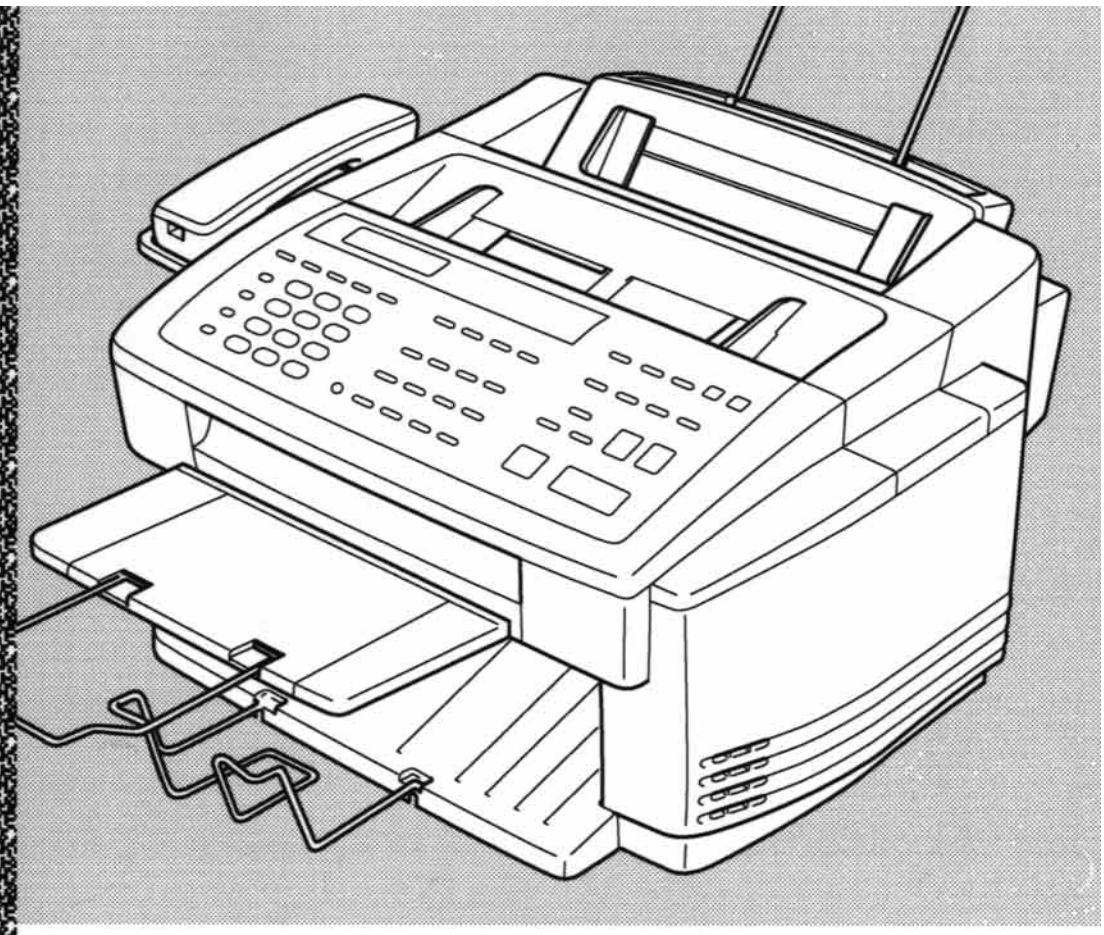
SETUP MANUAL



# MFC 7000FC
# MFC 7200FC

brother

©1997 Brother Industries Ltd.

# Table of Contents


1 MFC Setup and Connections

**Caution** ..... 1
**Packing List** ..... 2
Make sure you have the following items: ..... 2
**Choosing a Location** ..... 3
**Assembly** ..... 4
Installing the Ink Cartridges ..... 7
Special Line Considerations ..... 10
Roll Over Phone Lines ..... 10
Two-Line Phone System ..... 10
Converting Telephone Wall Outlets ..... 10
Installing MFC, External Two-Line TAD, and Two-Line Telephone ..... 11
Multi-Line Connections (PBX) ..... 12
If you are installing the MFC to work with a PBX: ..... 12
Custom Features on Your Phone Line ..... 13
Connecting an External Telephone Answering Device (TAD) ..... 13
Sequence ..... 13
Connections ..... 14
Outgoing Message (OGM) ..... 14
Connecting an External Telephone ..... 14

2 Installation Settings

**Fax Settings** ..... 17
Setting Dialing Mode (Tone/Pulse) ..... 17
Setting Date and Time ..... 17
Setting Station ID ..... 18
Entering Text ..... 19
Inserting spaces ..... 19
Making corrections ..... 19
Repeating letters ..... 19
Special characters and symbols ..... 20
Setting the Answer Mode ..... 20
To select or change your Answer Mode ..... 21
Setting Ring Delay ..... 22
Setting F/T Ring Time ..... 22

Storing One Touch Dial Numbers ..... 23
One Touch Dialing ..... 24
Storing Speed Dial Numbers ..... 24
Speed Dialing ..... 25
Changing One Touch and Speed Dial Numbers ..... 25
Setting Number Groups for Broadcasting ..... 26
Setting Beeper Level ..... 27
Memory Storage ..... 27
Distinctive Ringing ..... 27
Registering the Distinctive Ringing phone number ..... 28

2 Setting Up the MFC and Computer to Work Together

**Before You Begin** ..... 29
Connecting the MFC to Your Computer ..... 29
Computer Requirements ..... 30
**Installing the Software (CD-ROM 1)** ..... 30
Accessing the Software Installation Window ..... 30
Choosing the Software to Install ..... 32
All Applications: ..... 32
Only PC printing, scanning and document management: ..... 32
Only the MFC drivers: ..... 32
Installing the Applications ..... 32
Installing the MFC-7000 Series DOS Tool ..... 33
**Optional Accessories** ..... 33
Memory Board ..... 33
Optional Memory for the Fax Operations ..... 33
Installing the Optional Memory Board ..... 34
Compilation and Publication Notices ..... 36
Trademarks ..... 36

