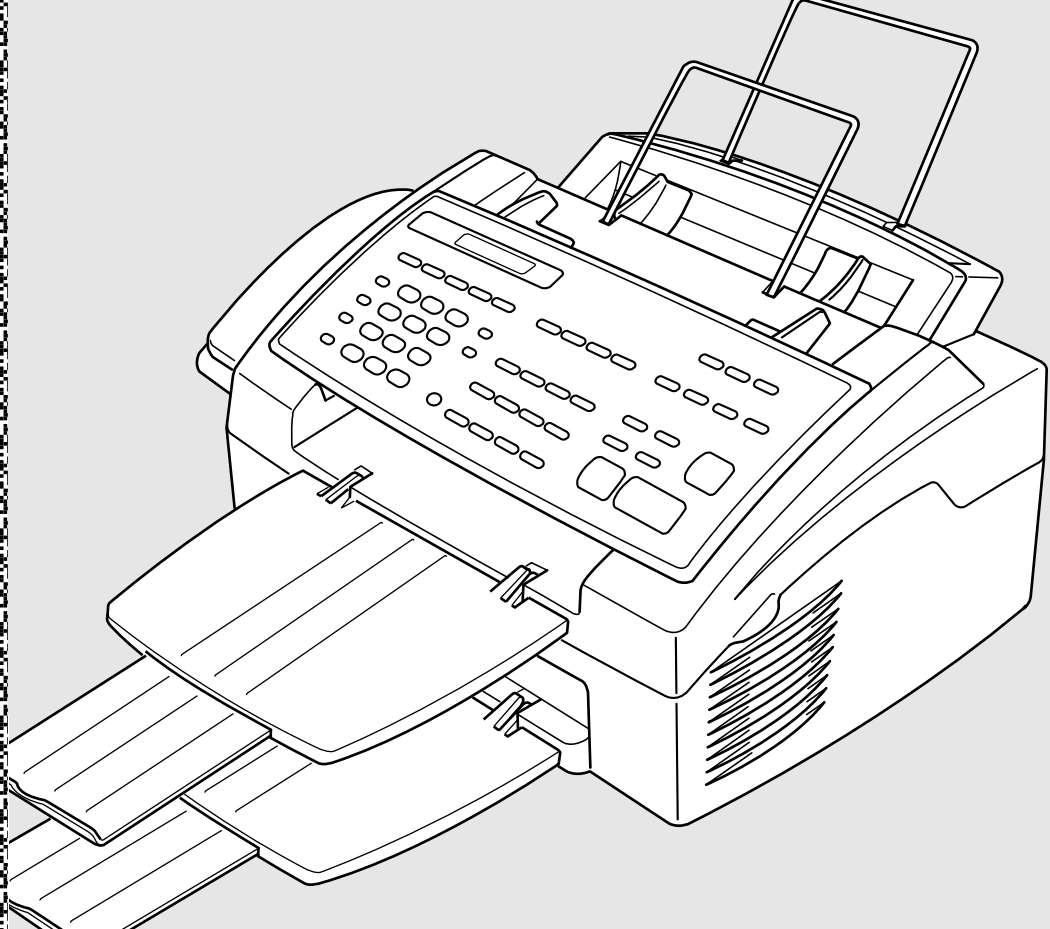


OWNER'S MANUAL



MFC 4350

MFC 4650

MFC 6650MC

MFC 7750

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brother.

Year 2000 Compliant

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

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

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

Brother Numbers

Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

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

USA: 1-800-521-2846
From within Canada: 1-800-681-9838

The Brother Fax-Back System number (USA only) has been preprogrammed on One Touch key **[01]**.

Brother on the World Wide Web

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

<http://www.brother.com>

Brother Bulletin Board

Brother's Bulletin Board numbers are

USA: 1-888-298-3616
From within Canada: 1-514-685-2040

For Customer Service

USA: 1-800-284-4329 (voice)
1-908-575-8790 (fax)
From within Canada: 1-800-853-6660 (voice)
1-514-685-4898 (fax)
From within Montreal: 1-514-685-6464 (voice)

Ordering Accessories and Supplies

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

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

From within Canada: 1-800-668-2768 (voice)

Laser Fax Toner	TN5000PF
Laser Fax Drum	DR200
1 MB Expandable Memory Board (For MFC 4350, MFC 4650 and MFC 6650MC Only)	ME1000
2 MB Expandable Memory Board (For MFC 4350, MFC 4650 and MFC 6650MC Only)	ME2000
Telephone Line Cord	UG157001 (USA) UG3565001 (Canada)
Telephone Handset	UF6857003
Handset Curled Cord	UL8019009
Dust Cover	UU7117001
Wire Extension	UL6856000
IEEE-1284 Bi-directional Cable	UG4558001
Paper Tray and Document Tray	UU7114001
Remote Control Access Card	UU7257001
Quick Reference Card	UU7256001
Owner's Manual	UU7259001
*Optional Multi-Function Link Pro software on CD-ROM (or Floppy Disks) for MFC 4350. (Floppy Disks include MFL Pro and Visioneer PaperPort™ LE only)	PCI-2CD (For CD-ROM Drive)
	PCI2D31 (Floppy Disks, Windows® 3.1X)
	PCI2D95 (Floppy Disks, Windows® 95,98)
*Multi-Function Link Pro software on CD-ROM (or Floppy Disks) for MFC 4650, MFC 6650MC and MFC 7750. (Floppy Disks include MFL Pro and Visioneer PaperPort™ LE only.)	PCI-2CD (For CD-ROM Drive)
	DSKYL231 (Floppy Disks, Windows® 3.1X)
	DSKYL295 (Floppy Disks, Windows® 95, 98)

*Multi-Function Link Pro software is not available on Floppy Disks for Windows NT® Workstation Version 4.0.

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Specifications

20

CHAPTER ONE

Introduction

Using This Manual

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



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

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or function by checking the Index in the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

Test Sheet Procedures (For USA Only)

*See
Station ID
p. 33*

After programming your Station ID, please fill out the TEST SHEET included with your MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your MFC is properly installed.

When this document is received a confirmation sheet will be sent back to your machine. To get a response, be sure to set up your Station ID.

USA: 1-908-685-9283 (fax)

About Fax Machines

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

Fax Tones and Handshake

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

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

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

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



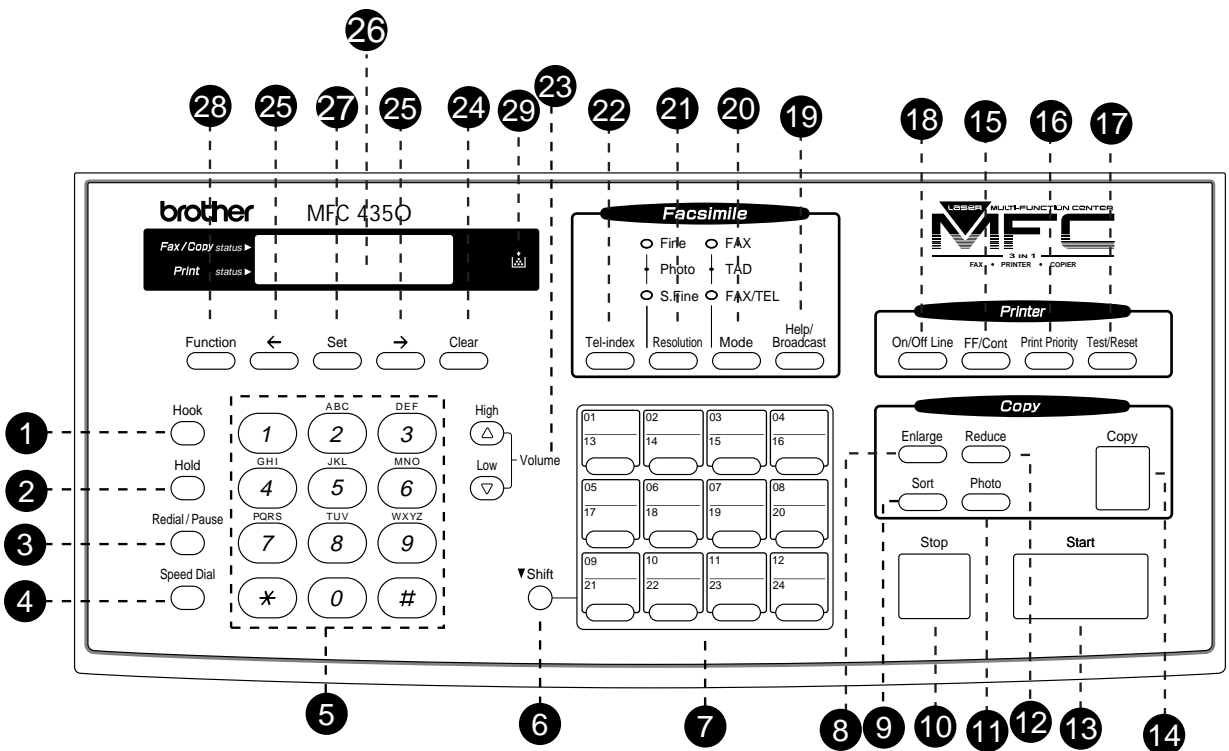
When you have an external telephone answering device (TAD) on your fax line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Installation chapter for connecting a TAD to your MFC.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the 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 MFC for this feature to work.

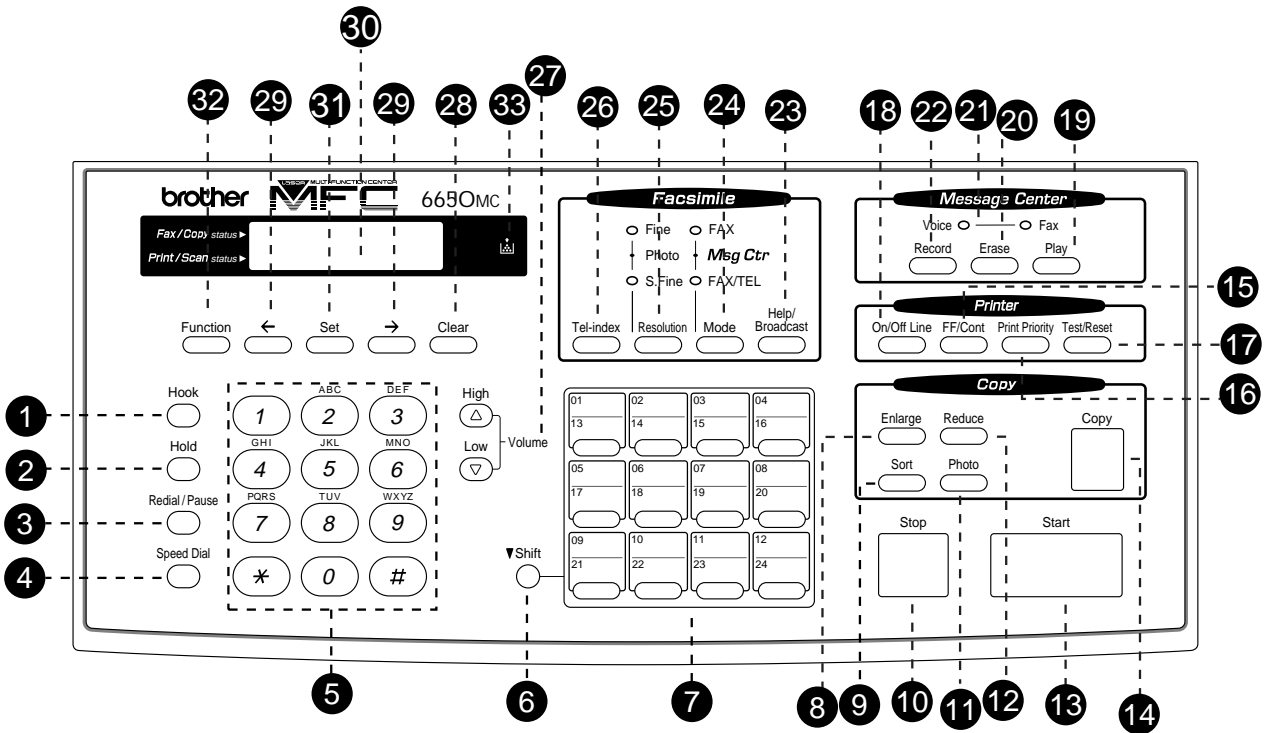
MFC 4350, MFC 4650 and MFC 7750 Control Panel Overview



MFC 4350, MFC 4650 and MFC 7750 Control Panel Keys

- 1 Hook**
Lets you dial telephone and fax numbers without lifting the handset.
- 2 Hold**
Lets you put calls on hold.
- 3 Redial/Pause**
Re-dials the last number called. Also inserts a pause in autodial numbers.
- 4 Speed Dial**
Lets you dial stored phone numbers by pressing a two-digit number.
- 5 Dial Pad**
Dials phone and fax numbers and can be used as a keyboard for entering information into the MFC.
- 6 Shift**
This key is used to access the "13" through "24" One Touch numbers. In the printer mode when shift is pressed together with Test/Reset, it resets and restores the MFC to the factory default settings.
- 7 One Touch Dial Keys**
These 12 keys give you instant access to previously stored phone numbers.
- 8 Enlarge**
Enlarges copies depending on the ratio you select: 200%, 150%, 125%, 120%, and 100%.
- 9 Sort**
Use this key when you want multiple copies of a multiple page original, copied in order.
- 10 Stop**
Stops a fax, cancels an operation or exits from function mode.
- 11 Photo**
This key is used to copy photographs.
- 12 Reduce**
Reduces copies depending upon the ratio you select: 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the MFC automatically calculate the reduction ratio that fits the size of your paper.
- 13 Start**
Starts sending a fax.
- 14 Copy**
Makes a copy.
- 15 FF/Cont**
When the LCD shows REMAINED DATA, you can turn the MFC OFFLINE and then press this key to print the data that is in the memory. Also, it clears operation and machine errors.
- 16 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 transmissions and incoming messages.
- 17 Test/Reset**
This key is used to print a test page. When it is pressed together with Shift, it clears the data from the printer memory, cancels an error status, and then resets and restores the MFC to the factory default settings.
- 18 On/Off Line**
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.
- 19 Help/Broadcast**
Prints a quick reference Help List. Also, you can use this key whenever you want to send faxes to many different locations (maximum of 174 locations) at once.
- 20 Mode**
Select how the MFC will handle incoming calls.
- 21 Resolution**
Sets the resolution when you send a fax.
- 22 Tel-index**
Lets you look up numbers stored in the dialing memory.
- 23 Volume High/Low**
Lets you adjust speaker, ring and handset volume.
- 24 Clear**
Deletes entered data or backs up one step in function procedure.
- 25 ← (Left Arrow) → (Right Arrow)**
Moves the LCD cursor to the left or right.
- 26 Liquid Crystal Display (LCD)**
Displays messages to help you set up and operate your MFC.
- 27 Set**
Stores a function setting into the MFC.
- 28 Function**
Lets you access the function and programming mode.
- 29 Toner Empty LED**
The Toner Indicator flashes on and off when toner is low, so you'll know to order another toner cartridge. You will be able to print until the indicator stays on.

MFC 6650MC Control Panel Overview



MFC 6650MC Control Panel Keys

- 1 Hook**
Lets you dial telephone and fax numbers without lifting the handset.
- 2 Hold**
Lets you put calls on hold.
- 3 Redial/Pause**
Re-dials the last number called. Also inserts a pause in autodial numbers.
- 4 Speed Dial**
Lets you dial stored phone numbers by pressing a two-digit number.
- 5 Dial Pad**
Dials phone and fax numbers and can be used as a keyboard for entering information into the MFC.
- 6 Shift**
This key is used to access the "13" through "24" One Touch numbers. In the printer mode when shift is pressed together with Test/Reset, it resets and restores the MFC to the factory default settings.
- 7 One Touch Dial Keys**
These 12 keys give you instant access to previously stored phone numbers.
- 8Enlarge**
Enlarges copies depending on the ratio you select: 200%, 150%, 125%, 120%, and 100%.
- 9 Sort**
Use this key when you want multiple copies of a multiple page original, copied in order.
- 10 Stop**
Stops a fax, cancels an operation or exits from function mode.
- 11 Photo**
This key is used to copy photographs.
- 12 Reduce**
Reduces copies depending upon the ratio you select: 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the MFC automatically calculate the reduction ratio that fits the size of your paper.
- 13 Start**
Starts sending a fax.
- 14 Copy**
Makes a copy.
- 15 FF/Cont**
When the LCD shows REMAINED DATA, you can turn the MFC OFFLINE and then press this key to print the data that is in the memory. Also, it clears operation and machine errors.
- 16 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 transmissions and incoming messages.
- 17 Test/Reset**
This key is used to print a test page. When it is pressed together with Shift, it clears the data from the printer memory, cancels an error status, and then resets and restores the MFC to the factory default settings.
- 18 On/Off Line**
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.
- 19 Play**
Lets you listen to voice messages and outgoing messages stored in memory.
- 20 Erase**
Lets you delete voice messages, fax messages or all messages.
- 21 Voice and Fax Indicator Lights**
These lights tell you whether voice or document messages are stored in memory.
- 22 Record**
Lets you record an Outgoing Message (OGM), memos and telephone calls.
- 23 Help/Broadcast**
Prints a quick reference Help List. Also, you can use this key whenever you want to send faxes to many different locations (maximum of 174 locations) at once.
- 24 Mode**
Select how the MFC will handle incoming calls.
- 25 Resolution**
Sets the resolution when you send a fax.
- 26 Tel-index**
Lets you look up numbers stored in the dialing memory.
- 27 Volume High/Low**
Lets you adjust speaker, ring and handset volume.
- 28 Clear**
Deletes entered data or backs up one step in function procedure.
- 29 ← (Left Arrow) → (Right Arrow)**
Moves the LCD cursor to the left or right.
- 30 Liquid Crystal Display (LCD)**
Displays messages to help you set up and operate your MFC.
- 31 Set**
Stores a function setting into the MFC.
- 32 Function**
Lets you access the function and programming mode.
- 33 Toner Empty LED**
The Toner Indicator flashes on and off when toner is low, so you'll know to order another toner cartridge. You will be able to print until the indicator stays on.

CHAPTER TWO

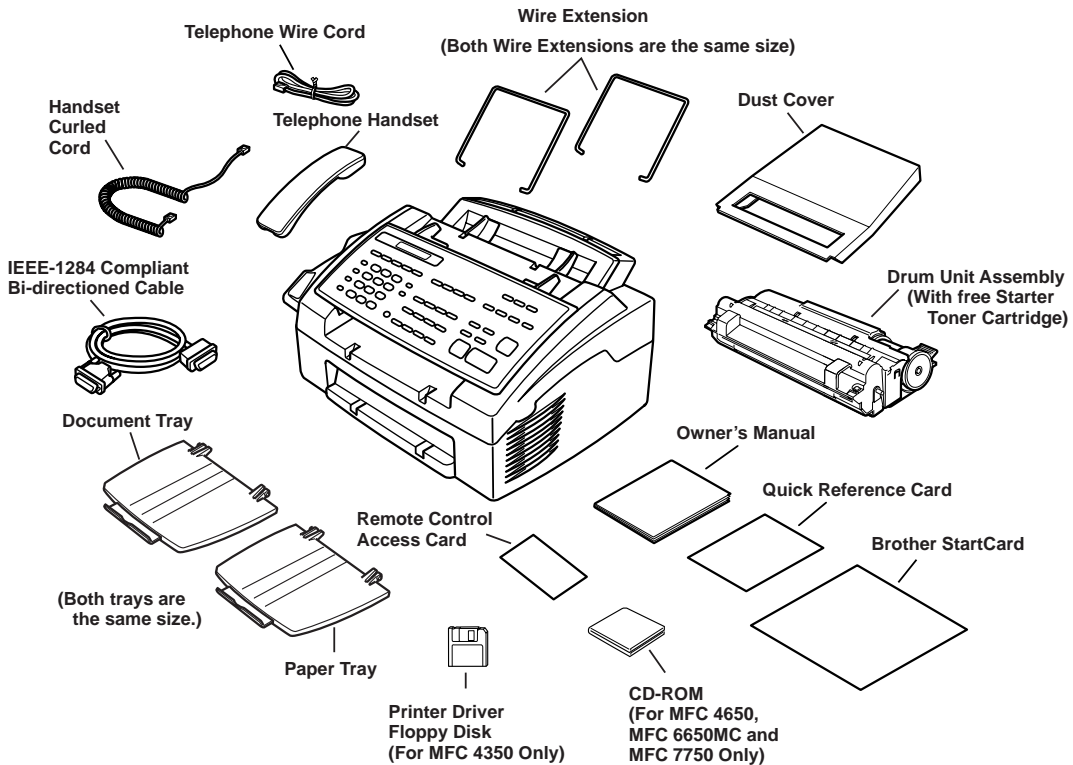
MFC Setup and Connections

Caution

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

Packing List

Make sure you have the following items:



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

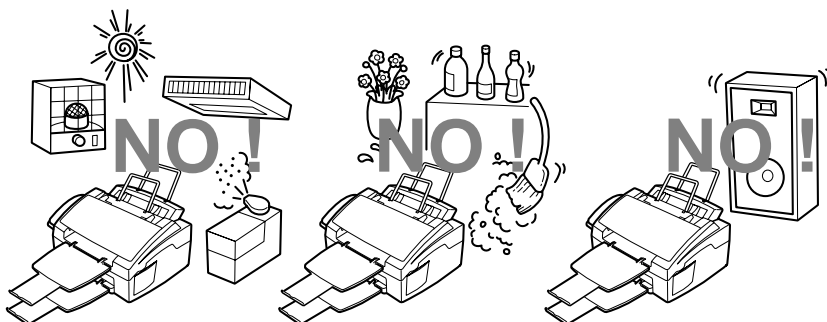
Whenever you transport the MFC, use the packing materials that came with your machine. If you do not pack the MFC properly, you may void your warranty.

Choosing a Location

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



Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the MFC to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the right side of the machine. Do not connect your machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your machine to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.



Assembly

Installing the Drum Unit Assembly (with Toner Cartridge)

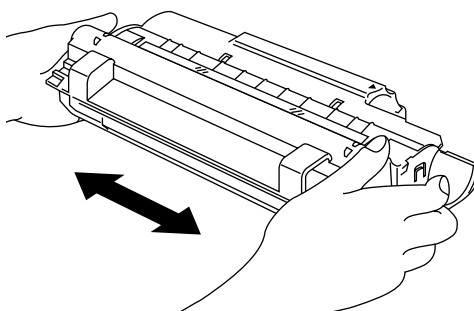
- 1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times.



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

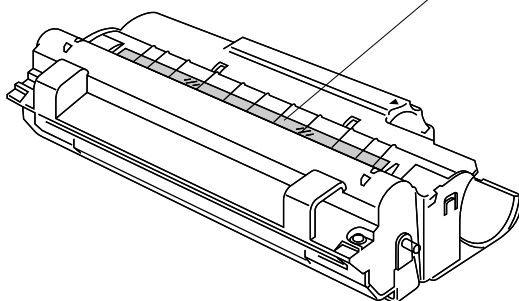


Do NOT remove the clear plastic starter sheet - it will be ejected while the MFC is warming up.

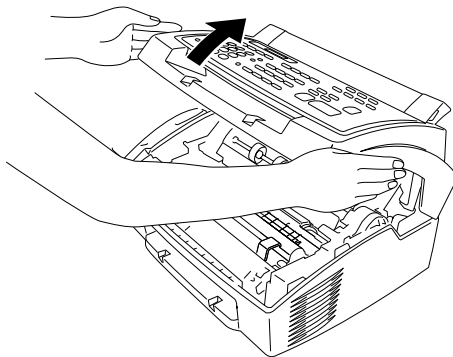


Do NOT remove the clear plastic starter sheet!

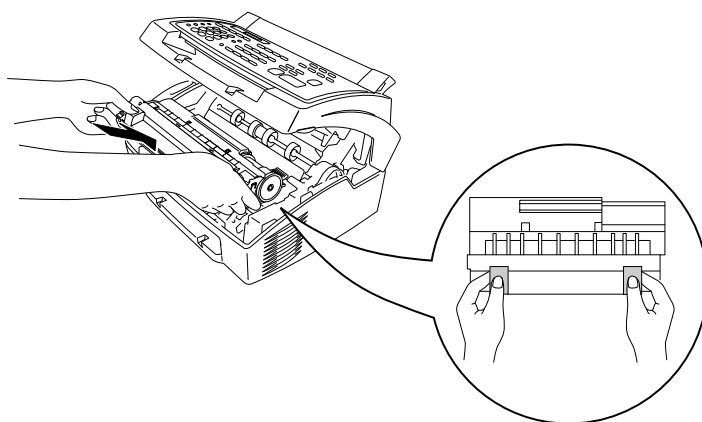
Clear plastic starter sheet



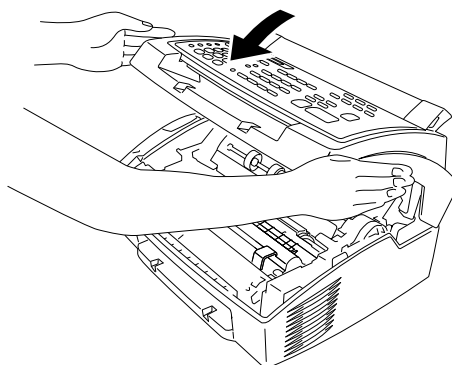
- 2** Open the top cover of the MFC.



- 3** Holding the drum unit by its handles, insert it in the MFC.

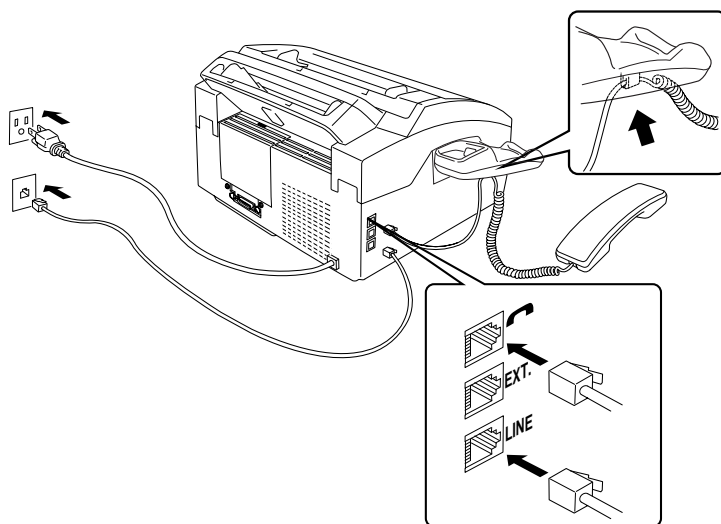


- 4** Close the top cover.



Setting Up the MFC

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



1 Connecting the Handset

Connect the curled handset cord to the bottom of the handset and the left side of the MFC.

2 Connect the power cord

When you connect the power, the screen displays

```
01/01/1999 00:00
SLEEP
```

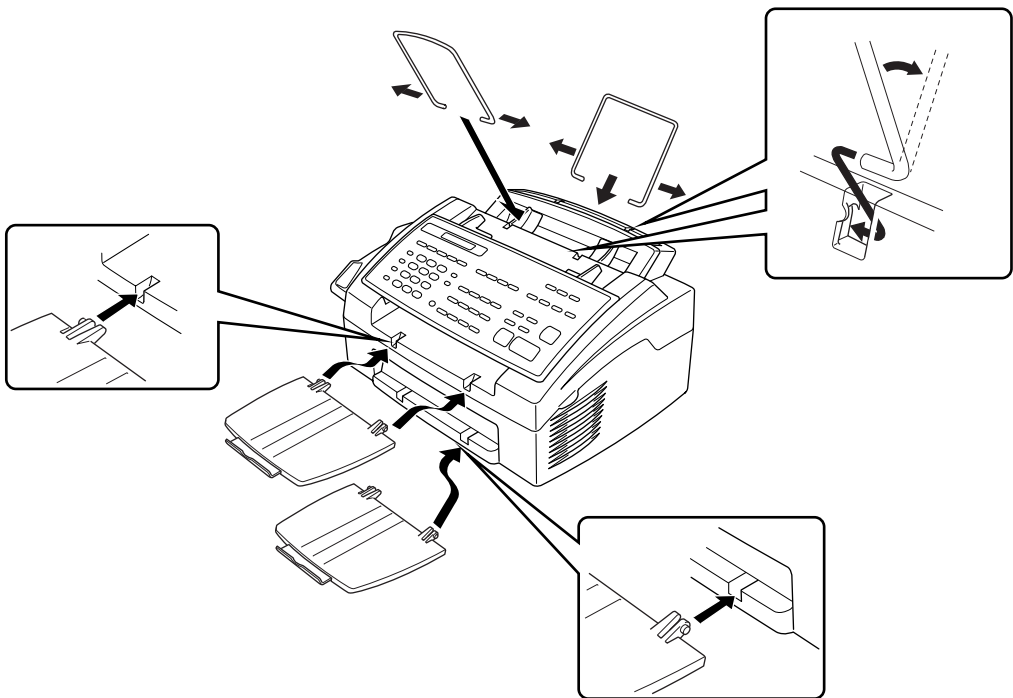


WARNING

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

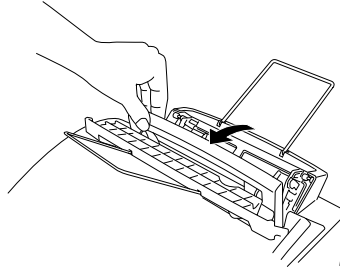
3 Connect the telephone line.

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

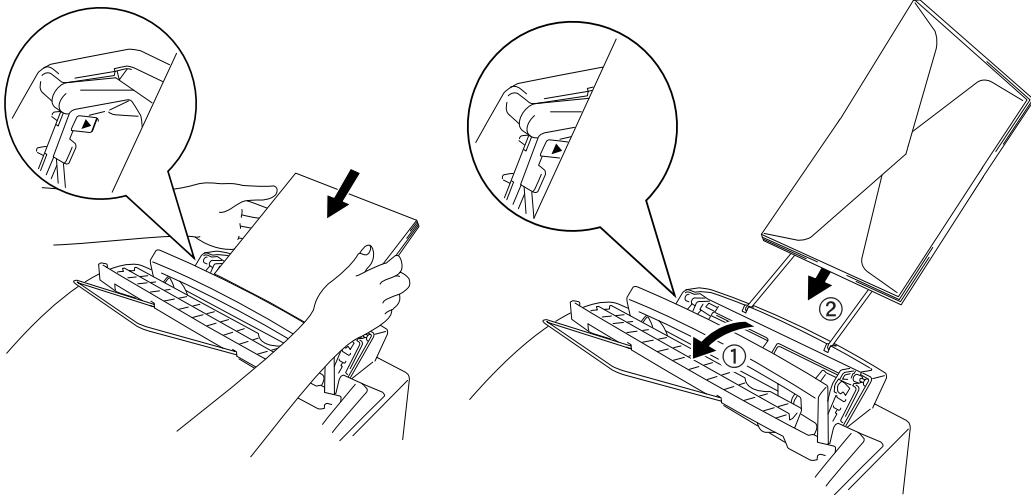
4 Attach the wire extensions to the multi-purpose sheet feeder, and to the document guide base.**5** Attach the document and paper trays to the MFC and pull out their extensions.

