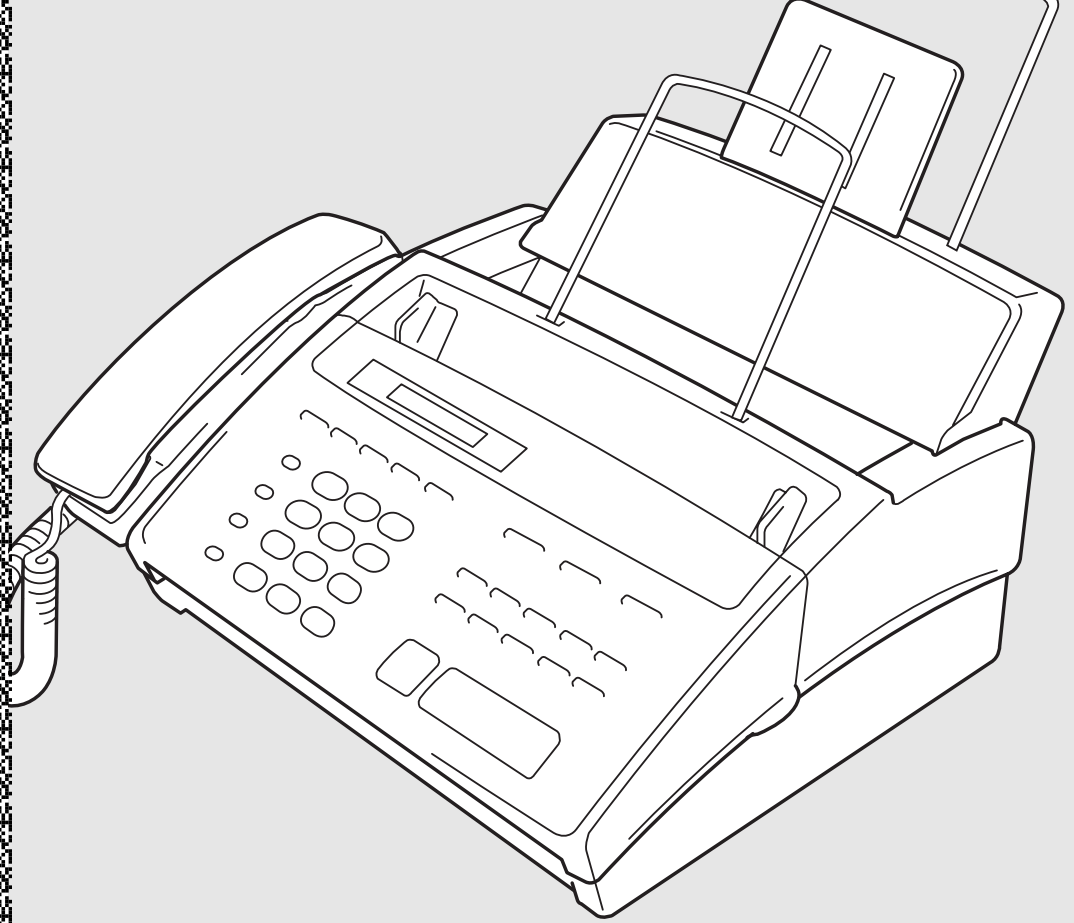


OWNER'S
MANUAL



FAX 750

FAX 770

FAX 870MC

MFC 970MC

.....

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.

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CHAPTER ONE

Introduction

Using This Manual

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



Additionally, your FAX/MFC has a Help Key. Press **Help/Q.Scan** 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 at 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
Setting
Station ID
p. 28*

After programming your Station ID, please fill out the TEST SHEET included with your FAX/MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your FAX/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 FAX/MFC user, fax operation might seem a little mysterious. You'll soon get used to 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 FAX/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 know if you are receiving a fax message.

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

When your FAX/MFC answers in FAX/TEL Mode, the FAX/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 FAX/MFC.