**Index** ..... 37
**For Customer Service** ..... 39
**Ordering Accessories and Supplies** ..... 40

CHAPTER ONE

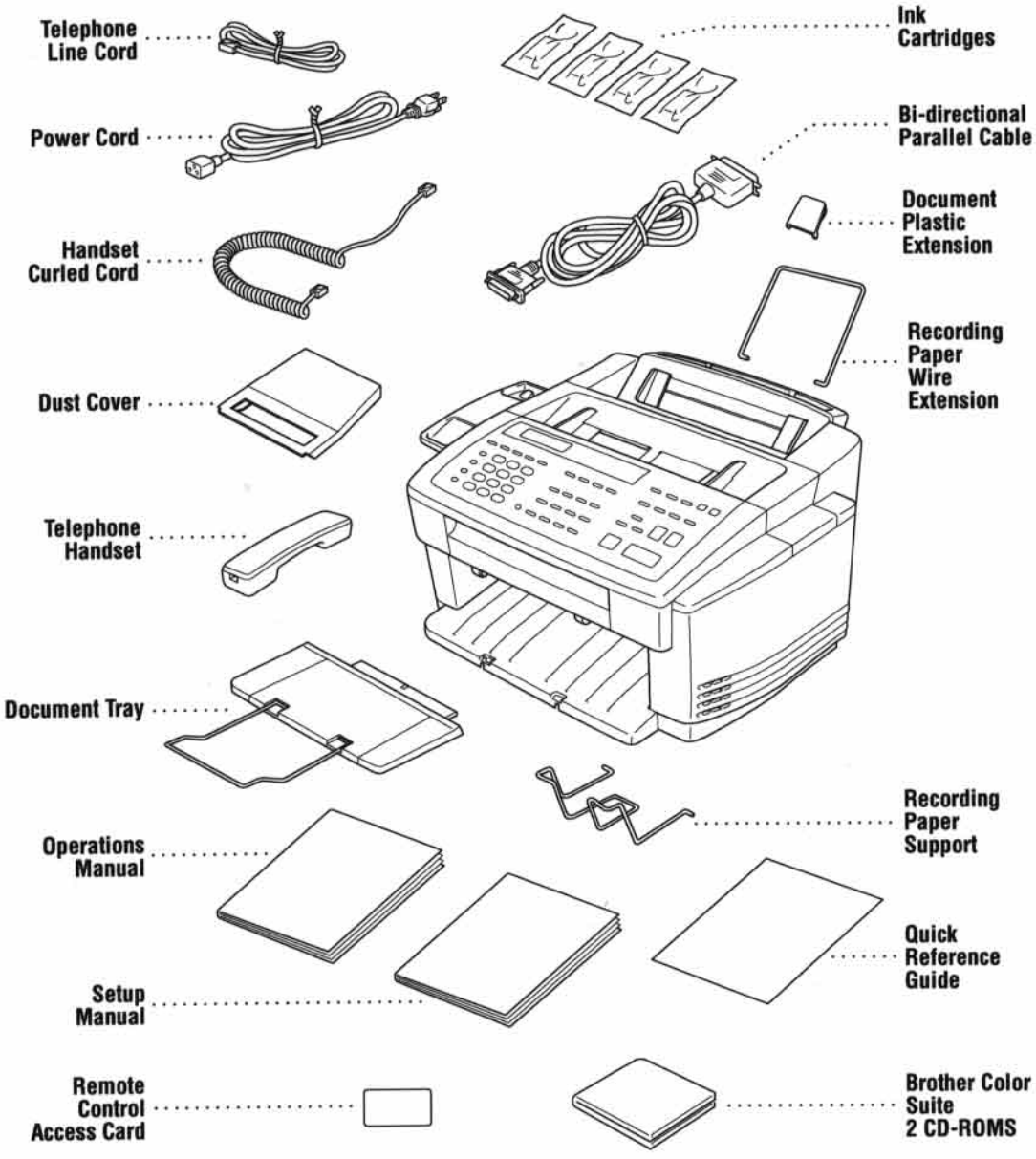
# MFC Setup and Connections

## 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:**




* Starter Coated Paper (Ink Jet paper)

* MFC 7200FC has an additional 200 page cassette tray and Recording Paper Wire Extension.

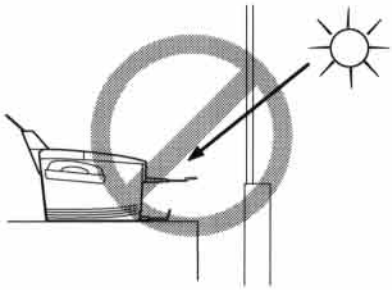
# Choosing a Location

Place your MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone jack and a standard, grounded power outlet. Choose a location where the temperature remains between 50°F and 90°F (10°-35°C).

Avoid placing your MFC in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture, or dust. 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.

**Caution**

Keep the MFC out of strong light such as direct sunlight, or the unit may not be able to detect the cartridge ink level.



# Assembly

**1 Connect the handset.**

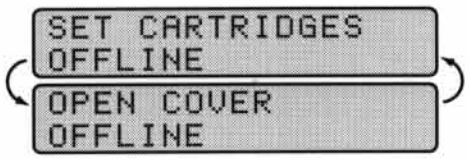
Connect the longer end of the curled handset cord to the MFC and the shorter end to the handset.

**2 Connect the telephone line cord.**

Connect one end of the telephone line cord to the jack on the MFC and the other end to a modular wall jack.

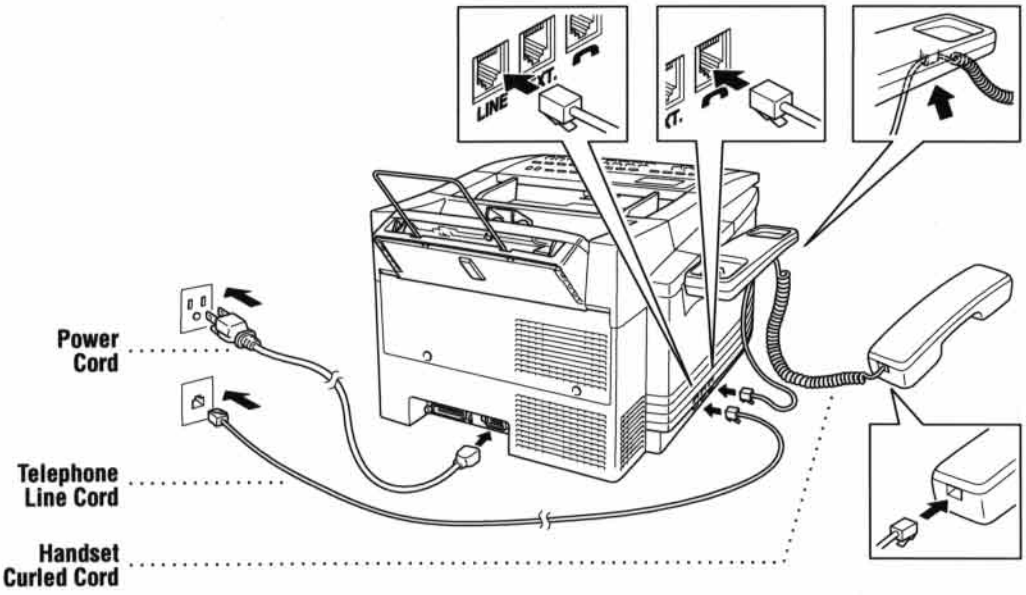
**3 Connect the power cord.**

When you connect the power, the screen alternately displays




## Caution

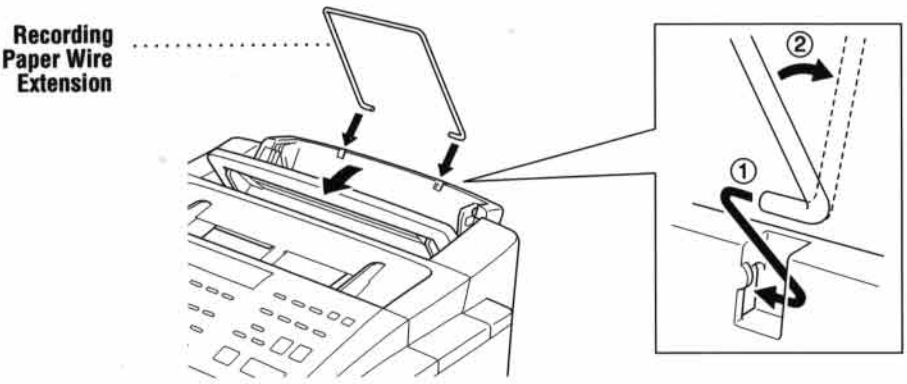
**Operating the MFC before you install the ink cartridges will permanently damage the print head.**