Loading Paper in Multi-Purpose Sheet Feeder

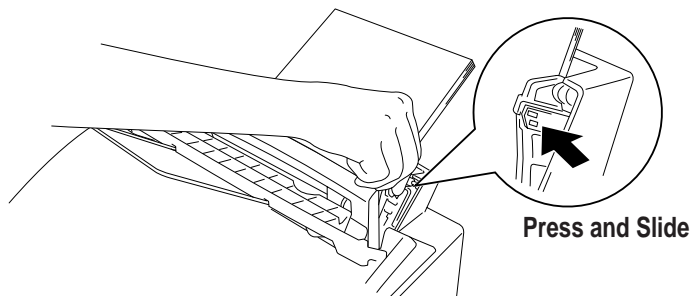
- 1 Open the multi-purpose sheet feeder cover.



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



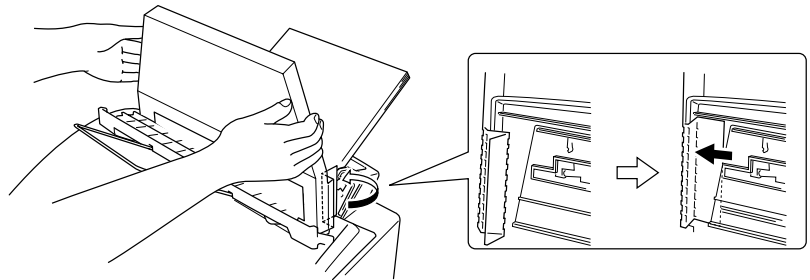
- 3 Adjust the guides to fit the paper, to help prevent paper jams.



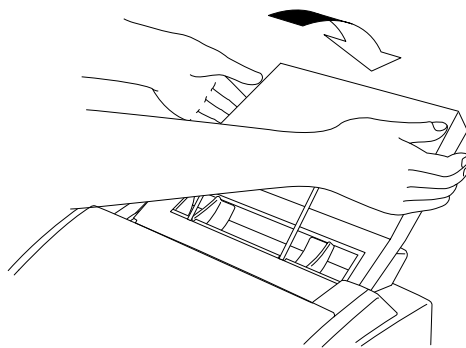
Attaching Dust Cover

- It is essential to keep the dust cover on your MFC to prevent the dust from entering the print head and causing damage.
- Using the dust cover on your MFC will prolong the life of the drum unit.

- 1 Attach the dust cover to the now open multi-purpose sheet feeder cover, pressing the dust cover sides around the feeder until they snap into place.



- 2 Close the multi-purpose sheet feeder cover.



Manual Feed Slot

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

When you use labels or transparencies, be sure to use this slot. For information about acceptable paper, see Acceptable Paper.

Acceptable Paper

The MFC can handle paper that has the following specifications:

But please note that you can receive fax messages only on Letter, Legal and A4 paper. If you use legal or A4, change the Paper Size setting.

(**Function**, **1**, **2**, **6**.)

Paper Type	Paper Size
Cut sheet	Letter, Legal, B5, A4, 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 127-279 mm)
Organizer	Day-Timer® J, K, L, M 2.75-8.5 x 5-11 inches (70-216 x 127-279 mm)
Labels and Transparencies	2.75-8.5 x 5-14 inches (70-216 x 127-356 mm)

Loading one sheet of paper

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

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

Paper Capacity in Feeder

Multi-purpose
Sheet Feeder:

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

Output Tray:

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

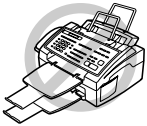
	Cut Sheet	Envelope
Basis Weight	16 to 42 lb. (60 to 158 g/m ²)	20 to 24 lb. (75 to 90 g/m ²) single thickness
Caliper	±0.03 to ±0.08 in. (0.08 to 0.2 mm)	0.0033 to 0.0058 in. (0.084 to 0.14 mm) single thickness
Moisture Content	4% to 6% by weight	4% to 6% by weight
Smoothness (Sheffield)	100 to 250 (Sheffield)	100 to 250
Recommended paper types:		
Cut sheet:	Xerox 4200	
Label:	Avery laser label or equivalent	
Transparency:	3M CG3300 for laser printers or equivalent	

Connecting an External Telephone Answering Device (TAD)

Sequence

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

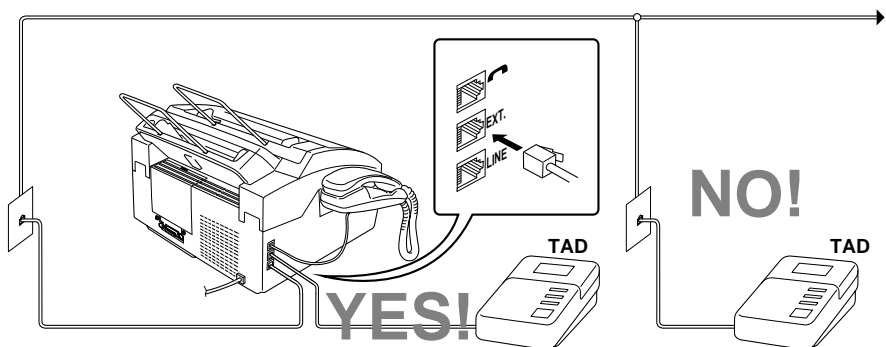
The TAD must answer within four rings (the recommended setting is two rings). The MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax “handshake.” Make sure you carefully follow the instructions in this manual for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



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

Connections

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



- 1** Plug the telephone line cord from the wall jack into the left side of the MFC, in the jack labeled LINE.
- 2** Plug the telephone line cord from your TAD into the left side of the MFC, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)
- 3** Set your external TAD to four rings or less. (The MFC's Ring Delay setting does not apply).
- 4** Record the outgoing message (see below).
- 5** Set the TAD to answer calls.
- 6** For MFC 6650MC only, set Message Storage (**[Function]**, **[1]**, **[8]**, **[1]**) to VOICE:EXT.
- 7** Set the Answer Mode to MSG CTR (for MFC 6650MC only). Set the Answer Mode to TAD (for MFC 4350, MFC 4650 and MFC 7750 only). Press **[Mode]** until both FAX and FAX/TEL lights are on.

Recording Outgoing Message (OGM)

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

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

*See
Easy Receive
p. 42*

Connecting an External Telephone

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

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

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

Special Line Considerations

Roll Over Phone Lines

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

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

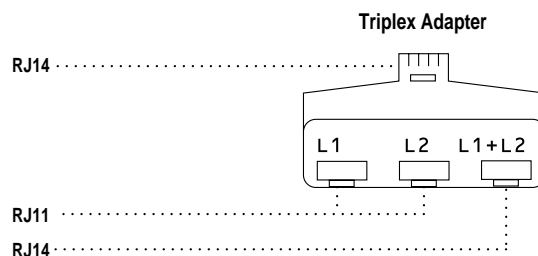
Two-Line Phone System

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

Converting Telephone Wall Outlets

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

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



Installing MFC, External Two-Line TAD, and Two-Line Telephone

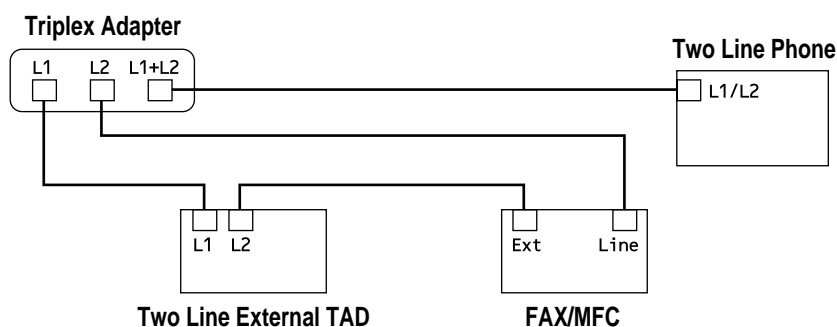
When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the MFC on Line 2. The back of the two-line TAD must have two telephone jacks: one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

- 1 Place the two-line TAD and the two-line telephone next to your MFC.

Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the MFC.

- 3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

- 4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the **EXT.** jack on the left side of the MFC.



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

Multi-Line Connections (PBX)

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

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



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

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

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

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the Troubleshooting and Maintenance chapter, page 193.

CHAPTER THREE

On-Screen Programming

User-Friendly Programming

*See
Using This
Manual
p. 1*

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

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

Function Mode

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

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

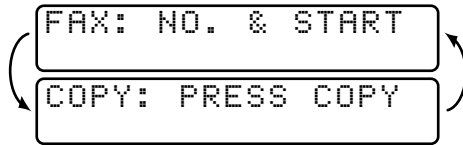
Before you press **[Set]** after entering information in a field using the dial pad, you can correct a mistake. Use **[←]** to back up and then type over the incorrect characters. When you finish a function, the screen displays ACCEPTED.

If you want to exit the Function Mode, press **[Stop]**.



Alternating Displays

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



Function Selection Table

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

1. Fax Functions

1. INITIAL SETUP			
Function	Description	Factory Set	More Info
1. TONE/PULSE	Selects dialing mode.	TONE	p. 31
2. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	01/01 1999 00:00	p. 32
3. STATION ID	Program name, fax number and telephone number to appear on each transmitted page.	—	p. 33
4. BEEPER	Adjust volume level of beeper.	LOW	p. 36
5. SLEEP MODE	Conserve power	00 Min.	p. 37
6. DELAYED TIMER	Sets the time of day that delayed faxes will be sent.	—	p. 38

2. SETUP RECEIVE			
Function	Description	Factory Set	More Info
1. RING DELAY	Number of rings before MFC answers in FAX, FAX/TEL, or MC mode.	RING DELAY: 04 TOLL SAVER: OFF (MFC 6650MC Only)	p. 40 p. 101
2. F/T RING TIME	Sets the time for "double ring" in FAX/TEL mode.	20	p. 41
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	p. 42
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	p. 45
5. REDUCTION	Reduces size of image.	AUTO	p. 43
6. PAPER	Selects size of paper for fax receiving.	LETTER	p. 43
7. PRINT DENSITY	Make prints darker or lighter.	—	p. 44
8. POLLING RX	Turns Polling Receive ON or OFF.	OFF	p. 46
9. TONER SAVE	Increases life of toner cartridge.	OFF	p. 44
0. MF LINK (For MFC 4650, MFC 6650MC and MFC 7750 Only)	Turn ON if PC is connected to MFC, for PC receiving of voice and fax messages.	ON	p. 49

1. Fax Functions (CONTINUED)

3. SETUP SEND

Function	Description	Factory Set	More Info
1. COVERPG SETUP	Automatically sends the cover page you programmed.	OFF	pp. 59-62
2. COVERPAGE MSG	Program customized message for fax cover page.	—	p. 62
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	p. 63
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	p. 68
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	p. 64
6. CALL RESERVE	You can send a fax, then speak.	OFF	pp. 65-66
7. DELAYED FAX	Send documents later.	—	p. 66
8. POLLED TX	Turns Polling Transmission ON (or OFF).	OFF	p. 69
9. REAL TIME TX	Next Fax Only/ON/OFF	OFF	pp. 56, 57

4. REMAINING JOBS

Function	Description	Factory Set	More Info
Canceling a job in memory	Cancel a delayed fax or polling job.	—	pp. 48, 58

5. INTERRUPT

Function	Description	Factory Set	More Info
Interrupting a polling or transmit job	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.	—	p. 70

6. SET AUTO DIAL

Function	Description	Factory Set	More Info
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	p. 71
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	p. 72
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	pp. 73, 74

1. Fax Functions (CONTINUED)

7. PRINT REPORTS			
Function	Description	Factory Set	More Info
1. XMIT REPORT	Print lists and reports of activity. (Details in Chapter 11)	OFF	p. 87
2. ACT.REPORT		INTERVAL: OFF	p. 87
3. ALL DIAL		—	p. 87
4. TEL. INDEX		—	p. 87
5. USER SETTINGS		—	p. 87
6. MEMORY STATUS		—	p. 87

8. REMOTE FAX OPT (For MFC 4350, MFC 4650 and MFC 7750 Only)

Function	Description	Factory Set	More Info
1. FAX FWD/PAGING	Set MFC to forward fax messages —OR—call your pager.	OFF	p. 80
2. FAX STORAGE	Store incoming faxes in memory for remote retrieval.	OFF	p. 81
3. REMOTE ACCESS	Set code for retrieving faxes.	159*	p. 81
4. PRINT FAX	Print incoming faxes stored in the memory.	—	p. 46

8. SETUP MSG CENTER (For MFC 6650MC Only)

Function	Description	Factory Set	More Info
1. MSG STORAGE	Set up memory to store fax or voice messages, or both.	FAX: OFF VOICE: ON	p. 95
2. BACKUP PRINT	Print a copy of incoming faxes in memory.	ON	p. 99
3. OGM	Select/Record outgoing message.	MSG CTR OGM	p. 96
4. ICM MAX. TIME	Select maximum length of incoming messages.	30 seconds	p. 101
5. ICM REC. MONITR	Adjust speaker volume for voice messages as they come in. (ON/OFF)	ON	p. 101
6. FAX FWD/PAGING	Set MFC to forward fax messages —OR—to call your pager.	OFF	pp. 102, 103
7. REMOTE ACCESS	Set code for retrieving messages.	159*	p. 105

0. TEL SERVICE

Function	Description	Factory Set	More Info
1. DISTINCTIVE	Use with telephone company's distinctive ringing service to register the ring pattern on the MFC.	OFF	p. 49
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	p. 51

2. Printer Functions

1. PRINT OPTIONS

Function	Description	Factory Set	More Info
1. INTERNAL FONT	You can print resident fonts to check and confirm font types	—	p. 177
2. CONFIGURATION	Printer settings and status are listed here.	—	p. 177

2. RESET PRINTER

Function	Description	Factory Set	More Info
1. FACTORY SET	You can restore the printer back to the factory default settings.	—	p. 178
2. HEX DUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	—	p. 178

4 Initial Setup

Getting Started

Setting Dialing Mode (Tone/Pulse)

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

- 1 Press **Function**, **1**, **1**, **1**.

The screen prompts you to select TONE or PULSE.

DIALING:TONE?

DIALING:PULSE?

- 2 Use **←** or **→** to select dialing mode.
- 3 Press **Set** when the screen displays the dialing mode you want.
- 4 Press **Stop** to exit.

Setting Date and Time

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

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

- 1 Press **[Function]**, **[1]**, **[1]**, **[2]**.

The screen prompts you to enter the year.

ENTER YEAR:XX

- 2 Enter the last two digits of the year. The screen displays your entry.
- 3 Press **[Set]**. The screen prompts you to enter the month.

ENTER MONTH:XX

- 4 Enter two digits for the month (for example, enter 09 for September, or 10 for October). The screen displays your entry.
- 5 Press **[Set]**. The screen prompts you to enter the day.

ENTER DAY:XX

- 6 Enter two digits for the day (for example, 06). The screen displays your entry.
- 7 Press **[Set]**. The screen prompts you to set the time.

ENTER TIME:XX:XX

- 8 Enter the time in 24-hour format (for example, enter 15:25 for 3:25 PM).
- 9 Press **[Set]**.
- 10 Press **[Stop]**. The screen now displays the date and time you set, and displays it whenever the MFC is standing by.

*See Composing
Electronic
Cover Page
p. 59*

*See
Entering Text
p. 34*

Setting Station ID

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

- 1 Press **[Function]**, **[1]**, **[1]**, **[3]**.

The screen prompts you to enter your fax number.

FAX:

- 2 Enter your fax number (up to 20 digits). The screen displays your entry.
- 3 Press **[Set]**. The screen prompts you to enter your telephone number.

TEL:

- 4 Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again. The screen displays your entry.
- 5 Press **[Set]**. The screen prompts you to enter your name or your company name.

NAME:

- 6 Use the dial pad to enter your name (up to 20 characters).
- 7 Press **[Set]** to confirm.
- 8 Press **[Stop]**. The screen returns to the date and time.

Entering Text

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



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

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


Inserting spaces

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

Making corrections

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

Repeating letters

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

Special characters and symbols

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

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

Press Ø for É À È Ê Î Ç Ë Ö 0


NOTICE

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

In order to program this information into your fax machine, you should complete the steps described on pages 33, 34 and 35.



See
ALL DIAL
Report
p. 87

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

Setting Beeper Volume

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

- 1 Press **[Function]**, **[1]**, **[1]**, **[4]**.
- 2 Press **[←]** or **[→]** to select your setting.
- 3 When the screen displays the setting you want, press **[Set]**.
- 4 Press **[Stop]** to exit.

Setting the Handset Volume

You can adjust the handset volume any time you are talking on the telephone. There are two handset volume levels, LOW and HIGH. The default setting is LOW.

Press **[▲]** or **[▼]** to adjust the volume level. The display shows the setting you are choosing.

The new setting will remain until you change it again.

Setting the Speaker Volume



You can adjust the speaker volume when your MFC is on **[Hook]**.

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

On the MFC 6650MC, if you turn the Incoming Recording Monitor to OFF (**[Function]**, **[1]**, **[8]**, **[5]**), the Speaker for screening calls will be disabled and you will not be able to hear callers leaving messages. The volume for other operations can still be controlled using **[▲]** and **[▼]**.

Setting the Ring Volume

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







Press  or  to adjust the volume level. With each key press, the MFC rings as you hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

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

Sleep Mode

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

- 1 Press , , , .
- 2 Use the Dial pad to enter the amount of time the MFC is idle before it drops into sleep mode (00 to 99).
- 3 Press .
- 4 Press  to exit.

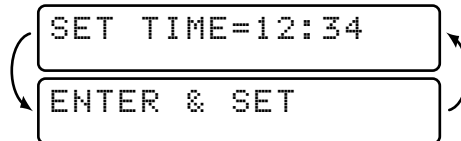
*See
Delayed Fax
p. 66*

Delayed Timer

You can set up the time of day that delayed faxes will be sent.


1 Press **[Function]**, **[1]**, **[1]**, **[6]**.

2 The screen displays



SET TIME=12:34
ENTER & SET

3 Enter the time (in 24-hour format) that you want delayed faxes to be sent.



SET TIME=17:00

4 Press **[Set]**.

5 Press **[Stop]** to exit.

CHAPTER FIVE

Setup Receive

Basic Receiving Operations

Select Answer Mode

There are four different answer modes for your MFC. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.

NOTE: The lighted indicators mean ○ = not selected ● = is selected and lit.

Mode	Light	How it works	When to use it
1. MANUAL (manual receive)		You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing.
2. FAX (automatic receive)		The MFC automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
3. FAX/TEL* (fax and telephone)		MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.

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

Mode	Light	How it works	When to use it
4. TAD (External Telephone Answering Device) For MFC 4350, MFC 4650 and MFC 7750 Only		The external TAD automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an answering machine on your phone line.
5. MSG CTR (Message Center) For MFC 6650MC Only		The MFC 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 in the MFC's memory.

See
Easy Receive
p. 42
and
Operation from
Extension
Telephone (For
MFC 4350,
MFC 4650 and
MFC 6650MC
only) or
External
Telephone
p. 44
and
For FAX/TEL
Mode Only
p. 45

Setting Ring Delay

The Ring Delay setting determines the number of times the MFC rings before it answers. If you have extension phones on the same line as the MFC, keep the Ring Delay default setting of **4**.

- 1** Press **[Function]**, **[1]**, **[2]**, **[1]**.
- 2** Press **[←]** or **[→]** to select Ring Delay.
- 3** Press **[Set]**.
- 4** Press **[←]** or **[→]** to select how many times the line rings before the MFC answers (00 – 04). If you select 00, the line doesn't ring at all.
- 5** Press **[Set]** when the screen displays your selection.
- 6** Press **[Stop]** to exit.

Setting F/T Ring Time

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

- 1 Press **[Function]**, **[1]**, **[2]**, **[2]**.
- 2 Press **[←]** or **[→]** to select how long the MFC will ring to alert you that you have a voice call.
- 3 Press **[Set]** when the screen displays your selection.

RING TIME: 20 SEC

- 4 Press **[Stop]** to exit.

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

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



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

Record FAX/TEL Outgoing Announcement (F/T OGM) (For MFC 6650MC Only)

This is the announcement played by your MFC (not an external TAD) when someone calls and your MFC is set to FAX/TEL mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions on page 96. "Erasing Outgoing Message."

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**. The screen prompts you to choose F/T OGM or MSG CTR OGM.
- 2 Press **[←]** or **[→]** to select F/T OGM.
- 3 Press **[Set]**.
- 4 Press **[Record]**, then pick up the handset to record a message.
- 5 Replace the handset. Your OGM is played.
- 6 Press **[Stop]** to exit.

Easy Receive

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

*See
Operation from
Extension
Telephone (For
MFC 4350,
MFC 4650 and
MFC 6650MC
only) or
External
Telephone
p. 44
and
For FAX/TEL
Mode Only
p. 45*

If you've set this feature to ON, but your MFC doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code **[*] [5] [1]**. At the MFC, lift the handset and press **[Start]**.

- 1 Press **[Function]**, **[1]**, **[2]**, **[3]**.
- 2 Use **[←]** or **[→]** to select ON, SEMI or OFF.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Printing a Reduced Incoming Document

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

- 1 Press **[Function]**, **[1]**, **[2]**, **[5]**.
The screen displays

5. REDUCTION

- 2 Use **[←]** or **[→]** to select the reduction ratio you want—AUTO, 93%, 87% or 75%. Choose 100% if you don't want a reduction.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Recommended Reductions

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

letter size, select 93%

A4 size, select 87%

legal size, select 75%.

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

letter size, select 100%

A4 size, select 93%

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

letter and A4 size, select 100%

legal size, select 93%.

Setting Paper Size

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

- 1 Press **[Function]**, **[1]**, **[2]**, **[6]**.

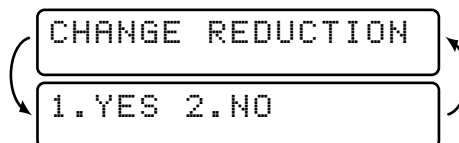
The screen displays



6. PAPER

- 2 Use **[←]** or **[→]** to select LETTER, LEGAL or A4.
- 3 Press **[Set]** when the screen displays your selection.

The screen displays



CHANGE REDUCTION
1. YES 2. NO

Press **[1]** if you need to change the reduction setting—**OR**—Press **[2]** to go to Step 6.

- 4 Use **[←]** or **[→]** to select AUTO, 100%, 93%, 87% or 75%.
- 5 Press **[Set]** when the screen displays your selection.
- 6 Press **[Stop]** to exit.

Setting the Print Density

You can adjust print density, making your printed documents darker or lighter.

- 1 Press **[Function]**, **[1]**, **[2]**, **[7]**.
- 2 Press **[←]** to make print lighter, or **[→]** to make print darker.
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

Toner Save

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

- 1 Press **[Function]**, **[1]**, **[2]**, **[9]**.
- 2 Press **[←]** or **[→]** to turn ON (or OFF).
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

Advanced Receiving Operations

Operation from Extension Telephone (For MFC 4350, MFC 4650 and MFC 6650MC only) or External Telephone

See
F/T Ring Time
p. 41

See
Easy Receive
p. 42

If you answer a fax call on an extension phone or on an external phone in the EXT. jack, you can make your MFC take over by using the Fax Receive Code. When you press the Fax Receive Code **[✕] [5] [1]**, the MFC starts to receive a fax.

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

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



For the MFC 7750, the Fax Receive Code and Telephone Answer Code can be used only from an external phone.

For FAX/TEL Mode Only

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

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

Changing Remote Codes

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



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

- 1 Press **[Function]**, **1**, **2**, **4**.
- 2 Press **←** or **→** to select ON (or OFF).

REMOTE ACT.: ON?

- 3 Press **[Set]** when the screen displays the setting you want.

FAX RECEIVE: *51

- 4 If you want to, enter a new Fax Receive Code, then press **[Set]**.

TEL ANSWER: #51

- 5 If you want to, enter a new Telephone Answer Code, then press **[Set]**.
- 6 Press **[Stop]** to exit.

*See
Setting Fax
Storage
p. 81*

Printing a Fax in Memory (For MFC 4350, MFC 4650 and MFC 7750 Only)

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

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

Polling

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

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

Some fax machines do not respond to the polling function.



*See
Canceling a
Scheduled Job
p. 48*

Setting Up Polling Receive

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

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

The screen displays

```

  POLLING RX:OFF?
  SELECT ← → & SET
  
```

- 2 Press **[←]** or **[→]** to choose ON.
- 3 Press **[Set]**. The screen displays

```

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

- 4 Enter the fax number you are polling.
- 5 Press **[Start]**. The screen displays DIALING.

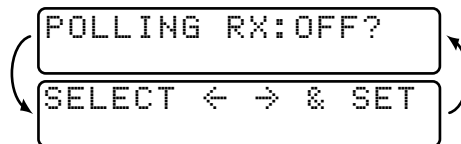
*See
Canceling a
Scheduled Job
p. 48*

Setting Up Sequential Polling Receive

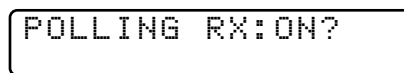
Your MFC can request documents from several fax units in a single operation. Afterward, a Sequential Polling Report will be printed.

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

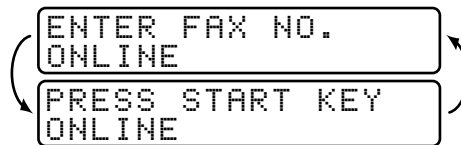
The screen displays



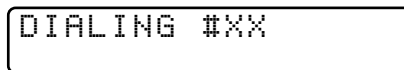
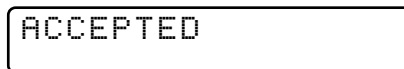
- 2 Press **[<-]** or **[>-]** to select Polling ON.



- 3 Press **[Set]**. The screen prompts you to enter the fax numbers to be polled.



- 4 Specify the destination fax machines you wish to poll, using One Touch, Speed Dial, a Group or the dial pad. You must press **[Help/Broadcast]** between each location.
- 5 Press **[Start]**. Your MFC will poll each number or group member in turn for a document.



Canceling a Scheduled Job

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

If the MFC is idle,

- 1 Press **[Function]**, **[1]**, **[4]**. Any waiting jobs will appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

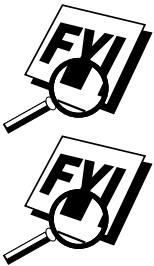
4. REMAINING JOBS

- 2 If you have more than two jobs waiting, use **[←]** or **[→]** to select the job you want to cancel. Press **[Set]** when the screen displays your selection.

—OR—

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

- 3 Press **[1]** to cancel—OR—Press **[2]** to exit without canceling. To cancel another job, return to step 2.
- 4 Press **[Stop]** to exit.



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

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


*See
Using the MFC
with Your
Computer
p. 109*

Setting Multi-Function Link Pro Mode (For MFC 4650, MFC 6650MC and MFC 7750 Only)

If you connect your MFC to your PC, you can receive faxes into your PC. After completing all setup for Multi-Function Link Pro mode, you can turn on Multi-Function Link Pro to reroute incoming faxes to your PC.

- 1 Press **[Function]**, **[1]**, **[2]**, **[0]**.

The screen displays



0. MF LINK

- 2 Press **[←]** or **[→]** to select ON (or OFF).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Distinctive Ringing

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

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

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

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





- The MFC will answer only calls to its registered number.
- To have your TAD answer only the main number, the MFC must be in Manual Mode.
- In FAX/TEL or FAX mode, the MFC will answer all numbers on the phone line.



Registering your Distinctive Ringing Pattern

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

- 1** Disconnect the MFC from any TAD or telephone company Voice Mail.
- 2** Set the MFC to MANUAL mode.
- 3** Press **[Function]**, **[1]**, **[0]**, **[1]**.
The screen displays the current setting of this feature.
- 4** Press **[←]** or **[→]** to select the SET Mode.
- 5** Press **[Set]** when the screen displays DISTINCTIVE:SET?
- 6** Press **[←]** or **[→]** to select the prestored ring pattern you want to assign.
(You will hear each pattern as you scroll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

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

- 7** Press **[Set]**.
- 8** Press **[Stop]** to exit.

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

*See
Printing
Caller ID
List
p. 52*

Caller ID

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

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

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



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

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

Viewing Caller ID List

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

- 1 Press **[Function]**, **[1]**, **[0]**, **[2]**.
- 2 Press **[←]** or **[→]** to select DISPLAY #?.
- 3 Press **[Set]**. The screen displays the ID of the most recent call. If the name was not received, it will not be displayed.
- 4 Press **[←]** or **[→]** to scroll through the Caller ID memory and select the Caller ID you want to view.
- 5 Press **[Set]** to see detailed information of the selected ID. The screen shows the caller's name and number and the date and time of the call.
- 6 Press **[←]** or **[→]** to return to the Caller ID listing—**OR**—Press **[Stop]** to exit.

Printing Caller ID List

- 1 Press **[Function]**, **[1]**, **[0]**, **[2]**.
- 2 Press **[←]** or **[→]** to select PRINT REPORT.
- 3 Press **[Set]**.
- 4 Press **[Start]**.

Clearing a Caller ID Stored in Memory

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

Call Waiting Caller ID (For MFC 4350, MFC 4650 and MFC 6650MC)

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

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

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

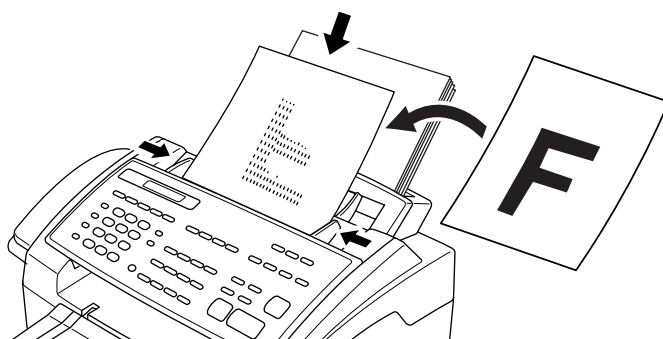


CHAPTER SIX

Setup Send

Before You Begin

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

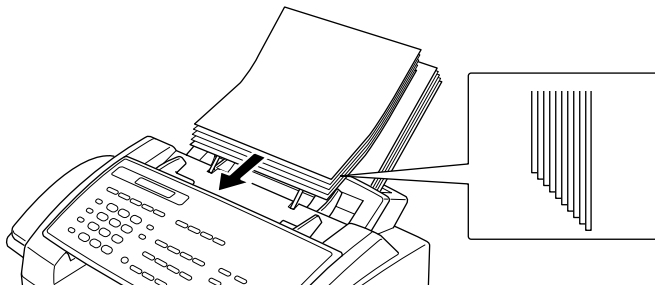


- The MFC 4350, MFC 4650 and MFC 6650MC's automatic document feeder (ADF) can hold up to 20 pages, feeding each one individually through the MFC. Use standard (14 lb–24 lb) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.

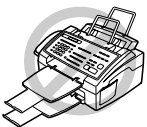
The FAX 7750's automatic document feeder (ADF) can hold up to 30 pages if you stagger the pages and meet the following conditions:

Temperature: 68°F – 86°F (20°C – 30°C)
Humidity: 50% – 70%
Paper: Xerox 4200 (20LB/LTR),
Xerox 4024 (24LB/LTR),

Fan the paper, then stagger the pages in the document feeder as shown below:



*See
Resolution
p. 64*



- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending.
- **DO NOT** use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.
- Make sure documents written in ink are completely dry.

Manual Transmission

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

- 1 Insert the document face down in the feeder.
- 2 Pick up the handset and listen for a dial tone
—OR—press **[Hook]** and listen for a dial tone.
- 3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).
- 4 When you hear the fax tone, press **[Start]**.
- 5 If you're using the handset, hang up.

*See
One Touch
Dialing
p. 76*

Automatic Transmission

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

- 1 Insert the document face down in the feeder.
- 2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad.
- 3 Press **[Start]**.

*See
Speed Dialing
p. 76*

Manual and Automatic Fax Redial

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

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



Dual Access

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

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

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

- 1 Make sure the document feeder is empty.
- 2 Place the document in the feeder.
- 3 Enter the fax number.
- 4 Press **[Start]**. The MFC starts scanning the document and the screen displays the job number (#XX) of the fax and how much memory is available. Then the MFC starts dialing. You can immediately repeat steps 1 through 4 for the next fax.



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

Real Time Transmission

When Memory is full, the MFC cannot continue to scan documents into memory before sending. However, you can turn on REAL TIME TX; place the documents in the feeder and enter the fax number. As soon as the phone line is free, the MFC starts dialing and sending the fax.

- 1 Place the document in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[9]**.

The screen displays

9. REAL TIME TX

- 3 Press **[Set]**.

- 4 To change the default setting, press \leftarrow or \rightarrow to select ON (or OFF) and go to Step 7. —OR—For the next fax transmission only, press \leftarrow or \rightarrow to select NEXT FAX ONLY.

REAL TIME: ON?

- 5 Press Set .
- 6 For the next fax only, press \leftarrow or \rightarrow to select ON (or OFF).
- 7 Press Set .

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

- 8 Press 1 if you want to select additional settings. The display returns to the SETUP SEND menu—OR—Press 2 if you are finished choosing settings and go to Step 9.
- 9 Enter fax number and press Start .

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.)

- 1 If the MFC is idle, press Function , 1 , 4 —OR—if the MFC is busy, go to step 2.
- 2 If you have multiple jobs waiting, use \leftarrow or \rightarrow to scroll through the list.
- 3 Press Stop to exit.

*See
Canceling a Job
in Memory
p. 58*

*See
Dual Access
p. 56*

Canceling Jobs in Memory

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

If the MFC is idle,

- 1 Press **[Function]**, **[1]**, **[4]**.

Any waiting jobs appear on the display.

4. REMAINING JOBS

- 2 If you have more than two jobs waiting, use **[←]** or **[→]** to select the job you want to cancel. Press **[Set]** when the screen displays your selection.

—OR—

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

#02 SALES REPORT
1. CLEAR 2. EXIT

- 3 Press **[1]** to cancel—OR—Press **[2]** to exit without canceling.
To cancel another job, return to step 2.
- 4 Press **[Stop]** to exit.



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

Basic Sending Operations

See
*One Touch
and
Speed Dialing*
pp. 71-74

See
*Setting
Station ID*
p. 33

Composing Electronic Cover Page

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

The cover page indicates your Station ID, and the number of pages you're sending. If you have Coverpage Setup set to ON

(**Function** **1** **3** **1**), the number of pages remains blank.

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

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 34 to help enter characters.






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

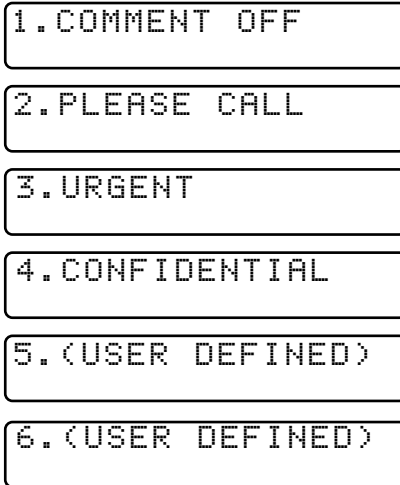
Cover Page for Next Fax Only

Make sure the Station ID is set up (p. 33). This feature does not work without the Station ID.






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

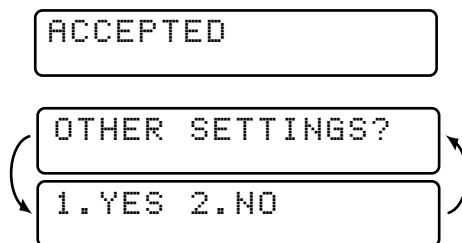
- 1** Insert the document in the feeder.
- 2** Press **Function**, **1**, **3**, **1**.
- 3** When the screen displays NEXT FAX ONLY?, press **Set**.




- 4 Press  or  to select ON (or OFF).
- 5 Press .
- 6 Press  or  to view the comment selections.



*See
Composing
Your Own
Comments
p. 62*

- 7 Press  when the screen displays your selection.
- 8 Enter two digits to indicate the number of pages you are sending. (Enter   to leave the number of pages blank.) If you make a mistake, press  to back up and reenter the number of pages.
- 9 Press . The screen displays:



- 10 Press  if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press  if you are finished choosing settings, and go to step 11.
- 11 Enter the fax number you're calling.
- 12 Press .

Always Send Cover Page

Make sure Station ID is set up (p. 33). This feature does not work without the Station ID.

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

1 Press **[Function]**, **[1]**, **[3]**, **[1]**.

2 Press **[←]** or **[→]** to select.

COVERPAGE: OFF?

COVERPAGE: ON?

3 Press **[Set]** when the screen displays COVERPAGE: ON? (If you select ON, a coverpage is always sent when you send a fax.)

4 If you selected ON, you must select a comment. Use **[←]** or **[→]** to view possible selections. (You can select your custom comment.)

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

5. (USER DEFINED)

6. (USER DEFINED)

*See
Composing
Your Own
Comments
p. 62*

5 Press **[Set]** when the screen displays your selection. The screen displays:

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

- 6 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** to exit if you are finished choosing settings.

Using a Printed Cover Page

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

- 1 Press **[Function]**, **[1]**, **[3]**, **[1]**.
- 2 Press **[←]** or **[→]** to select PRINT SAMPLE?
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Start]**. Your MFC prints a copy of your cover page.

