO USE THE COPY FUNCTION

FOR YOUR INFORMATION

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

When you are making copies, if the memory becomes full and the display shows PRESS STOP KEY, then press **Stop** to abort the job.

In this case, you can make only a single copy that is not reduced or enlarged.

NOTE: If you purchase the optional 1 or 2MB of memory for your MFC 4550, the copy function will include an additional step that allow you to sort multiple copies.

Sorting Multiple Copies (Only for MFC 6550MC/7550MC)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996   15:25
ONLINE
```

1. Insert the documents.

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

2. Press **Sort**.

```
SORT  COPIES:01
ONLINE
```
```
ENTER  &  COPY  KEY
ONLINE
```

3. Enter two digits for the number of copies you want, using the number keys (Max. 99 copies).
   Example: **05**.

```
SORT  COPIES:05
ONLINE
```

4. Press **Copy**.

```
COPY  SORT
ONLINE
```

5. The machine will begin copying.

```
COPY  SORT      P.01
ONLINE
```

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

Copy

HOW TO USE THE COPY FUNCTION

FOR YOUR INFORMATION

What to Do When You Get a MEMORY FULL Message while Sorting Multiple Copies (Only for MFC 6550MC/7550MC)

When you are using the sorting method, if the memory becomes full when scanning page one and the display shows PRESS STOP KEY, then press **Stop** to abort the job.

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

Reducing and Enlarging Copies

Use this function to make reduced or enlarged copies of a document. Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the recording paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 200%, 150%, 125%, 120%, 93%, 87%, 75% or 50%. If you want to reproduce the same size, select 100%.
When enlarging, any portion that extends outside the edge of the printing paper will be cut off.

(For MFC 4550)

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12/1996 15:25 ONLINE
1. Insert the documents face down into the feeder.	FAX: NO. & START SCAN READY
	COPY: PRESS COPY SCAN READY
2. Press Reduce or Enlarge. Example: Reduce	REDUCE:AUTO ONLINE
	SELECT {} & COPY ONLINE
3. Press Z (left arrow) or X (right arrow) to choose the setting. – If you want Auto Reduction, select AUTO or the reduction or enlargement ratio. Example: 93%	REDUCE: 93% ONLINE
4. Press Copy.	NO.OF COPIES:01 ONLINE
	ENTER & COPY KEY ONLINE

HOW TO USE THE COPY FUNCTION

5. Enter two digits for the number of copies you want, using the number keys (Max. 99 copies).
Example: 05

```
NO.OF  COPIES:05
ONLINE
```

6. Press **Copy** or just wait for 5 seconds.

```
COPY  STACK
ONLINE
```

7. The machine will begin copying.

```
COPY  STACK    P.01
ONLINE
```

(For MFC 6550MC/7550MC)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Insert the documents face down into the feeder.

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

2. Press Enlarge/Reduce.

```
ELG/RDC:AUTO
ONLINE
```
```
SELECT  {}  &  COPY
ONLINE
```

3. Press Z (left arrow) or X (right arrow) to choose the setting.
   – If you want Auto Reduction, select AUTO or the reduction or enlargement ratio.
   Example: 93%

```
ELG/RDC:  93%
ONLINE
```

4. Press **Copy**.

```
NO.OF  COPIES:01
ONLINE
```
```
ENTER  &  COPY  KEY
ONLINE
```

5. Enter two digits for the number of copies you want, using the number keys (Max. 99 copies).
Example: 05

```
NO.OF  COPIES:05
ONLINE
```

6. Press **Copy** or just wait for 5 seconds.

```
COPY  STACK
ONLINE
```

7. The machine will begin copying.

```
COPY  STACK    P.01
ONLINE
```

Copy

HOW TO USE THE COPY FUNCTION

Copying a Photograph

You can copy a photograph by pressing **Photo**, without pressing the **Resolution**.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12/1996  15:25
ONLINE
```

1. Insert the documents.

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

2. Press **Photo**.

```
NO.OF  COPIES:01
ONLINE
```
```
ENTER  &  COPY  KEY
ONLINE
```

3. Enter two digits for the number of copies you want, using the number keys (Max.99 copies).
Example: 05.

```
NO.OF  COPIES:05
ONLINE
```

4. Press **Copy** or just wait 5 seconds.

```
QUALITY:HIGH
ONLINE
```
```
SELECT{ }  &  COPY
ONLINE
```

5. Press Z (left arrow) or X (right arrow) to select a quality of HIGH or LOW. (Only for MFC 6550MC/7550MC)

```
QUALITY:LOW
ONLINE
```

6. Press **Copy** or just wait 5 seconds.

```
COPY  STACK
ONLINE
```

7. The machine will begin copying.

```
COPY  STACK     P.01
ONLINE
```

REPLACING TONER CARTRIDGE AND DRUM UNIT

13. REPLACING TONER CARTRIGE AND DRUM UNIT

Toner Empty Indicator

When the toner cartridge is running low, the display will show CHANGE TONER and the Toner Empty LED on the control panel will flash on and off to indicate the toner is low.

Display   **Toner Empty LED**
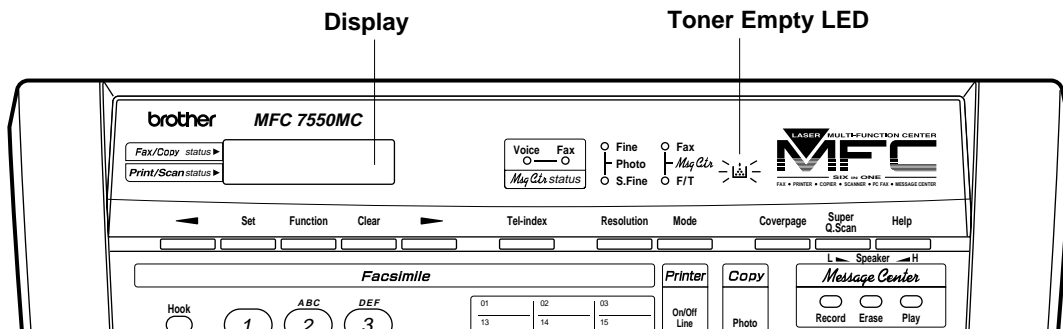
The Toner Empty LED will light and the display will show CHANGE TONER and TONER EMPTY alternately to indicate that the toner is empty. Once this indication appears, your machine will not resume printing until you have installed a new toner cartridge.

Replacing the Toner Cartridge

The machine can print approximately 2,200 pages with one toner cartridge. When the toner cartridge is running low, the display shows CHANGE TONER. The MFC is supplied with a starter toner cartridge that must be replaced after 1,000 pages.

NOTE: • Actual page count will vary depending on your average document type. (i.e.: standard letter, detailed graphics, etc.)
• It is recommended that you always keep a new toner cartridge ready for use for when you see the toner low warning.
• Discard the used toner cartridge according to local regulations. If you are not sure of them, consult with Brother Customer Service. 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.
• It is recommended that you clean the machine when you replace the toner cartridge.

Maintenance

REPLACING TONER CARTRIDGE AND DRUM UNIT

Follow these steps to replace the toner cartridge:

1) **Wire extension**
Multipurpose sheet feeder

I : **ON** O : **OFF**
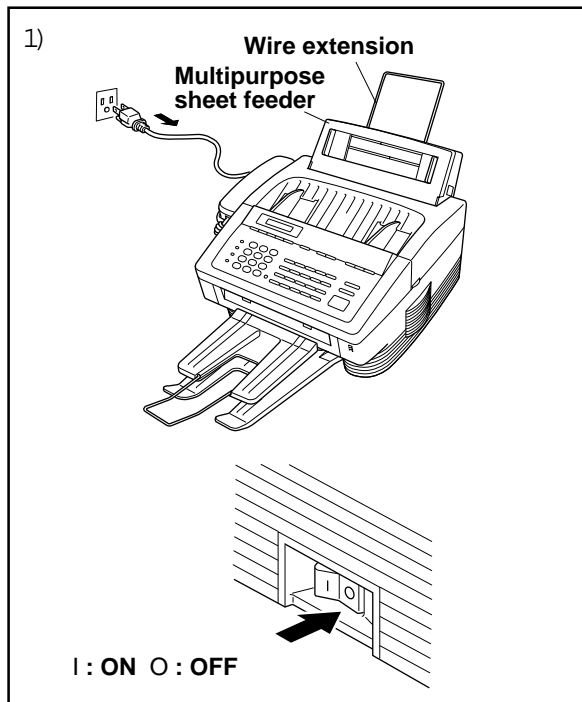
1) Turn off the power switch and unplug the power cord.

2) **Top cover**

Drum unit

Handles

⚠ **Hot!**   ▲ **Inside the machine**
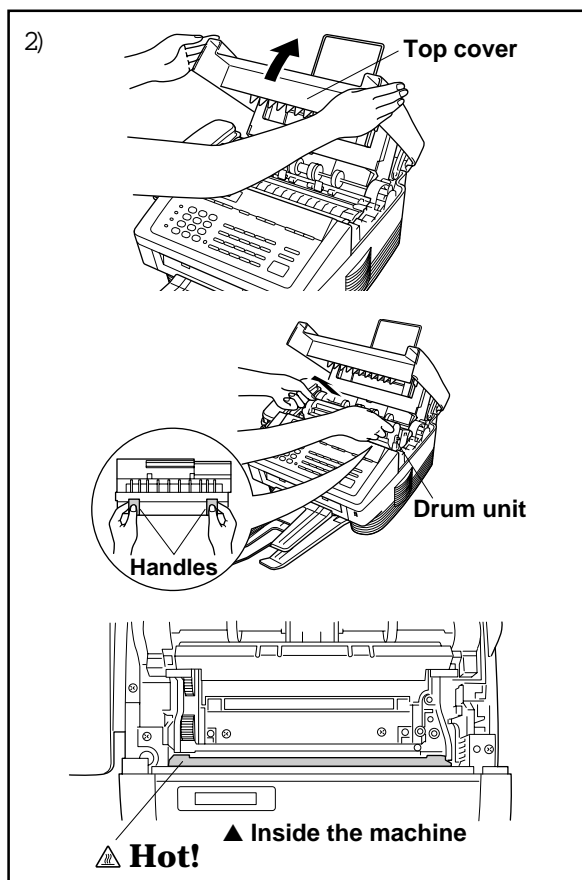
2) Open the top cover. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.

NOTE
- Make sure the top cover is completely open, by lifting it until the latch clicks into place.
- We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

WARNING

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

REPLACING TONER CARTRIDGE AND DRUM UNIT
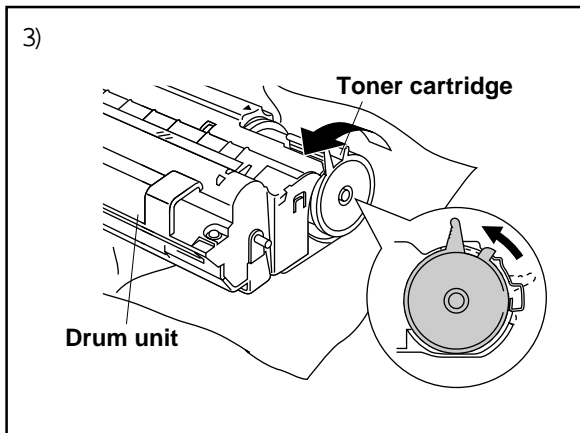
3) Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge can not be removed unless the shutter is completely closed, by turning the lever fully to the front.
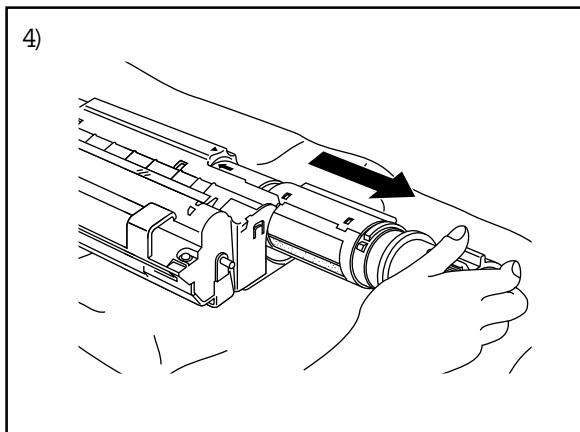
4) Remove the old toner cartridge from the drum unit by gently pulling it out.