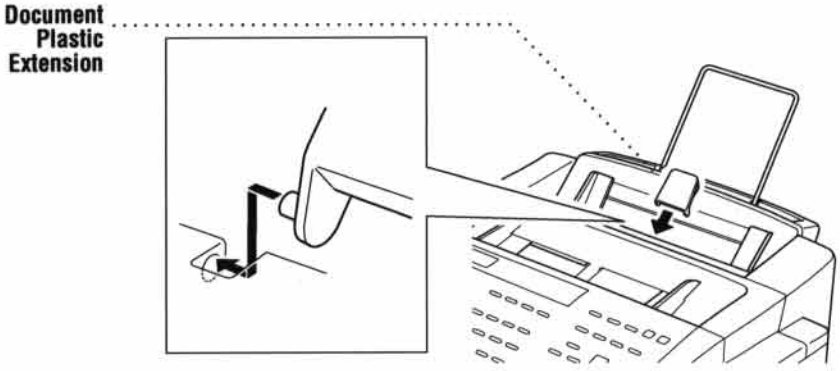
**NOTE:**

1) The MFC must be grounded using a 3-prong plug.
2) Since the MFC is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your MFC, by disconnecting the telephone line first, and then the power cord.
3) 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.

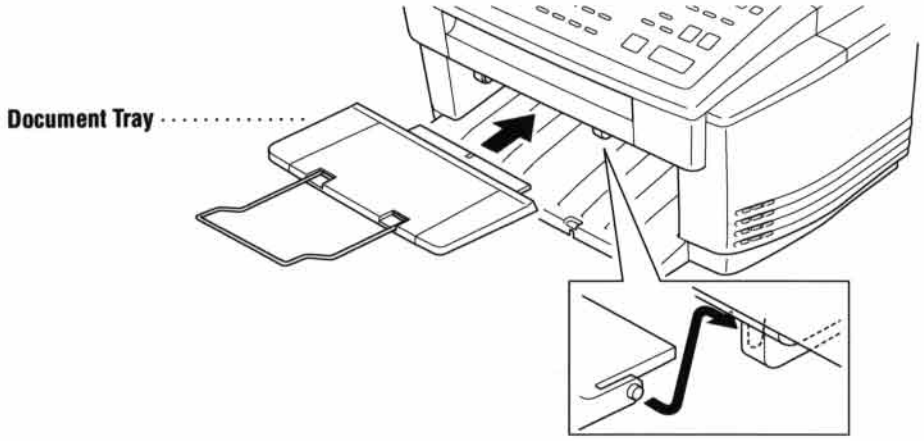
### 4 Attach the recording paper wire extension to the multi-purpose sheet feeder.



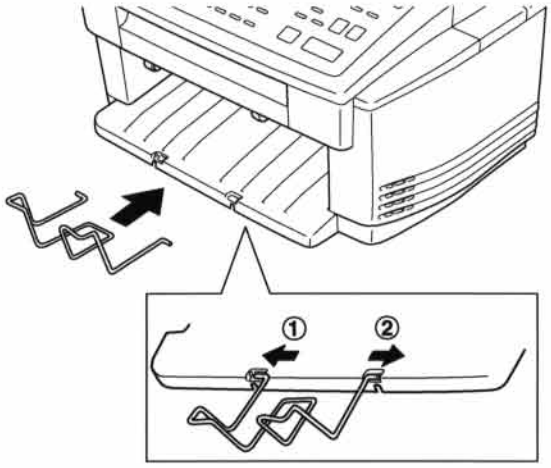

### 5 Attach the document plastic extension.



### 6 Attach the document tray.




### 7 Attach the recording paper support to the recording paper tray.




### 8 Loading paper in the multi-purpose sheet feeder(Paper Cassette).

**A** Open the multi-purpose sheet feeder cover.

**B** Fan the paper well. Load the recording paper. Make sure the print side is towards you and the paper level is stacked below the line.

**C** Adjust the guides to fit the paper.

9 Attach the dust cover to the multi-purpose sheet feeder cover.

**NOTE:** ■ It is essential to keep the dust cover on your MFC to prevent dust from entering the print head and causing damage.

■ Using the dust cover on your MFC will prolong the life of the print head.

10 Close the multi-purpose sheet feeder.

## Installing the Ink Cartridges

1 Be sure that the power is on. The screen alternately displays

```
SET CARTRIDGES
OFFLINE
```

```
OPEN COVER
OFFLINE
```

2 Open the top cover. The print head moves left to its replacement position.

3 Remove the yellow shipping cover by lifting it up and out. The screen displays

```
INSTALL BLACK
```

We recommend that you install the ink cartridges in this order: Black, Yellow, Cyan, Magenta.

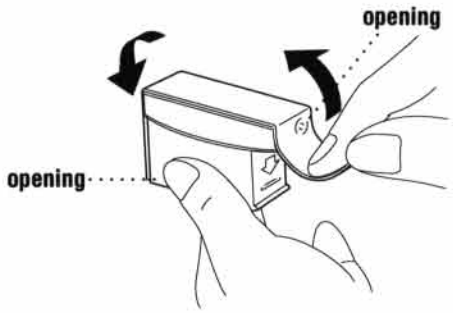
Keep the yellow shipping cover in a safe place. You will need it in the future when you replace the print head.

4 Open the Black ink cartridge bag and remove the ink cartridge.

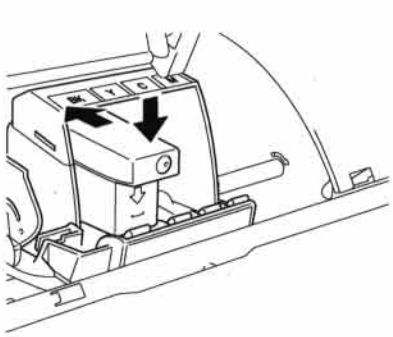
5 Carefully remove the sealing tape from the side of the ink cartridge. Be sure to peel the tape from the side of the cartridge in the direction away from you.

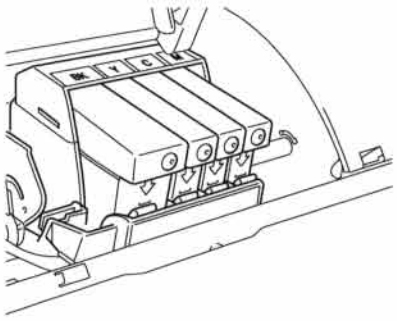
## Important

To prevent spilling ink and staining your hands and clothing, remove the sealing tape gently and slowly. Do not touch the ink opening on the cartridge or the removed tape.