```

      === COVER PAGE ===

TO:      _____
FROM:    _____
FAX:
TEL:
                PAGE[S] TO FOLLOW
COMMENT:
    
```

Cover Page Message

You can set up two custom comments.

Composing Your Own Comments

- 1 Press **[Function]**, **[1]**, **[3]**, **[2]**.
The screen displays

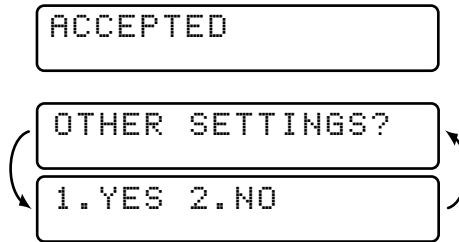
```

2. COVERPAGE MSG
    
```

- 2 Use **[←]** or **[→]** to choose position 5 or 6 for your customized comment.
- 3 Press **[Set]**.
- 4 Use the dial pad to enter your customized comment.

*See
Entering Text
p. 34*

- 5 Press **[Set]**. The screen displays

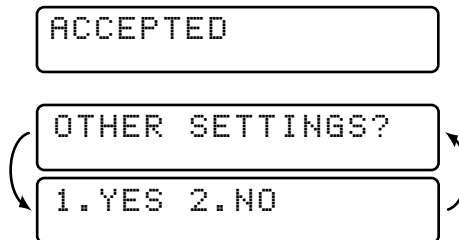


- 6 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** to exit.

Contrast

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

- 1 Insert the document, face down, in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[3]**.
- 3 Use **[←]** or **[→]** to select AUTO, S.LIGHT or S.DARK.
- 4 When the screen displays your selection, press **[Set]**. The screen displays:



- 5 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu.—**OR**—Press **[2]** if you are finished choosing settings, and go to step 6.
- 6 Enter a fax number and press **[Start]** to send a fax.

*See
Multiple
Resolution
Transmission
p. 68*

Resolution

When you have a document in the feeder, you can use the **Resolution** key to change the default setting. Press **Resolution** continuously until you see the lights change to the setting you want. For standard, turn Fine & S.Fine lights off. For Photo, turn them both on.

Standard—Suitable for most typed documents.

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

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

Photo—Use when document has varying shades of gray; slowest transmission time.

Advanced Sending Operations

Overseas Mode

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

1 Insert document.

2 Press **Function**, **[1]**, **[3]**, **[5]**.

The screen displays



3 Press **←** or **→** to select ON (or OFF).

4 Press **Set** when the screen displays your selection. The screen displays





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

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

Call Reservation

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

If the other party does not answer and you have set Call Reservation and Call Back message to ON, your MFC will leave a message for the other party to call you.

- 1 Insert the document in the feeder.
- 2 Press **Function**, **1**, **3**, **6**.
The screen displays the current setting for Call Reservation.

CALL RESERVE: OFF

CALL RESERVE: ON

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

CALL BACK: OFF?

CALL BACK: ON?

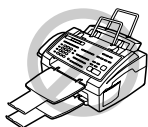
- 5 Press **←** or **→** to select ON (or OFF).
- 6 Press **Set** when the screen displays your selection. The screen displays

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

- 7 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings, and go to step 8. The screen prompts you to enter the fax number you want to call.
- 8 Enter the fax number.
- 9 Press **[Start]**.
- 10 If you've set Call Reservation to ON, pick up your handset if the MFC rings.



You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

- 1 Press **[Function]**, **[1]**, **[3]**, **[6]**.
- 2 Press **[←]** or **[→]** to select PRINT SAMPLE?.
- 3 Press **[Set]**.
- 4 Press **[Start]**.

Delayed FAX

After you have preset the time of day for delayed faxes (in Delayed Timer), you can use this function up to 50 times each day to set up delayed faxes.

- 1 Insert the document in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[7]**.
- 3 Press **[Set]**. The screen displays

```
1. DOC  2. MEMORY
```

- 4 Press **[1]** to leave the originals waiting in the document feeder—**OR**—Press **[2]** to scan the document into memory.

```
ACCEPTED
```

```
OTHER SETTINGS?
```

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

See
Delayed Timer
p. 38

See
*Interrupting
Delayed Fax
and Polling
Transmit Jobs*
p. 70

- 5 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings and go to step 6. The screen will prompt you to enter the fax number.



- 6 Enter the fax number.
- 7 Press **[Start]**. The MFC will wait to send the fax at the time you set up in Delayed Timer. (**[Function]**, **[1]**, **[1]**, **[6]**)

Broadcasting

*See
Setting Up
Groups for
Broadcasting
pp. 73-74*

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **[Help/Broadcast]** key, you can include Groups, One Touch locations, up to 100 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 174 locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer.

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

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

- To stop the broadcasting in progress, press **[Stop]**. The LCD display asks if you want to cancel all locations or the location that is being sent.
- Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.
- If the line is busy or for some other reasons a connection could not be made while broadcasting, the MFC will redial the number automatically.



- If the memory is full, press **[Stop]** to abort the job or press **[Start]** to send the portion that is in the memory (if more than one page has been scanned).
- 1 Insert the document into the feeder.
- 2 Enter a number using One Touch, Speed Dial, Group number, Tel-index or the dial pad.
Example: Group number
- 3 Press **[Help/Broadcast]**. You will be prompted to press the next number.
- 4 Enter the next number.
Example: Speed Dial
- 5 Press **[Help/Broadcast]**.
- 6 Enter the next fax number.
Example: Manual dialing, using the dial pad.
- 7 Press **[Start]**.

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



*See
Resolution
p. 64*

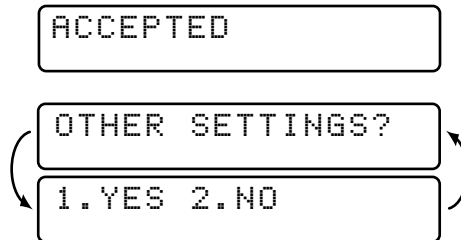
Multiple Resolution Transmission

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

- 1 Insert the document in the feeder.
Press **[Function]**, **[1]**, **[3]**, **[4]**.
- 2 Use **[←]** or **[→]** to select resolution for page 1, then press **[Set]**.
- 3 Repeat Step 2 for subsequent pages.

- 4** Press **[Stop]** when you're finished.

The screen displays



- 5** Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings.
- 6** Enter the fax number you're calling.
- 7** Press **[Start]**.

If you want to copy a document using multiple resolutions, press **[Copy]** in step 6.



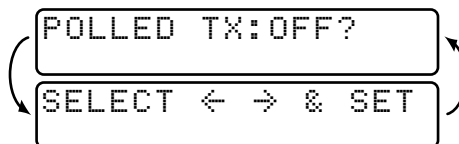
*See
Interrupting
Delayed Fax
and Polling
Transmit Jobs
p. 70*

Setting Up Polling Transmit

Polling Transmit is when you set up your MFC to wait with a document so another fax machine can retrieve it.

- 1** Place the document to be retrieved in the feeder.
- 2** Press **[Function]**, **[1]**, **[3]**, **[8]**.

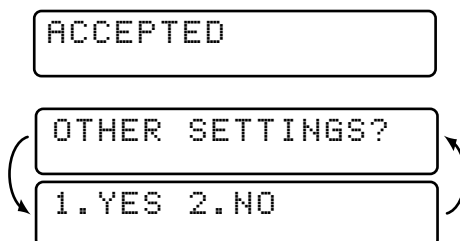
The screen displays



- 3** Press **[<]** or **[>]** to choose ON.
- 4** Press **[Set]**. The screen displays