⎾ WARNING ⎤
Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.
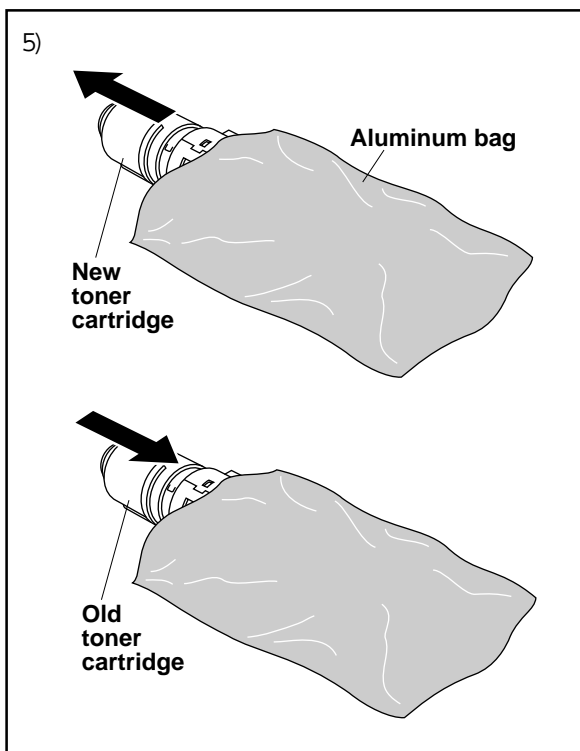
5) Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

⎾ WARNING ⎤
- Wait to unpack the toner cartridge until immediately before you install it into the 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 could void your machine's warranty.**

Maintenance

REPLACING TONER CARTRIDGE AND DRUM UNIT
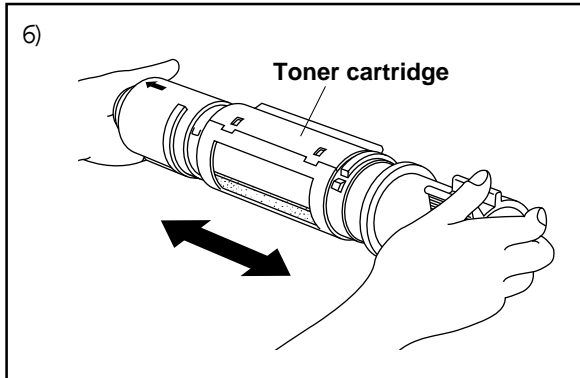
6) Gently rock the toner cartridge from side to side five or six times.
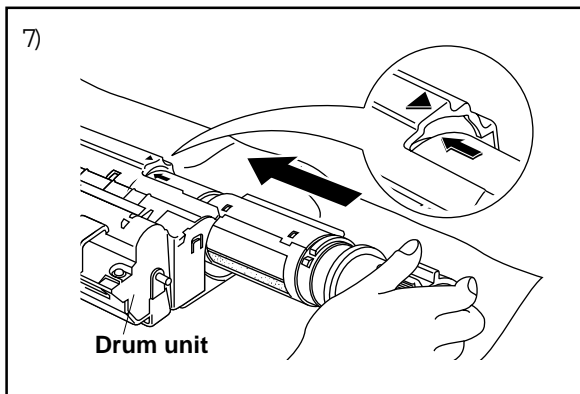
7) Slide the new toner cartridge into the opening on the right hand side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide bar is exactly aligned with the guide slot in the drum unit.
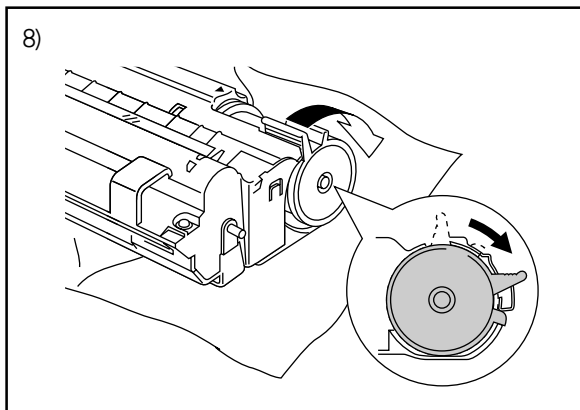
8) Gently turn the lever on the toner cartridge backward until it stops.
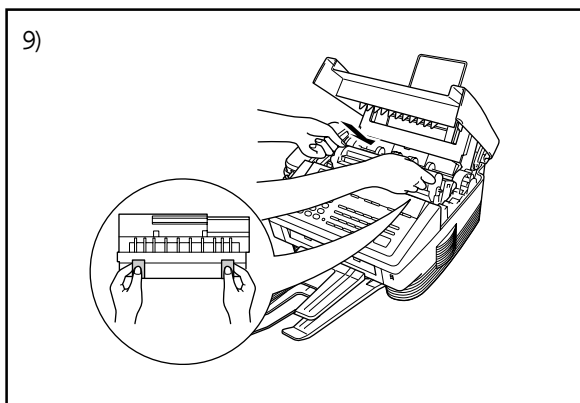
9) Reinstall the drum unit into the machine and close the top cover. Then, turn on the power switch or plug in the power cord.

REPLACING TONER CARTRIDGE AND DRUM UNIT

Replacing the Drum Unit

The machine uses a drum unit to create the print images on paper. If the display shows CHANGE DRUM, it indicates the drum unit is nearly at the end of its life. We recommend you prepare a new drum unit to replace the current one. Even if the display shows CHANGE DRUM, you may be able to continue to print without replacing the drum unit for a while. If there is a noticeable deterioration in the output print quality even before CHANGE DRUM is shown, then the drum unit should be replaced.

WARNING

- When removing the drum unit, handle carefully because it contains toner.

- You should clean the machine when you replace the drum unit. See page 14-1~3.

NOTE: The drum unit is a consumable, and it is necessary to replace it periodically. The drum unit is rated at approximately 20,000 pages. 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 page 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 can not guarantee a minimum number of pages that will be printed by your drum.

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

Follow these steps to replace the drum unit:

1) Turn off the power switch or unplug the power cord.

2) Open the top cover.
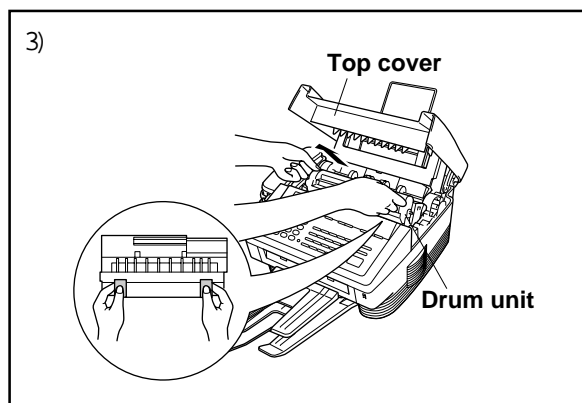
3) Remove the old drum unit. (See page 13-2.)

WARNING
Just after you have used the machine, some internal parts of the machine are extremely **HOT!** So please be careful. (See page 14-2.)

Maintenance

REPLACING TONER CARTRIDGE AND DRUM UNIT
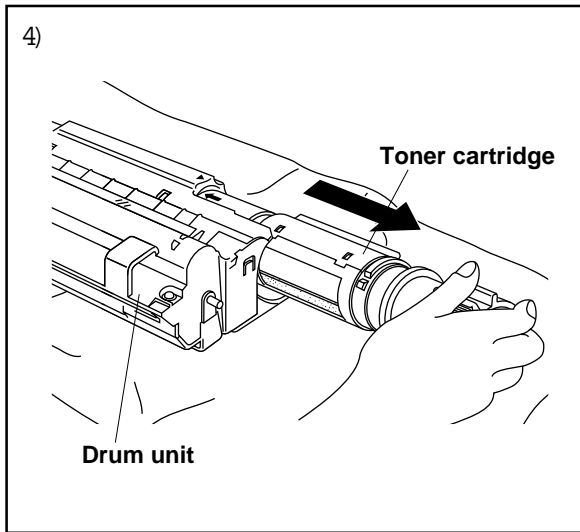
4) Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see "Replacing the Toner Cartridge" on page 13-1~4.

NOTE: • Discard the used drum unit according to local regulations. If you are not sure of them, consult with Brother Customer Service. 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 separated from domestic garbage.
• We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.
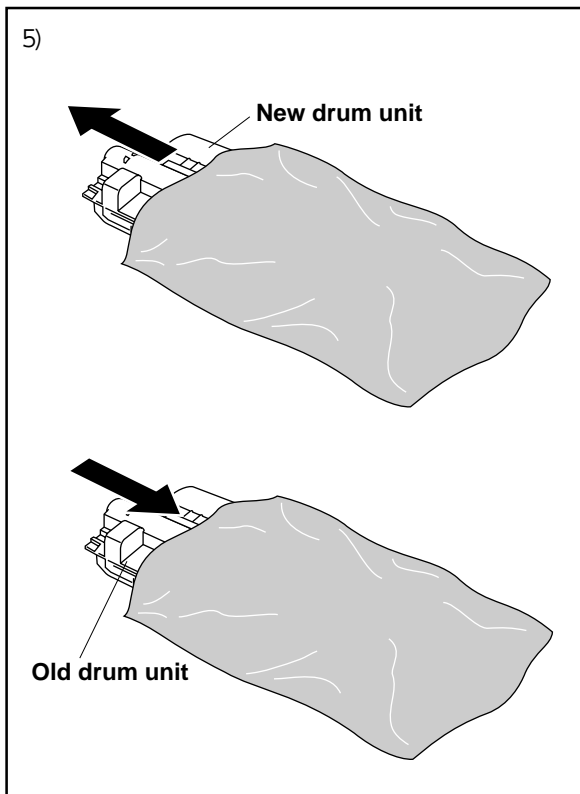
5) Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminum bag and discard it according to local regulations.

REPLACING TONER CARTRIDGE AND DRUM UNIT

6)

Do NOT remove starter sheet

NO!
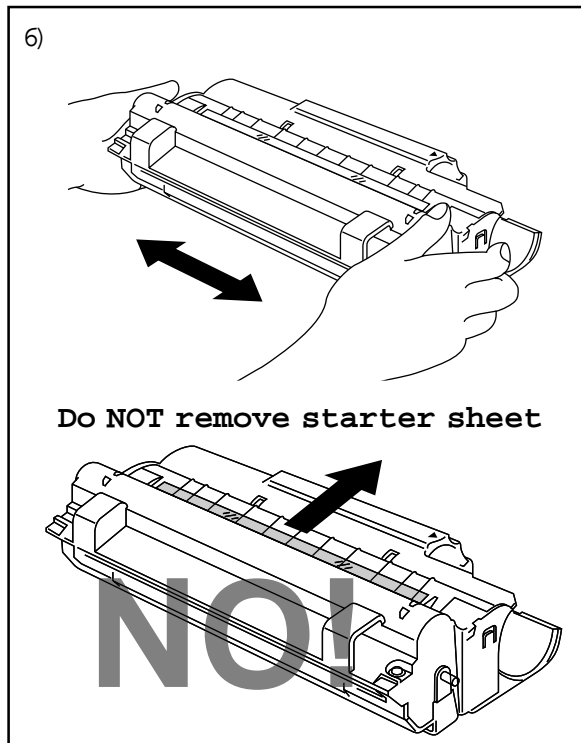
6) Gently rock the new drum unit side to side five or six times.