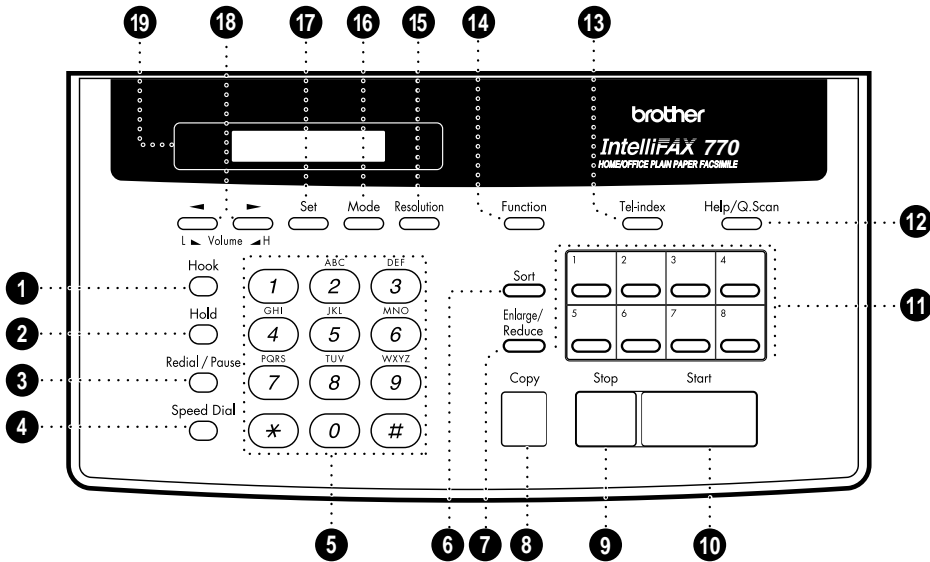
ECM (Error Correction Mode)

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

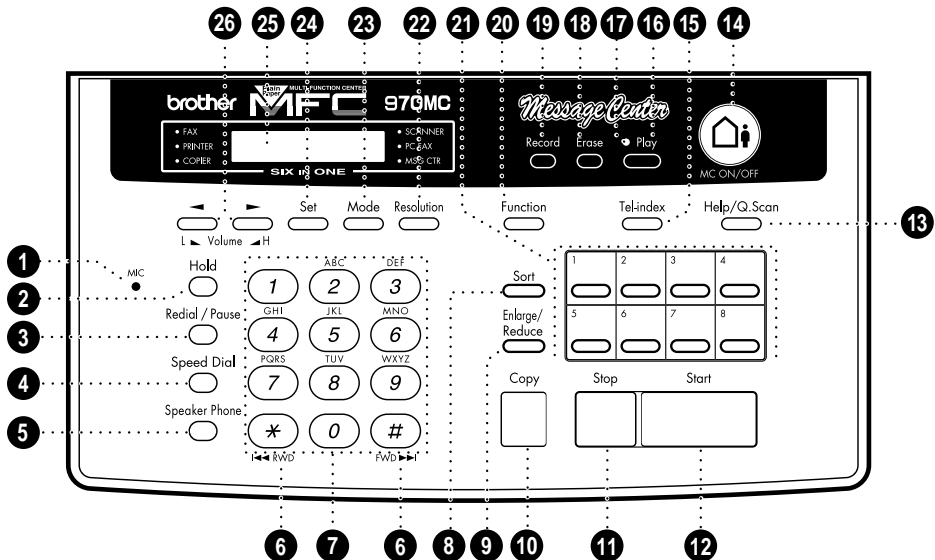
Control Panel Overview

FAX 750 and FAX 770



- 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 fax machine.
- 6 Sort**
Use this key when you want multiple copies of a multiple page original copied in order.
- 7 Enlarge/Reduce**
Use this key to enlarge or reduce copies depending on the ratio you select: 150%, 125%, 120%, 100%, 93%, 87%, 75% or 50%. To reduce the image size automatically, select AUTO.
- 8 Copy**
Makes a copy.
- 9 Stop**
Stops a fax, cancels an operation or exits from function mode.
- 10 Start**
Starts an operation, such as sending a fax.
- 11 One Touch Dial Keys**
These eight keys give you instant access to previously stored phone numbers.
- 12 Help/Q. Scan**
Prints a quick reference Help List. Also, lets you take advantage of memory transmission.
- 13 Tel-index**
Lets you look up numbers stored in the dialing memory.
- 14 Function**
Lets you access the function and programming mode.
- 15 Resolution**
Sets the resolution when you send a fax or make a copy.
- 16 Mode**
Use to select how fax machine will handle incoming calls.
- 17 Set**
Stores a function setting into the fax machine.
- 18 ◀ (Left Arrow)
▶ (Right Arrow)**
Volume
Moves the LCD cursor to the left or right. Adjusts speaker, ring and handset volume.
- 19 Liquid Crystal Display**
Displays messages to help you set up and operate your fax machine.