```
1. DOC 2. MEMORY
```

- 5 Press **[1]** to select DOC if you want your MFC to scan the printed document at the time it is polled—**OR**—Press **[2]** to select MEMORY.



- 6 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings and go to step 7.

- 7 Press **[Start]**.

If you pressed **[1]** in Step 5, the printed document remains in the document feeder until your MFC is polled. However, you can "interrupt" it to send another fax.



Canceling a Job While Scanning the Document

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

Interrupting Delayed Fax and Polling Transmit Jobs

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

- 1 Press **[Function]**, **[1]**, **[5]**.
- 2 Wait 2 seconds, then remove the documents that are waiting in the feeder.

INSERT DOCUMENT

- 3 Place the "new" document you want to send now in the feeder.
- 4 Enter the new fax number for the documents you want to send now.
- 5 Press **[Start]**.
- 6 After the transmission is finished, place the "old" documents back into the feeder.
- 7 To restore the Delayed Fax and/or Polling.
Press **[Function]**, **[1]**, **[5]**.

*See
Delayed Fax
p.66
and
Setting Up
Polling
Transmit
p.69*

Setup Auto Dial Numbers

Storing Numbers for Easy Dialing

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

Storing One Touch Dial Numbers

See
*One Touch
Dialing*
p. 76

You can store 24 fax/phone numbers that you can dial by pressing one key (and **[Start]**). To access numbers 13 to 24, hold down the **Shift** key. You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed.

One Touch keys are not the dial pad keys. They are the 12 keys (numbers 01–24) located to the right of the dial pad.

- 1 Press **[Function]**, **[1]**, **[6]**, **[1]**.
- 2 Press the One Touch key where you want to store a number. (One Touch key **[01]** has been pre-programmed for the Brother Fax-Back System (USA only). You can override it if you wish.) The screen displays the location you selected.
- 3 Enter a number (up to 20 digits). If you want to enter a pause in the dialing sequence (for example, to access an outside line), press **[Redial/Pause]** as you're entering digits. Pressing **[Redial/Pause]** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.
- 4 Press **[Set]**. The screen prompts you to enter a name for this number.

See
*Changing
One Touch
and
Speed Dial
Numbers*
p. 73

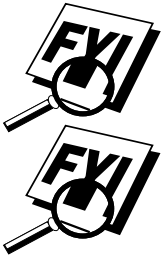
NAME:

- 5 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 34 to help you enter letters—**OR**—Go to Step 6 to store the number without a name.
- 6 Press **[Set]**. The screen prompts you to select the type of number this is. Use **[←]** or **[→]** to select the type you want.
 - FAX** a fax only number
 - TEL** a telephone (voice) number
 - FAX/TEL** both fax and telephone (voice) number
- 7 Press **[Set]**.
- 8 Return to Step 2 to store another One-Touch number—**OR**—Press **[Stop]** to exit.

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

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

Even if you lose electrical power, numbers stored in memory will not be lost.



See
Speed Dialing
p. 76

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only three keys (and **[Start]**). There are 100 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

- 1 Press **[Function]**, **[1]**, **[6]**, **[2]**.
The screen prompts you to enter a location.

SPEED-DIAL? #

- 2 Use the dial pad to enter a two-digit location (00–99).
- 3 Press **[Set]**. The screen displays your entry, then prompts you to enter the number you're storing.

#05:

ENTER & SET

- 4 Enter the number (up to 20 digits).
- 5 Press **[Set]**. The screen now prompts you to store a name with this number.

NAME:

- 6 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 34 to help you enter letters—**OR**—Press **Set** and go to Step 8 to store the number without a name.
- 7 Press **Set**.
- 8 The screen prompts you to select the type of number this is. Use **←** or **→** to select the type you want.
 - FAX** a fax number
 - TEL** a telephone (voice) number
 - FAX/TEL** both fax and telephone number
- 9 Press **Set**.



- 10 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit. Even if you lose electrical power, numbers stored in memory will not be lost.

Changing One Touch and Speed Dial Numbers

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

1. CHANGE—OR—2. EXIT.

- 1 Press **1** to change the number stored, or press **2** to exit without making a change.
- 2 Enter a new number.
 - If you want to erase the number, press **Clear** when the cursor is to the left of the digits.
 - If you want to change a digit, use **←** or **→** to position the cursor under the digit you want to change, then type over it.
- 3 Follow the directions from Step 4 in Storing One Touch Numbers, or Step 5 in Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch Group key (and **Start**). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. Finally, you can have up to six small Groups, or you can assign up to 123 numbers to one large Group.



See
Storing
One Touch Dial
Numbers
p. 71
and

Storing Speed
Dial Numbers
p. 72
and
Broadcasting
p. 67

You can include up to 23 One Touch locations, and up to 100 speed Dial locations. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

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

The screen displays

SELECT ONE-TOUCH

- 2 Select a One Touch key where you wish to store the Group number. (For example, press One Touch key **[02]** for Group 1).

SETUP GROUP:GO
ENTER & SET

- 3 Use the dial pad to enter the Group number. (For example, press **[1]** for Group 1).
- 4 Press **[Set]**.
- 5 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key **[05]**, press One Touch key **[05]**. For Speed Dial location 09, press **[Speed Dial]**, then press **[0]**, **[9]** on the dial pad. The display shows *05, #09.

G01:*05#09_

- 6 Press **[Set]**. The screen prompts you to enter a name.

NAME:
ENTER & SET

- 7 Use the dial pad and the chart on page 34 to enter a name for the group (for example, NEW CLIENTS).
- 8 Press **[Set]**.
- 9 Press **[Stop]** to exit.

You can print a list of all One Touch and Speed Dial numbers. See Chapter 10, Printing Reports.

Even if you lose electrical power, numbers stored in memory will not be lost.



Telephone Operations

Dialing Options

You can use your MFC to make voice telephone calls, by dialing manually, or by using Tel-index, One Touch or Speed Dial memory.

Manual Dialing

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

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

*See
Storing
One Touch
Dial Numbers
p. 71*



One Touch Dialing

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

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

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

Speed Dialing

*See
Storing
Speed Dial
Numbers
p. 72*

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

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



*See
Storing
One Touch
Dial Numbers
p. 71*

Dialing Access Codes and Credit Card Numbers

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

For example:

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

Hold

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

Pause

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

Tone/Pulse

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

- 1 Lift the handset.
- 2 Press **[#]**. Digits dialed after **[#]** will send tone signals.
- 3 When you hang up, the MFC returns to pulse dialing service.

Searching Telephone Index

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically.

- 1 Press **[Tel-index]**, then enter the first letter of the name you're looking for.
- 2 Press **[←]** or **[→]** to search the memory.
- 3 When the screen displays the name you want to call, pick up the handset or press **[Hook]**.
- 4 Press **[Start]** to begin dialing.
- 5 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 6 When the call is over, hang up.

*See
Storing
One Touch
Dial Numbers
p. 71
and
Storing
Speed Dial
Numbers
p. 72*

CHAPTER NINE

Remote Fax Options

(For MFC 4350, MFC 4650 and MFC 7750 Only)

If you have model MFC 6650MC your remote fax options are handled by the Message Center. Please see Chapter 12, Message Center.

Fax Forwarding/Paging



You cannot use Paging and Fax Forwarding at the same time.

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

Programming a Fax Forwarding Number

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

1 Press **[Function]**, **[1]**, **[8]**, **[1]**.

2 Press **[←]** or **[→]** until the screen displays

FAX FORWARD?

3 Press **[Set]**. The screen prompts you to enter the fax number where faxes will be forwarded.

FWD#:
ENTER & SET

4 Enter the forwarding number (up to 20 digits).

5 Press **[Set]**.

6 Press **[Stop]** to exit.

Programming Paging Number

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[1]**.
- 2 Press **[←]** or **[→]** until the screen displays

PAGING?

- 3 Press **[Set]**. The screen prompts you to enter your pager number.

PAG#:
ENTER & SET

- 4 Enter your pager phone number (up to 20 digits) followed by **##** **##**. Do not include the area code if it is the same as that of your MFC. For example, **[1]****[8]****[0]****[0]****[5]****[5]****[5]****[1]****[2]****[3]****[4]****##****##**.
- 5 Press **[Set]**.
- 6 If your pager requires a PIN, enter the PIN, press **##**, press **[Redial/Pause]**, enter your fax number, then press **##** **##**. For example, **[1]****[2]****[3]****[4]****[5]****##****[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****##****##**.
—OR—
If you do not need a PIN, press **[Redial/Pause]**, enter the fax number, then press **##** **##**. For example, **[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****##****##**.
- 7 Press **[Set]**.
- 8 Press **[Stop]** to exit.

You cannot change a Paging number or PIN remotely.

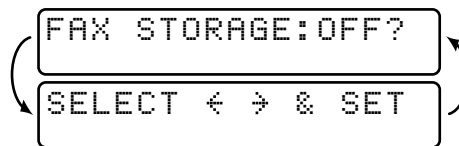


Setting Fax Storage

See
Remote
Retrieval
p. 82

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory.

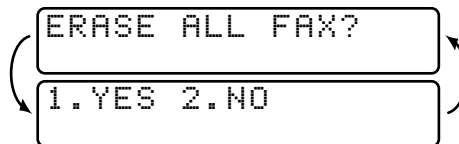
- 1 Press **[Function]**, **[1]**, **[8]**, **[2]**. The screen prompts you to choose a fax setting.



- 2 Press **[←]** or **[→]** to select ON (or OFF).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.



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



If you press **[1]**, all fax data is erased and Fax Storage is turned off. If you press **[2]**, data is not erased, and Fax Storage remains on.

Changing Remote Access Code

Enter your Remote Access Code when the MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 *, but you can change this.

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

Remote Retrieval

You can call your MFC from any fax machine using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Keep the included Remote Control Access Card in your wallet as an aid.

*See
Changing
Remote Access
Code
p. 81*

Using Remote Access Code

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



If your MFC is set to Manual mode, you can access your machine by waiting about 2 minutes, then entering the Remote Access Code within 30 seconds.

Remote Commands

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

Remote Control Commands	Operation Details
95 Changing Fax Forwarding/Paging setting	
1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met. (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see page 95). Once you have registered the number, the MFC will change automatically to FAX FWD:ON mode. Then retrieve a Memory Status List by entering 961 (see page 107) to make sure that the Fax Forwarding number you registered is correct on the List. You can set FAX STORAGE to ON or OFF.
2 Fax Forwarding	
3 Paging	
4 FAX FWD No.	
6 Fax Storage ON	
7 Fax Storage OFF	
96 Retrieve FAX	
1 Memory Status List	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 107).
2 Retrieve all faxes	
3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97 Check the receiving status	
1 FAX	You can check whether your MFC has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
98 Change Answer Mode	
1 TAD	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.
2 FAX/TEL	
3 FAX	
90 Exit	After a long beep, you can exit remote control.

Retrieving Memory Status List

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

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



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

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

Retrieving Fax Messages

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



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

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

Changing Fax Forwarding Number

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

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



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

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

Printing Reports

MFC Settings and Activity

You can print the following lists and reports:

1. XMIT REPORT

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

2. ACT. REPORT

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

3. ALL DIAL

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

4. TEL. INDEX

ALL DIAL list (above), alphabetically.

5. USER SETTINGS

Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, TEL SERVICE and PRINT REPORTS. The settings for REMOTE FAX OPT (for MFC 4350, MFC 4650 and MFC 7750 only) and SETUP MSG CTR (for MFC 6650MC only) are included.

6. MEMORY STATUS

Lists summary information and amount of occupied memory.

To Print a Report

- 1 Press **[Function]**, **[1]**, **[7]**.
- 2 Enter the number (see page. 87) of the report you want to print. For example, press **[4]** to print the TEL. INDEX.
- 3 Press **[Start]**.
- 4 Press **[Stop]** to exit.

Transmission Verification (Xmit) Report

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



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

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

- 1 Press **[Function]**, **[1]**, **[7]**, **[1]**.
- 2 Press **[←]** or **[→]** to select ON or OFF.
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

Activity Report Interval

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

- 1 Press **[Function]**, **[1]**, **[7]**, **[2]**.
- 2 Press **[←]** or **[→]** to display:

INTERVAL?

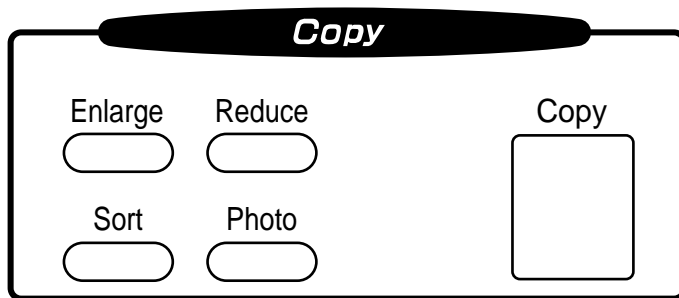
- 3 Press **[Set]**.
- 4 Press **[←]** or **[→]** to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.
- 5 When the screen displays the setting you want, press **[Set]**.
- 6 Enter the time to begin printing, in 24-hour format. (For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

CHAPTER ELEVEN

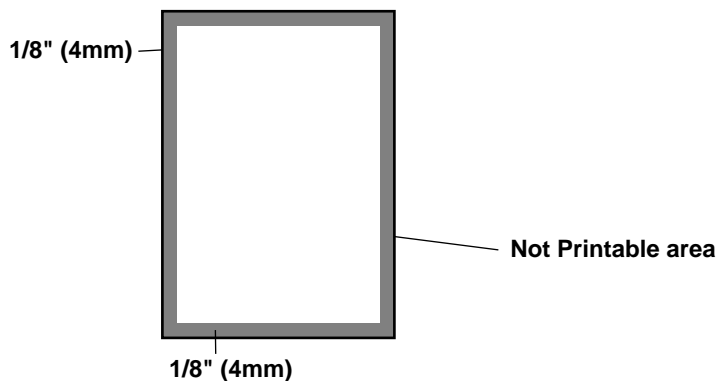
Making Copies

Using MFC as a Copier

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



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



Making a Single Copy

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

- 1 Insert the document face down in the feeder.
- 2 Press **[Copy]**, then wait five seconds—**OR**—Press **[Copy]** again.

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

Making Multiple Copies

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

Stacking Multiple Copies

- 1 Insert pages to be copied face-down in the feeder.
- 2 Press **[Copy]**.
- 3 Use the dial pad to enter the number of copies you want (up to 99).
- 4 Wait five seconds—**OR**—Press **[Copy]** again.

Sorting Multiple Copies

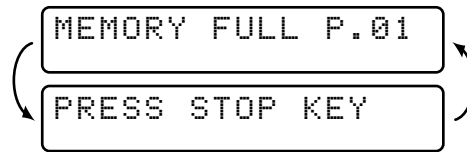
Sorting uses more memory than stacking.

- 1 Insert pages to be copied face-down in the feeder.
- 2 Press **[Sort]**.
- 3 Use the dial pad to enter the number of copies you want (up to 99).
- 4 Wait five seconds—**OR**—Press **[Copy]**.

*See
If You Get a
Memory Full
Message
p. 91*

If You Get a Memory Full Message

If the memory becomes full while your scanning a document to be copied the screen displays



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

Reducing and Enlarging Copies

- 1 Insert pages to be copied face-down in the feeder.
- 2 Press **[Enlarge]** or **[Reduce]**.
- 3 Press **[←]** or **[→]** to select AUTO, 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, or 50%.
- 4 Press **[Copy]** when the screen displays your selection.
- 5 Use the dial pad to enter the number of copies you want (up to 99).
- 6 Wait five seconds—**OR**—Press **[Copy]** again.

Copying a Photograph

You can copy a photograph by pressing **[Photo]**, without pressing **[Resolution]**.

- 1 Insert the photo(s) face-down in the feeder.
- 2 Press **[Photo]**.
- 3 Use the dial pad to enter the number of copies you want (up to 99).
- 4 Wait five seconds—**OR**—Press **[Copy]** again.

CHAPTER TWELVE

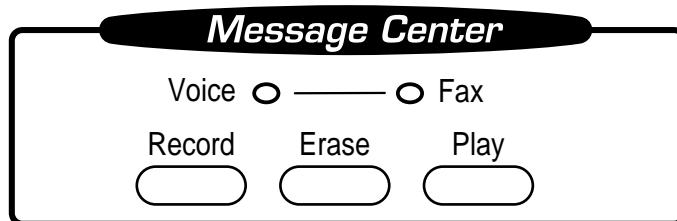
Message Center

(For MFC 6650MC Only)

Introduction

This section provides you with information about how to operate the Message center features of your MFC 6650MC.

Your MFC has been designed to be user friendly. You will find a function chart on page 27 that shows you the easy button presses you can perform to access all programmed features.



Message Center Mode

*See
Recording
Message Center
Outgoing
Message
p. 96*

Message Center Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores 20 minutes of voice messages, or up to 130 pages of fax memory. Any voice or fax message can be retrieved remotely. Memory is shared between fax and voice messages, which are stored on a “first-come, first-served” basis.

You must record an outgoing message in order to use the Message Center Mode.

Flexible Memory Settings (Message Storage)

Message Center Mode offers you six flexible memory settings, so that you can decide which kinds of messages you want to receive.

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

Setting Up Message Center

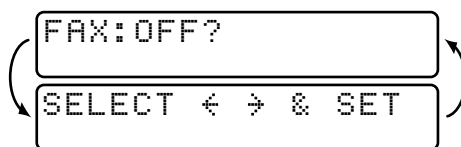
You must set up Message Center in the following order :

- 1 Turn Message Storage ON. (See page 95)
- 2 Record Message Center Outgoing Message (MSG CTR OGM). (See page 96)
- 3 Activate Message Center Mode, by pressing **[Mode]** until both FAX and FAX/TEL lights are on.

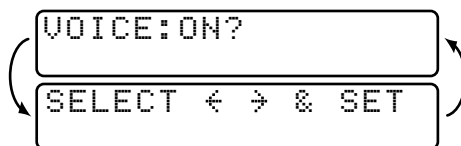
Setting Message Storage

Select the setting from the descriptions on page 94.

- 1 Press **[Function]**, **[1]**, **[8]**, **[1]**. The screen prompts you to choose a FAX setting.



- 2 Press **[←]** or **[→]** to select ON (or OFF).
- 3 Press **[Set]**. The screen prompts you to choose a VOICE setting.



- 4 Press **[←]** or **[→]** to select your setting (ON, OFF, EXT).
- 5 Press **[Set]** when the screen displays your selection.
- 6 Press **[Stop]** to exit.



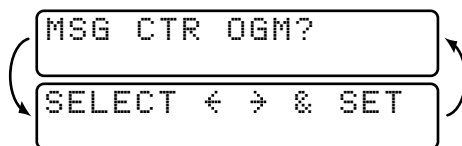
See
Record
FAX/TEL
Outgoing
Announcement
p. 41

See
Setting Up
Message Center
p. 95

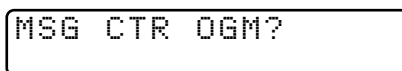
Recording Message Center Outgoing Message (OGM)

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**. The screen prompts you to choose an OGM.



- 2 Press **[Left]** or **[Right]** to reach



This is the only setting you can use to turn on the Message Center.

- 3 Press **[Set]**.
- 4 Press **[Record]**, then pick up the handset to record a message.

For example: *Hello. We are unable to take your call at this time.*

*Please leave a message after the signal. If you wish to send a fax, press * 5 1, and Start.*

- 5 Replace the handset. The Message Center plays your OGM.
- 6 Press **[Stop]** to exit.

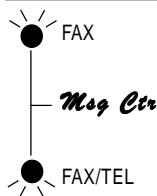
Listening to Outgoing Message (OGM)

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**.
- 2 Press **[Left]** or **[Right]** to select MSG CTR OGM (not F/T OGM).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Play]** to hear the OGM. Adjust volume by pressing Volume **[Up]** or **[Down]**.
- 5 Press **[Stop]** to exit.

Erasing Outgoing Message (OGM)

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**.
- 2 Press **[Left]** or **[Right]** to select MSG CTR OGM (not F/T OGM).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Erase]**.
- 5 Press **[1]** to erase the OGM—**OR**—Press **[2]** to exit without erasing.
- 6 Press **[Stop]** to exit.

Activating Message Center Mode



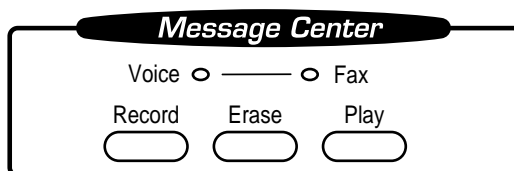
Press **Mode** on the control panel until both the FAX and FAX/TEL lights are on.

You can easily see if the Message Center mode is on by looking at the Message Center indicator lights.

Message Indicators

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.

If the VOICE and/or Fax Indicator lights are flashing, you received a new message. 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 will go off.



The LCD display will indicate the total number of incoming VOICE and/or FAX messages stored in Message Center memory. The number of VOICE messages includes the Memo messages.

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

Playing Voice Messages and Memos

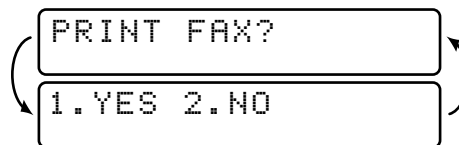
Follow the steps below to listen to voice messages and memos.

- 1 Press **[Play]**. Adjust Volume by pressing volume keys **[▲]** or **[▼]**.
All messages and memos are played in the order they were recorded. The display shows the number of the current message, and the total number of messages.
If Caller ID information was received, the MFC beeps during the message and displays the Caller ID information for one second.
During playback, the screen displays the time and date the message was recorded.
- 2 Press **[←]** at the end of the message to repeat a message. Press **[→]** to skip to the next message. You can press **[←]** and **[→]** repeatedly until you reach the message you want to play.
- 3 Press **[Stop]** to exit.

Printing a Fax Message

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

- 1 Press **[Play]**. After two seconds, the MFC begins to play voice messages.
- 2 After playing voice messages, the display asks if you want to print fax messages that are in the memory. There is no display message if there are no faxes.



- 3 To print the faxes in memory, press **[1]**

—OR—

Press **[2]** to exit without printing.

Backup Printing Option

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[2]**. The screen prompts you to select a setting.



- 2 Press **[←]** or **[→]** to display **ON** (or **OFF**).
- 3 Press **[Set]** when the screen displays your selected setting.
- 4 Press **[Stop]** to exit.

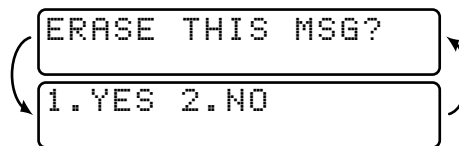
Erasing Messages

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

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

To erase voice messages individually

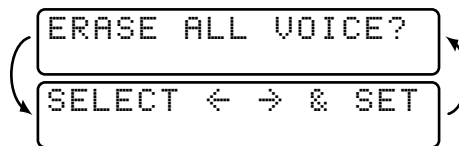
- 1 Press **[Play]**. After two seconds, the MFC beeps and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.
- 2 To erase a specific message, press **[Erase]** immediately after the two short beeps, or while the message is playing. The screen prompts



- 3 Press **[1]** to erase the message
—OR—
Press **[2]** to exit without erasing.

To erase messages all at once

- 1 Press **[Erase]**. The screen displays

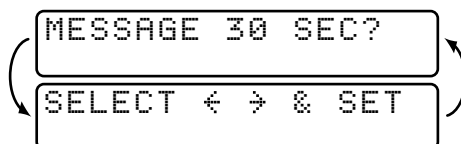


- 2 Press **[←]** or **[→]** to select erasing all voice messages (**VOICE**), all document messages (**FAX**), or all messages—both voice and fax—(**MSG**).
- 3 Press **[Set]**.
- 4 Press **[1]** to erase—OR—Press **[2]** to cancel.

Setting Maximum Time for Incoming Messages

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[4]**. The screen prompts you to select a maximum time.



- 2 Press **[<]** or **[>]** to select the maximum time setting for incoming messages.
- 3 Press **[Set]** when the screen displays your setting.
- 4 Press **[Stop]** to exit.

Setting Toll Saver

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

When Toll Saver is ON, it overrides your Ring Delay setting. Toll Saver must be off for the MFC to operate using your Ring Delay setting.

- 1 Press **[Function]**, **[1]**, **[2]**, **[1]**.
- 2 Press **[<]** or **[>]** to select TOLL SAVER (or RING DELAY).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[<]** or **[>]** to select ON.
- 5 Press **[Set]**.
- 6 Press **[Stop]** to exit.



See
Setting
Ring Delay
p. 40

ICM Recording Monitor

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[5]**.
- 2 Use **[<]** or **[>]** to select OFF (or ON).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Recording a Memo

A memo is stored and played as a voice message.

- 1 Press **[Record]**.
- 2 When the display prompts you to pick up the handset, speak into the handset to record your memo. Your recording can be as long as the Incoming Message Maximum Time (**[Function]**, **[1]**, **[8]**, **[4]**).
- 3 Press **[Stop]** or replace the handset when you're finished.

Recording a Conversation

You can record a telephone conversation by pressing **[Record]** during the conversation. Your recording can be as long as the Incoming Message Maximum Time. You and the other party will hear a beep every 15 seconds while recording.

Fax Forwarding/Paging

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

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



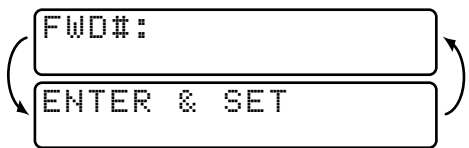
You cannot use Paging and Fax Forwarding at the same time.

Programming a Fax Forwarding Number

- 1 Press **[Function]**, **[1]**, **[8]**, **[6]**.
- 2 Press **[Left Arrow]** or **[Right Arrow]** until the screen displays



- 3 Press **[Set]**. The screen prompts you to enter the number of the fax machine where faxes will be forwarded.





- 4 Enter the forwarding number (up to 20 digits).
- 5 Press **Set**.
- 6 Press **Stop** to exit.

You can change a Fax Forwarding number remotely (See page 106).

Programming a Paging Number

- 1 Press **Function**, **1**, **8**, **6**.
- 2 Press **←** or **→** until the screen displays

PAGING?

- 3 Press **Set**. The screen prompts you to enter your pager number.

PAG#:

ENTER & SET

- 4 Enter your pager phone number (up to 20 digits) followed by **#** **#**. Do not include the area code if it is the same as that of your MFC. For example, **1****8****0****0****5****5****5****1****2****3****4****#****#**.
- 5 Press **Set**.
- 6 If your pager requires a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your MFC telephone number, then press **#** **#**. For example, **1****2****3****4****5****#****Redial/Pause****1****8****0****0****5****2****1****2****8****4****6****#****#**.

—OR—

If you do not need a PIN, press **Redial/Pause**, enter the telephone number of your MFC, then press **#** **#**. For example,

Redial/Pause**1****8****0****0****5****2****1****2****8****4****6****#****#**.

- 7 Press **Set**.
- 8 Press **Stop** to exit.

You cannot change a Paging number or PIN remotely.



Remote Retrieval

This section is for the MFC 6650MC only. (If you have the MFC 4350, MFC 4650 or MFC 7750, please see Chapter 9 for your remote fax options.) You can call your MFC from any fax machine using touch tone. Use a Remote Access Code and other button presses to retrieve voice (and fax) messages. You can also program and change some settings for your Message Center. Keep the included Remote Control Access Card in your wallet as an aid.

Using Remote Access Code

To listen to your voice messages, you can call from any touch tone phone. To receive faxes at your location, you must call from a fax machine using touch tone. For convenience, you can retrieve faxes from a touch tone phone by having them sent to a fax machine. For example, if your hotel room does not have a fax machine, you can enter the number of the fax machine at the hotel's Front Desk.

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

If your MFC is set to MANUAL mode, you can access the Message Center by waiting about 2 minutes, then entering the Remote Access Code within 30 seconds.



Changing Remote Access Code

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

- 1** Press **[Function]**, **[1]**, **[8]**, **[7]**.
- 2** Enter a three-digit number from 000 to 999. The “✳” cannot be changed. Do not use the same digits that appear in your Fax Receive or Telephone Answer Code.
- 3** Press **[Set]**.
- 4** Press **[Stop]** to exit.

Remote Control Commands

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

Remote Control Commands		Operation Details
91	Playing voice messages	After one long beep, the MFC plays ICM and Memo.
	1 ⏮ (Skip back)	Press 1 while listening to an ICM or Memo message to play it again. If you press 1 before a message, you will hear the previous message.
	2 ⏭ (Skip next)	While playing ICM and Memo, you can skip to next message.
	9 STOP Playing	Stop playing the ICM and Memo.
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 cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.
94	Play and Record OGM in memory	
1 Play	1 MSG CTR OGM 2 F/T OGM	The MFC plays the selected OGM. You can stop playing OGMs by pressing 9.
2 Record	1 MSG CTR OGM 2 F/T OGM	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing 9.
95	Changing Fax Forwarding/Paging setting	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (See page 108). Once you have registered the number, the MFC will change automatically to "FAXFWD:ON" mode. Then retrieve a Memory Status List by entering 96(See page 107) to make sure that the Fax Forwarding number you registered is correct in the list.
	1 OFF	
	2 Fax Forwarding	
	3 Paging 4 FAX FWD NO.	
96	Retrieve Fax	Enter the number of the remote fax machine to receive a report or stored fax message.
	1 Memory Status List	If you hear one long beep, you can erase the fax message from the memory.
	2 Retrieve all faxes	
	3 Erase fax 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	If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: When there is no MSG CTR OGM and you tried to change to MSG CTR mode.)
	2 VOICE	
	3 FAX	
98	Change Answer Mode	
	1 MSG CTR	If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: When there is no MSG CTR OGM and you tried to change to MSG CTR mode.)
	2 FAX/TEL	
	3 FAX	
90	Exit	After a long beep, you can exit remote control.

Retrieving Memory Status List

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

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



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

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

Retrieving Fax Messages

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



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

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

Changing Fax Forwarding Number

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

- 1** Dial your MFC's number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** When you hear two short beeps, enter 9 5 4.
- 4** Enter the new telephone number of the remote fax machine where you want your fax messages forwarded, and then press ##.



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

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

CHAPTER THIRTEEN

Using the MFC with Your Computer

Setting Up the Fax Machine and Computer to Work Together

Multi-Function Link Pro software (MFL Pro) turns your fax machine into a multi-function center, by enabling you to use your fax machine as a printer and a scanner and to use it to fax from Windows® applications in your computer.

Before you install the Multi-Function Link Pro, you must read the README.WRI file in the root directory of the CD-ROM (or Floppy Disks) for important last-minute installation information and troubleshooting tips.

Before You Install Multi-Function Link Pro (For MFC 4650, MFC 6650MC and MFC 7750 Only)

If You Don't Have a CD-ROM Drive

All software is supplied on CD-ROM. If you need a Floppy Diskette version (PCI-2DSK), call Brother at 1-888-879-3232 (USA) or 1-800-668-2768 (from within Canada). To order the appropriate set of diskettes, you must tell the Brother Representative the version of Windows® you are using and your Brother MFC model number. (Only Multi-Function Link Pro and Visioneer PaperPort LE are available on Floppy Diskette.)

Computer Requirements

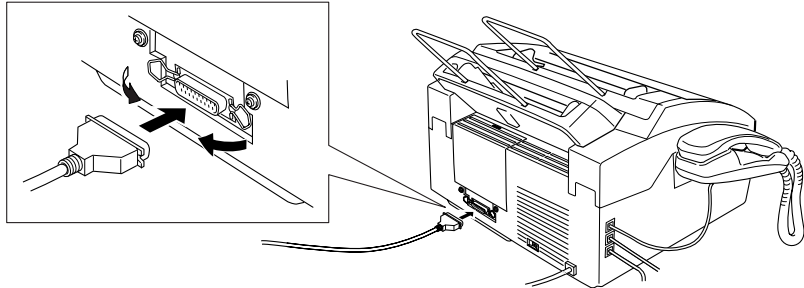
The following are the minimum computer requirements you need to set up and operate the MFC as a printer. Use only a shielded interface cable that is IEEE-1284 compliant, and that is less than 6 feet (1.8 meters) long.

CPU	80486/66MHz or higher (Windows® 3.1, 3.11 or 95, 98) Pentium 75 or Higher (Windows NT® Workstation Version 4.0)
RAM	8MB or greater for Windows® 3.1 or 3.11 8MB or greater for Windows® 95, 98 (16MB recommended) 16MB or greater for Windows NT® Workstation Version 4.0 (32MB recommended)
Hard Disk Drive	50MB Available Disk Space CD-ROM1
Operating System	Windows® 3.1, 3.11, 95, 98 or NT® Workstation Version 4.0, DOS environment compatible with your Windows® version

..... *Connecting the MFC to the Computer*

You must connect the MFC to your computer with the included bi-directional IEEE-1284 compliant parallel cable.

- 1** Make sure to unplug the MFC power cord from the electrical outlet before connecting the parallel interface cable.
Also, make sure the computer is turned off and unplugged from the electrical power before you connect the interface cable.
- 2** Connect the parallel interface cable to the parallel interface port of the MFC and secure the connection with the wire clips.
- 3** Connect the interface cable to the printer port of the computer and secure with the two screws.



For the location of your computer's parallel printer port, see the User's Guide for your computer.

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

Printer Driver for the MFC 4350

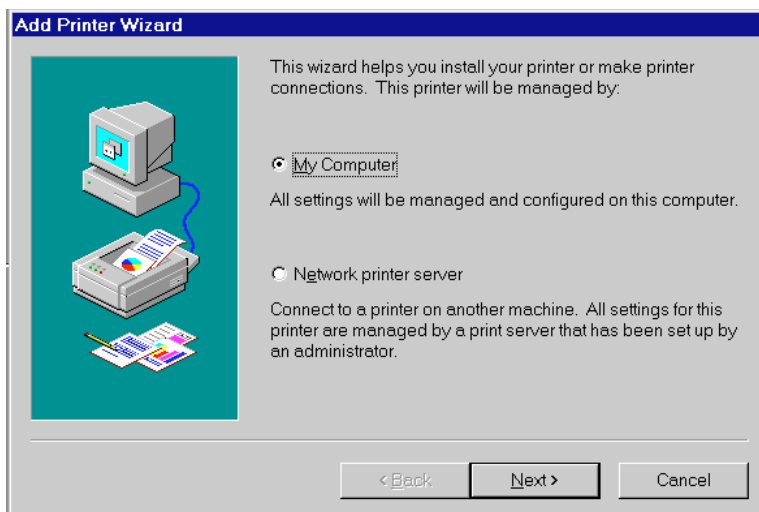
Your MFC 4350 is a 3-in-one multi-function center—it's a fax, copier and printer. Before you can print from Windows® on your PC, you must first install the printer driver that is included on 3.5 inch floppy diskettes.

Installing MFC 4350 Printer Driver

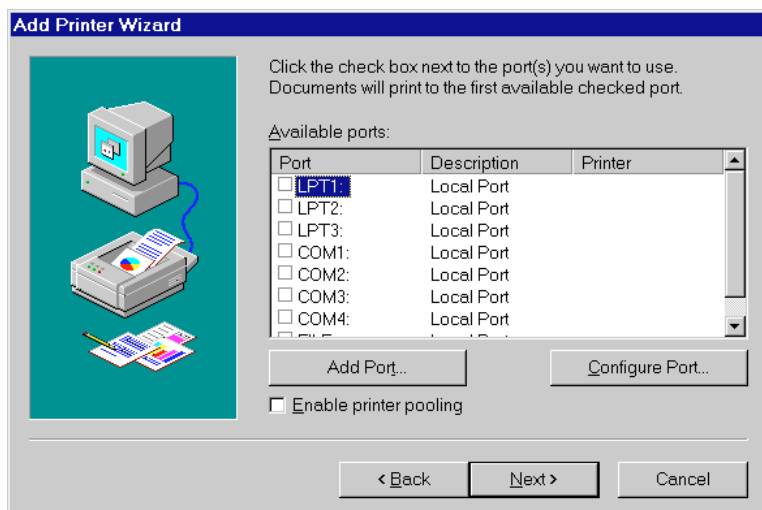
If you are using Windows NT® Workstation Version 4.0:

- 1 Click the Start button in the Taskbar.
- 2 Select *Settings*, then *Printers*.
- 3 Double-click on the *Add Printer* wizard.

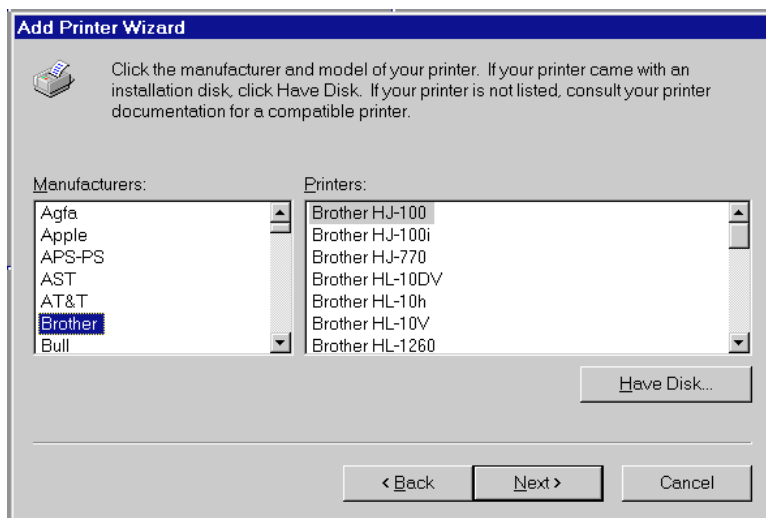
The Add Printer Wizard window appears:



- 4 Select *My Computer* and click the **Next** button.

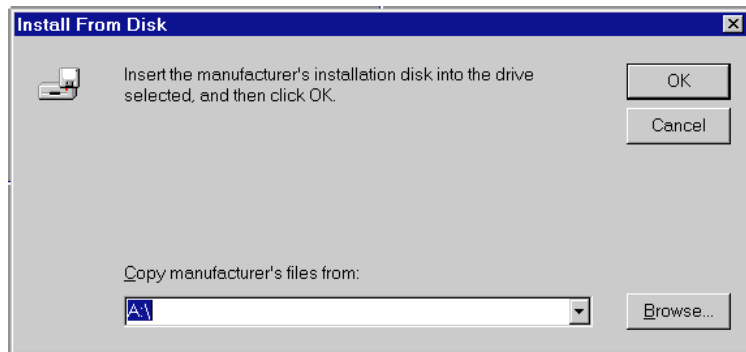


- 5 Select the Port you will use (we recommend LPT1), and click the **Next** button.



- 6 Click the **Have Disk** button.

The Install From Disk window appears:

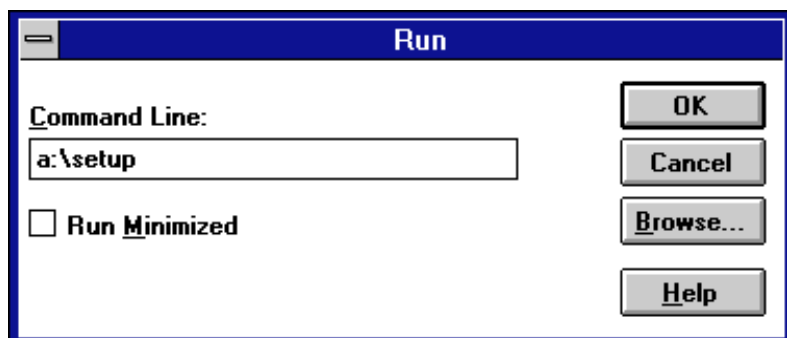


- 7 Insert the floppy disk for the MFC 4350 printer driver into drive A, and click the **OK** button.

Follow the screen prompts to complete the installation.

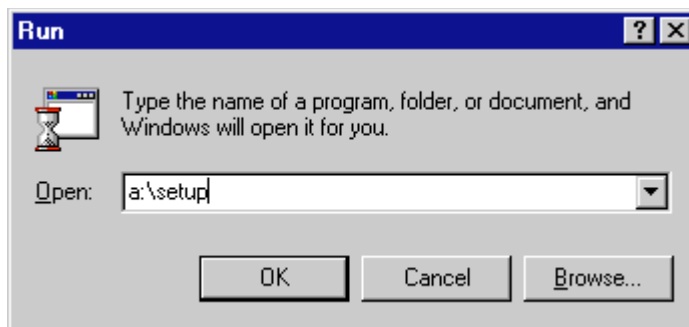
If you are using Windows® 3.1 or 3.11:

- 1 Insert the floppy disk for the MFC 4350 printer driver into drive A.
- 2 From the *Program Manager*, click on *File*, then *Run*.
- 3 Enter A:\SETUP.



If you are using Windows® 95, 98:

- 1 Insert the floppy disk for the MFC 4350 printer driver into drive A.
- 2 Click the *Start* button in the Task bar.
- 3 Select *Run*.
- 4 Enter A:\SETUP.



Installing True Type Fonts for MFC 4350

For Windows® 3.1 and 3.11:

- 1** Insert the disk for True Type Fonts for MFC 4350.
- 2** In the *Program Manager*, double-click the *Main* icon.
- 3** In the *Main* window, double-click the *Control Panel* icon.
- 4** In the *Control Panel* window, double-click the *Fonts* icon.
- 5** In the *Fonts* window, click the **Add...** button.
- 6** Select A as the Drive.
- 7** Select the fonts you want to install and click the **OK** button.

For Windows® 95, 98 and Windows NT® Workstation Version 4.0:

- 1** Insert the disk for True Type Fonts for MFC 4350.
- 2** Click on **Start**, then *Settings*, and select *Control Panel*.
- 3** In the *Control Panel* window, double-click on the *Fonts* folder.
- 4** In the *Fonts* window, select *Install New Font...* from the *File* menu.
- 5** Select A as the Drive and select the font folder.
- 6** Select the fonts you want to install and click the **OK** button.

Installing Multi-Function Link Pro Software (CD-ROM) (For MFC 4650, MFC 6650MC and MFC 7750 Only)

IMPORTANT

To install the software using Windows NT® Workstation Version 4.0, you must be logged on as the Administrator. After Multi-Function Link Pro is installed, restart Windows NT® a second time and again log in as the Administrator, so you can complete the Remote Setup application. After you have completed Remote Setup, log in using your normal User name.

Overview of Basic Steps

*See
Installing the
Brother
Software
p. 119*

- 1** Insert the Brother CD-ROM into your CD-ROM drive.
- 2** Enter the command for your version of Windows®, if needed.
- 3** Select the software option that suits your needs.
- 4** Follow the installation instructions.

Choosing the Software to Install

Install Multi-Function Link Pro Software

If you want the complete set of software: Multi-Function Link Pro, Visioneer PaperPort™ LE viewer, and Brother scanner driver, printer drivers and True Type Compatible fonts, install:

- Install Multi-Function Link Pro Software

Install NetCentric™ FaxStorm

If you want to be able to send Internet faxes from your computer anytime, anywhere without using your MFC, install:

- NetCentric™ FaxStorm

Install Automatic E-Mail Printing

If you want your e-mail messages automatically to be retrieved from your POP3 server and printed on your MFC, install:

- Automatic E-Mail Printing

Product Support

This is a page of all Brother support numbers.

Brother Web Link

Brother Web Link visits the Internet Brother Home Page on the World Wide Web. You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQ's). You must have service with an Internet service provider.

Exit

Click **Exit** to exit the CD-ROM window, or click **Return** to return to the previous window.

Installing the Brother Software

- 1 Insert the Brother CD-ROM into your CD-ROM drive.
- 2 Enter the command for your version of Windows®, if needed.

After you insert the Brother CD-ROM, you must type the appropriate command for your version of Windows®:

- If you are using Windows® 3.1 or 3.11, from the Program Manager: click File, then Run, then type x:\SETUP.EXE. (“x” is the drive letter for your CD-ROM drive.) This will start the Software Installation program.
- If you are using Windows® 95, 98 or Windows NT® Workstation Version 4.0, the Software Installation program appears automatically when you insert the Brother CD-ROM.
- For Windows® 95, 98 and Windows NT® Workstation Version 4.0, you can also click on Start at the Desktop, select Run and then enter **x:\SETUP.EXE**

The Brother LOGO will be displayed on the screen.



If you are using Windows NT® 3.51 or earlier, the following error message will appear on the screen:

You are running Windows NT® 3.51 or earlier. Brother MFL Pro does not support this version of Windows NT®. YOU MUST UPGRADE TO WINDOWS NT 4.0 AND REINSTALL MFL Pro!!



If you are using Windows NT® Workstation 4.0 and you are not logged-in as the Administrator, an error message will appear explaining the problem.

A window appears listing the options:



For each application you install, click on that name in the Software Installation window and follow the instructions on the screen. The last step will be to restart Windows® and access the Software Installation window again to install the next application.

- 3 Click on “Install Multi-Function Link Pro Software” and follow the prompts on the screen.



If you are using Windows® 95, after you install the Brother MFC Drivers you may see “New Hardware Found Brother MFC XXXX” during startup. You can select “Do not install a driver (Windows® will not prompt you again).” and click OK, so Windows® will not display this dialog box again.

If you see the “Update Device Driver Wizard” during startup, follow the instructions from the installer, then click Next. Click **Finish** when it appears on the screen.

- 4 After you finish installing the software, you can click on “On-Line Documentation” to access on-line documentation for Multi-Function Link Pro and Visioneer PaperPort LE.

The On-Line Documentation window appears:



- 5 In the On-Line Documentation window, click on “Install Acrobat Reader” and follow the prompts on the screen. You must install Acrobat Reader before you can view on-line documentation.

Helpful Hints for Windows® 3.1, 3.11 or Windows® 95, 98

- The installer automatically updates your SYSTEM.INI Windows® file by adding DEVICE=bi-di.386 under the [386Enh] section. If any bi-directional parallel communications device driver has previously been installed, it will be deactivated by this new driver. If you want to use the driver that was previously installed, you should first install this driver, then reinstall your previous driver. However, reinstalling the previous driver will make the MFC driver inactive.
- The installer makes the installed printer driver the Windows® default.
- The installer automatically sets the printer port to the parallel interface, LPT1 (for Windows® 3.1 or 3.11) and BRMFC (for Windows® 95, 98) and BMFC (for Windows NT® Workstation 4.0).
- During this installation, changes have been made to the SYSTEM.INI file. It is necessary to restart Windows® so the changes become effective and the installed bi-directional parallel communications device driver can take effect.

IMPORTANT

Please see the **README.WRI** file in the root directory of the CD-ROM (or floppy disk) for last-minute important installation and troubleshooting information.

For DOS Users

How to Use the MFC with Your DOS Application Software

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

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

Printer driver supported in your application software	Emulation mode to be selected with the remote printer console program
HP LaserJet IIP™	HP LaserJet IIP emulation mode
HP LaserJet II™	Auto emulation selection

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

What Does the Remote Printer Console Do?

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

Remote Printer Console Main Program

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

Printer Status Monitor Program

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

Installing the Remote Printer Console

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

DOS	Version 3.3 or later
Monitor	EGA/VGA or compatible
Option	Mouse; the mouse driver must be installed. (You can also operate the program with the keyboard.)

Follow these steps to install the remote printer console program:

- 1** Make sure your MFC is connected to your computer and it is set to Online.
- 2** Start your computer and go to the DOS prompt. If you are in Windows®, exit and return to the DOS prompt.
- 3** Insert the Brother CD-ROM into your CD-ROM drive.

- 4 At the DOS prompt (C:\>) type x: (Substitute the drive letter of your CD-ROM drive for “x”) and press Enter.

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

- 5 Type CD:\YL-II\WIN3X\MFLPRO\DRIVERS\DISK3 and press Enter. (“3X” is Windows® 3.1 or 3.11)

```
x:\>CD:\YL-II\WIN3X\MFLPRO\DRIVERS\DISK3
```

- 6 Type RPCSETUP and press Enter.