6. Each color has its own correct position. Insert the Black ink cartridge, matching the markings of the color indicators on the print head as a guide.
7. Push it down until it clicks in place. The line under the arrow should be aligned with the edge of the cartridge.





8. As the screen prompts you, repeat Steps 4-7 to install each color ink cartridge.
9. After installing all ink cartridges, close the top cover. Your MFC now prepares for a "head cleaning" and goes online. The MFC will ask you if you changed each color ink cartridge.

```
DID YOU CHANGE
BLCK?1.YES 2.NO
```

**10** Press [1] on the keypad for each color, as prompted (for initial setup only) within 1 minute. The MFC will enter a cleaning cycle for approximately five minutes. The screen alternately displays **CLEANING BLACK** and **PLEASE WAIT**. The ink dot counter will be set automatically for each color, so the MFC can warn you with an error message when ink is running low.

Load paper in the cassette, then press [Start] within 1 minute.

When the MFC completes the cleaning cycle, the MFC starts printing the test sheet.

**11** Only during initial ink cartridge installation, the screen shows.

```
PRINT OK?
1.YES 2.NO
```

Check the print quality of the test sheet. If it is not good, clean the print head again, by pressing [2]. Then press [Start] within 1 minute.

The MFC starts printing Test Sheet No. 2.

**12** Adjust the Vertical Alignment by following the instructions printed on the Test Print page.

## WARNING

If ink gets in your eyes, irrigate them with water immediately and consult a doctor if you are concerned.

## Caution

- If you pause more than five minutes while inserting the ink cartridges, the print head will return to the "home" position and the screen will alternately display SET CARTRIDGES and PRESS INK MANAGE. Press [Ink Management], then press [2] on the dial pad. The print head moves left to its replacement position again. Continue to install the ink cartridges.
- DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the MFC will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges. If you do so, the ink may spill when you take off the sealing tape. If ink stains your body or clothing, wash with soap or detergent immediately.

- If you install an ink cartridge in the wrong color position, you must clean the print head several times after correcting the cartridge installation and before you start printing because the colors were mixed.
- Once you open an ink cartridge, install it in the MFC and use it up within six month of installation. Use unopened ink cartridges within two years of production.

**NOTE:** If the INK EMPTY error message is on the screen display after you have installed the ink cartridges, check and make sure that the ink cartridges are installed correctly.

## 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 the next available line. 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 connected to 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 is transferred to a line that does not have a fax machine. Your MFC will work best on a dedicated line.

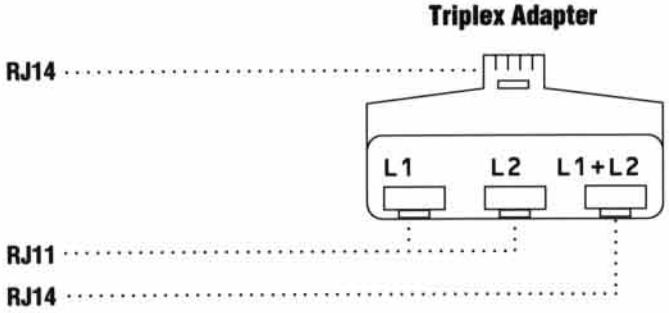
### Two-Line Phone System

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 4 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 jack. 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.

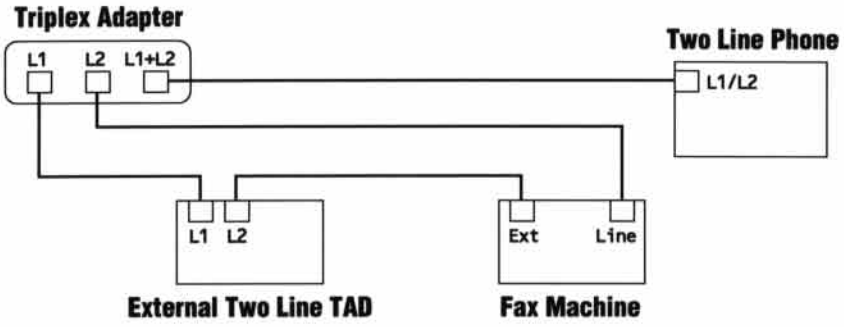
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the MFC into Line 2 of the triplex adapter.




## 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 two-line TAD must have two telephone jacks: one labeled **L1** or **L1/L2**, and the other labeled **L2**. You will need at least three telephone line cords, the one that came with your MFC and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

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




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

## Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the 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 unit may be used with either pulse or tone dialing telephone service.

## Custom Features on Your Phone Line

If you have Call Waiting, Ring Master, Voice Mail, an answering service, alarm system or any other custom feature on your telephone line, it may create a problem in the operation of your MFC.

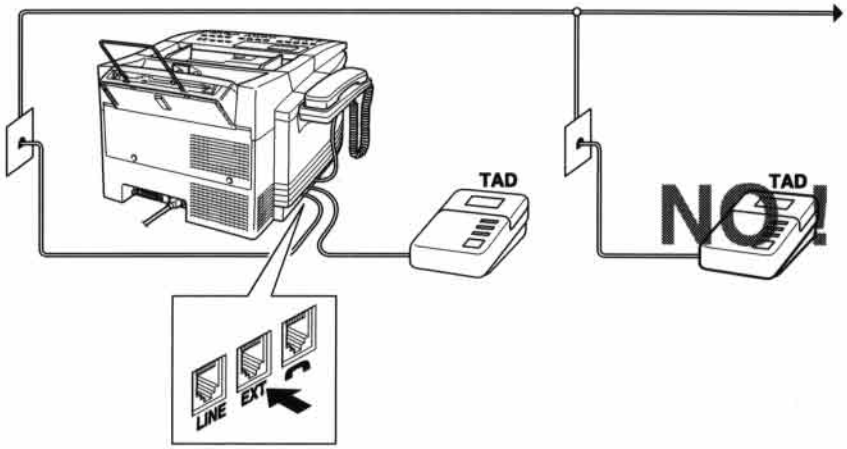
## Connecting an External Telephone Answering Device (TAD)

### Sequence

Your MFC has a built-in answering system, but 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 instructions in this manual for recording your outgoing message. Do not use a "toll-saver" ring setting on the TAD.

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



### Connections

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

1. Plug the telephone line cord from the wall jack into the left side of the MFC, in the jack labeled **LINE**.
2. Plug the telephone line cord from your external 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. Set the external TAD to answer calls.
5. Record the outgoing message on your external TAD (see below).
6. Set the MFC's Message Storage to **VOICE:EXT**.
7. Press [Mode] on the MFC until the FAX and F/T lights are on.

### Outgoing Message (OGM)

Timing is important in recording this message.

1. Record five 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 Remote Activation Code for people sending manual faxes. For example:
   "After the beep, leave a message or send a fax by pressing ✱51."

## 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 fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, press [Speaker Phone].

The external telephone cannot be used while a function is being performed on the control panel.