WARNING

- **Do not remove the starter sheet.**
- Wait to unpack the drum unit immediately before installing it into the machine. 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 it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

7) Reinstall the toner cartridge into the new drum unit. For more information, see "Replacing the Toner Cartridge" on page 13-1~4.

8)
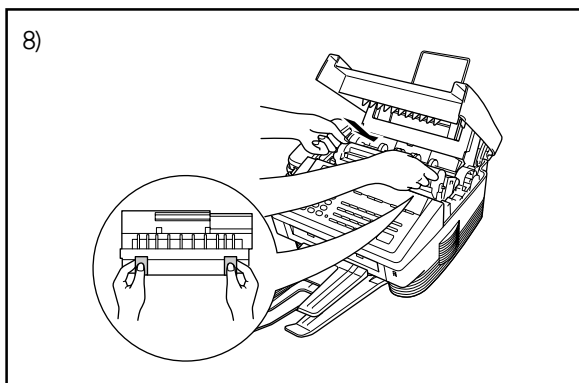
8) Holding the new drum unit by its handles, install it. Close the top cover.

9)
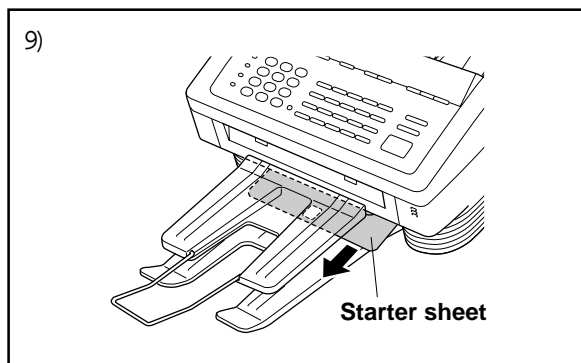
Starter sheet

9) Turn on the power switch or plug in the power cord. The machine automatically will eject the starter sheet.

Maintenance

13 – 7

14. REGULAR MAINTENANCE

Regular Maintenance

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

Follow the steps below:

1. Unplug the telephone line and then the power cord.
   When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.

2. Wipe dirt off the machine using a slightly damp clean cloth.

3. Clean the white plate 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 plate of the scanner.

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

4. Wipe the gears and electric terminals with isopropyl alcohol on a cotton swab.
   Gently wipe the scanner window and the toner sensor with a clean soft dry cloth.

Control panel

Open the control panel.

White plate

Control panel

Glass cover
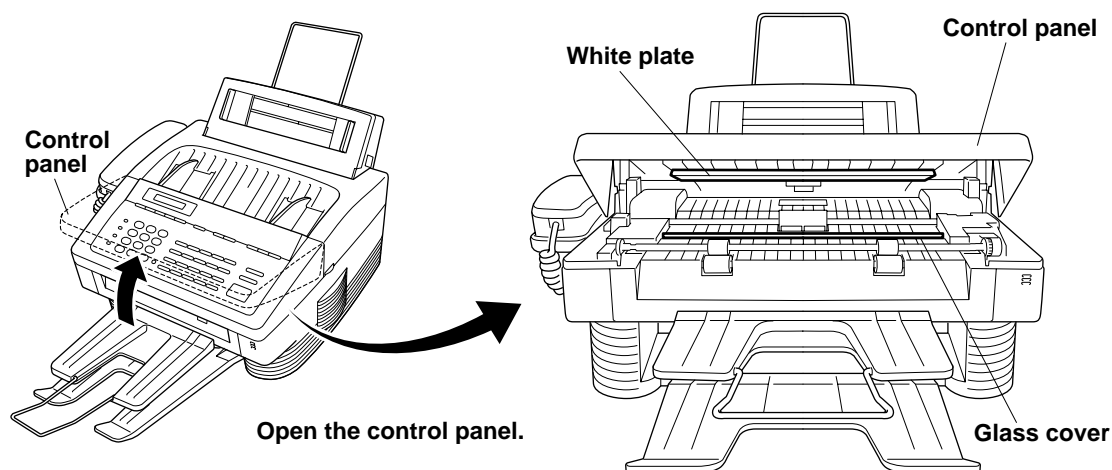
WARNING

- 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 as it contains toner. If toner scatters and your hands or cloths get dirty, immediately wipe or wash it off with cold water.
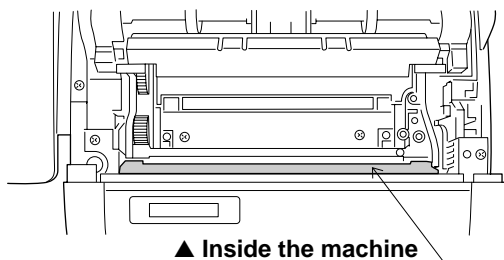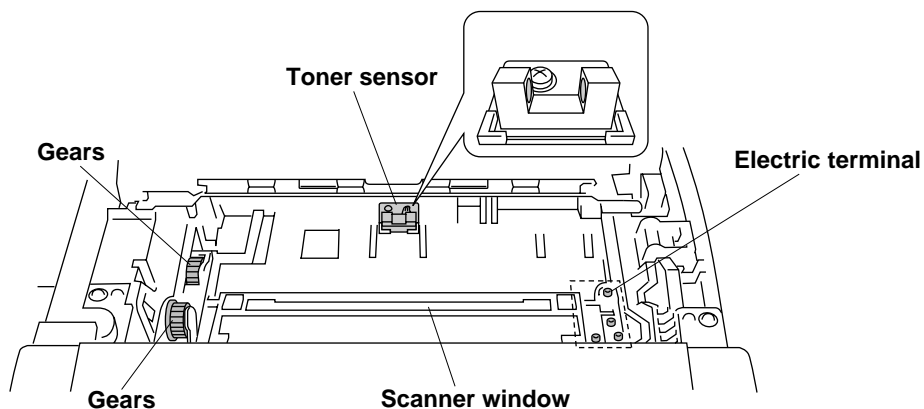
Toner sensor

Gears

Electric terminal

Gears

Scanner window

WARNING

Just after you have used the machine, some internal parts of the machine are extremely **Hot!** When you open the top cover of the machine, never touch the shaded parts shown in the diagram to the left.

▲ **Inside the machine**

Shaded parts are HOT!

Cleaning the Drum Unit

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

1. Turn the drum unit upside down carefully.

REGULAR MAINTENANCE

2. Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.

Home Position (▲)

Tab   **Corona wire**
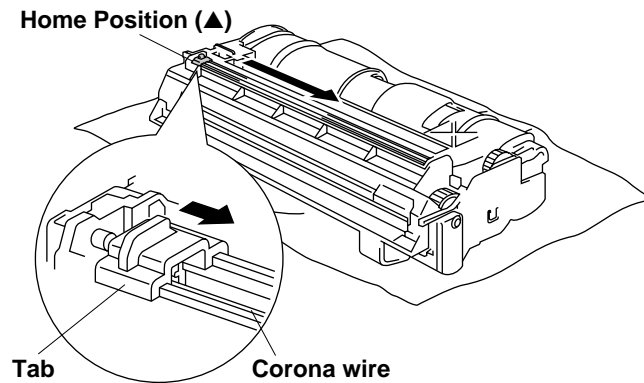
3. Return the tab to the home position (▲ mark position) before reinstalling the drum unit.

CAUSION

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

---

4. Install the drum unit into the MFC.
   See the section "Replacing the Drum Unit" on page 13-5~7.

5. Close the top cover.

6. Plug in the power cord and turn on the power switch.

Packing and Shipping the Machine

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

1. Turn off the power switch and unplug the MFC from the AC outlet.

2. Open the top cover.

3. Remove the drum unit assembly. To remove the drum unit, please refer to the previous section (See page 13-5~7.)

NOTE: Remove the drum unit and toner cartridge. Leave the toner cartridge installed in the drum unit.
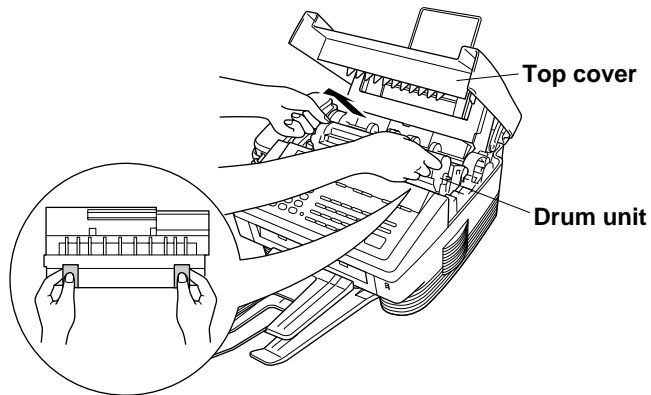
Top cover

Drum unit

4. Place the drum unit and toner cartridge assembly into the zip lock bag and seal the bag completely.

Zip lock bag

Drum unit

Toner cartridge
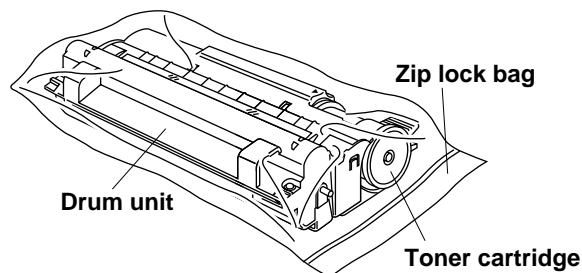
5. Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.

6. Wrap the machine in the plastic bag and place it in the original carton box with the original packing material.
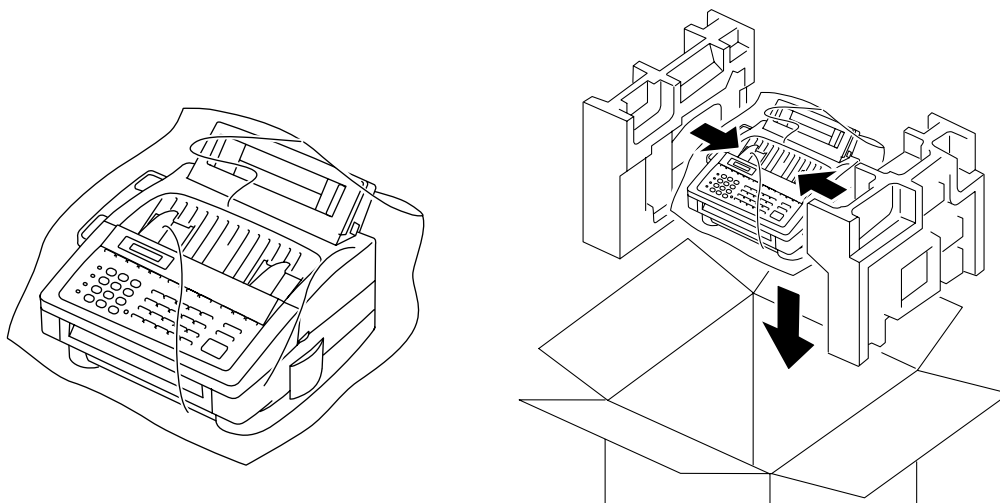
Maintenance

REGULAR MAINTENANCE

7. Place any documents (manual and your documentation explaining the reason for shipping the machine) and the drum unit and toner cartridge assembly into the carton box as shown below.
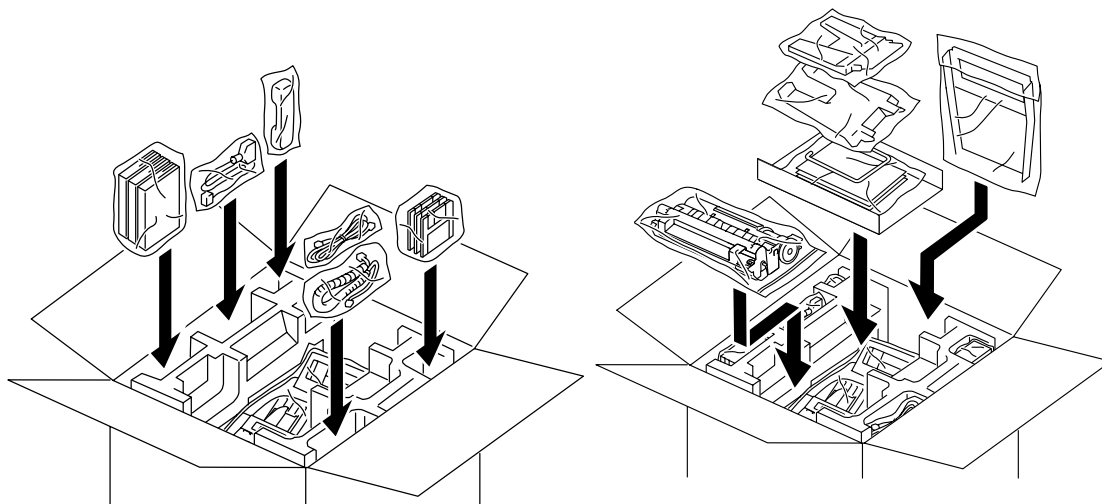
8. Close the carton box and tape it shut.