```
x:\YL-II\WIN3X\MFLPRO\DRIVERS\DISK3>RPCSETUP
```

- 7 Follow the instructions from the installer.

Using the Remote Printer Console Main Program

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

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

```

=====Remote Printer Console=====
Direct_Access  Printer_Setup  Console_Config  Guide

-----Current Status-----
Status          Ready
Paper feed      Sheet Feeder
Emulation       PCL
Paper Size      Letter
Orientation     Portrait
Quality         Normal
Copies          1
Memory size     524288 Byte
[↑/↵] Select  [Enter] Setting
===== [Alt+Character] Menu ===== [F1] Help ===== [ESC] Exit =====

```

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

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

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

Remote Printer Console

Current Printer Status Information

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

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

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

Printer Setup Category

Print Setup Section

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

Page Setup Section

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

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

*2 These values depend on the paper size settings.

Font Config

Item	Default	What This Item Does
Font Source	Internal	"Internal"
Font name	Brougham10	Selects a font from any of the printer's internal fonts.
Pitch	10	Selects the font size of the selected font. If you selected the Brougham or LetterGothic font, Pitch is shown in the selection box.
Symbol Set	Roman-8	Selects the symbol set.

Printer Config

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

Other Config

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

Printer Setup Category

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

Direct Access Category

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

Console Config Category

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

For more information on RPC, see the Help Information within the program.

Using the Printer Status Monitor Program

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

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

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

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

The program does not work with MFCs on a network.

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

The RPC may work in the DOS-compatible box screen mode of Windows®. However, it is recommended that you completely exit from Windows® to the DOS prompt before using the RPC.

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

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

Multi-Function Link Pro (option) for MFC 4350

If you have an MFC 4350, you can purchase the optional Multi-Function Link Pro software. Multi-Function Link Pro turns your MFC 4350 into a 5-in-1 multi-function center, by enabling you to use the MFC 4350 as a scanner and to use it to fax from Windows® applications in your computer.

You can order Multi-Function Link Pro directly from Brother. The item number is PCI-2CD.

Installation instructions will be included with PCI-2CD. Also, see basic instructions in chapters 13 and 15 for installing and using the software. However, it is important that you hook up your MFC 4350 to your computer before you install the software.

Before you install the optional Multi-Function Link Pro, you must read the README.WRI file in the root directory of the CD-ROM (or Floppy Disks) for last-minute important installation information and troubleshooting tips.

Using the Multi-Function Link Pro Software

(For MFC 4650, MFC 6650MC and MFC 7750 Only)

Introduction

This chapter outlines the basics of the Brother software, so you can get started using the Multi-Function Link Pro software. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM that is included with your MFC.

Check the online README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

Using the Multi-Function Link Pro Software

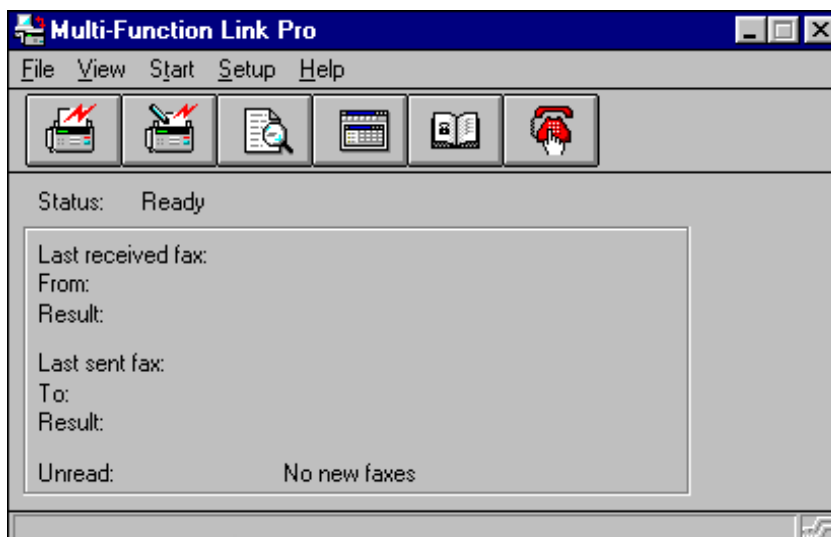


Brother Resource Manager

The Brother Resource Manager application must be running for you to use your MFC with your Windows® computer. Multi-Function Link Pro software and the MFL Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the MFC to simulate a Communications port for faxing and scanning and to simulate a Parallel port for Windows® GDI printing. The software included with your MFC consists of two parts, the Multi-Function Link Pro and Visioneer PaperPort LE™ for Brother.

Multi-Function Link Pro

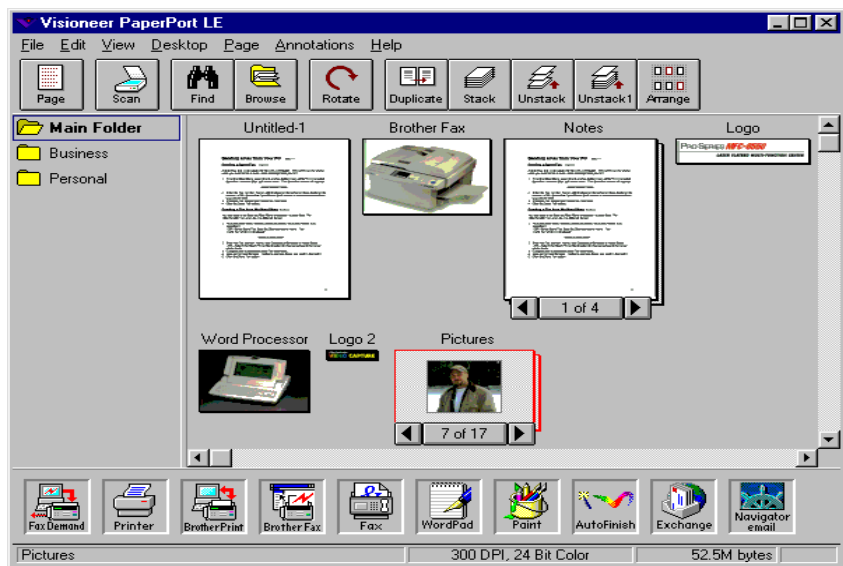
The Multi-Function Link Pro Main Menu is the application used for all fax sending and receiving operations. It also contains an electronic Phone Book program and a Log Manager that maintains a record of all PC fax transactions. The Main Menu can be accessed through the Brother Multi-Function Link Pro program group.



*See
On-Line
Documentation
for
Multi-Function
Link Pro
CD-ROM*

Visioneer PaperPort™ LE


Visioneer PaperPort™ LE for Brother is a document management application. You will use PaperPort to view incoming faxes and scanned documents. PaperPort has a sophisticated, yet easy to use filing system that will help you organize your documents. It allows you to combine or “stack” documents of different formats for printing, faxing, or filing. PaperPort can be accessed through the PaperPort program group.

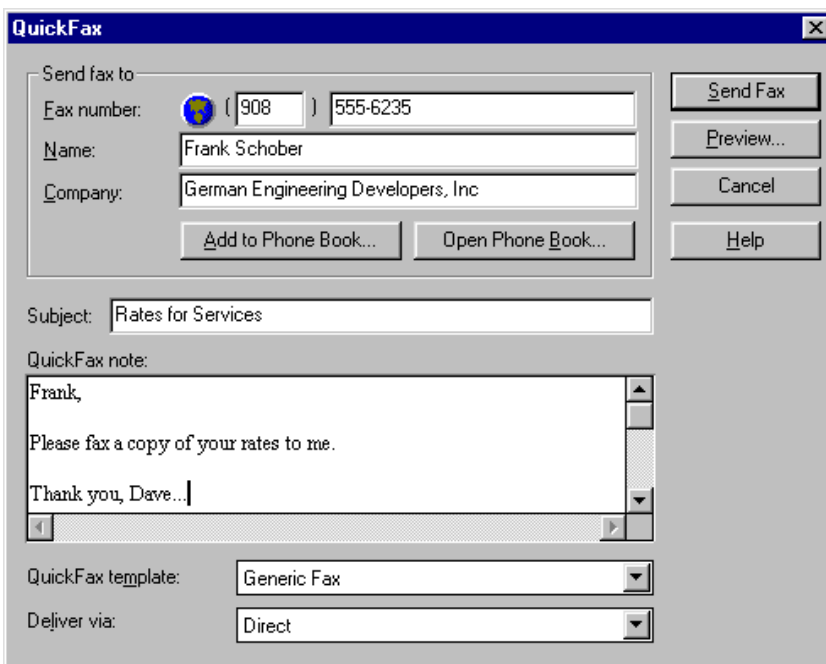


Sending a Fax from Your PC

Sending a Quick Fax

A QuickFax is a cover page only fax with a message. This option is very useful when you want to fax a quick, short message from your PC.

- 1 From the Main Menu, select the *QuickFax*  button—OR—
Select QuickFax from the Start pull-down menu. The *QuickFax* screen will appear:



QuickFax

Send fax to

Fax number: (908) 555-6235

Name: Frank Schober

Company: German Engineering Developers, Inc

Add to Phone Book... Open Phone Book...

Send Fax

Preview...

Cancel

Help

Subject: Rates for Services

QuickFax note:

Frank,
Please fax a copy of your rates to me.
Thank you, Dave...


QuickFax template: Generic Fax

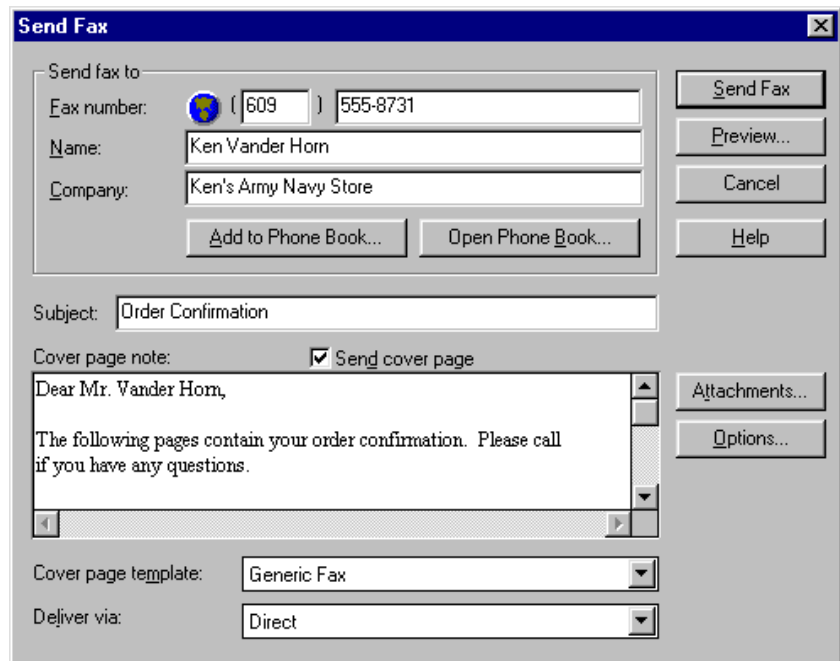
Deliver via: Direct

- 2 Enter the Fax number, Name, and Company information in the appropriate fields on the screen—OR—Select the *Open Phone Book...* button to choose someone from your phone book.
- 3 Complete the *Subject* and *QuickFax note* fields.
- 4 Click the *Send Fax* button.

Sending a Fax from the Main Menu

You can send a fax from the Main Menu and attach multiple files. The “attachments” can even be in different file formats.

- 1 From the Main Menu window, select the Send Fax  button
—OR—Select *Send Fax* from the Start pull-down menu. The *Send Fax* window will appear:



- 2 Enter the Fax number, Name, and Company information in these fields
—OR—Select the *Open Phone Book* button to choose someone from your phone book.
- 3 Complete the Subject and Cover page note fields.
- 4 Click on the *Attachments...* button to add any file(s) you want to fax with it.
- 5 Click the *Send Fax* button.

Sending a Fax from a Windows® Application

You can send a fax directly from any Windows® application using the following steps:

- 1 Create the document in a Windows® application.
- 2 Select Brother MFL Pro Fax as your printer.
- 3 Select the Print command to begin the fax transmission. The Fax Sending dialog box will appear :

- 4 Enter the name and fax number of the recipient—**OR**—Select the *Open Phone Book...* button and choose a name. Select Close to return to the *Send Fax* dialog box.
- 5 Select the *Send cover page* check box to include a cover page.
- 6 Select the *Send Fax* button.

Receiving Faxes into your PC

*See
Connecting the
MFC to Your
Computer
p. 111*

*See
Installing the
Brother
Software
p. 119*

To receive faxes into your PC through the MFC, you must first have connected your MFC to your computer. Then, you can load the software.

Before You Begin

Use the following checklists for the MFC and PC, to make sure you have properly set up the MFC and PC to work together.

Checklist for the MFC to Make Sure MF Link Mode is Active

To receive faxes into your computer, MF Link mode must be set to ON and your computer must be turned on with the Multi-Function Link Pro Software running. If your PC is turned off at Multi-Function Link Pro is closed, incoming faxes will be printed at the MFC automatically.

Set MF Link mode to OFF if you want all incoming faxes to be printed at the MFC.


- 1 Press **[Function]**, **[1]**, **[2]**, **[0]**.
- 2 Use **[←]** or **[→]** to select ON (not OFF).
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

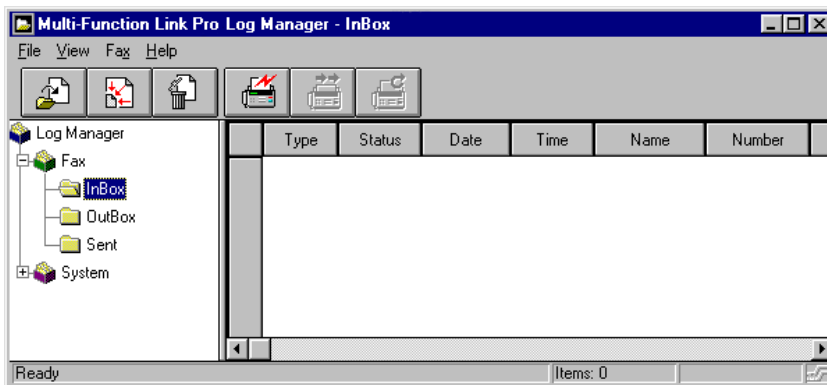
Checklist for Your PC

- 1 In the Main Menu, select the Setup pull-down menu.
- 2 Select Preferences...
- 3 Under Answer Mode, select Fax only.
- 4 Click the OK button.
- 5 Make sure the MFC is connected to the parallel port of the PC.
- 6 Keep the PC and the Multi-Function Link Pro Main Menu running at all times.

Viewing Received Faxes

Faxes that are received into the PC will appear in the *InBox* of the Log Manager. To access the *Log Manager*, from the Main Menu click the Log

Manager  button—**OR**—From the Start pull-down menu, select *Mail/Log*.



- 1 In the *Log Manager*, select the *Fax* folder.
- 2 Then select the *InBox* folder. A listing of your incoming messages will appear on the right side of the window.
- 3 Double-click on the fax you wish to view.

The Visioneer PaperPort Viewer will run automatically and the fax you selected from the list will be displayed.

Scanning a Document

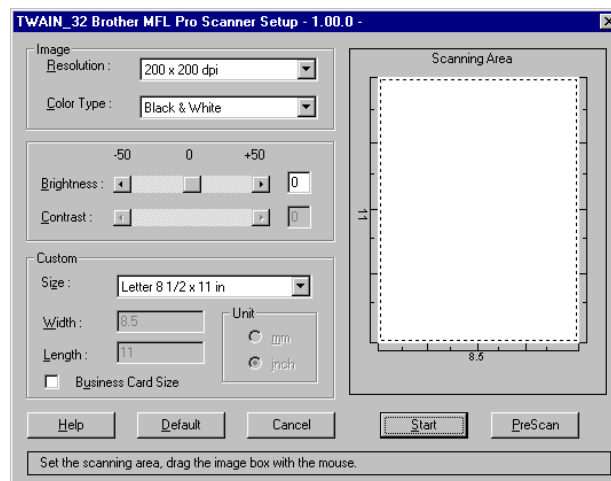
See
*Connecting the
MFC to the
computer*
p. 111

The Brother Multi-Function Link Pro software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort viewer that Brother included with your MFC, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe Photoshop, Adobe PageMaker, CorelDraw and many more.

Accessing the Scanner

To choose the Brother Multi-Function Link Pro as your scanner driver, select it under the “Select scanner”—**OR**—“Select source” option in your software.

From the Visioneer PaperPort window, select **Acquire** from the File drop-down menu or select the **Scan** button. The Multi-Function Link Pro Scanner Setup dialog box will appear:



Scanning a Document into your PC

- 1 Insert the document(s) face down in the document feeder of the MFC.
- 2 Adjust the following settings, if needed, in the Scanner Setup window:
 - Resolution
 - Gray Scale (Black & White, Gray [Error Diffusion], True Gray)
 - Brightness
 - Contrast
 - Size
- 3 Select the **Start** button from the Scanner window.

When scanning is completed, the Visioneer PaperPort screen will appear showing the image you scanned.

Settings in the Scanner Window

Image

Resolution

Resolution: Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.

When the setting is True Gray, 200 x 100 dpi and 200 x 400 dpi is not available.

Gray Scale

Gray Scale: Set the image Type to Black & White for text or line art. For photographic images, set the image type to Gray (Error Diffusion) or True Gray.

Gray (Error Diffusion) is used for documents that contain photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots in a specific matrix instead of true gray dots.)

64 True Gray mode is used for documents containing photographic images or graphics. This mode requires the most memory and longest transfer time.



Brightness

Brightness: Adjusting the brightness settings to obtain the best image. The Brother Multi-Function Link Pro offers 100 brightness settings (-50 to 50). The default value is 0, representing an “average” setting. You can set the brightness level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the settings.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.

Contrast

The contrast setting is adjustable only when you have selected one of the gray scale settings, but it is not available when Black & White is selected as the gray Scale.

Increasing the contrast level (by dragging the slidebar to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the slidebar to the left) reveals more detail in gray areas. Instead of using the slidebar, you can type a value in the box to set the contrast.

Custom

Size

Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm.)
- Legal (8 1/2 x 14 in.)
- A5 (148 x 210 mm.)
- B5 (182 x 257 mm.)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (60 x 90 mm.)
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in.)

After you select a size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is useful when you want to crop an image when scanning.

Business Card Size

To scan business cards, select the Business Card (60 x 90 mm.) size setting and place the business card at the top center of a carrier sheet.

Carrier sheets are available from your Dealer.

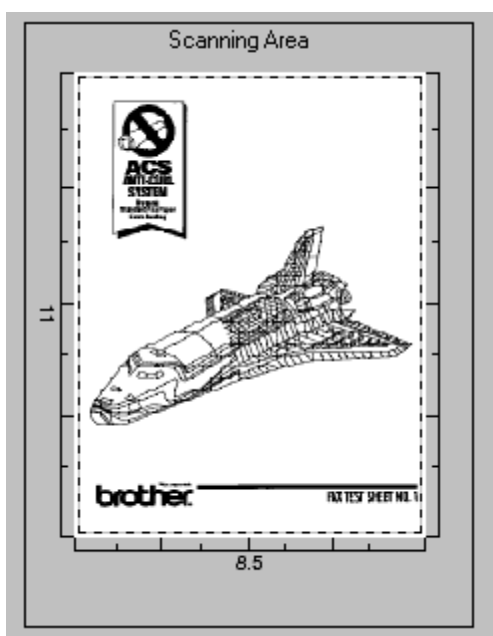
When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the Scanning Area. This is only a preview of the image so you can see how it will look. The PreScan button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button to scan the image.

- 1 Insert the document face down in the document feeder of your MFC.
- 2 Select the **PreScan** button:

The entire document will be scanned into the PC and will appear in the Scanning Area of the Scanner window.



- 3** To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.
- 4** Place the document in the document feeder of the MFC again.
- 5** Adjust the settings for Resolution, Color Type (Gray Scale), Brightness, Contrast, and Size in the Scanner Setup window, as needed.
- 6** Select the **Start** button.
This time only the selected area of the document will appear in the Visioneer PaperPort window.
- 7** In the Visioneer PaperPort window, use the options available in the Markups pull-down menu and the Crop option in the Options pull-down menu to refine the image. (See the Visioneer PaperPort chapter for details.)

Exporting an Image File

- 1** Select the Export command from the File pull-down menu in the Visioneer PaperPort window. The Export 'XXXXX' As dialog box will be displayed.
- 2** Select the drive and directory where you want to store the file.
- 3** Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
- 4** Select the **OK** button to save your file, or **Cancel** to return to the Visioneer PaperPort without saving it.

NetCentric Internet Fax

Internet faxing (**NetCentric FaxStorm**) brings together the power of the PC and the economy of the Internet. Outgoing faxes are relayed from your desktop to a network provider's fax server over an IP connection. From the server, the fax job is transmitted across the Internet using sophisticated least-cost-routing algorithms, then delivered to a fax machine using local phone lines, or to another computer as an e-mail attachment. Faxes can be sent to a single recipient or to multiple recipients. NetCentric™ FaxStorm tracks your faxes to their destinations, and informs you of their status.

When servers are down due to Internet outages, NetCentric™ FaxStorm re-routes your fax jobs and requests for account status.

You can access incoming faxes from any web-connected desktop and even forward them to others directly from the Inbox account.

For more information about how to use NetCentric™ FaxStorm, see the **online HELP** files after you install NetCentric™ FaxStorm on your computer. Use the *Help* pull down menu to access HELP.

Before You Begin

Compatible Operating Systems

NetCentric™ FaxStorm can be used with Windows® 3.1, Windows® 3.11, Windows® 95, 98 and Windows NT® Workstation Version 4.0 operating systems to integrate with your Internet fax account.

Your Fax Service Account

Before you can install NetCentric™ FaxStorm you must use your established Internet Service Provider to go to <http://www.faxstorm.com> and set up an account with one of the Fax Service Providers. You will be given an Account Name and Password, which you will need when you install NetCentric™ FaxStorm from the Brother CD-ROM.

A fax account is available to any person or company who has Internet access. *There is no charge for creating an account. You are charged only for use of services.*

A user account grants you access to many account features accessible from a web browser. You will have your own personal accounting and management web pages located on your local POPware server. These web pages will help you manage your account, view your account balance, pay invoices, check on the status of your faxes, and send faxes directly from a web form.

Receiving Faxes

The Fax Inbox receives faxes at your account on the POPserver. You can view faxes you receive. In order to use the Fax Inbox, you must establish an Inbound account on your primary POPserver.

If your fax account is a subaccount of a corporate account, you cannot change the services available to your account. Contact the administrator of your corporate account for information about changing account services.

The Inbox Detail window provides additional information on each fax job that is sent to your Inbox. To display the Inbox Detail window, double click on a fax job in the Inbox window.

The Inbox Detail window displays:

FaxID—Identification string set on the transmitting fax machine.

Quality—Image quality of the fax file.

Dialed#—The phone number that the sender dialed. This should be your inbound fax number.

File Size—Number of bytes in the fax file.

Received Time—Time at which the fax was received on the server.

Transmit Rate—Transmission speed used to transmit the file to the server.

From—Person or organization that sent the fax.



JobID—Number that uniquely identifies the fax job. The JobID is comprised of the identification number of the server to which the fax was sent and a unique number that identifies the fax itself.

Pages—Number of pages in the fax.

Status—Final status of the fax job, either DONE or FAILED.

Creating an Inbound Account

- 1 Log on to your account home page using a web browser or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the **Options** button on the left-hand side of your account home page.
- 3 Click the **Inbox** icon. The Inbox frame appears within the browser.
- 4 Choose two (2) items, one from each drop-down list:
 - The server where you want to receive inbound faxes on the Internet Service Provider you use
 - The notification method you want (Notify by Email, Forward by Email, or No Notification or Delivery)

You will be provided with the telephone number of your fax Inbox. Give this number to people sending faxes to your fax Inbox.

Installing NetCentric™ FaxStorm

Before you begin, you must be connected to the Internet with your Browser running and be connected to your existing web-based NetCentric™ account.

- 1 Log in to your web-based NetCentric™ account.
- 2 Insert the Brother CD-ROM into your computer CD-ROM drive.
- 3 Click on the NetCentric™ FaxStorm button to install the software and follow the prompts on the screen.

If you are using a Proxy server, you must enter the server name and address on the second page of the Account Setup Wizard. See your Account Administrator for this information.



Overview of Utilities

NetCentric™ FaxStorm includes the following related utilities to help you manage your faxing activities:

Contact Manager

Use Contact Manager to organize your contacts and import database files from existing address books.

Cover Page Builder

Cover Page Builder is your creative tool to build a personal cover page. You can arrange fax merge fields to organize your own cover pages.

You can build a cover page by using a fax file for a backdrop that you have created with the Print Driver. Using the Print Driver, you can convert a document created in any Windows® application into a fax file.

Print Driver

Use Print Driver to fax from any Windows® application through your fax account.

The Print Driver also enables you to convert files to image files for use as attachments and send them as faxes from NetCentric™ FaxStorm. Once you convert and save a file as an attachment, it is always listed as an attachment in your Attachment List.

Status Manager

Use Status Manager to work with your fax account and manage your incoming and outgoing faxes.

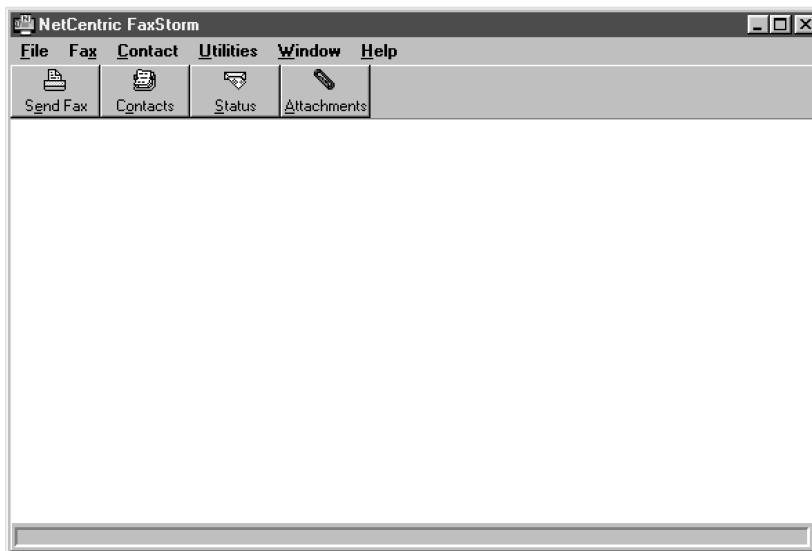
Viewfax (A Fax File Viewing Application)

Use ViewFax to view your completed fax at any time, before, or after, you send it from NetCentric™ FaxStorm. You can also use ViewFax to view fax files that you receive through your fax account, and to view other image files on your system. You can run ViewFax from Status Manager or as a separate application.

When you run ViewFax as a separate application, you can open any image file on your hard drive. In the Viewfax window, you can save an image file on your hard drive as an attachment, TIFF image, or cover page.

Accessing NetCentric™ FaxStorm

Select the NetCentric program group, then select FaxStorm. The NetCentric FaxStorm window appears:



Sending Faxes

You can send a fax directly from the NetCentric™ FaxStorm, or use the Print Driver to send a fax from any Windows® application or as e-mail.

The Send Fax dialog box has three tabs: *General* tab, *Attachments* tab and *Options/Sender* tab.

To access the Send Fax Window, in the NetCentric™ FaxStorm window, select *Send Fax* from the *Fax* menu—**OR**—Click the **Send Fax** button.

The Send Fax window appears:

General Tab

In the *General* tab you can address a fax to one or more recipients, choose a cover page, and determine the method for sending the fax. The only information required to address a fax is the destination fax number. However, to send a fax, you must send either a cover page or an attachment to the fax.

Addressing a Fax

To address a fax, complete the contact information on the left side of the screen. If you make a mistake, you can delete all the contact information by pressing the **Clear** button.

To address the fax, enter the recipient information in the address fields

—**OR**—Select a recipient from your contact database

—**OR**—Click the Group button to broadcast to multiple recipients.

Adding Contacts One at a Time

- Enter the recipient's information in the First Name, Last Name, or Company Name fields. The Contact Manager will search for the contact and fill in the rest of the recipient's information—**OR**—If the recipient is not in its database, you must enter the information.
- If you do not want to save this recipient in your contact database, click the **Add to List >** button. The recipient's name appears in the Recipient List box. (To delete a recipient from the list, click the **Remove** button.)

You can broadcast a fax to multiple recipients by adding them to the Recipient List. You can add multiple recipients to your recipient list in one of two ways:

- Add each recipient manually (by name or company)
- Add groups from your Contact Manager database

Selecting a Group (or a Contact from a Group)

- 1 Click the **Group** button to display groups and contacts within the Groups.
- 2 Click a group name to select it.
- 3 Click the **Add Group** button to add that group to the Recipient List—**OR**—To add a single contact within the group, click the contact name, then click the **Add Contact** button.
- 4 To view the details about a recipient, select the recipient from the Recipient List. Then click the **Detail** button.
- 5 Use the *Send As* drop down list to choose how faxes are sent to a group or to a contact.
 - Selecting Fax sends the selected file to the fax number shown in the Fax # field. For convenience, you can use the country code lookup.
 - Selecting E-mail sends the file to the e-mail address shown in the E-mail field.

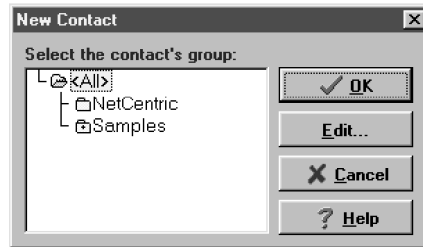


Saving a New Contact from the Fax Send Window

After entering the recipient information for the fax, you can add the entry to your Contact Manager database:

- 1 Click on the **New Contact** button.

The New Contact window appears:



- 2 In the New Contact window, click the group in which you wish to place the contact.
- 3 To add more information about the new contact, click the **Edit** button to go to the *Contact Detail* window—**OR**—To save the new contact without opening the Contact Detail window, click the **OK** button in the *New Contact* window.

Specifying a Cover Page

- 1 Click the Cover Page check box to select the default cover page—**OR**—Change your cover page by clicking on the ... button to open the *Cover Page* window.
- 2 Click the browse button in the Send Fax window.
- 3 Select the name of the cover page in the cover page window.
- 4 Select the default checkbox.
- 5 Click OK to close the window.

About Sending a Fax as E-mail