CHAPTER TWO

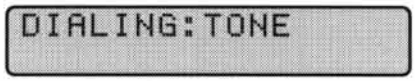
# 2 Installation Settings

## Fax Settings

### 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], [6], [1]. The screen prompts you to select **TONE** or **PULSE**.



2. Use [◀] or [▶] to select dialing mode.
3. Press [Set] when the screen displays the dialing mode you want.
4. Press [Stop].

### Setting Date and Time

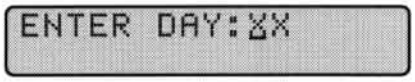
Your MFC displays the date and time, and prints it on every fax you send.

In the event of a power failure, the MFC maintains date and time information for about one hour. All other settings remain unaffected.

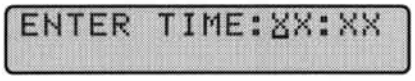
1. Press [Function], [1], [7], [1]. The screen prompts you to enter the year.

2. Enter the last two digits of the year. The screen displays your entry, then prompts you to enter the month.

3. Enter two digits for the month (for example, enter 09 for September, or 10 for October). The screen displays your entry, then prompts you to enter the day.




4. Enter two digits for the day (for example, 06). The screen displays your entry, then prompts you to set the time.




5. Enter the time in 24-hour format (for example, enter 15:25 for 3:25 PM).
6. Wait two seconds.
7. Press [Stop]. The screen now displays the date and time you set, and displays it whenever the MFC is standing by.

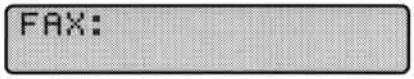
## Setting Station ID

*See Composing Electronic Cover page in the Operations Manual*

*See Entering Text p. 19*

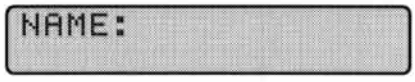
You can store your name, fax number, and telephone number to be printed on the fax **Cover Page**, and on all fax pages that you send.

1. Press [Function], [1], [7], [4]. The screen prompts you to enter your fax number.




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.

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




6. Use the keypad to enter your name (up to 20 characters). (You can use the chart on page 19 to help you enter letters.)

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 number keys 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 key the correct number of times, you can access the character you want.

| Press Key | one time | two times | three times | four times |
|---|---|---|---|---|
| [2] | A | B | C | |
| [3] | D | E | F | |
| [4] | G | H | I | |
| [5] | J | K | L | |
| [6] | M | N | O | |
| [7] | P | Q | R | S |
| [8] | T | U | V | |
| [9] | W | X | Y | Z |

### 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 under the last correct letter. Then press [Clear]; all letters to the right of the cursor are deleted. Re-enter the correct text and/or digits.

### 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 Ä Ë Ö Ü À Ç È É 0

**NOTE:** 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 MFC 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 MFC, you should complete the steps described on page 18 and 19.

- 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 [▶].
- If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

## Setting the Answer Mode

*See Distinctive Ringing p. 27 and Receiving Faxes in Operations Manual PP. 36-38*

The lighted indicators mean: ○ = not selected, ☀ = is selected and lit.

**Manual**—You must answer all calls yourself. If you hear fax tones, press [Start] to begin receiving the fax, then hang up. You can use this mode with Distinctive Ringing. (FAX and F/T lights are off.)

○ FAX
***Msg Ctr***
○ F/T

**FAX** —The MFC automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call. (Only the FAX light is on.)

☀ FAX
***Msg Ctr***
○ F/T

*See For F/T (Fax/ Tel) Mode Only in the Operations Manual P. 37*

**F/T**—The MFC automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with a double ring (ring-ring), different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay and F/T Ring Time features (on the following pages). If you have extension phones on the same line as the MFC, set Ring Delay to 4. (Only the F/T light is on.)

*See Flexible Memory Settings in Operations Manual P. 58*

**MSG CTR**—The MFC provides you with a built-in digital message center for fax and voice. When you set the MFC to answer calls, it will record up to 99 messages. For more information about Message Center operation, please see the Operations Manual. (Both FAX and F/T lights are on.)

This is the only setting in which you can use an external answering machine (TAD). Your telephone answering device is connected to your MFC, and answers every call. Once the external TAD answers, the MFC listens for fax tones. If it detects fax tones, it prints the fax.

The MFC does not work with telephone company voice mail. F/T Ring Time does not work in this setting. Ring Delay does not work with an external TAD.

### To select or change your Answer Mode

1. Press [Mode] until the FAX and F/T lights are lit for the answer mode you want.

*See Operation from Extension Telephone and For F/T (Fax/Tel) Mode Only in the Operations Manual PP. 36-37*

## 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, set the Ring Delay to 4.

1. Press [Function], [1], [6], [2].
2. Press [◀] or [▶] to select how many times the line rings before the fax machine answers (00 – 04). If you select 00, the line doesn't ring at all.
3. Press [Set] when the screen displays your selection.
4. Press [Stop] to exit.

## Setting F/T Ring Time

You need to determine how long the MFC will send you 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 10, 20, 30, or 60 seconds; no other phones on the same line ring the special double ring. However, you can answer the call on any phone on the same line as the Multi-Function Center.

1. Press [Function], [1], [6], [5].
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 machine is set to F/T Mode, all phones on this line will ring the number of times you selected in Ring Delay.

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

Even if the caller hangs up during the double ringing, the MFC continues for the set time. If you don't pick up during the ring time, the MFC begins sending a fax tone, even if the caller is still on the line.

## Storing One Touch Dial Numbers

You can store 24 fax/phone numbers that you can dial by pressing one key. You can also 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 (number 01-24) located to the right of the dial pad. One Touch Numbers 13-24 are accessed by holding down the Shift button when you press the apporopriate One Touch key.*

1. Press [Function], [1], [4], [1].
2. Press the One Touch key where you want to store a number. (Key [1] is pre-programmed for 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 (to wait for an "outside line," for example), 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.

   NAME:

5. Use the keypad to enter the name (up to 15 characters). You can use the chart on page 19 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

   **F/T** both a fax and telephone (voice) number

   **CHAIN** a number (usually an access code) for chain dialing.
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, please call Brother Customer Service at 1-800-284-4329 in the USA, or 1-800-853-6660 from within Canada.

You can use chain dialing to store long dialing sequences. For example, to store **9 1 201 555 1234 987 65 4321**, divide the number into two parts. Store the first part as a Chain type number (this tells the system that the dialing sequence is not complete).

**CHAIN — 9 1 201 555 1234**

The last part of the One-Touch number must be stored as any of the other following three types.

**FAX or F/T or TEL — 987 65 4321**

Now, when you dial, just press the two keys (one after the other, in order) where you've stored the two parts of the number.

If you are using Chain Dialing with a credit card number, do not send an electronic cover page. **The credit card number will appear on it.**

### One Touch Dialing

1. Pick up the handset—**OR**—Press [Speaker Phone].
2. When you hear a dial tone, press the One Touch key of the location you want to call.

If you try to use a One Touch location with no number stored in it, you hear a warning sound, and the screen displays **NOT REGISTERED**. The display returns to normal after two seconds. To see all your numbers, print the All Dial Report (See Operations Manual, p.11).