Paper Jams

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

Fixing a Document Jam

1. Open the front control panel.

2. Remove the jammed documents.

3. Close the control panel.

4. Press **Stop**.

Fixing a Recording Paper Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Use the diagram below to help locate the position of the paper.
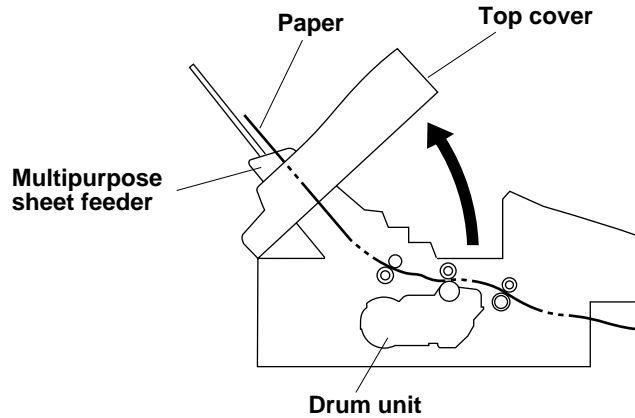
REGULAR MAINTENANCE

WARNING

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

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

HOT!

▲ Inside the machine

---
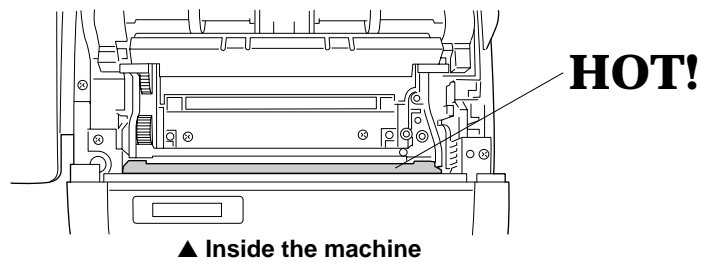
1. Clearing a Paper Jam in the Multipurpose Sheet Feeder.

If a paper jam has occurred inside the multipurpose sheet feeder, open the multipurpose sheet feeder to pull the jammed paper upward out of the feeder; then close the multipurpose sheet feeder. Also, open the top cover and check that a torn piece of paper does not remain inside the MFC (see the next section.)

Multipurpose sheet feeder
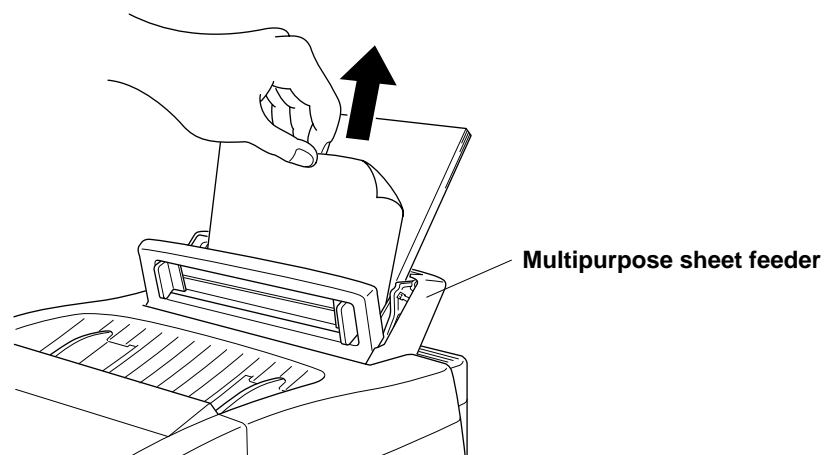
2 Clearing a Paper Jam near the Drum Unit.

If a paper jam has occurred near the drum unit, open the top cover, and remove the drum unit. Then, pull the jammed paper upward and out of the MFC. Reinstall the drum unit and close the top cover.
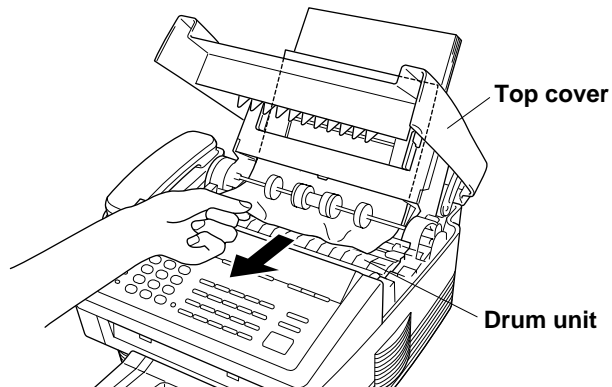
Top cover

Drum unit

3. Clearing a Paper Jam in the Fuser Unit.

If a paper jam has occurred in the fuser unit, open the top cover and remove the drum unit. Then, pull the jammed paper out of the fuser. Reinstall the drum unit and close the top cover.
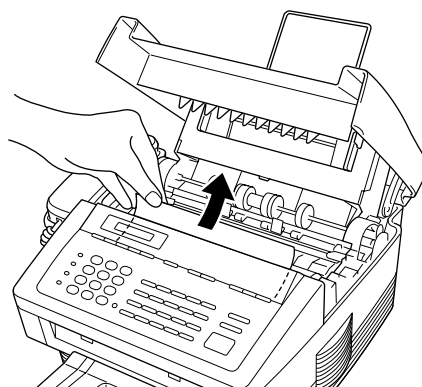
OPTIONAL ACCESSORIES

15. OPTIONAL ACCESSORIES

Connecting the Serial Interface Board (RS100M)(Only for MFC 6550MC/7550MC)

To connect your MFC to a DOS computer or to an Apple Macintosh computer, you must first install the optional serial interface board (RS100M). When you have installed a serial interface board, you can share the MFC with two computers, using both the parallel and the serial interface ports. Automatic interface selection is a standard feature when using the serial interface board.

Installing the Serial Interface Board into Your MFC
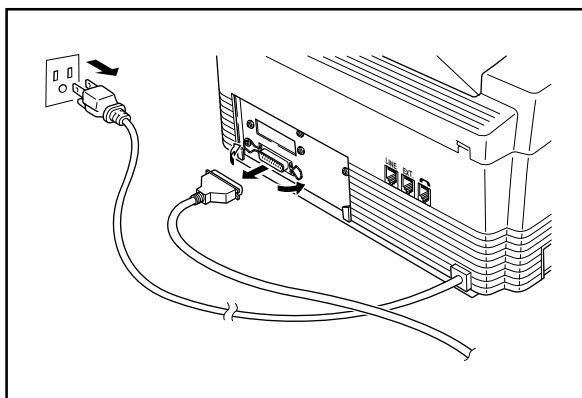
1. Unplug the power cord from the AC outlet and disconnect the parallel interface cable.

Warning

Be sure to unplug the power cord before installing or removing the serial interface board.

Screw　　　**Main controller board**
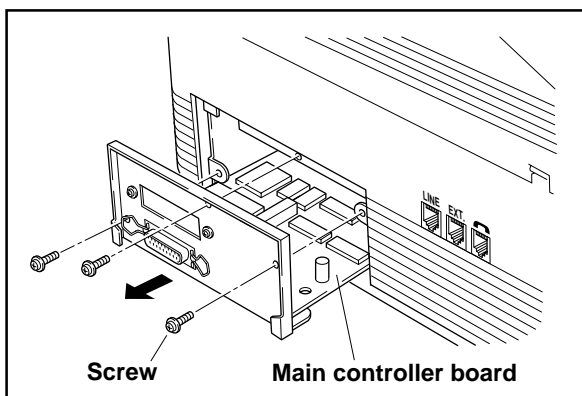
2. Unscrew the three screws securing the rear plate of the main controller board and pull out the main controller board.

Warning

Do not touch the surface of the main controller board.

15 – 1

Option slot cover plate
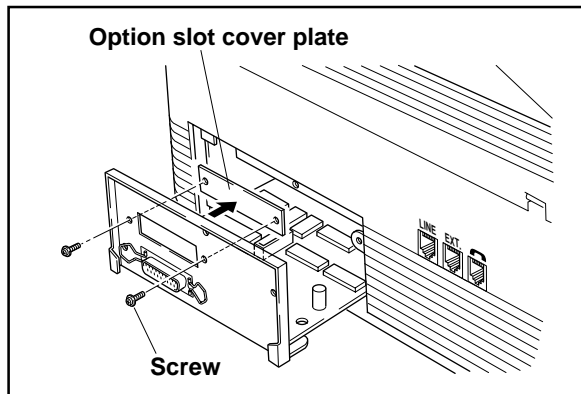
Screw

3. Unscrew the two screws and remove the option slot cover plate and keep it in a safe place.

Serial interface board

Screw

Connector

Main controller board
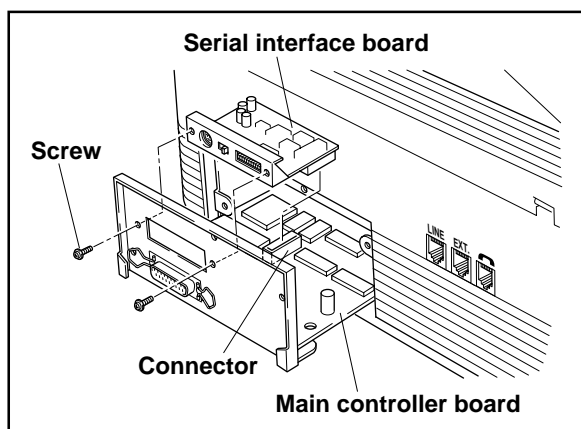
4. To install the serial interface board onto the main controller board, plug the board serial interface board into the upper left connectors on the main controller board.

5. Secure the serial interface board with the two screws.

┌─ **Warning** ───┐

• Hold the edge of the serial interface board. Do not touch the surface of the board.
• Make sure the serial interface board is securely seated on the main controller board.

