# FAX-4100 brother FAX-4100 Quick Setup Guide

# THANK YOU!

CONGRATULATIONS ON PURCHASING THE ULTIMATE BROTHER FAX MACHINE. WE ARE SURE YOU WILL BE THRILLED WITH THE CONVENIENT WAY YOUR NEW FAX MACHINE PERFORMS SO MANY TASKS WITH DAZZLING RESULTS!

Follow these simple instructions in numerical order.

For more details, press **Reports** and (1) on your fax machine or see your Owner's Manual.

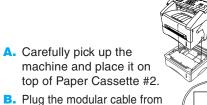
If you cannot solve a problem: See to Frequently Asked Questions (FAQs) on Brother World Wide Web;

URL: http://solutions.brother.com

Call Brother Customer Service at:

USA: 1-800-284-4329 (9AM-5PM EST) 1-800-284-3238 (TTY service for the hearing impaired) In Canada: 1-877-BROTHER (8AM-8PM EST) (514) 685-6464 (in Montreal)

## If you have the Optional Paper **Cassette #2, install it by:**

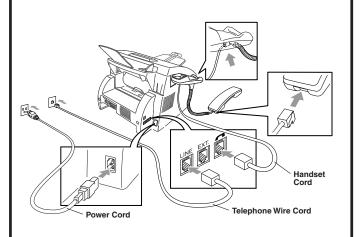


Cassette #2 into the modular jack on the Brother machine.

To select which cassette will be used for printing, see Chapter 4 in the Owner's Manual.

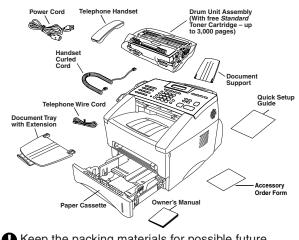
Q If you move the machine after connecting Cassette #2, be sure to lift Cassette #2 with the machine because they are not attached.

### **Install Phone Line,** 6 Handset, and Power Cord.



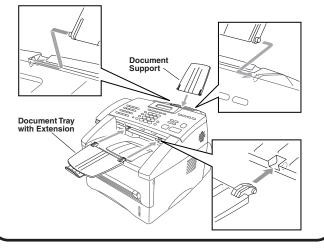
# **Packing List**

Make sure you have the following items:

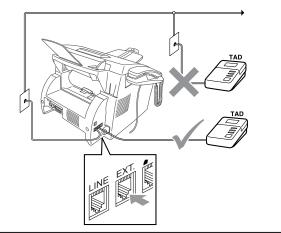


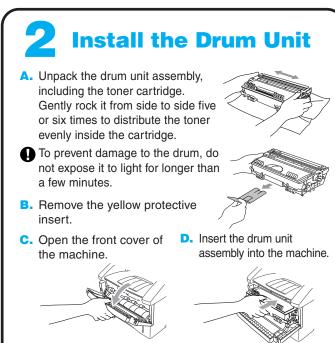
Keep the packing materials for possible future transport. If you do not pack the machine properly, you may void your warranty.

## **Attach Document Tray and Support**



If you are sharing one phone line with an external telephone answering device (TAD), connect it now.





E. Close the front cover.

# **Load Paper**

- A. Pull the paper cassette completely out of the machine.
- B. Slide the paper size and length adjusters of paper cassette for the paper size you want.
- C. Load paper in the paper cassette. Press down on the paper to flatten all four corners. Keep the paper level below the guide.
- **D.** Slide the paper cassette into the machine until it locks into place.

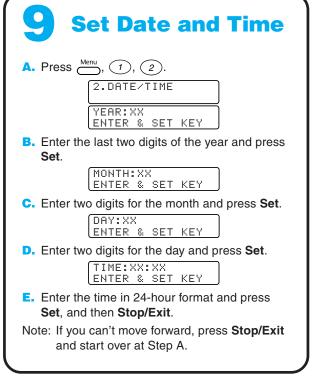
Select a Receive Mode Choose the mode that best suits your needs by pressing the Mode button

repeatedly until the FAX and FAX/TEL lights show the setting you want to use. Manual

Q Fax	You must answer every call yourself.
TAD	The Brother machine must be started manually
O F/T	to receive faxes.
Fax	
Fax	For use with a dedicated fax line.
- TAD	Every call is answered as a fax.
O F/T	-
Fax/Tel	
O Fax	For receiving fax and voice calls on one line.
- TAD	The FAX answers every call and receives a fax or
	double rings for you to pick up a voice call.
TAD	
Fax	For use with an answering device.
TAD	The TAD answers every call and stores voice messages.

The TAD answers every call and stores voice messages. Fax messages are printed.





### Set Station ID To print your name and fax number on all fax pages. **A.** For the FAX, press $\stackrel{\text{Menu}}{\longrightarrow}$ , (1), (3). 3.STATION ID FAX: ENTER & SET KEY B. Enter your fax number, and then press Set. TEL: Enter & set key C. Enter your telephone number, and then press Set. NAME: ENTER & SET KEY D. Enter your name using the dial pad and the chart below, then press Set. Use the right arrow to create spaces. E. Press Stop/Exit. For more details, see Chapter 4 in the Owner's Manual. D G J M P T D G J M 7 T I O R V Note: If you can't move forward, press Stop/Exit and start over at Step A.

You can down load the Printer Driver, Scanner Driver, PC-FAX Software and Remote Setup from the Brother Solutions Center.

Visit us at:

http://solutions.brother.com