## Storing Speed Dial Numbers

You can store Speed Dial numbers, when you dial by pressing only three keys. MFC 7000FC has 56 Speed Dial locations, and MFC 7200FC has 100. Even if you lose electrical power, numbers stored in memory will not be lost.

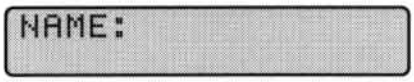
1. Press [Function], [1], [4], [2]. The screen prompts you to enter a location.

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

2. Use the keypad to enter a 2-digit location (01 - 56 or 00). The digits 00 indicate location 100 on the MFC 7200FC. The screen displays your entry, then prompts you to enter the number you're storing.

```
#05
ENTER & SET
```

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




5. Use the keypad to enter the name (up to 15 characters). You can use the chart on page 19 to help you enter letters—**OR**—Press [Set] and go to Step 7 to store the number without a name.
6. Press [Set].
7. 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

   **F/T** both a fax and telephone number

   **CHAIN** a number (usually an access code) for chain dialing.
8. Press [Set].
9. Return to Step 2 to store another Speed Dial number—**OR**—Press [Stop] to exit.

## Speed Dialing

1. Pick up the handset—**OR**—Press [Speaker Phone].
2. When you hear a dial tone, press [Speed Dial], then press the two-digit Speed Dial number.

## 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. If you want to erase the number, press [Clear] when the cursor is to the far left of the digits.
3. If you want to change a digit, use [◀] or [▶] to position the cursor under the digit you want to change, then enter it.

4. Enter a new number.
5. Follow the directions from Step 4 in Storing One Touch Numbers or Storing Speed Dial Numbers.

## Setting Number Groups for Broadcasting

*See Storing One Touch Dial Numbers p. 23 and Storing Speed Dial Numbers p. 24*

Number Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Number Group. Each Number Group uses a One Touch key. Finally, you can have up to 6 small Number Groups, or you can assign many numbers to one large group. With MFC 7000FC you can assign up to 79 numbers; with MFC 7200FC, you can assign up to 123 numbers.

1. Press [Function], [1], [4], [3]. The screen displays

```
SELECT ONE-TOUCH
```

2. Select a One Touch key where you will store the Group Number. (For example, press One Touch key [2] for group 2.)
3. Use the keypad to enter the group number (for example, press [2] for group 2).

```
SETUP GROUP:GO
ENTER & SET
```

4. To include One Touch or Speed Dial numbers in the group, enter them as if you were dialing. For example, for One Touch key 05, press One Touch key 05. For Speed Dial key 09, press the Speed Dial button, then press 09 on the dial pad. The LCD shows ✱05, #09.

```
G01:*05#09_
```

5. Press [Set]. The screen prompts you to enter a name.

```
NAME:
ENTER & SET
```

6. Use the keypad and the chart on page 19 to enter a name for the group (for example, NEW CLIENTS).
7. Press [Set].
8. Press [Stop] to exit.

You can print a list of all One Touch and Speed Dial numbers. See the Operations Manual Chapter 2, "Printing Reports and Lists."

## Setting Beeper Level

You can set the beeper to **LOW**, **HIGH** or **OFF**. The MFC comes set to **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], [5], [2].
2. Press [◀] or [▶] to select your setting.
3. When the screen displays the setting you want, press [Set].
4. Press [Stop] to exit.

## Memory Storage

All settings in the SET AUTO DIAL, USER OPTIONS, TEL OPTIONS, and SETUP SYSTEM functions are stored permanently and will be retained even in the event of a power failure.

## 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 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 to receiving faxes. You'll need to follow the directions below to "register" the Distinctive Ringing pattern, so your MFC can recognize its incoming calls. You will need another person standing by on another line to help you with Step 6 of this registration.

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, make sure 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 fax calls to its registered number.
- To have your Message Center (or external TAD) answer only the main number, the MFC must be in **MANUAL** Mode.
- In F/T Mode or FAX Mode, the MFC will answer all numbers on the phone line.

## Registering the Distinctive Ringing phone number

1. Disconnect the MFC from any TAD or telephone company voice mail. Set the MFC to **MANUAL** mode.
2. **Have someone ready to call the Distinctive Ringing number you're assigning to the MFC.**
3. Press [Function], [1], [6], [7].
4. Press [◀] or [▶] to select the SET Mode.
5. Press [Set].
6. Press [Stop]. The screen displays

```
D/R SET MODE
ONLINE
```

**Now, another person must call the Distinctive Ringing number. If you want to exit this programming, press [Stop]. Settings remain unchanged.**

7. When the MFC rings, listen for the ring pattern, and make sure it's the one for the new number for the MFC.

   If it is, wait until the screen displays

```
PICK UP TO SET
ONLINE
```

8. Lift the MFC handset and press [Start]. The screen displays **REGISTERED**. (If the incorrect Distinctive Ringing number was called, press [Stop] to cancel.)
9. Hang up. The Distinctive Ringing feature is now on.

Once you've registered the Distinctive Ringing number in your MFC, you can turn this feature **ON** or **OFF** without having to reset the number. To change the setting, follow steps 1 to 4 above, selecting **ON** or **OFF**.

CHAPTER THREE

# 3 Setting Up the MFC and Computer to Work Together

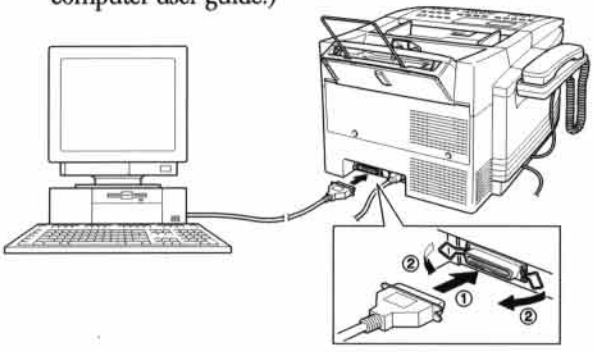
## Before You Begin

"All software is supplied on CD-ROM. If you need a Floppy Diskette version, call Brother at 1-888-879-3232 and order item # MFC7DSK. (Only MFL Pro, Visioneer PaperPort and 3D FaxSpeed are available on Floppy Diskette.)"

1. Make sure the IEEE-1284 parallel interface cable is in the package.
2. Make sure to unplug the MFC power cord from the electrical outlet before connecting the parallel interface cable.
3. Make sure your computer is off and unplugged from electrical power before you connect the interface cable.

### Connecting the MFC to Your Computer

1. Connect the interface cable to the parallel interface port on the back of the MFC, and secure with the wire clips.
2. Connect the interface cable to the printer port of your computer, and secure with the two screws. (To locate your computer's printer port, see your computer user guide.)