└───┘

Screw   **Main controller board**
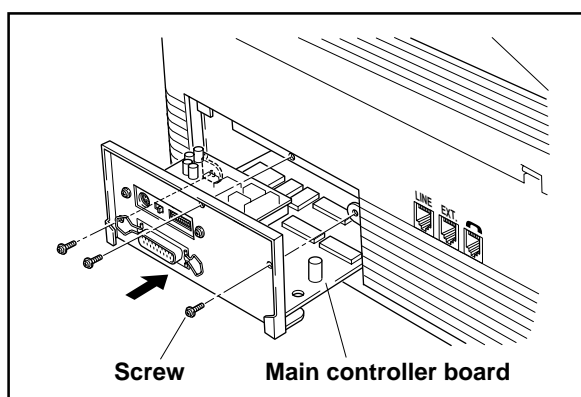
6. Reinstall the main controller board in the MFC by sliding it into the guide rails.

7. Secure the main controller board with the three screws.

Maintenance

OPTIONAL ACCESSORIES

Selecting the RS-422A (Apple) or RS-232C (IBM) Serial Interface

1. Make sure the MFC is in the offline mode.

2. Select the serial interface port matches your computer:

- For Apple Macintosh computers, select the RS-422A (Apple) port by keeping the slide switch to the left (factory setting is RS-422A).
- For IBM compatible computers with Windows® or PCs that operate with DOS, move the slide switch to the right (RS-232C).
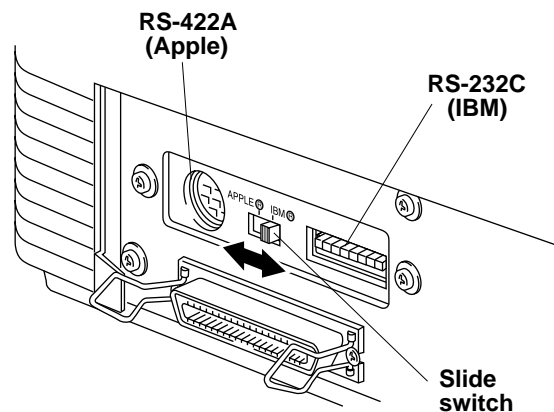
Setting the Serial Interface Parameters
(Only for MFC 6550MC/7550MC)

Set the parameters to match your computer as follows:
- Never change the RS-422A parameters for Apple Macintosh computers. The RS-422A parameters have been set correctly at the factory for Apple Macintosh computers, so you do not have to change the setting. You may skip this section. If you change parameters for the RS-232C serial interface and then switch back to RS-422A for Apple Macintosh computers, be sure to restore the parameters to the factory setting.
- Set the RS-232C parameters to match your IBM compatible computer. You can set serial settings in several different places, within your DOS application, within the Windows® Printer Icon (for Windows® application software only), or within your AUTOEXEC.BAT file using MODE commands. For information on setting serial interface parameters, see the user's guide for your computer or software.

If necessary, set the serial interface parameters as follows:

1. Make sure the printer is in offline.

2. To set the serial interface parameters of the dual in-line package (DIP) switch, move the selectors up (ON) or down (OFF).
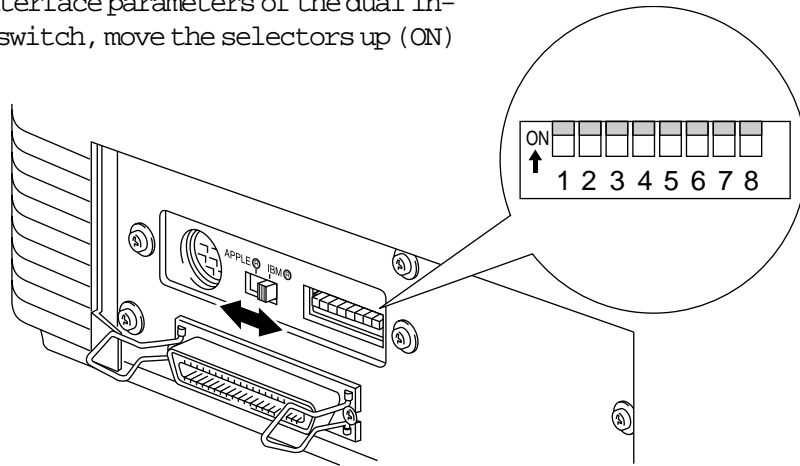
Table 1: Serial Interface Parameters Settings

Selector	Parameters	On (up)	Off (down)
1	Baud Rate	— See Table 2. —	
2	Baud Rate	— See Table 2. —	
3	Data Length	7 bits	8 bits
4	Stop Bit	2 bits	1 bit
5	Parity	— See Table 3. —	
6	Parity	— See Table 3. —	
7	Protocol	Xon/Xoff + DTR	DTR only
8	Robust Xon	On	Off

Table 2: Baud Rate Settings

Selector 1	Selector 2	For RS-422A	For RS-232C
Off	Off	57600	9600
On	Off	9600	4800
Off	On	1200	1200
On	On	19200	19200

Table 3: Parity Settings

Selector 1	Selector 2	Parity
On	On	Odd
On	Off	Even
Off	—	None

- The factory settings are indicated in bold print.
- If the robust Xon setting is turned on with selector 8, the printer sends Xon signals at one second intervals to the connected computer until it receives data. It is effective only if selector 7 is set to the On position for the Xon/Xoff plus DTR setting.

Maintenance

OPTIONAL ACCESSORIES

Connecting the Serial Interface Cable

To connect your MFC to your computer, you must use a serial interface cable with an 8-pin, DIN-type connector.

See your dealer to purchase a serial interface cable:
- If you are a Macintosh user, you can easily find the necessary cable at a local computer store. Look for Apple serial cables labeled "Macintosh to ImageWriter™" or "Macintosh to Personal LaserWriter™ 300". Do not purchase a serial cable labeled "Straight-thru" or "Local-Talk."
- If you are a PC user, you must purchase a special serial cable from your dealer. If you have a 9-pin connector on your computer, look for a cable labeled "IBM AT to ImageWriter II". If you have a 25-pin connector, look for a cable labeled "DB25 to ImageWriter II." These cables most likely can be found in the Apple Macintosh section of your computer dealer's store. For more information about the interface specification, consult with your dealer.

NOTE: The MFC can be connected to a parallel and a serial interface cable at the same time. The auto interface selection function allows you to share the MFC with two computers. To do this, first connect the parallel interface cable and then connect the serial interface cable.

Connect the serial interface cable as follows:

1. Make sure the power switch is turned off.

┌─ Warning ───┐
│ Unplug the power cord before connecting or disconnecting the interface cables or you may │
│ damage the MFC. │
└──┘

2. Insert and secure the serial interface connector into the serial interface port of your MFC.

3. Insert and secure the serial interface connector into the serial interface port of your computer.

4. Turn on the power switch.

Memory Board

The memory board is installed on the main controller board inside the machine. When you add the optional memory board, it increases the performance modes for both fax and printer operations.

Optional Memory for the Printer & Fax Operations

The MFC can recognize 1MB (ME1000) or 2MB (ME2000) of Optional Memory. Be careful to purchase the appropriate memory board for your needs.

<For the Printer>
Additional memory is useful and may be necessary if you want to download many different fonts (Only for MFC 6550MC/7550MC) or want to print a very complex document.

<For the Fax>
Additional memory is available and will expand the memory used for sending and receiving faxes.

Model Name	Optional Memory	Total
MFC 4550 200 KB (20 Pages)	1 MB (0.3 MB for Fax) or 2 MB (0.8 MB for Fax)	0.5 MB (50 Pages) or 1 MB (100 Pages)
MFC 6550MC 300 KB (30 Pages) (15 Minutes)	1 MB (0.4 MB for Fax/ICM) or 2 MB (0.9 MB for Fax/ICM)	0.7 MB (70 Pages)(30 Minutes) or 1.2 MB (120 Pages)(50 Minutes)
MFC 7550MC 700 KB (70 Pages) (30 Minutes)	1 MB (0.5 MB for Fax/ICM) or 2 MB (1 MB for Fax/ICM)	1.2 MB (120 Pages)(50 Minutes) or 1.7 MB (170 Pages)(70 Minutes)

* Brother chart standard resolution MMR coding method.

<For the Copier> (Only for MFC 4550)
Additional memory will allow you to sort multiple copies (Max. 60 pages).

Maintenance

OPTIONAL ACCESSORIES

Installing the Optional Memory Board
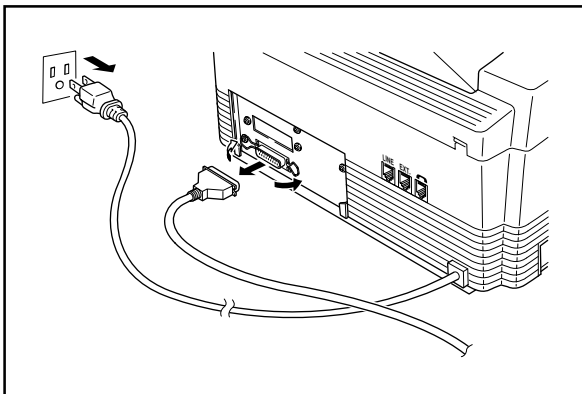
1. Unplug the power cord from the AC outlet and disconnect the interface cable.

Warning

Unplug the power cord before installing (or removing) the memory board.

Screw

Main controller board
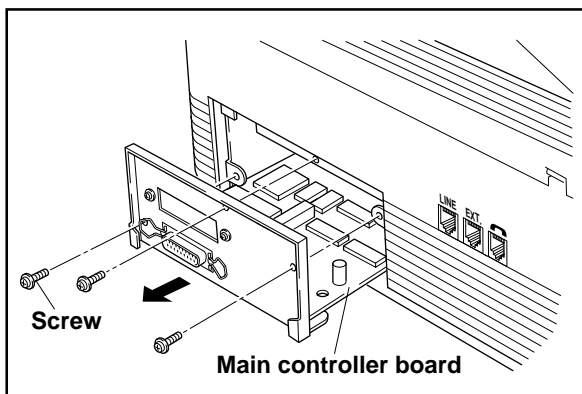
2. Unscrew the three screws securing the main controller board plate and pull out the board.

Warning

Do not touch the surface of the main controller board.

Memory board

Spacer

Main controller board
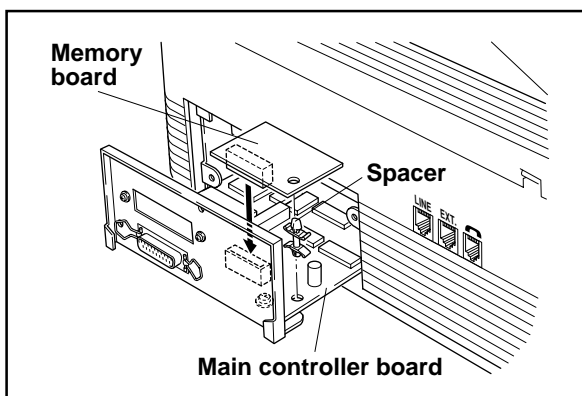
3. To install the memory board onto the main controller board, use the attached spacer and plug it into the lower right connectors of the main controller board.

15 – 7

Warning

- Hold the edge of the memory board. Do not touch the surface of the board.
- Make sure the memory board is securely seated in the main controller board.

Screw

Main controller board
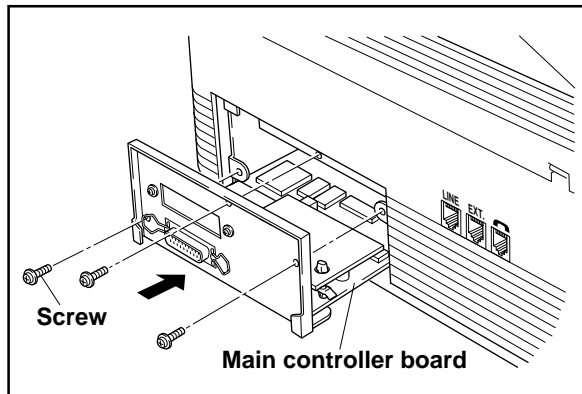
4. Reinstall the main controller board in the MFC by sliding it into guide rails.