FAX 870MC and MFC 970MC



- 1 Microphone**
Picks up your voice when you speak to another party using speakerphone.
- 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 Speaker Phone**
Lets you speak to the person at the other end and dial telephone numbers without lifting the handset.
- 6 RWD (*)
FWD (#)**
Use to repeat or skip to the next voice message during playback.
- 7 Dial Pad**
Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC.
- 8 Sort**
Use this key when you want multiple copies of a multiple page original copied in order.
- 9 Enlarge/Reduce**
Use this key to enlarge or reduce copies depending on the ratio you select: 150%, 125%, 120%, 100%, 93%, 87%, 75% or 50%. To reduce the image size automatically, select AUTO.
- 10 Copy**
Makes a copy.
- 11 Stop**
Stops a fax, cancels an operation or exits from function mode.
- 12 Start**
Starts an operation, such as sending a fax.
- 13 Help/Q. Scan**
Prints a quick reference Help List. Also, lets you take advantage of memory transmission.
- 14 MC ON/OFF**
Lets you activate the Message Center.
- 15 Tel-index**
Lets you look up numbers stored in the dialing memory.
- 16 Play**
Lets you listen to voice messages and outgoing messages, and print fax messages stored in memory.
- 17 Message Indicator Light**
Notifies you that you have voice or fax messages in the memory.
- 18 Erase**
Lets you delete voice messages, fax messages or all messages.
- 19 Record**
Lets you record an Outgoing Message (OGM), memos and telephone calls, and store information for Message Center Pro features.
- 20 Function**
Lets you access the function and programming mode.
- 21 One Touch Dial Keys**
These eight keys give you instant access to previously stored phone numbers.
- 22 Resolution**
Sets the resolution when you send a fax or make a copy.
- 23 Mode**
Use to select how fax machine will handle incoming calls.
- 24 Set**
Stores a function setting into the MFC.
- 25 Liquid Crystal Display**
Displays messages to help you set up and operate your MFC.
- 26 ◀ (Left Arrow)
▶ (Right Arrow)
Volume**
Moves the LCD cursor to the left or right. Adjusts speaker, ring and handset volume.