3 Before plugging the MFC in, plug your computer in and turn it on. Then, plug in the MFC.

## 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 2 meters (6.5 feet) long.

| | |
|---|---|
| CPU | Pentium 75 or higher |
| RAM | 8MB or greater for Windows® 3.1 or 3.11<br>8MB or greater for Windows® 95 (16MB recommended) |
| Hard Disk Drive | 50MB CD-ROM 1<br>250MB CD-ROM 1 & 2 |
| Operating System | Windows® 3.1, 3.11 or 95<br>DOS environment compatible with your Windows® version |

# Installing the Software (CD-ROM 1)

## Accessing the Software Installation Window

When you insert the CD-ROM into the PC with Windows® 95, the screen appears automatically. (You can also run **X:MFC_95.EXE** from Explorer.) With Windows® 3.1 or 3.11, from the File menu, run: **X:MFC_31.EXE**

**Multi-Function Link Pro**—Multi-Function Link Pro software, Visioneer PaperPort, Brother Resource Manager, and Brother scanner driver, printer drivers and True Type Compatible fonts.

**Visioneer PaperPort**—installs the Visioneer PaperPort Desktop applications. (Serial Number: F5JTESFUD3)

**3D FaxSpeed**—is the color PC fax software that allows you to convert color image files so you can fax them to the receiving party's PC. (The receiving party's PC must be able to receive faxes and must have the 3D FaxSpeed Reader program.)

**Online Documentation**—includes all online documentation. You can view it on the CD-ROM.

**MFC-7000 Series Drivers**—installs only the Brother printer and scanner driver and the Brother Resource Manager and True Type compatible fonts if you don't want all of Multi-Function Link Pro installed on your hard drive. Use this option if you already have Twain compatible software and if you only want to print and scan from other Windows® applications.

**Maintenance Video**—allows you to view the steps for maintenance procedures: Installing Ink Cartridges, Replacing Ink Cartridges, fixing Document Jams, regular maintenance, installing memory upgrade, and how to get product support.

**Product Support**—this is a page of all Brother support numbers.

**Brother Web Link**—visits the Internet Brother Home Page on the World Wide Web. You must have service with an Internet service provider.

**Exit**—exits the CD-ROM window.

## Choosing the Software to Install

The Software Installation screen enables you to load only the software you need. Multi-Function Link Pro includes the PC fax and Visioneer PaperPort applications and the MFC-7000 Series drivers. However, you can install them separately as needed.

### All Applications:

If you want to use all of the applications for PC faxing, printing and scanning, Visioneer PaperPort's document management and color PC faxing, install

- MULTI-FUNCTION LINK PRO
- 3D FaxSpeed

### Only PC printing, scanning and document management:

If you are not interested in PC faxing and only want to do PC printing, scanning and document management, install

- VISIONEER PAPERPORT
- MFC-7000 SERIES DRIVERS

### Only the MFC drivers:

If you only want to print and scan, you can install only the MFC drivers. Install

- MFC-7000 SERIES DRIVERS

If you prefer, you can install the MFC driver program directly from the File Manager or Explorer: **X:DRIVERS\DISK1\SETUP.EXE**

## Installing the Applications

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.

After you install the MFC-7000 Series drivers, you may see "New Hardware Found Brother MFC 7000FC" during startup of Windows 95. You can select "Do not install a driver (Windows will not prompt you again)." and click OK, so Windows® will not display this dialog again.

## Installing the MFC-7000 Series DOS Tool

Use these tools only in the DOS environment. You cannot use these tools while Windows® is running. When you print in DOS mode, select an **EPSON ESC/P** (LQ-510, LQ-850, LQ-2550) compatible emulation driver in your application.

1. Insert the supplied CD-ROM labeled "CD-ROM 1" into your CD-ROM drive.
2. Type **CD X:\MFLPRO\DISK6\DOSTOOL**
3. Type **DOSETUP**, then press Enter. The main screen appears on your computer.
4. Make your selection from the list above.

**NOTE:** Before printing, you must set the paper size in this utility **and** in your DOS application.

# Optional Accessories

## 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 for fax operations.

### Optional Memory for the Fax Operations

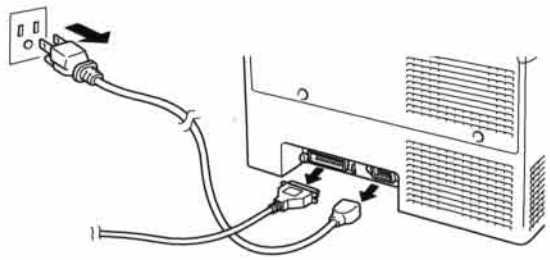
The MFC 7000FC and MFC 7200FC can recognize 1 MB (ME1000) or 2MB (ME2000) of Optional Memory. Be careful to purchase the appropriate memory board.

Additional memory for the fax will expand the memory used for sending and receiving faxes.

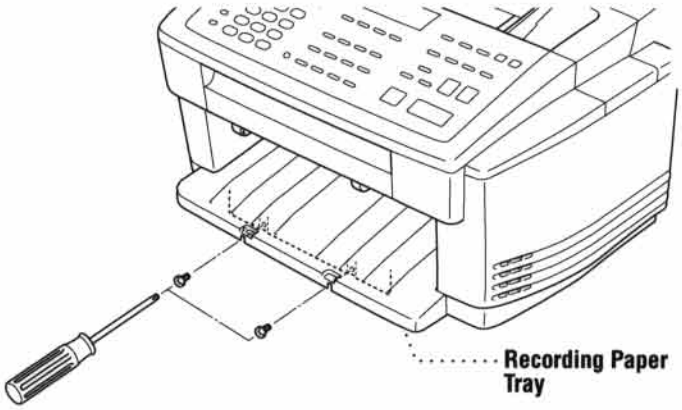
| Model Name | Optional Memory | Total |
|---|---|---|
| MFC 7000FC<br>1 MB (up to 100 pages) | 1 MB (for Fax)<br>or<br>2 MB (for Fax) | 2 MB (up to 200 pages)<br>or<br>3 MB (up to 300 pages) |
| MFC 7200FC<br>3 MB (up to 300 pages) | 1 MB (for Fax)<br>or<br>2 MB (for Fax) | 4 MB (up to 400 pages)<br>or<br>5 MB (up to 500 pages) |

## Installing the Optional Memory Board

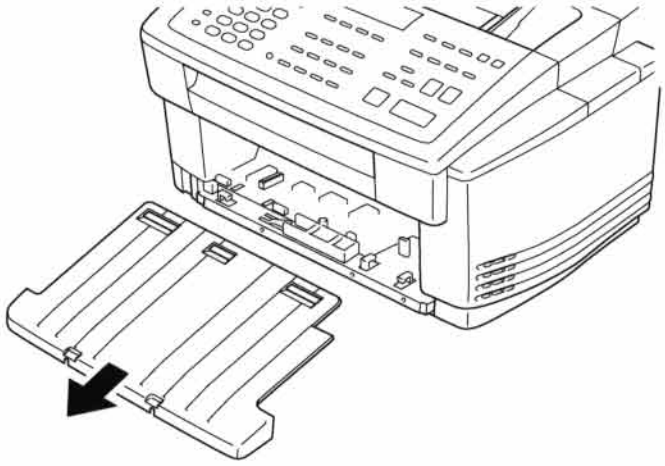
**1** Unplug the power cord from the AC outlet and disconnect the interface cable.