5. Secure the main controller board with the three screws.

6. Reconnect the interface cable.

7. Plug the power cord into the AC outlet.

TROUBLESHOOTING PROCEDURES

16. TROUBLESHOOTING PROCEDURES

> BROTHER CUSTOMER SERVICE HAS INSTALLED AN EASY TO USE FAX-BACK[SM] 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.
>
> PLEASE CALL **1-800-521-2846** AND FOLLOW THE VOICE PROMPTS TO RECEIVE FAXED INSTRUCTIONS ON HOW TO USE THE SYSTEM AND FOR YOUR INDEX OF FAX-BACK SUBJECTS. (IN THE USA Only)

If additional help is needed, please contact the following Customer Service numbers:

U.S.A. **1-800-284-4FAX (4329) (Voice)**
1-908-271-1937 (Fax)

Canada 1-800-853-6660 (Voice)
(Calling from within Canada 8:00 A.M. - 8:00 P.M. E.S.T.)
1-514-685-6464 (Voice)
(Calling from within Montreeal)

For products and Service information you may also contact us via the Brother Bulletin Board and the Internet:

BBS **U.S.A.** **1-714-859-2610**
Canada 1-514-685-2040

Internet **http://www. brother. com**

Accessory Orders:

If you have a Visa, Master Card or Discover credit card, you can order accessories for your MFC directly from Brother:

U.S.A. **1-888-879-3232 (Voice)**
1-800-947-1445
Canada 1-800-668-2768 (Fax)

Error Messages

Occasionally, you may have a problem with your MFC or telephone line. If this happens, your MFC usually identifies the problem and displays an error message. Refer to the following list when you see an error message on the display.

Error messages are listed below in alphabetical order.

B
| BUFFER ERROR |

This means an overflow of the input data buffer. Press **FF/Cont**. Data that overflowed the buffer will not be printed.
Check the communication parameter settings such as handshake protocol on both your computer and MFC.
If the error occurs again, the interface hardware may be damaged, so consult with your dealer.

C
| CHANGE DRUM |

You can clear a print quality problem by replacing the drum unit with a new one if the display shows CHANGE DRUM. The drum unit is at the end of its life.

| CHANGE TONER |

If the display shows CHANGE TONER and at the same time the Toner Empty LED on the control panel flashes on and off, you can still print. But the toner is depleted and it is telling you that the toner will soon run out. Order a new toner cartridge now.

| CHANGE TONER |
| TONER EMPTY |

The toner is used up and printing is not possible. Replace the toner cartridge with a new one. (See page 13-1~4)

| CHECK PAPER |

The machine is out of paper or the paper is not properly loaded in the multipurpose sheet feeder. Refill the paper or remove the paper and load it again.

| CHECK PAPER SIZE |

Your Recording Paper Size setting may not be set correctly for the recording paper you are using (see page 6-7). When you see this error, the reduction ratio automatically will be changed to AUTO if you have used a fixed reduction ratio (see page 6-8~9).

Maintenance

TROUBLESHOOTING PROCEDURES

COMM.ERROR

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

CONNECTION FAIL

You requested the polling function even though the machine you called does not have the polling feature.

COOLING DOWN

PLEASE WAIT

When the temperature of the drum unit or toner cartridge becomes 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.

COVER OPEN

The top cover or multipurpose sheet feeder cover was not completely closed. Please check each of them.

D DISCONNECTED

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

DOCUMENT JAM

Your documents were not inserted properly, or the documents were not fed properly, or the documents were too long.
Open the control panel and remove the documents. (See page 14-6~8) Then close the control panel, press **Stop** and insert the documents again, adjusting the guides on either side of the document, and try sending the fax again.
Original documents should be straight, non-wrinkled, to be correctly fed. Otherwise, the documents may occasionally jam.

DOWNLOAD FULL

The download buffer is full. Press **FF/Cont**. Printing will resume (the downloading is cancelled). The command that caused this message will be ignored. (Only for MFC 6550MC/7550MC)

L LINE ERROR

There is a communications error.
If you are using a serial interface, check baud rate, parity, etc. If you are using a parallel interface, check the cable connections.

M | `MACHINE  ERROR  XX`

`PRESS  STOP  KEY`
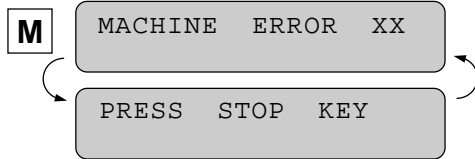
Turn off the power. Then contact the Customer Service number listed on page 16-1.

`MEMORY  FULL`

- Press the **FF/Cont** switch to print the data remaining in the MFC.
- 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.
- Expand the printer memory with the optional memory board. (ME1000 or ME2000)
- Reduce the print resolution or reduce the complexity of your document.

N | `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.

`NOT  REGISTERED`

The One-Touch key or Speed-Dial number you pressed has no number assigned to it. You will have to program a phone number. (See page 3-6~8)

P | `PRINT  OVERRUN`

- Press the **FF/Cont** switch to print the data remaining in the printer memory.
- 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 recording paper is stuck in the printing area.

Remove the jammed paper. (See page 14-8.)

S | `SET  CARTRIDGE`

A toner cartridge is not installed. Reinstall the toner cartridge.

Maintenance

TROUBLESHOOTING PROCEDURES

Other Problems

When the Receiving Party Says the Picture is Not Clear
Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your machine's scanner may be dirty, so try cleaning it. (See page 14-1)

When the Receiving Party Says Vertical Streaks Appear on the Faxes They Receive:
Your machine's scanner may be dirty or the receiving party's printer head may be dirty. Clean your scanner, (See page 14-1) and make a copy to check if the problem was caused by your machine.

Vertical Streaks Appear on the Faxes You Receive
Sometimes you may see vertical streaks on the faxes you receive. Either your machine's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire. (See page 14-3) Make a copy to see if the vertical streaks are still there.

Vertical Streaks Appear in Copies
Sometimes you may see vertical streaks on your copies.
Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See page 14-1~3)

If the Printed Pages are Still Blurred at the Center or Either Edge as Below
First, make sure that the printer is placed on a flat, horizontal surface.
If the problem still occurs, remove the drum unit with the toner cartridge installed. Hold the unit horizontally with both hands and tap it firmly against a flat surface 3 or 4 times. Reinstall the drum/toner unit and try printing again. If the print quality is acceptable, you may continue using this drum unit. If the print quality is not acceptable replace the drum unit. If streaks still occur, please contact Brother Customer Service or your local Authorized Service Center for further assistance.
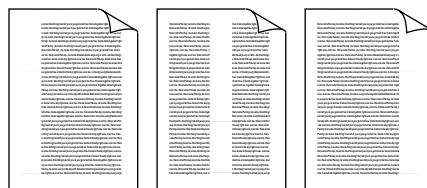
Horizontal   Streaks
You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.

Poor Printing Quality
If the printing quality is not at an acceptable level, please replace your drum unit with a new one.

The Print is too Light or too Dark
The print density dial is located in the corner under the top cover. (Remove the drum unit.) You can use it to adjust print density by increasing or decreasing the Print Density function setting you chose.

Print density dial

The print may become darker or lighter as conditions change (such as changing the toner cartridge and drum unit or if the machine has become overheated from heavy use).
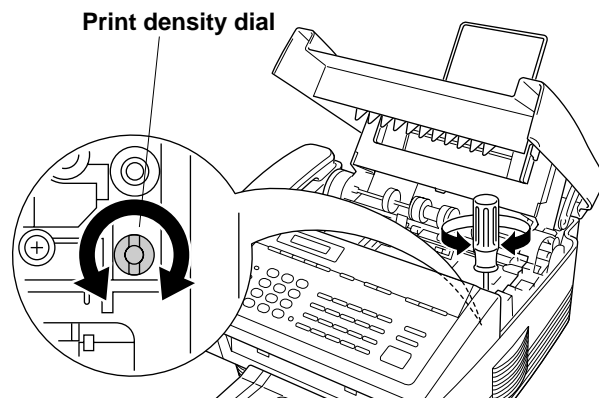
Use a straight blade screwdriver to turn the print density dial clockwise for darker print and counterclockwise for lighter print. The dial has been set to the middle position.

Make five or six copies to bring the toner up to the level of the new setting.

If the print is still too light, check to see if the Toner Save feature is ON (see page 6-11).

Received Faxes Appear as Split or Blank Pages:
If the received data is divided and printed on 2 pages or if you get an additional blank page, your recording size may not be set correctly for the recording paper you are using (see page 6-7). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real recording paper (see page 6-8~9).

When Dialing Doesn't Work...
You may have the wrong dialing mode. Change the TONE/PULSE setting. (See page 3-1.) You should check all the telephone line connections (such as to the handset and to the wall jack). Check also that the power cord is connected and the power switch is turned on. (See page 2-6 of Setup Manual for Fax, Printer, Copier.) Check by pressing **Hook** to see if you hear a dial tone. Also try dialing by first pressing **Hook** or lifting the handset. Wait until you hear the fax tones and then press **Start.**

Cover Page Comment Always Prints "Please Call":
The Cover Page report is only a sample of the format and always prints "Please Call". The comment you programmed will be generated at the receiving machine.

MFC Does Not Answer When Called:
Make sure the MFC is not in Manual mode (Fax and F/T lights out). Check it is in the correct receiving mode for your setup (either Fax, F/T or TAD). Check for a dial tone. If possible, call your MFC to hear what is happening.

No Dial Tone on the Handset:
Press **Hook.** If there is no dial tone, check telephone line connections at MFC and wall jack. You can connect a regular telephone into the wall jack to see if the phone line is working.

Maintenance

TROUBLESHOOTING PROCEDURES

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 can not use the Brother MFC 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=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) (Only for MFC 6550MC/7550MC):
The MFC 6550MC/7550MC 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*.

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

MFC 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 MFC 6550MC/7550MC series also has a bi-directional parallel port function. Since Windows 3.xx does not support bi-directional communication on the parallel port, each peripheral vendor has developed and supplies their own bi-directional device driver which will be installed into Windows 3.xx. If you install two or more different bi-directional device drivers into Windows, they might conflict with each other and cause some problems.

Please make sure you have installed the MFC 6550MC/7550MC series driver by executing SETUP.EXE from your disk drive, as instructed on the Disk 1 label. The bi-directional communication may be disable when the driver is installed from Add menu in "Printers" of 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 MFC 6550MC/7550MC series may not work if the printer
driver for the above models are installed after the installation of the MFC 6550MC/
7550MC series printer driver.
In this case, please install the MFC 6550MC/7550MC series printer driver again or
copy BI-DI.386 from Disk 1 to the Windows/System directory. (NOTE: BI-DI.386 on
Disk 1 is not compressed.)

HP LaserJet series II, IID, IIP, IIP+, III, IIID or IIIP:
If Microsoft Windows Printing System for above models are used, you have to modify
the "win.ini" file which is in the Windows directory to turn the printer's bi-directional
function off.
We recommend you to have back-up before you modify the WIN.INI or SYSTEM.INI,
just in case.

Open the file "win.ini" by using the "notepad" application. You can find the following
statement in the [spooler] section.
[spooler]
QP.LPT1 = wpsljqp.dll

To disable this function, put a semicolon at the head of above sentence as follows;
[spooler]
;QP.LPT1 = wpsljqp.dll

Then, open the file "system.ini" by using the "notepad" application. You can find the
following statement in the [386Enh] section.