You can send fax files and attachments to a recipient's e-mail address rather than to a fax number. When fax files are sent by e-mail, they arrive as TIFF file attachments to the e-mail message. The recipient can then view the TIFF files with an e-mail utility or an external image viewing application. The e-mail message to which the TIFF files are attached includes a URL to a web page that instructs the recipient how to configure the e-mail application to view the TIFF file attachments.

Most of the steps for sending fax files to an e-mail address are the same as for sending fax files to a fax number. The main difference is that you choose E-mail from the *Send As* options. You must specify a valid e-mail address for the recipient. Fax files that you have sent to an e-mail address appear in Status Manager as job type E-mail.

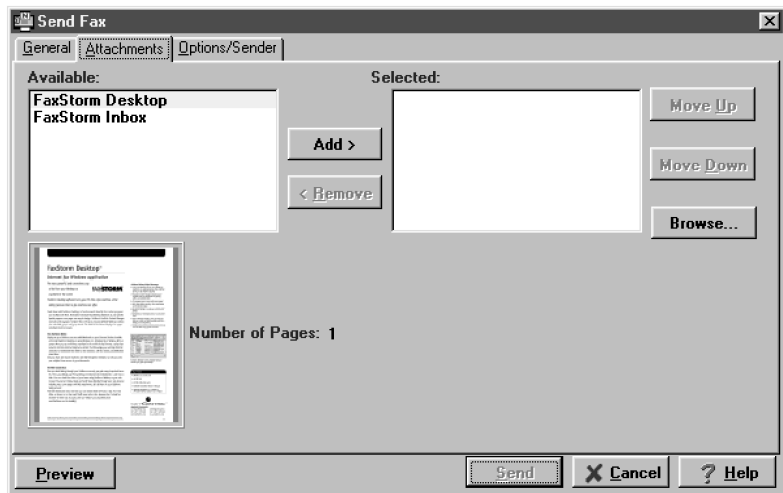
If you are sending a fax to more than one recipient, choose E-mail from the Send As options. The application sends the selected files to the e-mail address of each person in the recipient list. If you have not provided an e-mail address for a recipient, the fax job to that recipient is not sent.

Attachments Tab

Use the *Attachments* tab to attach documents to your fax from your hard drive or from your Attachments list. Attachments must be image files, which you create from any Windows® application with the Print Driver.

Attachments can be files with the following extensions: TIFF, ASCII, BMP, JPEG, GIF, PCX, ICON, PDF, and PSD.

- 1 Select the *Attachments* tab from the Send Fax window.
- 2 The Attachments window appears, and displays the files that are available:



- 3 To place an Attachment in the selected window, click the name the Attachment, then click the **Add** button—**OR**—To select an attachment from your hard drive that is not in your Attachment List, click **Browse** to locate the file.

Attachments you add from your hard drive in the Send Fax window are included only for that particular fax.

Options/Sender Tab

Use the *Options/Sender* tab to specify the billing code, resolution, request e-mail notification, when to send the fax and a change to the sender information.

To set the defaults of *all* your faxes, click the **Set Defaults** button in the lower left-hand corner. Options modified in the Send Fax window apply to this fax only and appear on the cover sheet of your fax.

Sending a Fax from Other Windows® Applications

When you install the Print Driver (included with NetCentric™ FaxStorm) onto your computer, it will be available in your list of printers to use for faxing from any Windows® application.

If You Are Using Windows® 95, 98

- 1 Open the document you wish to fax.
- 2 Select *Print* from the *File* menu.
- 3 Select **NetCentric™ FaxStorm** from the list of printers.
- 4 Click Properties (or click the button that displays the properties of the printer in the application you are using).
- 5 Select *Print to Fax* and click OK to close the *Properties* dialog box.

The Print Driver saves these properties until you change them again.

If you are printing to a file rather than faxing, open the *Properties* dialog box to select *Print2File*.



- 6 Click OK to print the document.
The Send Fax dialog box appears.
- 7 Enter the recipient's fax number, and select a cover page and any options, if desired.

If You Are Using Windows NT® Workstation Version 4.0

- 1 In your Windows® application, open the document you wish to convert.
- 2 Select *Print* from the *File* menu.
- 3 In the Print dialog window, select **NetCentric™ FaxStorm** from your list of printers.
- 4 Click Properties (or click the button that displays the properties of the printer in the application you are using).
- 5 Select the *Document* tab and click the Print2File radio button.
- 6 Select the *File Options* tab and click the *Manual, prompt each time for file name* radio button.
- 7 Click the Programs tab and click the Run program after creating an image file radio button.

The Program Exec text box should contain the path to the quickfax executable. If the text box is empty, enter the path to the quickfax executable. It is located in the bin directory beneath the directory in which you installed the application.

- 8 Click OK to close the Properties dialog box.
- 9 Click OK on the Print dialog box.

The file is now converted to a FAX file and the Send Fax application is launched, allowing you to fax the document you have converted.

Setting Up Contacts in the Contact Manager

In addition to saving recipient information when you address a fax in the Send Fax window, you can add contacts manually in the Contact Manager window. When adding a contact, you are creating an entry in an existing group in your Contact Manager database. You can add the contact to a subgroup that you have already created. However, if you do not select a group, then your contact is added to the top-level group *All*. After you have added a contact to Contact Manager, you can add or move it to different groups.

You can create more than one address for each person, and the Contact Manager treats each address as a separate entry in its database, even allowing you to place them in separate recipient groups. Each address can be viewed and edited in that contact's Contact Detail Window.

You can add, arrange, and delete contacts and groups of contacts. To view the contacts within each group, select the folder of that group. You can navigate through a group using alphabetic tabs. To view details of a contact, double-click on the name of the contact.

To add a New Contact to the All Group:

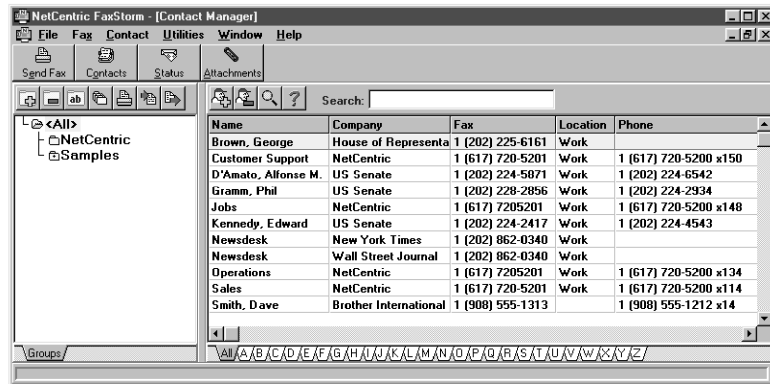
- 1 In the NetCentric FaxStorm window, Select *New Contact* from the *Contact* menu. The Contact Detail window appears:

The screenshot shows the 'Contact Detail' window with the following fields and values:

- General tab selected
- First: [Empty]
- Middle: [Empty]
- Last: Customer Support
- Prefix: [Empty]
- Suffix: [Empty]
- Title: [Empty]
- Company: NetCentric
- Location: Work (with Add ... and Delete buttons)
- Address 1: 17 Msgr O'Brien Hgwy
- Address 2: [Empty]
- City: Cambridge
- State: MA
- Zip Code: 02141
- Country: USA
- Country Area Local Extension table:

	Country	Area	Local	Ext.
Fax #:	1	617	720-5201	[Empty]
Phone #:	1	617	720-5200	150
- Email: Support@NetCentric.com
- URL: http://www.NetCentric.com
- Send As: Fax
- Buttons: Set Defaults..., OK, Cancel, Help

- 2 Enter additional information about the contact in the *Contact Detail* window.
- 3 Click the **OK** button to save the new contact. The *Contact Manager* window appears, listing the new contact in the *All* group:



You can move the new contact to another group by selecting it and dragging it into that folder.

- 4 Close the *Contact Manager* window to return to the *NetCentric FaxStorm* window.

To add a New Contact to Another Group:

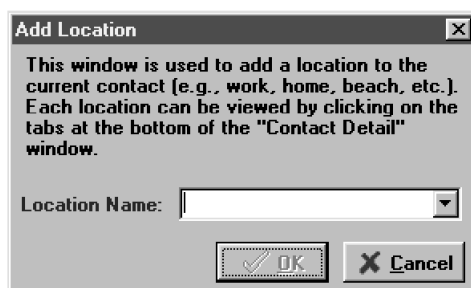
- 1 In the NetCentric FaxStorm window, click on the **Contacts** button —OR—Select *Contact Manager* from the Contact menu. The Contact Manager window appears.
- 2 Click the folder where you want to place the new contact and click the New Contact button. The Contact Detail window appears.
- 3 Enter the information about the contact in the *Contact Detail* window.
- 4 Click the **OK** button to save the new contact. The *Contact Manager* window appears, listing the new contact in the group you selected.
- 5 Close the *Contact Manager* window to return to the NetCentric FaxStorm window.

Changing Contact Detail

Each contact has one Contact Detail window for all addresses, or locations, of that particular contact, even if the locations appear in different groups within the Contact Manager.

To edit the information of an existing contact, open the Contact Detail window for that contact:

- 1 In the Contact Manager window, double-click on the contact
—OR—
Select the contact in the Contact Manager window and select *Edit/View* from the Contact menu, or click the **Edit/View** button.
- 2 When the Contact Detail window appears, enter the additional information and changes, as needed. If you are ready to accept your changes, skip to Step 5.
- 3 To add another location for this contact, select the Add... button. The Add Location window will appear:



- 4 Enter the name of the new location and click the OK button. The Contact Detail window reappears and you will be prompted to enter the new location information.
- 5 When you are ready to accept the information in the Contact Detail window, click the **OK** button to save your changes.
- 6 When the Contact Manager window re-appears, close it.

Setting Up Multiple Addresses

The *Contact Detail* window has three tabs: *General*, *Notes* and *User Fields*. The *General* tab of the *Contact Detail* window has a separate sub-tab for each address or location. On the *General* tab you can modify the contact information, add and delete addresses, launch a web browser to view that contact's URL, specify the contact's default medium for file delivery (either fax or e-mail) and go to the Country Lookup utility to look up country codes. See the online *Help* for more information.

On the *Notes* tab, you can enter personal notes to the contact's record.

On the *User Fields* tab, you can define user fields for adding additional information about the contact.

Moving or Copying a Contact to Another Group

In the *Contact Manager* window, you can move a contact from one group to another, or copy a contact from one group into another group.

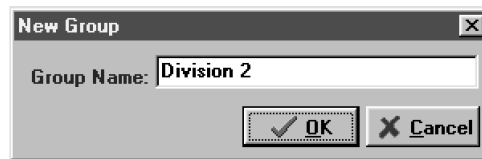
- To **move** a contact from one group to another, select a contact and drag it into the destination group. A dialog box asks you to confirm the move.
- To **copy** a contact from one group to another, press the Control key, select a contact, and drag it into the destination group. A dialog box asks you to confirm the copy.

Creating a Group for Broadcasting

You can create groups in the Contact Manager so you can quickly address a fax to all the recipients in that group. If you create a new group without initially opening the Contact Manager window, then the top-level group *All* is selected by default.

To set up a group to broadcast to multiple recipients:

- 1 In the *Contact Manager* window, select the group folder under which you wish to assign the new group.
- 2 Select *New Group* from the *Contact* menu—**OR**—Click on the **New Group** button in the Contact Manager window. The New Group window appears:



- 3 Enter a name (up to 25 characters) for the new group.
- 4 Click the **OK** button.

Managing Your Faxes in the Status Manager

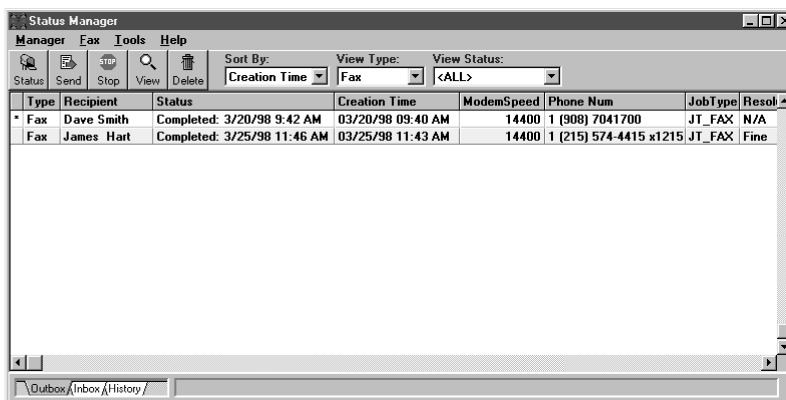
The Status Manager connects to your account, retrieves your sent and received faxes and displays their status. You can open the Status Manager to check your faxes, or you can set the Status Manager's options so that Status Manager checks the status at an interval you choose.

The Outbox lists the faxes you have sent from your faxing account. Each fax is identified by the type (fax or broadcast), recipient name, subject, status, recipient phone number and fax number, creation time, and speed of transmission. Faxes that were not sent from NetCentric™ FaxStorm are shown with an asterisk in the first column. Fax status might be stopped, completed, processing, queued, failed, scheduled, or sending to server.

You can delete, move, sort, and manipulate the records of your faxes in the Status Manager after they have been sent. You can move a fax to the History tab by clicking the Delete button and selecting that option.

Accessing the Status Manager

- Click the **Status** button—**OR**—select *Status* from the *Fax* menu —**OR**—Select Status Manager from the Utilities menu. You will be prompted to enter your account name and password. The Status Manager window appears:



Checking the Status of Sent Faxes (Outbox)

- 1 Click the **Outbox** tab at the bottom left-hand side of the Status Manager window.
- 2 Double-click the fax to view the *Inbox Detail* window for status information.
- 3 Click on a fax to select it, and click the **View** button to view the file. To delete a fax, click the **Delete** button.

Viewing Faxes You Received (Inbox)

- 1 Click the **Inbox** tab at the bottom left-hand side of the Status Manager window. FaxStorm downloads all faxes that have been sent to your Inbox.
- 2 Click on a fax to select it, and click the **View** button to view the file.
- 3 Double-click the fax to view the *Inbox Detail* window for status information. To delete a fax, click the **Delete** button.

Managing Faxes from Your Account Page

Your Fax Service Provider Account is a directory on the POPserver to which you were assigned when you created your account.

Accessing Your Account Page

You can access your account through a web browser home page using a URL similar to *http://www.server.net/~accountID/* where *www.server.net* is your primary POPserver, and *accountID/* is your account name or account ID

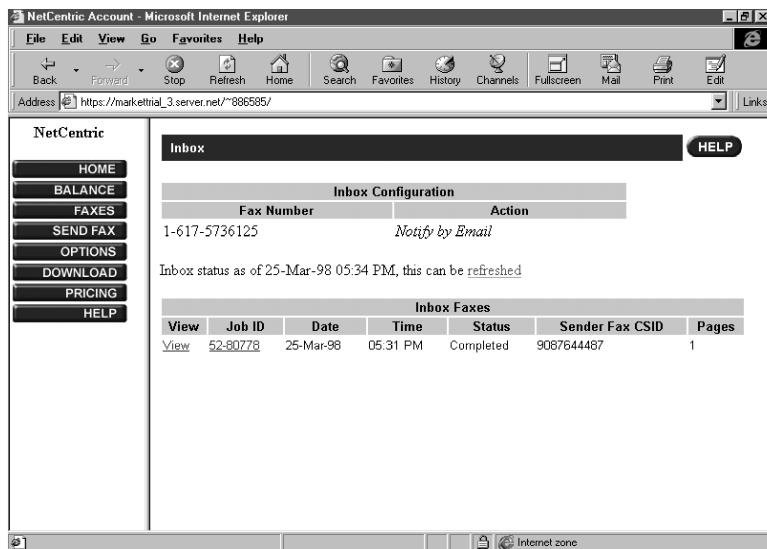
—OR—

You can access your account directly from NetCentric™ FaxStorm by selecting *Account Home Page* from the *Utilities* menu. Each time you connect to your account home page, you must enter the account name and password.

Viewing Received Faxes in Your Account Page Inbox

Faxes that are sent to your fax Inbox can be viewed from your account home page, as well as from NetCentric™ FaxStorm. *See online HELP if you need more information.*

- 1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the *Faxes* link on the left side of your account home page. The *Faxes* frame appears within the browser.
- 3 Click the *Inbox* hypertext link. Your *Account Page Inbox* will be displayed, listing your received faxes.

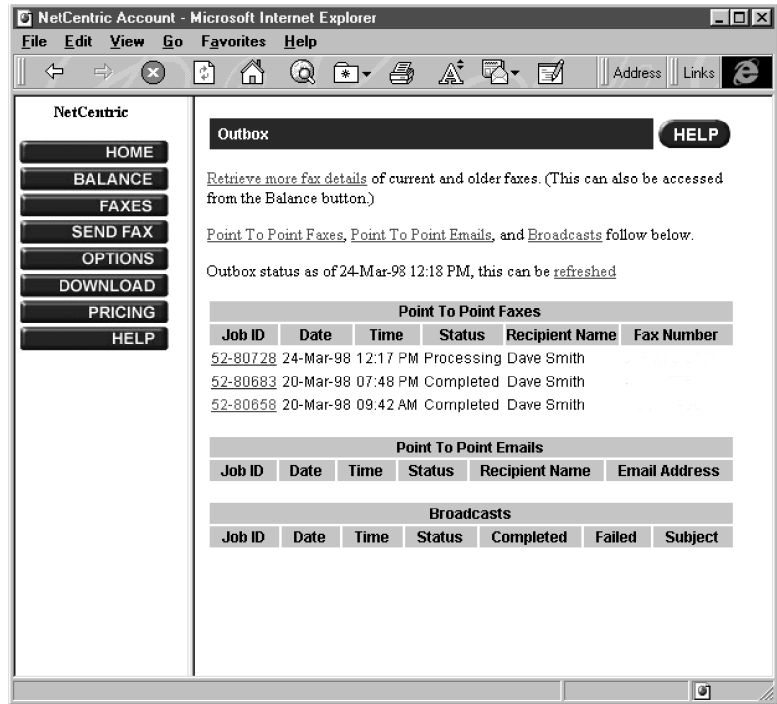


Checking Sent Faxes in Your Account Page Outbox

You can check the faxes you sent from your account home page, as well as from NetCentric™ FaxStorm.

- 1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the *Faxes* link on the left side of your account home page. The *Faxes* frame appears within the browser.

- 3 Click the Outbox hypertext link. Your Account Page Outbox will be displayed, listing your received faxes:



Customer Support

You can select *Web Problem Reports* from the *Utilities* menu of the NetCentric™ FaxStorm window. Your web browser will open the problem report page of NetCentric Corporation. Use this to send your problem directly to Customer Support at NetCentric Corporation, or

Contact NetCentric Corporation at

17 Monsignor O'Brien Highway
Cambridge, MA, USA 02141

1 (617) 720-5200 EXT. 150 (voice) 9 a.m. to 6 p.m., EST,
Monday through Friday

1 (617) 720-5201 (fax)

E-mail: Support@NetCentric.com 24 hours a day 7 days a week

Automatic E-mail Printing (For Windows® 95, 98 Only) (For MFC 4650, MFC 6650MC and MFC 7750 Only)

The Brother Automatic E-Mail Printing software is a utility program that reads your E-mail messages from a specified POP3 server and automatically prints to a printer.

If you have a MFC 4350 and purchase the optional Multi-Function Link Pro on CD-ROM, Automatic E-mail Printing will be included.



Please read this section before using the software and check the online README.WRI file in the root directory of CD-ROM 1 for last-minute important information and troubleshooting tips not included in the On-Line Documentation.

Main Features

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

Automatic E-Mail Printing is for Windows® 95, 98 Only

Automatic E-Mail Printing is a 32 bit software application. It cannot run on Windows® 3.1 or 3.11, even if Win32 is installed on your computer.

You Cannot Use a 16 bit TCP/IP Stack

To run Automatic E-Mail Printing, you **MUST** have a 32-bit TCP/IP stack. Both Windows® 95, 98 provides built-in 32bit TCP/IP stacks that you can set up.

If You are Using Korean Windows® 95, 98

If you are using Korean Windows® 95, 98 you must choose *English* in the Language menu of the installer.

Setting Up Automatic E-Mail Printing

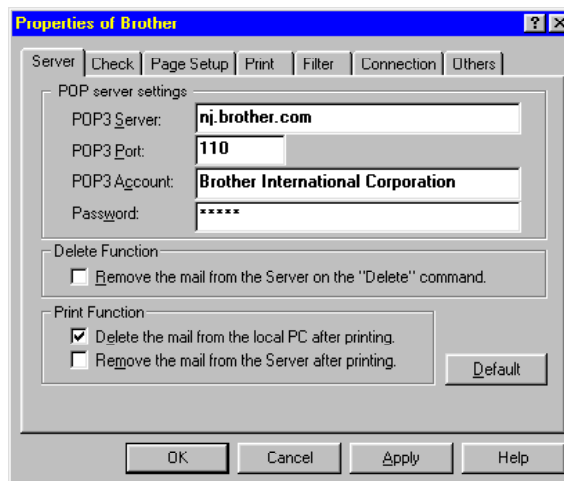
To access the Properties of Brother window and set up your options:

- 1 From the Automatic E-Mail Printing window, select *Properties* from the *Mail* pull down menu.

The User Settings window will appear.

- 2 Select the User you want to set up and click the *Properties* button.

The Properties of Brother window will appear:

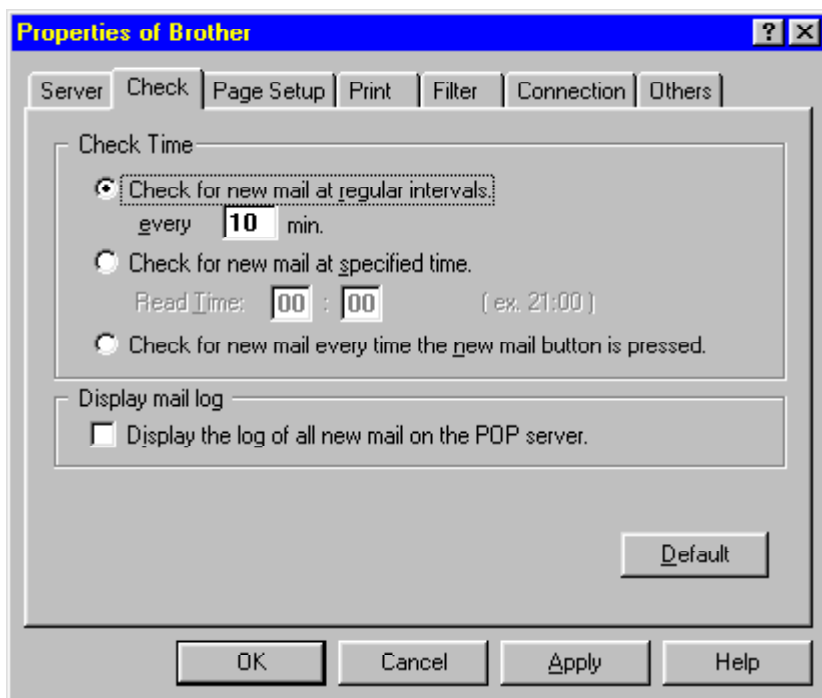


Setting Up the Server

In the Server tab of the Properties of Brother window, you must enter your POP3 Server, POP3 Port, POP3 Account name, and Password. Check the Delete Function and Print Function options as desired.

Setting the Check Time

In the *Check* tab of the Properties of Brother window, you can set up Automatic E-Mail Printing to check for new mail at specified intervals—**OR**—at a specified time—**OR**—every time you click the New Mail icon. Check the *Display mail log* checkbox if you want your log to show all new mail.

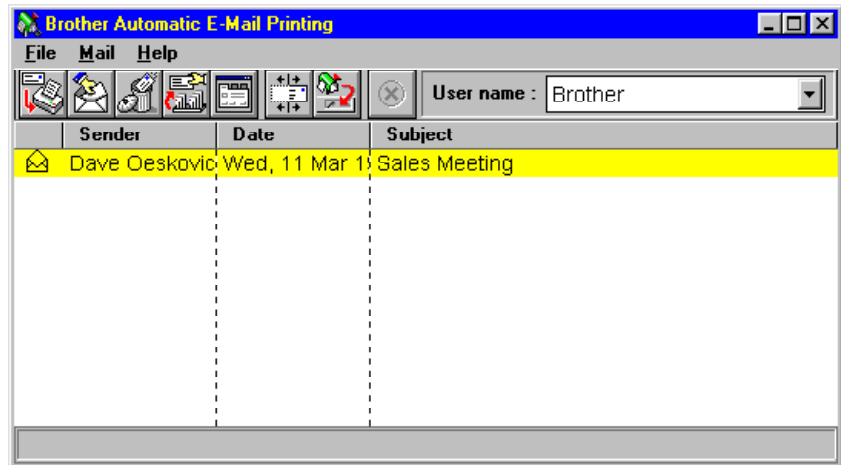


Continue to set up the *Page Setup*, *Print*, *Filter*, *Correction* and *Others* (applications where you want to be able to view new e-mail messages) as needed.

Please see Online Documentation and Help files on CD-ROM if you need more detailed information.

Using Automatic E-Mail Printing

In the Automatic E-Mail Printing window click the icon buttons for the following options: New Mail, Print, View, Delete, Properties, Hide your log information and Add to Task Tray.



Uninstalling Automatic E-Mail Printing from Windows® 95, 98

You can delete the Automatic E-Mail Printing software, using the *Add/Remove Program* in Windows® 95, 98.

If the Uninstall Program Displays An Error Message

When you install the Automatic E-Mail Printing software and create a user, a directory name is created for that user. The uninstall utility program has no knowledge of this user directory. So, when you run the uninstall utility program to remove the Automatic E-Mail Printing software, the uninstall program displays an error message. To resolve this difficulty, delete the "inetprn" directory and any sub-directories that the Automatic E-Mail Printing software created on your hard disc drive.

To Access the Add/Remove Programs Properties Window:

- 1** Close the Automatic E-Mail Printing application.
- 2** Click the **Start** button in the Taskbar.
- 3** Select *Settings*, then *Control Panel*.
The Control Panel window appears.
- 4** Double-click the *Add/Remove Program* icon in this window to run the Add/Remove Programs Properties utility program.
- 5** In the *Install/Uninstall* tab, select *Automatic E-Mail Printing* from the list of programs.
- 6** Click the **Add/Remove** button.
- 7** Then follow the prompts on your computer screen.

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CHAPTER SIXTEEN

Using the MFC as a Printer

Special Printing Features

Windows® Printing

The dedicated printer driver and TrueType™ - compatible fonts for Microsoft® Windows® 3.1, 3.11, 95, 98 and Windows NT® Workstation Version 4.0 are available on the CD-ROM 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.

Popular Printer Emulation Support

This printer supports HP LaserJet IIP printer emulation mode. When you use DOS application software, or Windows® 3.0 or earlier, you can use the emulation mode of HP LaserJet IIP to operate the printer. Use the Remote Printer Console program to set the printer emulation.

Remote Printer Console Program for DOS

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

The RPC program also provides a status monitor program, a Terminate-and-Stay Resident (TSR) program. It monitors the printer status while running in the background, and reports the current status or errors on your computer screen.

Bi-directional Parallel Interface

The parallel interface of the MFC lets the printer (MFC) communicate back with the computer, sending information about memory and printer setup conditions.

Enhanced Memory Management

The MFC has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the printer's (MFC's) memory. You can avoid memory errors and print most full-page, 600dpi graphic and text data, including larger fonts, with the MFC's standard memory.

Printing From Your PC

Multi-purpose Sheet Feeder

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

- Select the print command from your PC.
Your PC sends a print command and data to the MFC. The screen displays the date and time, and RECEIVING DATA. If there are more pages, the MFC begins to print the next page automatically. When the MFC finishes printing all data, it returns to online status.

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



*See
Acceptable
Paper
p. 18*



*See
Paper is
Jammed
in the
Multi-Purpose
Sheet Feeder
p. 198*

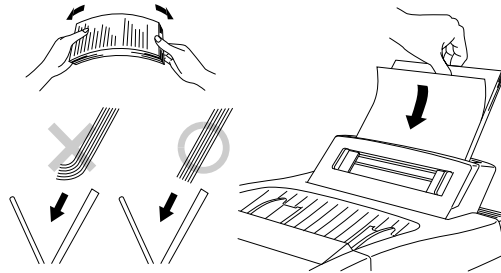
If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

When you use labels or transparencies for overhead projectors, be sure to use the manual feed slot.

Two-Sided Printing (Manual Duplexing)

The supplied printer drivers for Windows® 3.1, 3.11, 95, 98 and Windows NT® Workstation Version 4.0 enable manual duplex printing. (For more information, see the Help screen for the printer driver.)

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

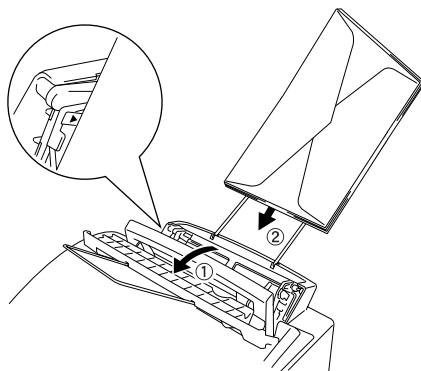


CAUTION

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

Loading Envelopes in Multi-Purpose Sheet Feeder

If you load up to 10 envelopes into the multi-purpose sheet feeder, make sure they are inserted in the direction shown below.



Manual Feed Slot

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

When you use labels or transparencies, be sure to use this slot. For information about acceptable paper, see page 18.

Loading One Sheet of Paper

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

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

Loading More Than One Sheet of Paper

- 1 Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow Steps 1 and 2 above to load the first page. The MFC starts printing automatically.



- 2 After the first page is printed, the dialog box appears and prompts you to load the next page. Load a sheet and select OK to resume printing.
 - 3 Repeat Steps 1, 2, and 3 until you have finished printing.
- 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.
 - To stop or clear the manual feed, turn the MFC offline by pressing the **[On/Off Line]** key then, press **[Shift]** and **[Test/Reset]**—**OR**—you can stop it with a PC command.
 - 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 multi-purpose feeder.

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.

Simultaneous Printing/Faxing

*See
Acceptable
Paper
p. 18*

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

Choosing Acceptable Paper

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 recommend type of paper, especially plain paper and transparencies. For more information on paper specifications, consult your nearest authorized sales representative or the place where you purchased your MFC.

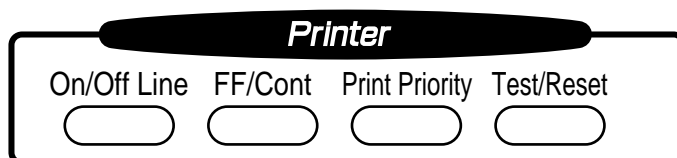
Use label or transparencies that are designed for use in laser printers.

For the best print quality, we recommend you use long-grained paper.

If you are using special paper, and the paper has problems feeding from the multi-purpose sheet feeder, try again using the manual feed slot.

You can use recycled paper in this MFC.

Printer Operation Keys



On/Off Line Key

This key toggles the MFC's OnLine and Off Line print status, which appears on the display. If you press this key while printing, the MFC immediately stops printing and goes off line. Press **On/Off Line** again to resume printing.

FF/Cont Key

This key sets the MFC for Form Feed, Continue (Cont) key.

When the screen displays REMAINED DATA, press **On/Off Line** to turn printer offline, then press **FF/Cont**. The MFC prints any data remaining in the printer memory.

If an error occurs, such as MEMORY FULL, press **FF/Cont** to clear the error and continue operation.

Print Priority Key

When you press **[Print Priority]**, the MFC enters printer mode, and will not print faxes on paper. Instead, faxes are stored in memory until you press **[Print Priority]** again.

Test/Reset Key

You can use this key to print a test sample page. If data remains in the printer memory, press **[On/Off Line]**, then press **[Test/Reset]** (the printer cannot print a test sample page if it is online). The MFC prints a test sample page.

You can also use this key to clear data from the memory and reset printer default settings. Press **[Test/Reset]** and **[Shift]** at the same time; all data is cleared from the printer memory.

Printing the Internal Font List

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

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

Printing the Print Configuration List

You can print a list of current settings for the printer.

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

Restoring Factory Default Settings

You can return the MFC to original factory settings. Permanent fonts are restored, but macros are cleared. You can change user settings using the Remote Printer Console program (see page 171).

- 1 Press **[Function]**, **[2]**, **[2]**, **[1]**. The screen displays