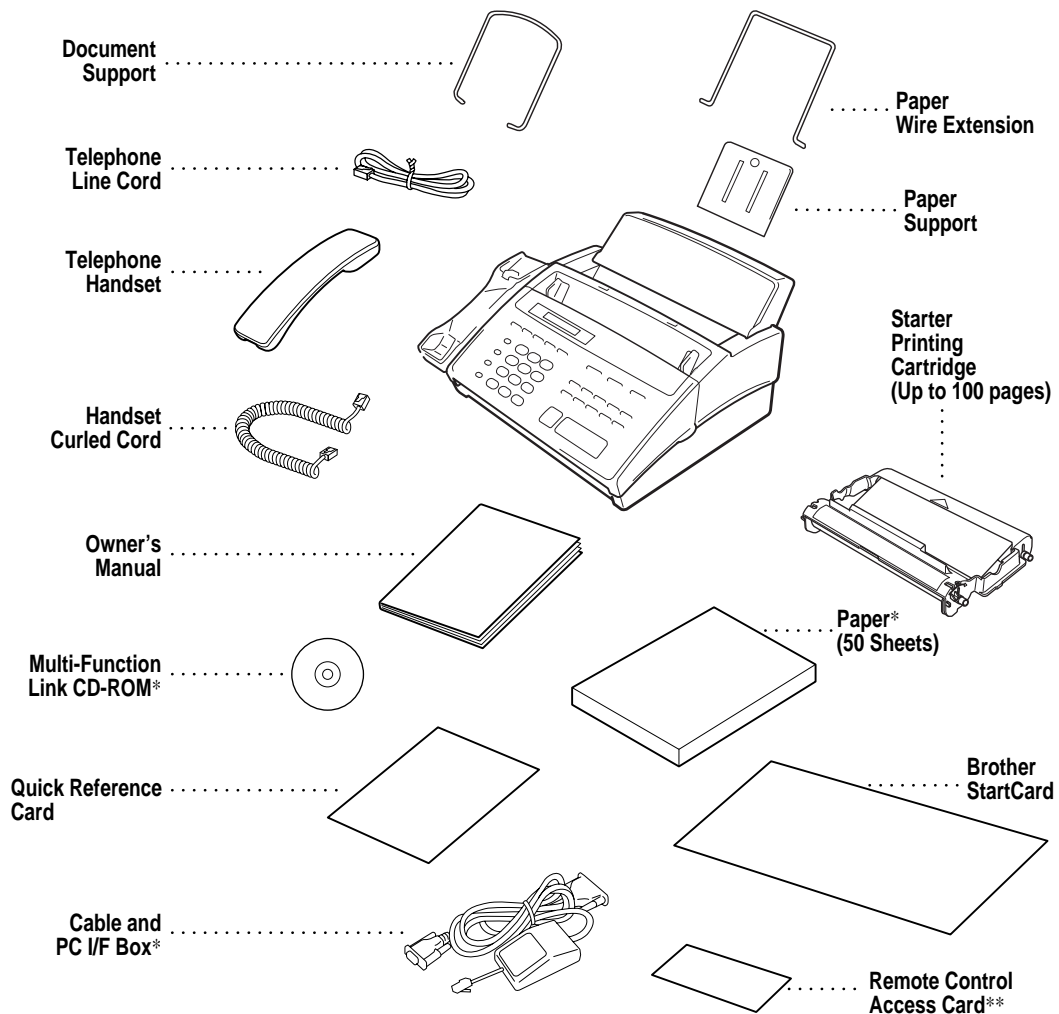
Installation

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:



*..... For MFC 970MC only

**..... For FAX 770, FAX 870MC and MFC 970MC only

NOTICE: If an item is missing, call Brother Customer Service at 1-800-284-4329 (USA) or 1-800-853-6660 (from within Canada). See Ordering Accessories and Supplies on page 154 for the correct item numbers. Whenever you transport the FAX/MFC, use the packing materials that came with your machine. If you do not pack the FAX/MFC correctly, you may void your warranty.

Choosing a Location

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

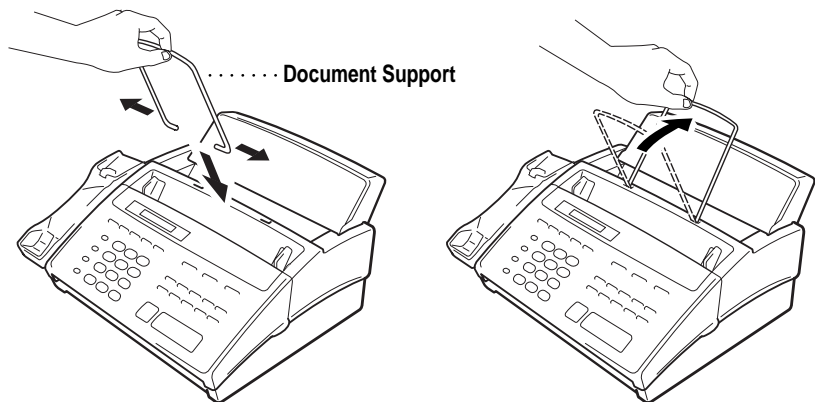


Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the FAX/MFC to direct sunlight, excessive heat, moisture or dust. Do not connect your machine to electrical outlets controlled by wall switches or automatic 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.

Assembly

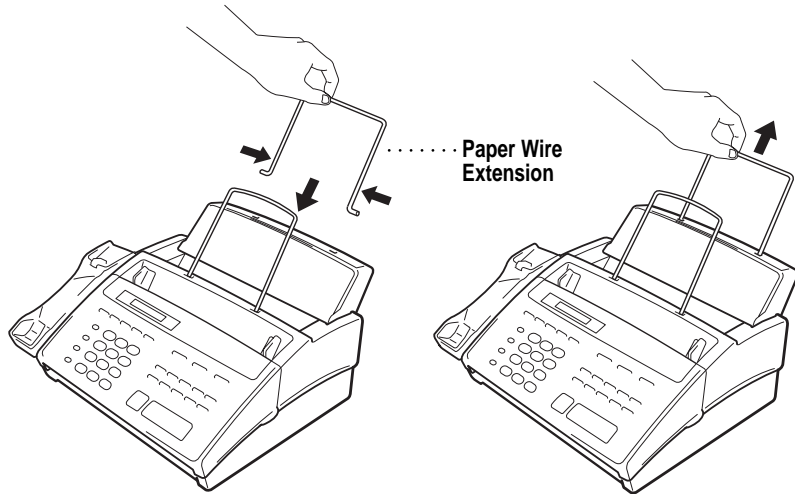
Attach the document support

Attach the document support into the openings as shown in the illustration below.