[386Enh]
device=wpsljvpd.386
        :
        :
W P S L P T 1 = 1

To disable this function, put a semicolon at the head of above sentences as follows;
;device=wpsljvpd.386
        :
        :
; W P S L P T 1 = 1

You must restart Windows to make these modification effective.
The modification disables the printer status reporting on your PC, however, you will
be able to use MFC 6550MC/7550MC series with no further problems.

Maintenance

TROUBLESHOOTING PROCEDURES

HP LaserJet 4 Plus:
Please uninstall the Main Status windows by double clicking the Un-install Status windows in HP LaserJet group.

NEC SuperScript 610/660:
Please remove the NEC SuperScript driver by having NECDELET.EXE run in the Disk 1 coming with NEC printers.

EPSON ActionLaser 1100 / 1400:
Please remove the EPSON Action Laser 1100/1400 driver by having EPDELETE.EXE file in Windows Printer Driver for these models run.

Lexmark WinWriter 200:
You have to modify the "win.ini" and "system.ini" files which are in the Windows directory to turn the printer's bi-directional function off.
We recommend you to back-up WIN.INI and SYSTEM.INI before you modify them.

Open the file "win.ini" by using the "notepad" application. You can find the following statement in the [windows] section.
```
[windows]
run=C:/WINDOWS/SYSTEM/WPSIOMON
```

To disable this function, put a semicolon at the head of above sentence as follows;
```
[windows]
;run=C:/WINDOWS/SYSTEM/WPSIOMON
```

Also, You can find the following statement in the [spooler] section.
```
[spooler]
QP.LPT1=wpslbq.dll
```

To disable this function, put a semicolon at the head of above sentence as follows;
```
[spooler]
;QP.LPT1=wpslbq.dll
```

Then, Open the file "system.ini" by using the "notepad" application. You can find the following statement in the [386Enh] section.

```
[386Enh]
device=wpscomd.386
device=wpsljvpd.386
      :
      :
WPSLPT1=1
```

To disable the function, put a semicolon at the head of above sentences as follows;

```
[386Enh]
;device=wpscomd.386
;device=wpsljvpd.386
        :
        :
;WPSLPT1=1
```

You must restart Windows to make these modification effective.
The modification disables the printer status reporting on your PC, however, you will
be able to use MFC 6550MC/7550MC series 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.

TROUBLESHOOTING PROCEDURES

Q & A

This section contains questions and answers for using your fax machine. If you have encountered a problem, find the question relating to your problem and take the steps recommended to correct the problem.

Setting Up the MFC

Question	Recommendation
The MFC does not print.	Check the following: • The MFC is turned on. • The toner cartridge and drum unit are installed properly. • The interface cable is securely connected between the MFC and computer. • Check to see if the LCD is showing an error message. (See page 16-2~4.)

Windows® Setup Printing Problems

Question	Recommendation
I can not print from my application software.	• Make sure the Windows® printer driver is installed and you selected it in your application software. • If you use the optional serial interface, make sure the serial slide switch of the serial interface is in the correct position and the DIP switches interface settings are correctly set up. (Only for MFC 6550MC/7550MC)
Sometimes I get a error message, PRINT OVERRUN when printing certain documents from Windows®.	• If you are using the supplied Windows® driver, turn the error recovery 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.

DOS Setup Printing Problems (Only for MFC 6550MC/7550MC)

Question	Recommendation
I can not 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. • If you are using the RS100M serial interface board, make sure the RS-232C serial interface is selected with the slide switch. Make sure the interface settings are correctly set up with the proper DIP switches. Make sure the serial parameters for baud rates, parity and stop bits match those in your application software and the MFC.
The MFC prints, but it prints incorrect information. Sometimes it prints a couple of characters and then ejects the page, etc.	This is an indication that your application printer emulation setting and the MFC'S printer emulation do not match. Check your application software to make sure you selected the correct printer driver. The MFC emulates HP LaserJet IIP. Try setting the MFC to HP emulation in Remote Printer Console and then select the HP LaserJet IIP printer in your application software.
The MFC prints the first part of my document but does not print the last page. (The LCD shows REMAINED DATA.)	This is common problem with database software and 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 the FF/Cont Key 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 MFC?	Use the Remote Printer Console (RPC) program.

Optional Apple Macintosh Serial Interface Board (RS100M) Setup Printing Problems

Question	Recommendation
I can not print from my application software.	• Make sure you installed the Macintosh printer driver in the System Folder and selected it with Chooser. • Check the PORT selection within the Chooser: it should match the port to which you physically attached the printer cable. • The serial slide switch on the optional interface board should be in the Apple (RS-422A) position. • Check the printer cable type: **you can not use a LocalTalk or straight-through cable**. See Chapter 15 for details on different types of printer cables.

Maintenance

TROUBLESHOOTING PROCEDURES

Paper Handling Problems

Question	Recommendation
The MFC does not load paper. The LCD shows CHECK PAPER or PRINTER JAM.	• Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multipurpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder. • If there is paper in the multipurpose 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 put it back into the paper tray. • Reduce the amount of paper in the multipurpose sheet feeder, then try again.
The MFC does not load paper from the manual feed stop.	Reinsert the paper firmly, one sheet at a time.
How can I load envelopes?	You can load envelopes from either the multipurpose 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.
What paper can I use?	You can use plain paper, envelopes, transparencies, labels, and organizer paper. For information on loading paper. See "Acceptable Paper" in Chapter 10.
How can I clear paper jams?	See "Paper Jams" on page 14-6.

General Printing Problems
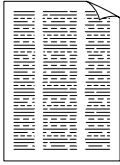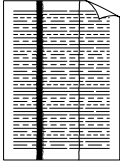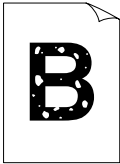
Question	Recommendation
The MFC prints unexpectedly or it prints garbage.	• Turn the MFC on and off or reset it. • Make sure your application software is correctly set up to use the MFC by checking the printer settings in your application software. • Make sure that the correct interface type and settings are set up to match your computer. Be sure to use the RS-422A serial interface for Macintosh computers and the RS-232C serial interface for PCs. Refer to "Connecting the Serial Interface Board (RS100M)" in Chapter 15. (Only for MFC 6550MC/7550MC)
The MFC can not print full pages of a document. An 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 by the following ways. • If you are using Windows® 95 or Windows® 3.1 with the supplied printer driver, see the "Windows® Setup Printing Problems" section. • Try to reduce the complexity of your document or reduce the print resolution.
The MFC prints the first couple of pages correctly, then some pages have text missing. (Only for MFC 6550MC/7550MC)	This is a problem usually relating to serial interface settings. Your computer is not recognizing the printer's input buffer full signal. Causes could be the wrong type of serial cable (incorrectly wired or too long) or incorrect setting of your computer serial interface.
The MFC can not print full pages of a document. A MEMORY FULL error message occurs.	• Expand the printer memory by installing one of the optional memory boards (ME1000 or ME2000). • 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 show up 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.

Maintenance

TROUBLESHOOTING PROCEDURES
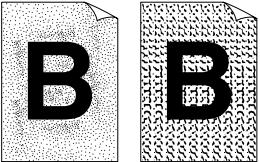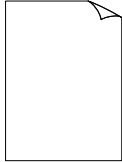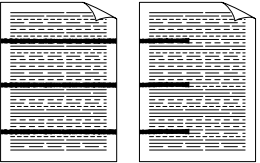
Print Quality Problems

NOTICE
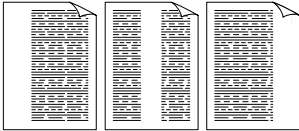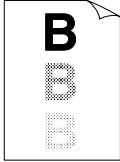
You will clear a print quality problem by replacing the drum unit with a new one if the display will show CHANGE DRUM. The old drum unit is at the end of its life.

Question	Recommendation
Printouts are too dark or light.	Adjust the print conditions by setting the Print Density function, or turn the print density dial counterclockwise for lighter images and clockwise for darker images. It has been factory set to the middle position. See "The Print is too Light or too Dark" on page 16-6.
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 "Regular Maintenance" and "Cleaning the Drum Unit" on page 14-1~3.) If the same problem occurs and the display shows CHANGE DRUM, 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 machine interior and the primary corona wire of the toner cartridge. See "Regular Maintenance" and "Cleaning the Drum Unit" on page 14-1~3. • Make sure that the tab of the corona wire is at the home position. If the same print problem occurs and the display shows CHANGE DRUM, after cleaning, replace the drum unit with a new one.
Printed pages have white spots in black text and graphics area. **White Spots**	Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the problem. If you still have the same problem and the display shows CHANGE DRUM, replace the drum unit with a new one.

Question	Recommendation
Toner scatters and stains the printed page. **Scattering Toner**	If toner scattered over the whole printing surface, adjust the print density dial inside the printer counterclockwise. See "The Print is too Light or too Dark" on page 16-6. Clean the machine interior. See "Regular Maintenance" and "Cleaning the Drum Unit" on page 14-2. Make sure that you use paper that meets specifications See page 10-1. If you still have the same problem and the display shows CHANGE DRUM, replace the drum unit with a new one.
The whole page is printed in black. **Black Page**	Wipe the electric terminals referring to page 14-2. Also, do not use heat-sensitive paper as it will cause this problem. If the same problem occurs and the display shows CHANGE DRUM, on after cleaning, replace the drum unit with a new one.
Nothing is printed on the page. **White page**	• Make sure that the toner cartridge is not empty. • Wipe the electric terminals referring to "Regular Maintenance" and "Cleaning the Drum Unit" on page 14-1~3. • Make sure that a torn piece of paper does not remain on the scanner window.
Printed pages are marked at regular intervals. **Example of Regular Marking**	The problem may disappear by itself. Try copying multiple pages to clear this problem. This may occur if the machine has not been used for a long time. This also may occur if the surface of the drum is scratched. You must then replace the drum unit with a new one. If the problem does 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.

Maintenance

TROUBLESHOOTING PROCEDURES

Question	Recommendation
Printed pages are blurred at the center or at either edge. **Blurred Page**	Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. • Make sure the machine 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 the problem by wiping the scanner windows with a clean soft cloth. (See "Regular Maintenance" and "Cleaning the Drum Unit" on page 14-1~3.) If the same problem occurs after cleaning and the display shows CHANGE DRUM, replace the drum unit with a new one.
Ghost images appear on printed pages. **B** **Ghost Images**	• Turn the print density dial counterclockwise for lighter images. See "The Print is too Light or too Dark" on page 16-6. • Make sure that you use paper that meets the spacifications. Rough surface or thick media can cause the problem.

NOTE

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

17. SPECIFICATIONS

Product Description
Six performance modes are available for the facsimile, the printer, the copier, the scanner, the PC Fax and Message Center in this Multi Function Center. (MFC 6550MC/7550MC) Five performance modes are available for the facsimile, the printer, the copier, the scanner and PC fax in the MFC 4550.

<Printer Specifications>

Emulation
MFC 4550:   Brother Printing System for Windows®

MFC 6550MC/7550MC: Brother Printing System for Windows®, emulation mode of HP LaserJet IIP (PCL level 4).

Printer Driver
Windows® 3.1/3.11 and Windows® 95 driver, supporting Brother Native Compression mode and bidirectional capability

Optional Macintosh driver available for System 6.0.7 or higher (Only for MFC 6550MC/7550MC)

Interface
Bidirectional parallel
RS-422A/RS-232C serial interface (RS100M) is optionally available. (Only for MFC 6550MC/7550MC)

Memory
512KB (MFC 4550/6550MC), 1MB (MFC 7550MC)

Expandable: 1MB or 2MB the optional memory board.