```
1.RESET 2.EXIT
```

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

Printing PC Data in Hexadecimal

You can print data as hexadecimal values, so that you can check data errors and problems. If you select HEX DUMP MODE, all PC data is printed hexadecimal. To turn hexadecimal mode off press **[On/Off Line]** then **[Shift]** and **[Test/Reset]** at the same time.

- 1 Press **[Function]**, **[2]**, **[2]**, **[2]**. The screen displays

```
1.SET 2.EXIT
```

- 2 Press **[1]** to set PC to hexadecimal mode—**OR**—Press **[2]** to exit.
- 3 Press **[Stop]** to exit.

CHAPTER SEVENTEEN

Optional Accessories

(For MFC 4350, MFC 4650 and MFC 6650MC Only)

Memory Board

The memory board is installed on the main controller board inside the MFC. 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

Your MFC 4350, MFC 4650 or MFC 6650MC has 2MB of memory and 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) or want to print a very complex document.

For the Fax

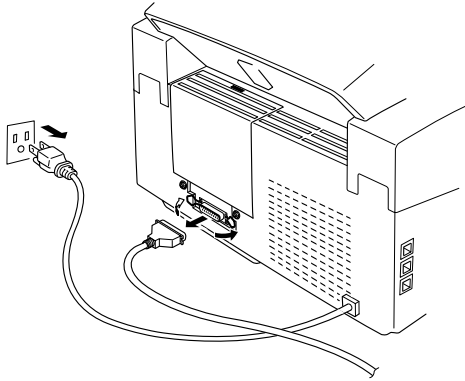
Additional memory is available and will expand the memory used for sending and receiving faxes.

Model Name	Optional Memory	Total
MFC 4350 MFC 4650 MFC 6650MC	1 MB	2.3 MB (up to 230 pages)
	—OR—	—OR— (For MFC 6650MC, 30 minutes)
1.3 MB (up to 130 pages) —OR— (For MFC 6650MC, 20 minutes)	2 MB	3.3 MB (up to 330 pages) —OR— (For MFC 6650MC, 45 minutes)

Using Brother #1 Chart with MMR coding and Standard Resolution.

Installing the Optional Memory Board

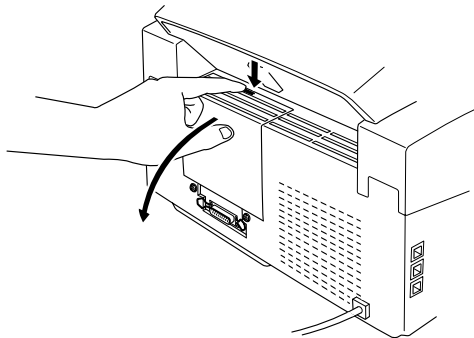
- 1 Unplug the power cord from the AC outlet and disconnect the interface cable.



WARNING

Unplug the power cord before installing (or removing) the memory board.

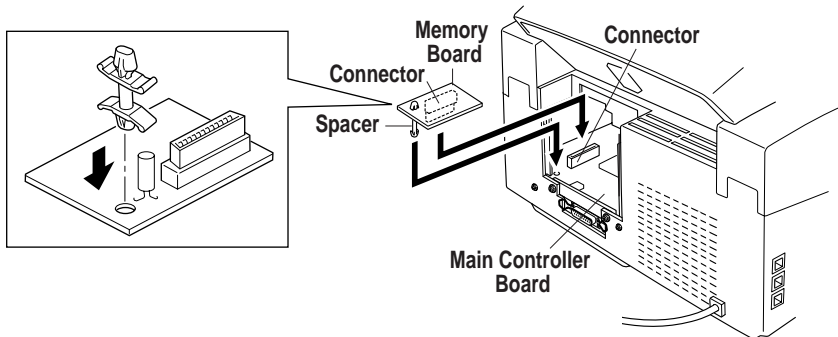
- 2 Press down on the top of the rear cover to release the hook, and pull the rear cover out.



WARNING

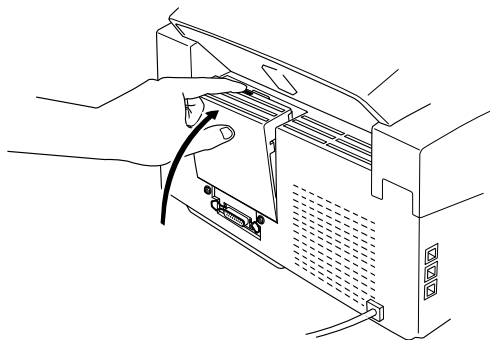
Do not touch the surface of the main controller board.

- 3 To install the memory board onto the main controller board, use the attached spacer and plug it into the connector on the left of the main controller board.



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.
- 4 Reinstall the rear cover.



- 5 Reconnect the interface cable.
- 6 Plug the power cord into the AC outlet.

CHAPTER EIGHTEEN

Important Information

Standard Telephone and FCC Notices (For 120V Models Only)

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

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 these activities in the off-peak hours, such as early morning or late evening.

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

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

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

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your MFC 4350, MFC 4650, MFC 6650MC or MFC 7750 damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

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

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

If you are not able to solve a problem with your multi-function center, contact Brother Customer Service at

- USA:** 1-800-284-4329 (voice)
- 1-908-575-8790 (fax)
- From within Canada:** 1-800-853-6660 (voice)
- 1-514-685-4898 (fax)
- From within Montreal:** 1-514-685-6464 (voice)

The serial number is on the back of the unit. Please circle your model number below and retain this Owner's Manual with your sales receipt to serve as a permanent record of your purchase, in the event of a theft, fire, or warranty service.

MODEL NO: MFC 4350, MFC 4650, MFC 6650MC, MFC 7750
(circle one)

SERIAL NUMBER _____

NAME OF DEALER _____

DATE OF PURCHASE _____

**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.

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

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

declares, that the products

Product Name : MFC 4350, MFC 4650, MFC 6650MC, MFC 7750

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Important

A shielded interface cable which is included with your MFC should be used in order to ensure compliance with the limits for a Class B digital device.

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

Laser Safety (For 110-120V Models Only)

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

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the MFC 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, 467-8561 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.



CAUTION

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

Attention

The MFC 6650MC you purchased contains a rechargeable internal battery (Ni-MH). 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 a problem, contact Brother Customer Service, see page i.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

International Energy Star Compliance Statement

The purpose of the International Energy Star Program is to promote the development and popularization of energy-efficient office equipment, 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.



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 never be placed in a built-in wall unit or cabinet unless proper ventilation is provided.
- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
- 9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug, by using an adapter.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).
- 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 the risk of fire or electric shock. Never spill liquid of any kind on the product.

13 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to a Brother Authorized Service Center. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact the following Brother Customer Service Numbers for your nearest Brother Authorized Service Center:

USA:	1-800-284-4329 (voice)
	1-908-575-8790 (fax)
	1-800-521-2846 (Fax-Back System)
From within Canada:	1-800-853-6660 (voice)
	1-514-685-4898 (fax)
	1-800-681-9838 (Fax-Back System)
From within Montreal:	1-514-685-6464 (voice)

14 This product has no main ON/OFF switch. Therefore, it is very important that you have easy access to the main plug and the main socket to which the plug is connected, in case the main power to the machine must be disconnected quickly.

15 Unplug this product from the wall outlet and refer servicing to a Brother Authorized Service Center under the following conditions:

- A** When the power cord is damaged or frayed.
- B** If liquid has been spilled into the product.
- C** If the product has been exposed to rain or water.
- D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- E** If the product has been dropped or the cabinet has been damaged.
- F** If the product exhibits a distinct change in performance, indicating a need for service.

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

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Troubleshooting and Maintenance

Troubleshooting

Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

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

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

The Brother Fax-Back System number (USA only) has been preprogrammed on One Touch key **[01]**.

Brother Home Page

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

<http://www.brother.com>.

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA: 1-888-298-3616

From within Canada: 1-514-685-2040

Error Messages

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

You can correct most problems by yourself.

If you need additional help, call the Brother Fax-Back System at

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

ERROR MESSAGES		
ERROR MESSAGE	CAUSE	ACTION
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.
CHECK PAPER	The MFC is out of paper or paper is not properly loaded in the multi-purpose sheet feeder.	Refill the paper or remove the paper and load it again.
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see page 43).	When you see this error, the reduction ratio automatically will be changed to AUTO if you used a fixed reduction ratio (see page 42).
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.

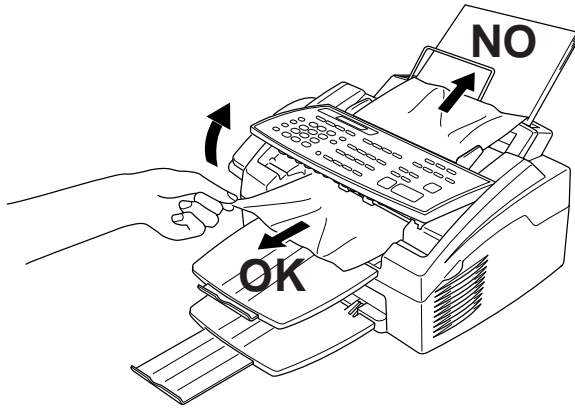
ERROR MESSAGE	CAUSE	ACTION
COOLING DOWN PLEASE WAIT	The temperature of the drum unit or toner cartridge is too hot. The MFC will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the MFC shows COOLING DOWN and PLEASE WAIT.	You must wait and allow the MFC to resume printing when it is ready.
COVER OPEN	The top cover or multi-purpose sheet feeder cover was not completely closed.	Open, then close each cover.
DISCONNECTED	The other party or other party's fax machine terminated the call.	Try to fax or receive again or call the other party to see what happened.
DOCUMENT JAM	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see page 197.
DOWNLOAD FULL	The download buffer is full.	Press [FF/Cont] . Printing will resume (the downloading is canceled).
MACHINE ERROR XX PRESS STOP KEY	MFC has a mechanical problem.	Turn the power off. Then call Brother Customer Service at USA: 1-800-284-4329 From within Canada: 1-800-853-6660 From within Montreal: 1-514-685-6464
MEMORY FULL	MFC memory capacity has been exceeded.	<ul style="list-style-type: none"> • Press [FF/Cont] 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. • Reduce the print resolution or reduce the complexity of your document. • Expand the memory with the optional memory board. (ME1000 or ME2000) (MFC 4350, MFC 4650 and MFC 6650MC Only)

ERROR MESSAGE	CAUSE	ACTION
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	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number (see pages 71-73.)
PRINT OVERRUN	The available RAM has been exceeded.	<ul style="list-style-type: none"> • Press [FF/Cont] 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 paper is jammed in the MFC.	Do not pull the paper out until you see page 197.
SET CARTRIDGE	Toner cartridge is not installed.	Reinstall the toner cartridge.
TONER EMPTY	Toner is used up and printing is not possible.	Replace the toner cartridge with a new one (see page 216).
TONER LOW	If the display shows TONER LOW and the Toner Empty LED on the control panel is blinking, you can still print. But the toner is depleted and the MFC is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

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

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



Printer Jam

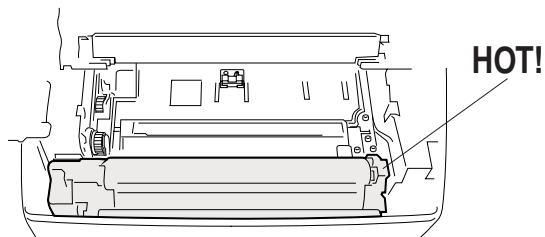
Before you can clear a printer jam error, you must find out where the paper is stuck. See the following three types of paper jams.



WARNING

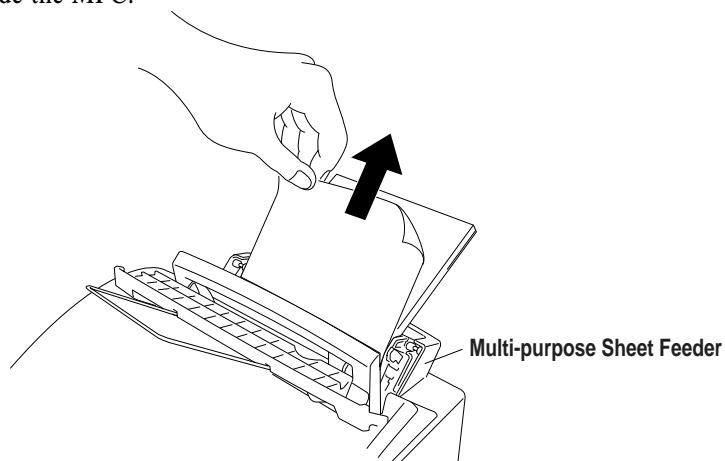
Do not force the jammed paper from the paper tray because you may damage the MFC and cause toner to scatter on the next printed pages.

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



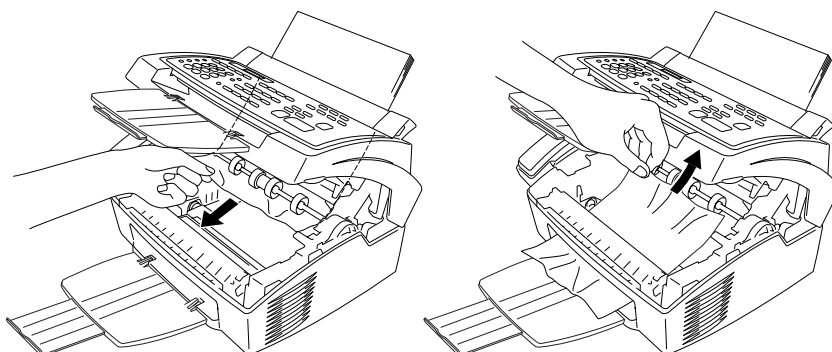
Paper is Jammed in the Multi-purpose Sheet Feeder

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



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

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



If You Are Having Difficulty with Your MFC

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

► Printing and Receiving Faxes

DIFFICULTY	SUGGESTIONS
Condensed print and horizontal streaks, the top and bottom of sentences are cut off	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, call Brother Customer Service at 1-800-284-4329 (USA) or 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal).
Vertical streaks/black lines appear on the faxes you receive	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your MFC's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (see page 215), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at 1-800-284-4329 (USA) or 1-800-853-6660 (From within Canada) or 1-514-685-6464 (From within Montreal).
MFC "hears" voice as CNG tone	If your MFC is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.
Horizontal streaks	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages	If the received data is divided and printed on 2 pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (see page 43). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the paper in your MFC. (see page 43.)

► Phone Line or Connections

DIFFICULTY	SUGGESTIONS
Dialing does not work	Check for a dial tone. Change TONE/PULSE setting (see “Tone/Pulse” p. 31). Check all line cord connections, and make sure the curled handset cord is not in the EXT jack. Check power cord connection. Send a manual fax by pressing [Hook] — OR —by lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing [Start] .
MFC does not answer when called	Make sure the MFC is in the correct receiving mode for your setup (either FAX, FAX/TEL, TAD (for MFC 4350, MFC 4650 and MFC 7750) or MSG CTR (MFC 6650MC). Check for dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the MFC telephone jack. If there is no ringing when you call your MFC, call your Telephone Company to check the line.
No dial tone on the handset	Press [Hook] — OR —Lift the handset. If you hear no dial tone, check telephone line cord connections at the MFC and wall jack. Check that the handset curled cord is connected to the MFC's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
► Sending Faxes	
Poor transmitting quality	Try changing your resolution to FINE or SUPERFINE (see “Resolution” p. 64). Make a copy to verify the MFC's scanner operation.
Transmission verification report prints “Results:NG”	There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
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 MFC's scanner may be dirty, so try cleaning it (see page 213).
When the receiving party says vertical streaks appear on the faxes they receive	Your MFC's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner, (See page 213) and make a copy to check if the problem was caused by your machine.

► **Handling
Incoming Calls**

DIFFICULTY	SUGGESTIONS
Double ring in FAX/TEL Mode	The MFC knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the MFC handset or answer from an extension phone and press your MFC's Telephone Answer Code (default setting is #51).
Transferring a fax call to MFC	If you answered at the MFC, press [Start] and hang up immediately. If you answered at an extension phone, press your MFC's Remote Activation Code (default setting is *51). When your MFC answers, hang up.
The Caller ID does not display after the Call Waiting Signal (For MFC 4350, MFC 4650 and MFC 6650MC only)	The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfere with it. When you hear the Call Waiting signal, ask the other party to hold while you catch the other call. Then stop speaking until you see the Caller ID on the LCD.
I have difficulty with custom features on a single line (For MFC 4350, MFC 4650 and MFC 6650MC only)	<p>If you have Call Waiting, Caller ID, Call Waiting/ Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom features on a single phone line with your fax machine, it may create a problem sending or receiving fax data.</p> <p>Example #1: If you are having a telephone conversation and a fax communication signal comes through on your Call Waiting Caller ID feature, you can verify that the second call is a fax by switching to it. You have the option to receive the fax call, by asking the first caller to hang up to clear the line.</p> <p>Example #2: If you are sending or receiving a fax message while a Call Waiting Caller ID (or other custom feature) signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.</p>
The MFC does not print	<p>Check the following:</p> <ul style="list-style-type: none"> • The MFC is plugged in (see page 14.) • The toner cartridge and drum unit are installed properly (see page 12.) • The interface cable is securely connected between the MFC and computer (see page 111). • Check to see if LCD is showing an error message. (see page 194).
The MFC prints unexpectedly or it prints garbage	Reset the MFC or unplug the electrical cord and plug it back in. Check the primary settings in your application software to make sure it is set up to work with your MFC.

► **General
Printing
Difficulties**

► **General
Printing
Difficulties**

DIFFICULTY	SUGGESTIONS
<p>The MFC cannot print full pages of a document. An error message PRINT OVERRUN occurs.</p>	<p>The MFC received a very complex print job and could not process part of the page. This may be solved in several ways. If you are using Windows® 3.1, 3.11, Windows® 95, 98 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the “Windows® Setup Printing Problems” section. Try to reduce the complexity of your document or reduce print resolution.</p>
<p>The MFC prints the first couple of pages correctly, then some pages have text missing</p>	<p>Your computer is not recognizing the printer’s input buffer full signal. Please make sure to connect the printer cable correctly.</p>
<p>The MFC cannot print full pages of a document. A MEMORY FULL error message occurs.</p>	<ul style="list-style-type: none"> • 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. • Expand the printer memory by installing one of the optional memory boards (ME1000 or ME2000). (MFC 4350, MFC 4650 and MFC 6650MC only)
<p>My headers or footers appear when I view my document on the screen but do not show up when I print them.</p>	<p>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.</p>
<p>I cannot print from my application software</p>	<p>Make sure the Windows® printer driver is installed and you select it in your application software.</p>
<p>Sometimes I get an error message PRINT OVERRUN when printing certain documents from Windows®</p>	<p>If you are using the supplied Windows® driver, turn the error recover operation 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.</p>




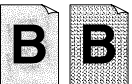


► **Windows®
Setup Printing
Difficulties**


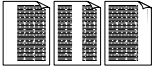

► **DOS Setup
Printing
Difficulties**

DIFFICULTY	SUGGESTIONS
I cannot print from my application software	Check that the DOS application software interface settings match those of your printer: for example, if you are using a parallel printer cable, you would probably set your DOS software printer port to LPT1. Check for an error message on the LCD.
The MFC prints, but it prints incorrect information. Sometimes it prints a couple of character and then ejects the pages, etc.	This is an indication that your application printer emulation Prints 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 Part of 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 [FF/Cont] 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 Consol (RPC) program.
► Paper Handling Difficulties 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 multi-purpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder. If there is paper in the multi-purpose sheet feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the multi-purpose sheet feeder. Reduce the amount of paper in the multi-purpose sheet feeder, then try again.
The MFC does not load paper from the manual feed slot.	Reinsert the paper firmly, one sheet at a time.
How can I load envelopes?	You can load envelopes from either the multi-purpose sheet feeder or the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your application manual.
What paper can I use?	You can use plain paper, envelopes, transparencies, labels and organizer paper. For information on paper you can use, see "Acceptable Paper" on page 18.
How can I clear paper jams?	See "Printer Jams" on page 197.

► **Copy Quality Difficulties**

► **Print Quality Difficulties**

DIFFICULTY	SUGGESTIONS
Vertical streaks appear in copies	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See pages 213 and 215.)
Printouts are too dark or light	Adjust the print conditions by setting the Print Density function. It has been factory set to the middle position. (See "Setting the Print Density" on page 46.)
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 pages 213 and 215.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages are stained with toner or have vertical stripes  Dark Stripes or Toner Stains	Clean the MFC's interior and the primary corona wire of the toner cartridge. (See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 214 and 215.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages have white spots in black text and graphic areas  White Spots	Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Toner scatters and stains the printed page  Scattering Toner	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the MFC's interior. (See "Regular Maintenance", "Cleaning the Printer" and "Cleaning the Drum Unit" on pages 213 and 215.) Make sure that you use paper that meets specifications. (See page 18.) If you still have scattered toner and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
The whole page is printed black  Black Page	Wipe the electric terminals referring to page 214. Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Nothing is printed on the the page  White Page	Make sure that the toner cartridge is not empty. Wipe electric terminals referring to "Regular Maintenance", "Cleaning the Printer" and "Cleaning the Drum Unit" on pages 213 and 215. Make sure that a torn piece of paper does not remain on the scanner window.

DIFFICULTY	SUGGESTIONS
<p>Printed pages are marked at regular intervals</p>  <p>Example of Regular Marking</p>	<p>Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the MFC has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.</p>
<p>Printed pages are blurred at the center or at either edge</p>  <p>Blurred Page</p>	<p>Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the MFC is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See “Regular Maintenance”, “Cleaning the Printer” and “Cleaning the Drum Unit” on pages 214 and 215.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.</p>
<p>Ghost images appear on printed page</p>  <p>Ghost Images</p>	<p>Adjust the print conditions by setting the Print Density function. Make sure that you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image.</p>



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

Difficulties Setting up the Software

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

If you select the “HP Demo” screen saver on your HP Pavilion PC after you have installed the Multi-Function Link Pro software, the System.ini file is overwritten and you cannot use the Brother 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=C:\WINDOWS\SYSTEM\Bi-Di.386
```

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

Bi-Directional Parallel Ports (nibble and byte modes)

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

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



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 MFCs have 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 supplied a 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 may conflict with each other and cause problems.

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

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

Brother HL-6/6V/10h/630series/660series/960/1260/WL-660
HP LaserJet series II, IID, IIP, IIP+, III, IIID, IIIP or IV Plus
NEC SuperScript 610/660
EPSON ActionLaser 1100/1400
LexMark WinWriter 200

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

The Resource Manager for MFC 4350, MFC 4650, MFC 6650MC and MFC 7750 may not work if the printer drivers for the above models are installed after the installation of the MFC printer drivers.

In this case, please install the Brother printer driver again or copy BI-DI.386 from the CD-ROM to the Windows/System directory. (NOTE: BI-DI.386 on the CD-ROM is not compressed.)

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

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

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

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

```
[spooler]
QP.LPT1 = wpsljqp.dll
```

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

```
[spooler]
;QP.LPT1 = wpsljqp.dll
```

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

```
[386Enh]
device=wpsljvpd.386
```

```
:
```

```
WPSLPT1=1
```

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

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

```
:
```

```
;WPSLPT1=1
```

You must restart Windows® to make these modifications effective.

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

HP LaserJet 4 Plus:

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

NEC SuperScript 610/660:

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

EPSON ActionLaser 1100 / 1400:

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

Lexmark WinWriter 200:

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

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

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

```
[windows]
run=C:/WINDOWS/SYSTEM/WPSIOMON
```

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

```
[windows]
;run=C:/WINDOWS/SYSTEM/WPSIOMON
```

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

```
[spooler]
QP.LPT1=wpslbq.dll
```

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

```
[spooler]
;QP.LPT1=wpslbq.dll
```

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

```
[386Enh]
device=wpscomd.386
device=wpsljvpd.386
:
:
```

```
WPSLPT1=1
```

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

```
[386Enh]
;device=wpscomd.386
;device=wpsljvpd.386
:
:
;WPSLPT1=1
```

You must restart Windows® to make these modifications effective. These modifications disable the printer status reporting on your PC; however, you will be able to use the MFC with no further problems.

Graphics or Text Is Missing When the Document Is Printed

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

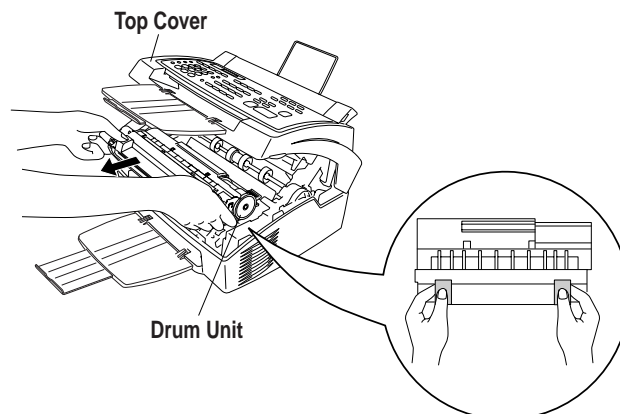
Packing and Shipping the MFC

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

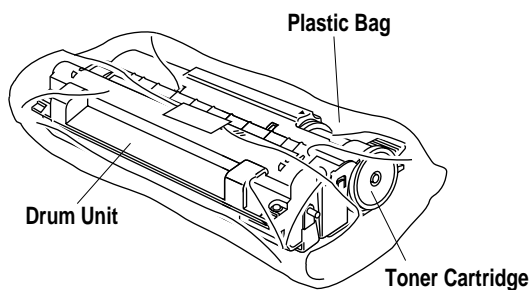
- 1 Remove the telephone line cord and unplug the MFC from the AC outlet.
- 2 Open the top cover.
- 3 Hold the drum unit assembly by its handles and remove it.

WARNING

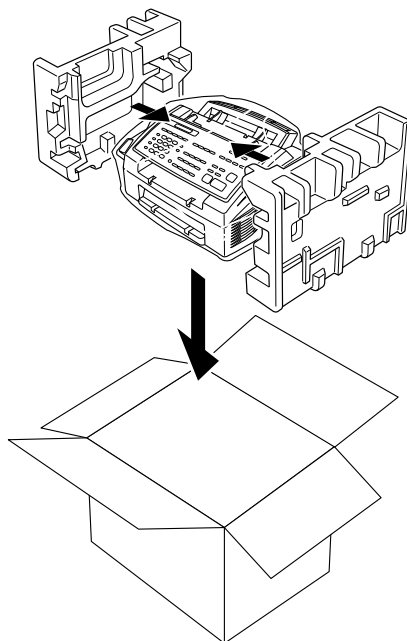
Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.



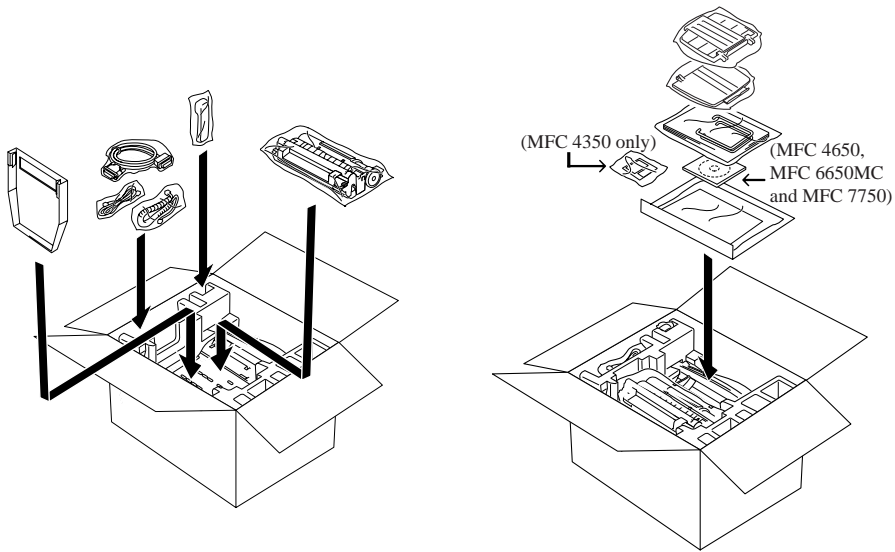
- 4 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.



- 5 Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.
- 6 Wrap the MFC in the plastic bag and place it in the original carton box with the original packing material.



- 7 Place documents (manual and printed material) and the drum unit and toner cartridge assembly into the original carton as shown below:



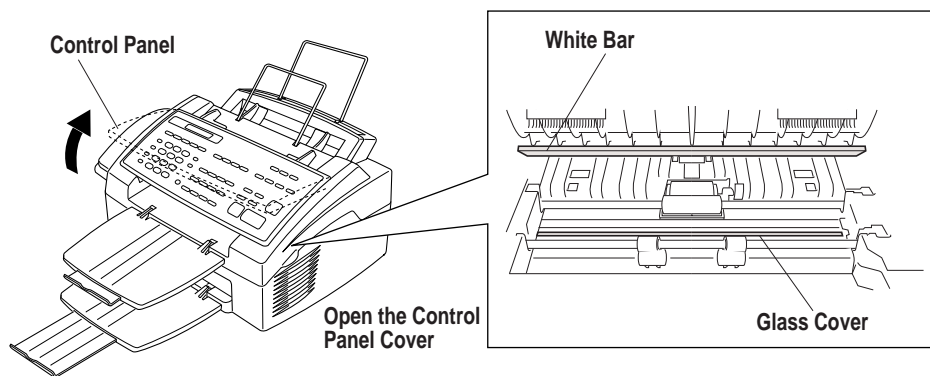
- 8 Close the carton and tape it shut.

Regular Maintenance

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

Cleaning the Document Scanner

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

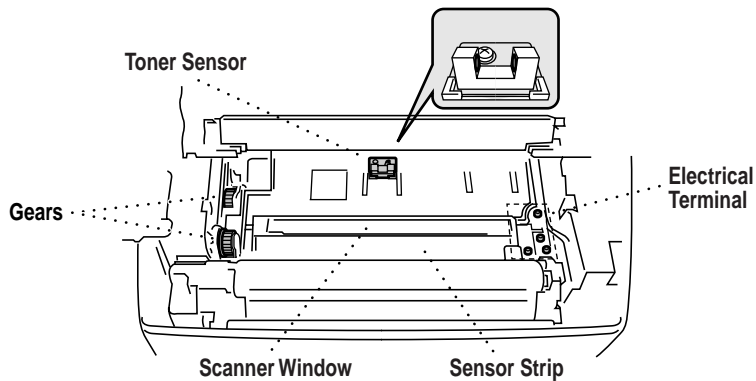


Cleaning the Printer



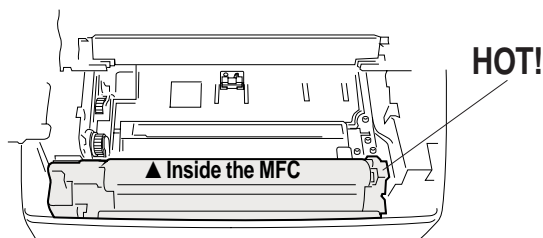
WARNING

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



WARNING

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

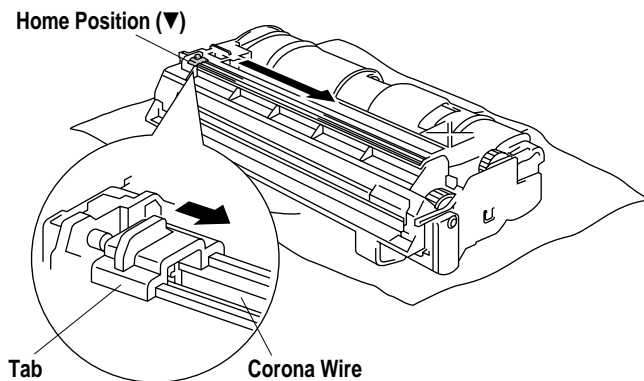


- 3 Wipe the electric terminals with isopropyl alcohol on a cotton swab.
- 4 Wipe the gears with a clean dry cloth.
- 5 Gently wipe the scanner window and the toner sensor with a clean soft dry cloth. Do not use isopropyl alcohol to clean the scanner window or the toner sensor.