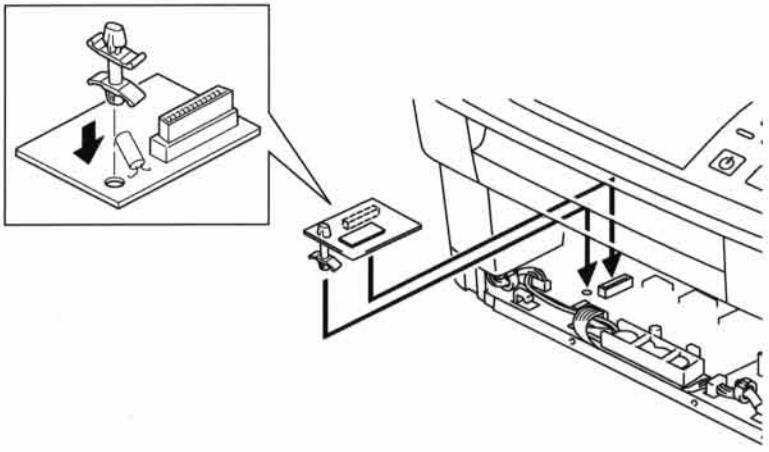
**2** Remove the two screws securing the recording paper tray in the front of the MFC.



3 Pull out the recording paper tray.



4 Hold the edge of the memory board and do not touch its surface. Insert the memory board in the connector on the Main Board and make sure it is securely seated.



5 Return the recording paper tray to its normal position.

6 Secure it with the two screws.

7 Reconnect the interface cable.

8 Plug the power cord into the AC outlet.

## Compilation and Publication Notice

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

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

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

## Trademarks

Multi-Function Link Pro is a trademark of Brother Industries, Ltd.

Brother is a registered trademark of Brother Industries, Ltd.

Windows is a registered trademark of Microsoft in the U.S. and other countries.

MS-DOS is a registered trademark of Microsoft in the U.S. and other companies.

3D FaxFile is a registered trademark of Fontech Ltd.

Visioneer PaperPort is a registered trademark of Visioneer, Inc.

Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

The brother logo is a registered trademark of Brother Industries, Ltd.

Epson is a registered trademark and LQ-510, LQ-850 and LQ-2550 are trademarks of Seiko Epson Corporation.

IBM, IBM PC and Proprinter are registered trademarks of International Business Machines Corporation.

Hammermill copyplus white is a registered trademark of International Paper.

All other brand and product names mentioned in this User's Guide are registered trademarks of their respective companies.

# Index


## A

Answer Mode ..... 12, 20, 21
Assembly ..... 4
AUTO DIAL ..... 23

## B

Beeper ..... 27
Bi-directional Parallel Cable ..... 2
Broadcasting ..... 26
Brother Customer Service ..... 23
Brother Fax-Back System ..... 23

## C

Call Back Message ..... 20
Call Waiting ..... 13
CHAIN ..... 23, 24, 25
Chain Dialing ..... 23, 24, 25
Cleaning Cycle ..... 9
Connecting ..... 13, 14
Converting Telephone Wall Outlets ..... 10
Corrections ..... 19
Cover Page ..... 18, 20, 24
Custom Telephone Features ..... 13

## D

Date and Time ..... 17, 18, 19
Dialing Mode ..... 17
Distinctive Ringing ..... 20, 27, 28
Document Plastic Extension ..... 2, 5
Document Tray ..... 2, 6
Double Ringing ..... 21, 22

## E

Entering Text ..... 19
Extension Telephone ..... 21, 22
External Telephone ..... 14
External Two-Line TAD ..... 11

## F

F/T (Fax/Tel) Mode ..... 21, 22, 23, 24, 25, 28
F/T (Fax/Tel) Ring Time ..... 21, 22
FAX ..... 20, 23, 24, 25, 28
Fax-Back System ..... 23

## G

Group Number ..... 26

## H

Handset ..... 2, 4

## I

Ink Cartridges ..... 2, 7, 8, 9
Ink Dot Counter ..... 9
Inserting Spaces ..... 19
Installation ..... 1
Interface Cable ..... 29, 30

## J

Jacks ..... 10, 11

## L

Location ..... 3

## M

Manual Mode ..... 20, 28
Memory ..... 3, 24
Memory Board ..... 33
Memory Storage ..... 27
MSG CTR ..... 21

## N

Number Groups ..... 26

## O

OGM ..... 14
One Touch Dialing ..... 23, 24, 25, 26

## P

Packing List ..... 2
Parallel Interface Cable ..... 29
Pause ..... 23
PBXs ..... 12
Power ..... 3, 5, 17, 24, 27
Power Cord ..... 2, 4
Print Head ..... 7, 9

## R

Recording Paper Support ..... 2, 6
Recording Paper Wire Extension ..... 2, 5
Remote Activation Code ..... 14
Ring Delay ..... 14, 21, 22
Ring Master ..... 13
Ring Pattern ..... 28
RJ11 Jack ..... 10
Roll Over Phone Lines ..... 10

## S

Setting Up ..... 1
Special Characters ..... 19, 20
Speed Dial ..... 24, 25, 26
Station ID ..... 18, 19, 20

## T

TAD ..... 13, 21
TEL ..... 23, 24, 25
Telephone Answering Device (TAD) ..... 11, 13, 14
Telephone Line Cord ..... 2, 4
Tone/Pulse ..... 17
Triplex Adapter ..... 11
Two-Line Phone System ..... 10
Two-Line Telephone ..... 11, 12

## V

Voice Mail ..... 13

## W

Windows® 95 ..... 30

# For Customer Service

| | |
|---|---|
| **USA:** | *1-800-284-4329* (voice)<br>*1-908-271-1937* (fax) |
| **From within Canada:** | *1-800-853-6660* (voice)<br>*1-514-685-4898* (fax) |
| **From within Montreal:** | *1-514-685-6464* (voice) |

# Ordering Accessories and Supplies

For the 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.

**USA:** *1-888-879-3232* (voice)
*1-800-947-1445* (fax)

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

| Description | Item |
|---|---|
| Ink Cartridge <black> | LC01BK |
| Ink Cartridge <cyan>(blue) | LC01C |
| Ink Cartridge <magenta>(red) | LC01M |
| Ink Cartridge <yellow> | LC01Y |
| 360 dpi High Quality Coated Paper | BP36CL |
| 720 dpi High Quality Coated Paper | BP72CL |
| Glossy Paper | BPGLL |
| Transparencies | BPTRL |
| Print Head | HD001 |
| 1MB Expandable Memory Board | ME1000 |
| 2MB Expandable Memory Board | ME2000 |
| Power Protector | QPD120 |
| MFC-7000 Series Software on floppy disks (MFL Pro and PaperPort Only) | MFC 7DSK |

Brother Coated Paper is Ink Jet Paper.

Brother International Corporation
200 Cottontail Lane,
Somerset, NJ 08875-6714, U.S.A.

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

These machines are made for use in the USA or 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.**

* Manufactured by Brother Industries Ltd. whose quality system is registered by BSI and JQA.

BSI Certificate of registration No. FM27214
JQA Certificate of registration No. JQA-0367

UF9185001①
Printed in Japan