Printer Method
Electrophotography by semiconductor laser beam scanning

Resolution
600 dots/inch

Print Quality
Normal printing mode

Economy printing mode (saves up to 50% of the normal toner usage)

Print Speed
6 pages/minute (when loading A4 or letter size paper from the multipurpose sheet feeder)

Print Media
Toner cartridge:
Life Expectancy: 2,200 pages/new toner cartridge
                 1,000 pages/starter toner cartridge
                 (USA, Canada and some other areas only)
(when printing A4 or letter size paper at 5% print coverage)

NOTE: Toner life expectancy will vary depending on the type of average print job printed.

Drum Unit:
Life Expectancy: 20,000 pages at 20 pages per job
                 8,000 pages at 1 page per job

NOTE: There are many factors that determine the actual drum life, such as temparature, humidity, type of paper and toner that you use, the number of pages per joint job, etc.

TrueType Fonts on disks
TrueType-compatible soft-fonts for Windows® on the supplied disk

Maintenance

SPECIFICATIONS

<Fax Specifications>

Compatibility	ITU-TS Group 3
Coding system	MH / MR / MMR
Modem speed	14400/12000/9600/7200/4800/2400; Automatic Fallback
Document input width	148 mm to 216 mm (5.8 inches to 8.5 inches)
Scanning/Printing width	208 mm (8.2 inches)
Paper size	Letter/Legal/A4
Multipurpose sheet feeder	200 sheets (20 lbs)
Gray scale	64 levels
Polling types	Standard, Delay, Sequential
Contrast control	Automatic/Super Light/Super Dark (manual setting)
Resolution	• Horizontal 8 dot/mm (203 dot/inch)
	• Vertical Standard 3.85 line/mm (98 line/inch)
	Fine, Photo 7.7 line/mm (196 line/inch)
	Superfine, Photo (copy) 15.4 line/mm (392 line/inch)
One-touch dial	24 stations
Speed-dial	100 stations (7550MC), 36 stations (4550/6550MC)
Automatic redial	3 times at 5 minutes intervals
Speaker type	Monitor
Auto answer	0, 1, 2, 3 or 4 rings
Communication source	Public switched telephone network

<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 23° C (73.4° F)
First Print	20 seconds (when loading the Letter size paper from the multipurpose sheet feeder)
Power Source	120V AC 50/60Hz (U.S.A., Canadian Version Only)
Power Consumption	Operating (Copying): 160 W or less (25° C)
	Sleep Mode: 9 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	383 x 452 x 251 (mm)/15.1 x 17.8 x 9.9 (inches)
Weight	8.5 kg/18.8 lbs

PARALLEL INTERFACE SPECIFICATIONS

Interface Connector   Printer Side: Amphenol FCN-685J036-L/X or equivalent
                                      A shielded cable should be used.

Pin Assignment

Pin No.	Signal	Direction	Pin No.	Signal	Direction
1	DATA STROBE	Input	19	0V(S.G.)	–
2	DATA 1	Input	20	0V(S.G.)	–
3	DTAT 2	Input	21	0V(S.G.)	–
4	DATA 3	Input	22	0V(S.G.)	–
5	DATA 4	Input	23	0V(S.G.)	–
6	DATA 5	Input	24	0V(S.G.)	–
7	DATA 6	Input	25	0V(S.G.)	–
8	DATA 7	Input	26	0V(S.G.)	–
9	DATA 8	Input	27	0V(S.G.)	–
10	ACKNLG	Output	28	0V(S.G.)	–
11	BUSY	Output	29	0V(S.G.)	–
12	PE	Output	30	0V(S.G.)	–
13	SLCT	Output	31	IMPUT PRIME	Input
14	AUTO FEED	Input	32	FAULT	Output
15	N.C.	–	33	N.C.	–
16	0V(S.G.)	–	34	N.C.	–
17	0V(S.G.)	–	35	N.C.	–
18	+5V	–	36	SLCT IN	Input

RESIDENT FONTS (Only for 6550MC/7550MC)

The following bitmapped fonts are resident in the MFC.

Brougham 10 (12 point)	upright/normal
	upright/bold
	italic/normal
	italic/bold
Brougham 12 (10 point)	upright/normal
	upright/bold
	italic/norml
	italic/bold
Letter Gothic 16.66 (8.5 point)	upright/normal
	upright/bold
	italic/normal
	italic/bold

(Portrait and Landscape are available for the above.)

Maintenance

SPECIFICATIONS

SYMBOL SETS/CHARACTER SETS (Only for 6550MC/7550MC)

*HP mode

- ISO14 JIS ASCII
- ISO57 Chinese
- ISO11 Swedish
- HP Spanish
- ISO17 Spanish
- ISO10 Swedish
- ISO16 Portuguese
- ISO84 Portuguese
- ISO85 Spanish
- PC-8
- PC-8 D/N
- PC-8 Turkish
- PC-850
- PC-852
- PC-860
- PC-863
- PC-865

- Roman 8
- ISO Latin 1
  (ECMA-94)
- ISO60 Norwegian 1
- ISO61 Norwegian 2
- ISO4 UK
- ISO25 French
- ISO69 French
- HP German
- ISO21 German
- ISO15 Italian
- ISO6 ASCII
- Legal
- ISO2 IRV

NOTE

If you want to know what characters are in each symbol/character set, print the
CHARSETS.PRN file from "The Print form" option in the Direct Access Menu of
the Remote Printer Console Program.

SPECIFICATIONS

❏ **HP LaserJet IIP**

Roman 8

ISO Latin1

The following table shows characters available only in the corresponding character set. The numbers at the top of the table are code values with which characters are to be replaced in the Roman 8 character set. For other characters, see character set of Roman 8.

SYMBOL SET	23	24	40	5B	5C	5D	5E	60	7B	7C	7D	7E
ISO2 IRV	#	¤	@	[	\	]	^	`	{	|	}	‾
ISO4 UK	£	$	@	[	\	]	^	`	{	|	}	‾
ISO6 ASCII	#	$	@	[	\	]	^	`	{	|	}	~
ISO10 Swedish	#	¤	@	Ä	Ö	Å	^	`	ä	ö	å	‾
ISO11 Swedish	#	¤	É	Ä	Ö	Å	Ü	é	ä	ö	å	ü
ISO14 JIS ASCII	#	$	@	[	¥	]	^	`	{	|	}	‾
ISO15 Italian	£	$	§	°	ç	é	^	ù	à	ò	è	ì
ISO16 Portuguese	#	$	§	Ã	Ç	Õ	^	`	ã	ç	õ	°
ISO17 Spanish	£	$	§	¡	Ñ	¿	^	`	°	ñ	ç	~
ISO21 German	#	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
ISO25 French	£	$	à	°	ç	§	^	`	é	ù	è	¨
ISO57 Chinese	#	¥	@	[	\	]	^	`	{	|	}	‾
ISO60 Norwegian1	#	$	@	Æ	Ø	Å	^	`	æ	ø	å	‾
ISO61 Norwegian2	§	$	@	Æ	Ø	À	^	`	æ	ø	å	|
ISO69 French	£	$	à	°	ç	§	^	µ	é	ù	è	¨
ISO84 Portuguese	#	$	´	Ã	Ç	Õ	^	`	ã	ç	õ	~
ISO85 Spanish	#	$	·	¡	Ñ	Ç	¿	`	´	ñ	ç	¨
HP German	£	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
HP Spanish	#	$	@	¡	Ñ	¿	°	`	{	ñ	}	‾

18. IMPORTANT INFORMATION

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

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

This equipment is hearing aid compatible.

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

• Remain on the line and briefly explain to the dispatcher the reason for the call before
  hanging up.

• Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is
a label that contains, among other information, the FCC Registration Number and Ringer
equivalence Number (REN) for this equipment. You must, upon request, provide this
information to your telephone company.
You may safely connect this equipment to the telephone network by means of a standard
modular jack, USOC RJ11C.
An FCC compliant telephone cord and modular plug is provided with this equipment. This
equipment is designed to be connected to the telephone network or premises wiring using a
compatible modular jack which is Part 68 compliant.
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 4550/6550MC/7550MC damages the telephone network, the telephone company
may discontinue your service temporarily. If possible, they will notify you in advance. But if
advanced notice is not practical, you will be notified as soon as possible. You will be informed
of your right to file a complaint with the FCC.
Your telephone company may make changes to its facilities, equipment, operations or
procedures that could affect the proper functioning of your equipment. If they do, you will be
notified in advance to give you an opportunity to maintain uninterrupted telephone service.
If you experience trouble with this MFC 4550/6550MC/7550MC, please contact the
manufacturer's authorized service agency for information on obtaining service or repair. The
telephone company may ask that you disconnect this equipment from the network until the
problem has been corrected or until you are sure that the equipment is not malfunctioning.
If you are not able to solve a problem with your machine, contact Brother service personnel
at 1-800-284-4FAX (4329) (Voice) (U.S.A. Only).
   1-908-271-1937 (Fax) (U.S.A Only)

IMPORTANT INFORMATION

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.

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

- Reorient or relocate the receiving antenna.

- Increase the separation between the fax equipment and the receiver.

- Connect the fax equipment on a separate circuit.

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

Laser Safety (For 110-120 V Model Only)

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

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam can not escape from the 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 printer indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

MANUFACTURED :

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

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

Maintenance

IMPORTANT INFORMATION

International Energy Star Compliance Statement

> The purpose of the International Energy Star Program is to promote the development and popularization of energy-efficient office equipments, which includes computers, monitors, printers, facsimile receivers and copy machines world-wide.
> As an International Energy Star partner, Brother Industries, Ltd. has decided that this product meets the guideline of the program.
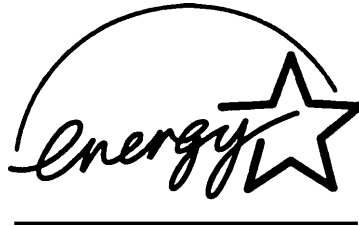
Brother can not accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

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

MODEL NO. MFC 4550/6550MC/7550MC SERIAL NO. _____

NAME OF DEALER _____

DATE OF PURCHASE _____

Important Safety Instructions

1. Read all of these instructions
2. Save them for later reference.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom 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 not be placed in a built-in installation unless proper ventilation is provided.

8. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit only into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.

10. Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

11. If an extension cord is used (see page 2-8 of Setup Manual for Fax, Printer, Copier) with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (U.S.A. only).

12. Never push objects of any kind into this product through cabinet slots since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

13. Do not attempt to service this product yourself because opening or removing covers may expose you to dangerous voltage points and/or other risks and may void your warranty. Refer all servicing to an Authorized Service Personnel. A list of Authorized Service Centers has been included for your convenience, or you may contact the following Customer Service Numbers for your nearest Authorized Service Center:

    U.S.A.   1-800-284-4FAX (4329) (Voice)
                1-908-271-1937 (Fax)
                1-800-521-2846 (Fax-Back^{SM} System)

    Canada   1-800-853-6660 (Calling from within Canada 8:00 A.M. – 8:00 P.M. E.S.T.)

14. Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:
    A. When the power cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance, indicating a need for service.

15. To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

Maintenance

IMPORTANT INFORMATION

Important - About the Interface Cable

This machine has been certified to comply with FCC standards, which are applied to the U.S.A. only. A shielded interface cable should be used according to FCC 15.27 (C). In addition, a grounded plug should be plugged into a grounded AC outlet after checking the rating of the local power supply for the printer to operate properly and safely.

CAUTION

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

ATTENTION (Only for MFC 6550MC/7550MC)

The product that you purchased contains a rechargeable battery. The battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details of recycling options in your area and proper disposal.
If you have any problem, contact Brother service personnel at;

1-800-284-4FAX (4329) (Voice) (U.S.A. Only)
1-908-271-1937 (Fax) (U.S.A. Only)
1-714-859-2610 (BBS)
http://www.brother.com (Internet)
1-800-853-6660 (Canada Only)

19. INDEX

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