Cleaning the Drum Unit

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

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



CAUTION

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

- 4 Install the drum unit into the MFC.
See the section “Replacing the Drum Unit” on page 221.
- 5 Close the top cover.
- 6 Plug in the power cord.

Replacing the Toner Cartridge

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

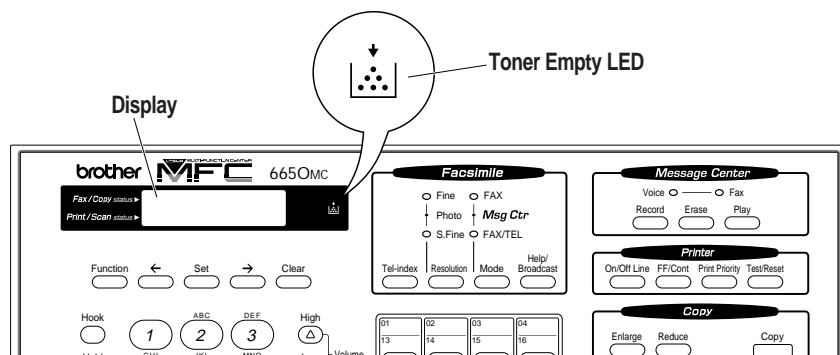
It is a good idea to keep a new toner cartridge ready for use when you see the toner low warning.

Discard the used toner cartridge according to local regulations. If you are not sure of them, consult 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 MFC when you replace the toner cartridge.

Toner Empty Indicator

When the toner cartridge is running low, the display shows TONER LOW and the Toner Empty LED on the control panel flashes on and off to indicate the toner is low.



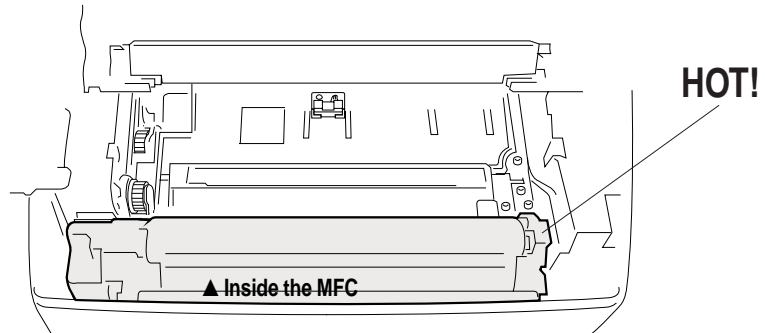
The Toner Empty LED light stays on and the display shows TONER EMPTY to indicate that the toner is empty. Once this indication appears, your MFC will not resume printing until you have installed a new toner cartridge.

How to Replace the Toner Cartridge

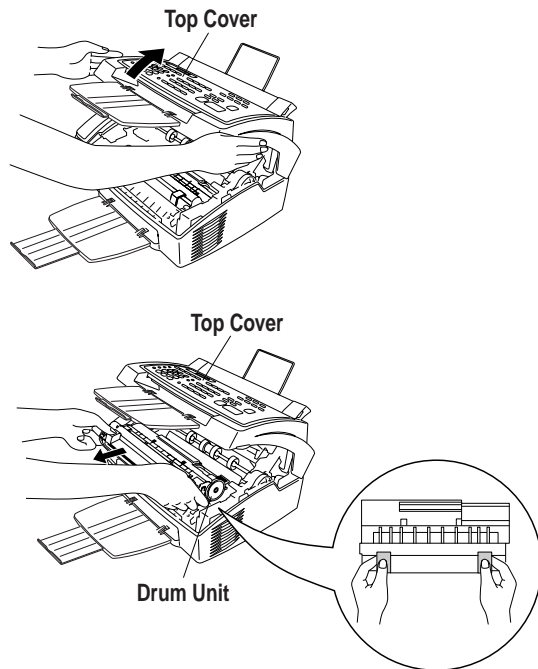


WARNING

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

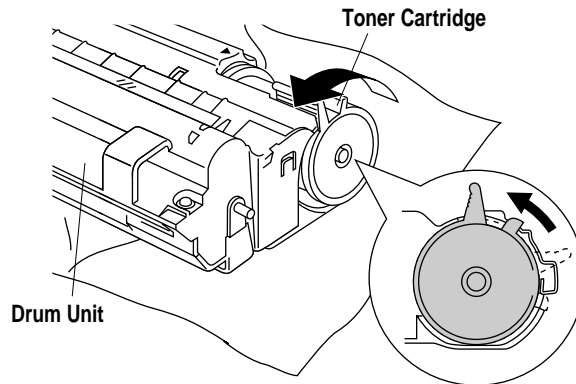


- 1 Open the top cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.



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

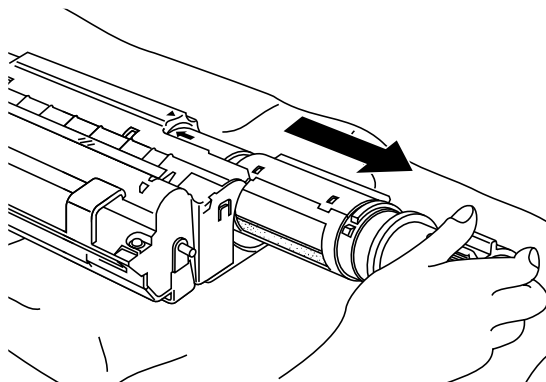
- 2 Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is completely closed, by turning the lever fully to the front.



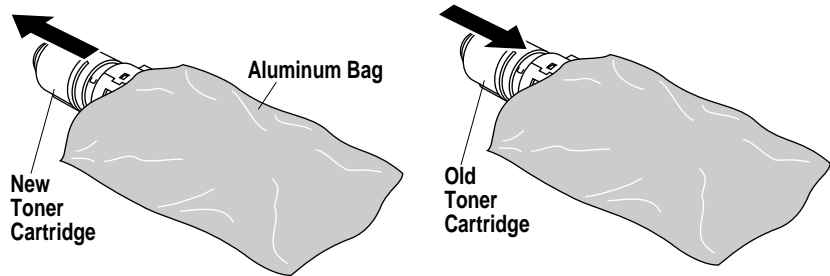
- 3 Remove the old toner cartridge from the drum unit by gently pulling it out.

WARNING

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



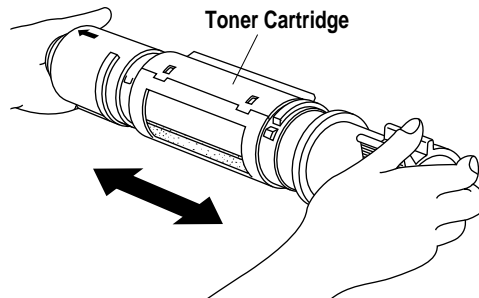
- 4 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.



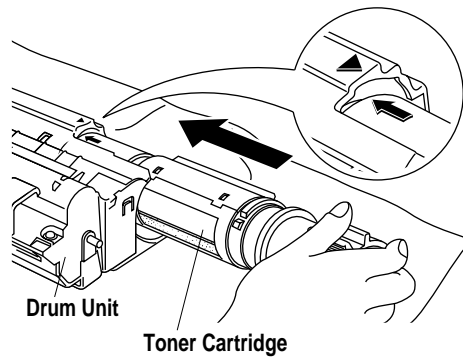
WARNING



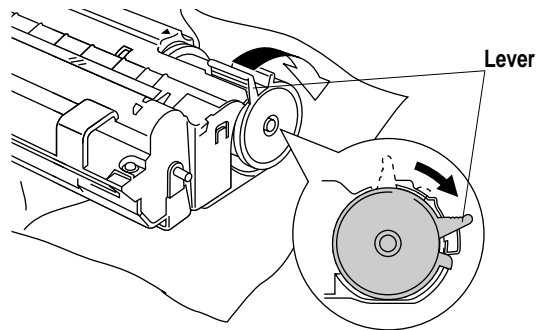
- Wait to unpack the toner cartridge until immediately before you install it into the MFC. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
 - You can use only a genuine Brother toner cartridge (TN-5000PF series), which is specially formulated to ensure top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



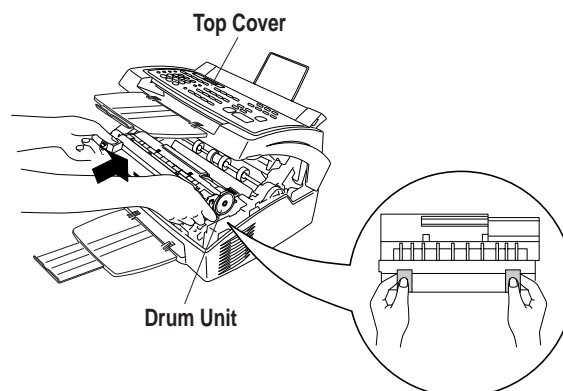
- 6** Slide the new toner cartridge into the opening on the right side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide arrow is exactly aligned with the guide arrow on the drum unit.



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



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



Replacing the Drum Unit

The MFC uses a drum unit to create the print images on paper. If the screen displays **CHANGE DRUM SOON**, the drum unit is near the end of its life. Purchase a new drum unit to replace the current one.

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



WARNING

When removing the drum unit, handle carefully because it contains toner. When you replace the drum unit, you should clean the MFC. (See page 217)

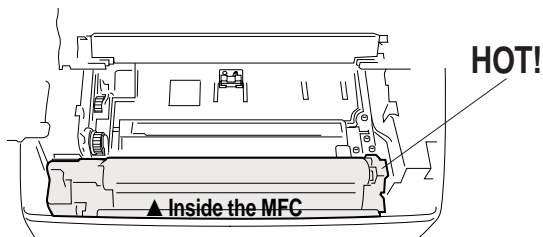


The drum unit is a consumable, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 20,000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

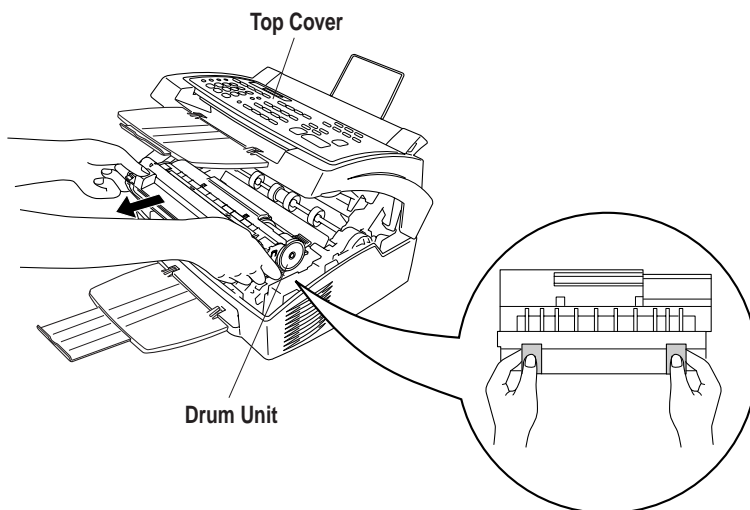
For best performance, use only genuine Brother toner, and the product should be used only in a clean, dust-free environment with adequate ventilation.

**WARNING**

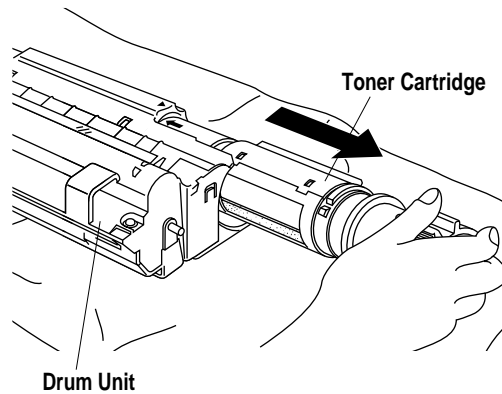
Just after you have used the MFC, some internal parts of the MFC are extremely HOT! So please be careful.

**Follow these steps to replace the drum unit:**

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

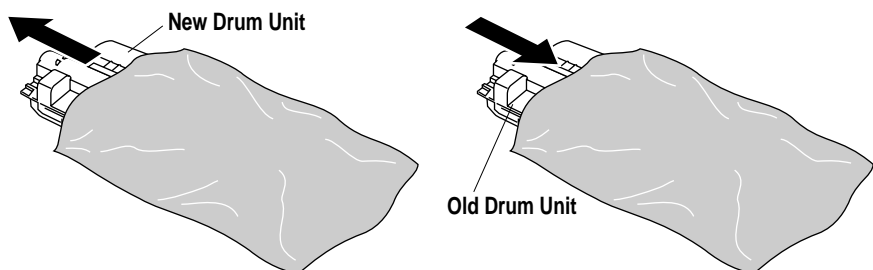


- 3 Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see “Replacing the Toner Cartridge” on page 216.

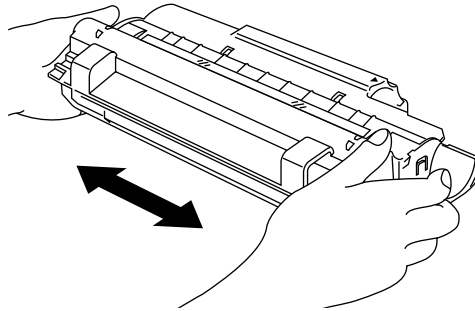


Discard the used drum unit according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic garbage.

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

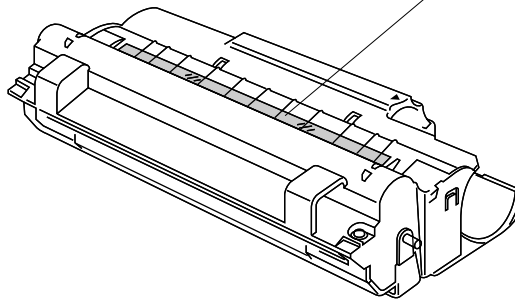


- 5 Gently rock the new drum from side to side five or six times.



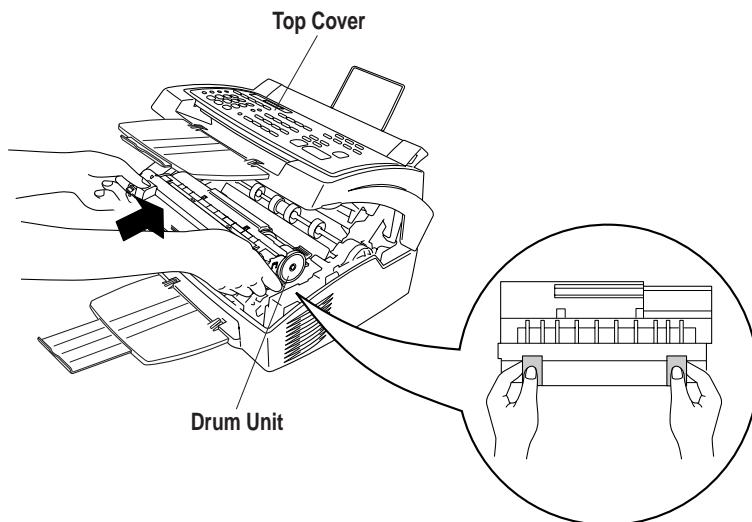
Do NOT remove the clear plastic starter sheet!

Clear plastic starter sheet

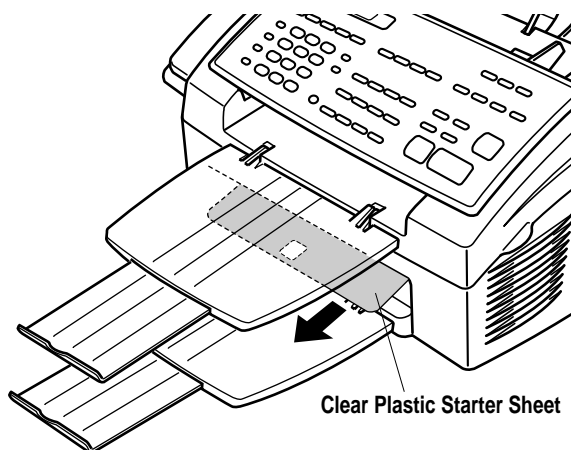


- Wait to unpack the drum unit immediately before installing it into the MFC. If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.
- Handle the toner cartridge and the drum unit carefully because they contain toner. If toner scatters and your hands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

- 6** Reinstall the toner cartridge into the new drum unit. For more information, see “Replacing the Toner Cartridge” on page 216.
- 7** Holding the new drum unit by its handles, install it. Close the top cover.



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



**WARNING**

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

For Customer Service

USA: 1-800-284-4329 (voice)
1-908-575-8790 (fax)

From within Canada: 1-800-853-6660 (voice)
1-514-685-4898 (fax)

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

CHAPTER TWENTY

Specifications

Product Description

Six performance modes are available for the "6 in 1" model MFC 6650MC: Fax, Printer, Copier, Scanner, PC Fax and Message Center.

The MFC 4650 and MFC 7750 are "5 in 1" models Fax, Printer, Copier, Scanner and PC Fax.

The MFC 4350 is a "3 in 1" model: Fax, Printer, Copier.

Fax Specifications

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR
Modem Speed	14400 - 2400 bps (MFC 4350, MFC 4650 and MFC 6650MC) 33600 - 2400 bps (MFC 7750)
Document Input Width	5.8 inches to 8.5 inches (148 mm to 216 mm)
Document Input Length	3.9 inches to 14.1 inches (100 mm to 360 mm)
Scanning/Printing Width	8.2 inches (208 mm)
Paper Size	Letter/Legal/A4
Multi-purpose Sheet Feeder	200 sheets (20 lbs)
Gray Scale	64 levels
Polling Types	Standard or Sequential
Contrast Control	Automatic/Super Light/Super Dark (manual setting)

Resolution	MFC 4350, MFC 4650 and MFC 6650MC:		
	• Horizontal	Standard, Fine, Superfine	203dot/inch
	• Vertical	Standard	98dot/inch
		Fine, Photo	196dot/inch
		Superfine	391dot/inch
	MFC 7750:		
	• Horizontal	Standard, Fine, Superfine	200dot/inch
	• Vertical	Standard	100dot/inch
		Fine, Photo	200dot/inch
		Superfine	400dot/inch
One Touch dial	24 stations		
Speed Dial	100 stations		
Automatic Redial	3 times at 5 minute intervals		
Speaker Type	Monitor		
Auto Answer	0, 1, 2, 3 or 4 rings		
Communication Source	Public switched telephone network		

Printer Specifications

Emulation	Brother Printing System for Windows®, emulation mode of HP LaserJet IIP (PCL level 4)
Printer Driver	Windows® 3.1, 3.1.1, Windows® 95, 98 and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability
Interface	Bi-directional parallel cable (IEEE-1284)
Memory Capacity	1 MB (MFC 4350, MFC 4650 and MFC 6650MC) 2MB (MFC 7750)
Print 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 letter size or A4 paper from the multi-purpose sheet feeder)

Print Media

Toner cartridge Life Expectancy:

Up to 2,200 pages/new toner cartridges

Up to 1,000 pages/starter toner cartridge (USA and Canada only)

(when printing letter size or A4 paper at 5% print coverage)



Toner life expectancy will vary depending upon the type of average print job.

Drum Unit Life Expectancy: 20,000 pages at 20 pages per job

8,000 pages at 1 page per job



There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper and toner that you use, the number of pages per print job, etc.

True Type Fonts on CD-ROM

TrueType compatible soft-fonts for Windows on the supplied CD-ROM

Electrical and Environment

Temperature	(Allowable) 50 - 90.5° F (10 - 32.5° C) (Storage) 38 - 104° F (3.3 - 40° C)
Warm-Up	Max. 1 minute at 73.4° F (23° C)
First Print	20 seconds (when loading Letter size paper for the multi-purpose sheet feeder)
Power Source	120V AC 50/60Hz (Canadian Version Only)
Power Consumption	Operating (Copying); 160 W or less (25° C) Sleep Mode: 8 W or less Stand by: 30 W or less (25° C)
Noise	Operating: 50 dB A or less Stand by: 39 dB A or less
Humidity	Operating: 35 to 80% (without condensation) Storage: 20 to 80% (without condensation)
Dimensions	18.0 x 13.2 x 9.9 inches/(456 x 334 x 250 mm)
Weight	18.7 lbs/(8.5 kg)

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	DATA 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	$\overline{\text{ACKNLG}}$	Output	28	0V(S.G.)	-
11	BUSY	Output	29	0V(S.G.)	-
12	PE	Output	30	0V(S.G.)	-
13	SLCT	Output	31	$\overline{\text{INPUT PRIME}}$	Input
14	$\overline{\text{AUTO FEED}}$	Input	32	$\overline{\text{FAULT}}$	Output
15	N.C.	-	33	N.C.	-
16	0V (S.G.)	-	34	N.C.	-
17	0V (S.G.)	-	35	N.C.	-
18	+5V	-	36	$\overline{\text{SLCT IN}}$	Input

Resident Fonts

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/normal 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.)

Symbol Sets/Character Sets

*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-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
- PC-863



If you want to know which 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.

☐ HP LaserJet IIP

Roman 8										ISO Latin1																						
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	
0		0	@	P	'	p				À	Á	Â	Ã	Ä	Å	0		0	@	P	'	p				°	À	Á	Â	Ã	Ä	Å
1	1	1	A	Q	a	q				Â	Á	Ë	Ê	Ë	Ì	1	1	1	A	Q	a	q				±	À	Á	Â	Ã	Ä	Å
2	"	"	B	R	b	r				À	Á	Ë	Ê	Ë	Ì	2	"	"	B	R	b	r				¢	À	Á	Â	Ã	Ä	Å
3	#	#	C	S	c	s				È	É	Ê	Ë	Ì	Í	3	#	#	C	S	c	s				£	À	Á	Â	Ã	Ä	Å
4	\$	\$	D	T	d	t				È	É	Ê	Ë	Ì	Í	4	\$	\$	D	T	d	t				¤	À	Á	Â	Ã	Ä	Å
5	%	%	E	U	e	u				È	É	Ê	Ë	Ì	Í	5	%	%	E	U	e	u				¥	À	Á	Â	Ã	Ä	Å
6	&	&	F	V	f	v				Ë	Ì	Í	Î	Ï	Ð	6	&	&	F	V	f	v				¦	À	Á	Â	Ã	Ä	Å
7	'	'	G	W	g	w				Ë	Ì	Í	Î	Ï	Ð	7	'	'	G	W	g	w				§	À	Á	Â	Ã	Ä	Å
8	((H	X	h	x				Ë	Ì	Í	Î	Ï	Ð	8	((H	X	h	x				¨	À	Á	Â	Ã	Ä	Å
9))	I	Y	i	y				Ë	Ì	Í	Î	Ï	Ð	9))	I	Y	i	y				°	À	Á	Â	Ã	Ä	Å
A	*	*	J	Z	j	z				Ë	Ì	Í	Î	Ï	Ð	A	*	*	J	Z	j	z				ª	À	Á	Â	Ã	Ä	Å
B	+	+	K	[k	{				Ë	Ì	Í	Î	Ï	Ð	B	+	+	K	[k	{				«	À	Á	Â	Ã	Ä	Å
C	,	,	<	L	\					Ë	Ì	Í	Î	Ï	Ð	C	,	,	<	L	\					¼	À	Á	Â	Ã	Ä	Å
D	-	-	=	M]	}				Ë	Ì	Í	Î	Ï	Ð	D	-	-	=	M]	}				½	À	Á	Â	Ã	Ä	Å
E	.	.	>	N	^	~				Ë	Ì	Í	Î	Ï	Ð	E	.	.	>	N	^	~				¾	À	Á	Â	Ã	Ä	Å
F	/	/	?	O	_	o	☒			Ë	Ì	Í	Î	Ï	Ð	F	/	/	?	O	_	o	☒			¿	À	Á	Â	Ã	Ä	Å

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	#	\$	§	À	Ç	Ö	^	`	ã	ç	õ	°
ISO17 Spanish	£	\$	§	¡	Ñ	¿	^	`	ñ	ç	õ	~
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	Å	^	`	æ	ø	å	
ISO69 French	£	\$	à	°	ç	§	^	μ	é	ù	è	~
ISO84 Portuguese	#	\$	·	À	Ç	Ö	^	`	ã	ç	õ	~
ISO85 Spanish	#	\$	·	¡	Ñ	Ç	¿	^	ñ	ç	õ	~
HP German	£	\$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
HP Spanish	#	\$	@	¡	Ñ	¿	^	`	{	ñ	}	~

Glossary

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

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

All Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Automatic E-Mail Printing Software application that automatically prints incoming e-mail messages on the MFC (on CD-ROM).

automatic fax transmission Sending a fax without picking up the handset or pressing **[Hook]**.

Automatic Redial A feature that enables your MFC to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

Backup Print Sets your MFC to print a copy of faxes that are received and stored in memory.

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

beeper volume Volume setting for the beep when you press a key or make an error.

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

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

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

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

Call Waiting Caller ID (For MFC 4350, MFC 4650 and

MFC 6650MC Only) If you subscribe to this service from the Telephone Company, your MFC will show the Caller ID of a second call while you are on the telephone. You can switch back and forth between two calls.

- Cancel Job** Cancels a programmed job, like Delayed Fax or Polling.
- CNG tones** The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.
- communication error (or Comm. Error)** An error during fax sending or receiving, usually caused by line noise or static.
- Coding Method** Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your MFC is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.
- Compatibility Group** The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.
- Contrast** Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.
- Cover Page** Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.
- Cover Page Message** The comment that is on the Cover Page. This is a programmable feature.
- Delayed Fax** Sends your fax at a later time that day.
- Delayed Timer** You can program a certain time each day that all delayed faxes will be sent on a first come first served basis.
- Distinctive Ring** A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother MFC uses the new number to simulate a dedicated fax line.
- drum unit** A printing device for your MFC.
- Dual Access** Your MFC can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.
- Easy Receive** Enables your MFC to respond to CNG tones if you interrupt a fax call by answering.
- ECM (Error Correction Mode)** Detects errors during fax transmission and resends the page(s) of the document that had an error.

- Electronic Cover Page** A preprogrammed cover page that is transmitted from the MFC's memory, eliminating the need for making up cover pages manually.
- extension phone** A Telephone on the fax number that is plugged into a separate wall jack.
- external phone** A TAD (Telephone Answering Device) or telephone that is plugged into the EXT jack of your MFC.
- F/T Ring Time** The length of time the MFC rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.
- Fax Forwarding** Sends a fax received into memory to another preprogrammed fax number.
- Fax Storage** Even though the MFC 4350, MFC 4650 and MFC 7750 do not have Message Center mode, they can store faxes in memory for remote retrieval.
- FAX/TEL** You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).
- fax tones** The signals sent by sending and receiving fax machines while communicating information.
- Fine Mode** Resolution is 196 x 203 dpi. It is used for small print and graphs.
- Function Mode** The programming mode for changing the settings of your MFC.
- gray scale** The shades of gray available for copying and faxing photographs.
- group number** A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.
- ICM (incoming message)** A recorded voice message received into an external answering machine or the MFC 6650MC's digital Message Center.
- Interrupt** Temporarily puts a waiting job on hold while you perform another operation.
- interval** The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

- LCD (liquid crystal display)** The display screen on the MFC that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.
- manual fax** When you press **[Hook]**—**OR**—lift the handset so you can hear the receiving fax machine answer before you press **[Start]** to begin transmission.
- Memory Status Report** Shows how much memory is being used, how much is left, and the type of messages in memory.
- memory usage** Instructs the MFC how to allocate the memory.
- Multi-Function Link Pro** Turns your fax machine into a printer and scanner and enables PC faxing using the fax machine.
- NetCentric™ FaxStorm Software application** Brings together the power of the Internet and the reliability of fax using Internet Faxing from your desktop.
- OGM (Out-Going Message)** The message callers hear when you call your Message Center or external answering machine.
- One Touch** Keys on the MFC control panel where you can store numbers for easy dialing. You must use a separate key for each number.
- Out of Paper Reception** Receives faxes into the MFC's memory when the machine is out of paper.
- Overseas Mode** Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.
- Paging** This feature enables your fax unit to call your pager when a fax and/or a voice message is received into its memory.
- Pause** Allows you to place a 3.5 second delay in the dialing sequence stored on One Touch and Speed Dial numbers.
- Photo mode** A resolution setting that uses varying shades of gray for the best representation of photographs.
- polling** The process of a fax machine calling another fax machine to retrieve waiting fax messages.
- printer alarm** Audible alarm when the printer is not able to print.
- print reduction** Reduces the size of incoming faxes.
- Pulse** A form of dialing on a telephone line.
- Remaining Jobs** You can check which jobs are waiting in memory and cancel jobs individually.

- remote access** The ability to access your Message Center remotely from a touch tone phone.
- remote activation** allows you to transfer a fax call, answered at an extension phone, to the MFC.
- remote access code** The four-digit code that allows you to call and access your Message Center from a remote location.
- resolution** The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.
- Ring Delay** The number of rings before your MFC answers an incoming call.
- Ring Volume** Volume setting for the MFC's ring.
- Rotary** A form of dialing on a telephone line.
- scanning** The process of sending an electronic image of an original paper document into your computer.
- Speaker Volume** You can set the volume when your MFC is on .
- speed dial** A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.
- Standard resolution** 98 x 203 dpi. It is used for regular size text and quickest transmission.
- Station ID** The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.
- super fine resolution** 392 x 203 dpi. Best for very small print and line art.
- Tel Index** An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.
- Temporary Setting** You can select certain options for each fax transmission without changing the default settings.
- Toll Saver** A Message Center setting that allows the MFC to answer after one ring when a message(s) was received and after three rings when there are no messages. The caller can hang up (after two rings) without paying for the call if there are no messages to retrieve. (Only for MFC 6650MC)
- Tone** A form of dialing on the telephone line used for Touch Tone telephones.
- toner cartridge** An accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process that causes less toner to be affixed to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

transmission The process of sending documents over the phone lines from your MFC to the receiving fax machine.

User Option List A printed report that shows the current settings of your MFC.

Visioneer PaperPort™ LE for Brother A document management application that enable you to view incoming faxes and scanned documents.

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

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These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your Multi-Function Center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**

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