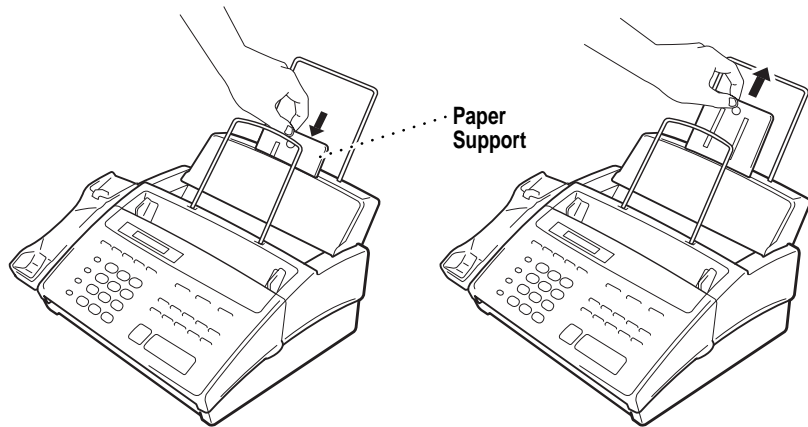


Attach the paper wire extension and paper support

- 1 Attach the paper wire extension.

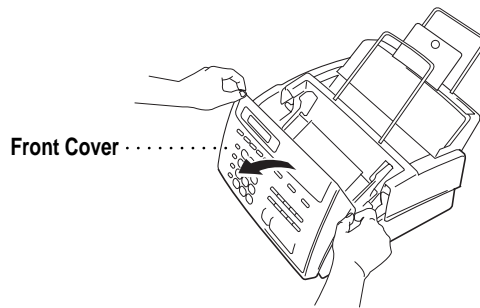


- 2 Insert the paper support into the openings as shown and then pull it out until you feel it click into place.

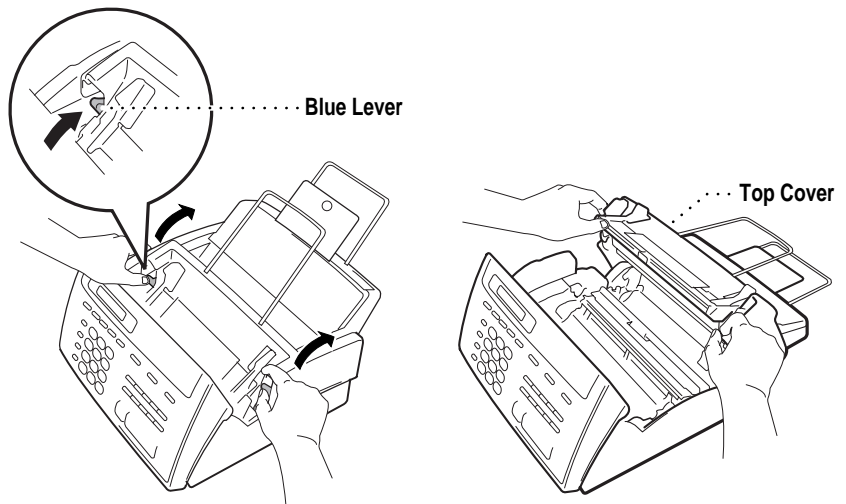


Install the printing cartridge

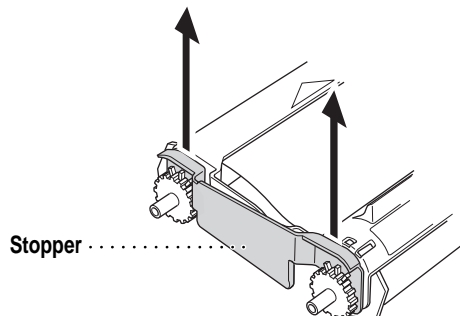
- 1 Open the front cover.



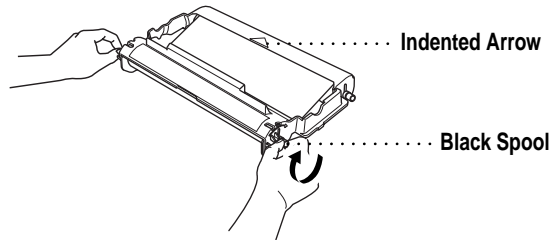
- 2 Open the top cover, pressing the blue levers on both sides of the top cover.



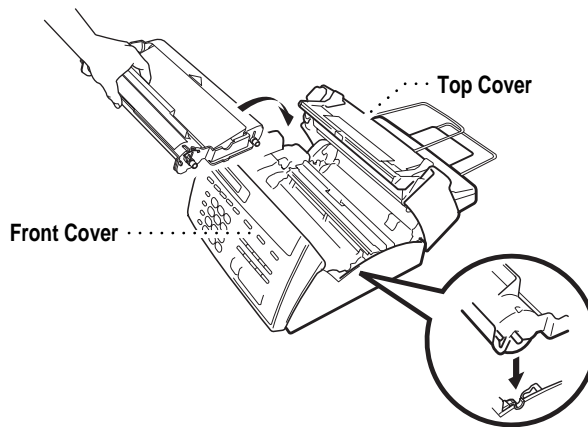
- 3 Remove the plastic stopper from the printing cartridge.



- 4 Turn the black spool on the right clockwise to tighten the ribbon as shown.



- 5 Install the printing cartridge by inserting the indented \triangle first and placing the cartridge into its four holders.



- 6 Press down on both sides of the top cover to close it securely.
- 7 Close the front cover.



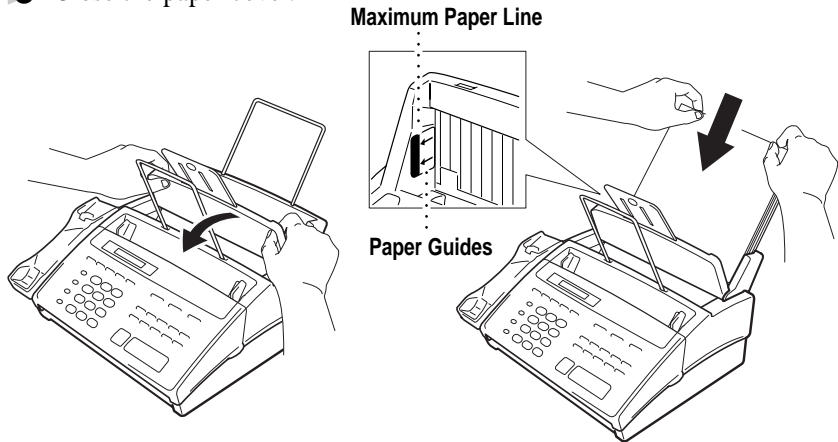
The starter cartridge prints up to 100 pages.

Make sure you have a Full replacement cartridge on hand (See Ordering Accessories and Supplies, p.154).

Load the paper

The paper cassette can hold about 100 sheets of 20-lb. paper.

- 1** Open the paper cover.
- 2** Place up to 100 sheets of paper in the paper holder. Do not allow the level of paper to pass maximum paper line on the paper guides.
- 3** Close the paper cover.



Acceptable Paper

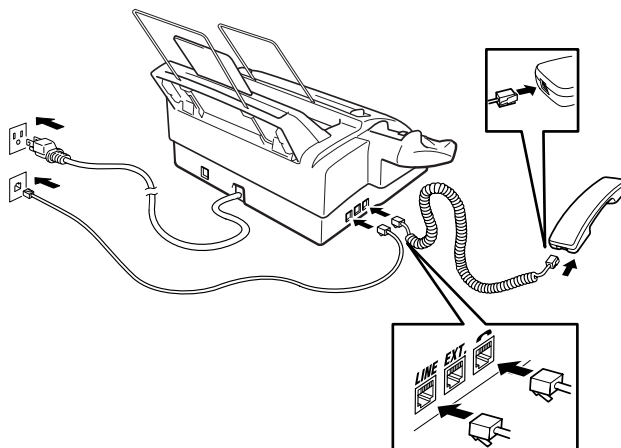
Size: Letter, Legal and A4

Weight: 17 lb. – 24 lb.

Thickness: .0031 inches – .0039 inches

Connect the handset

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





Connect the power cord

When you connect the power, the screen displays 01/01 00:00 FAX.

NOTICE:

- 1) This fax must be grounded using a three-prong plug.
- 2) Since the FAX/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.
- 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 telephone line and electrical cords during a lightning storm.

Connect the telephone line

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

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 FAX/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 FAX/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 FAX/MFC will work best on a dedicated line.

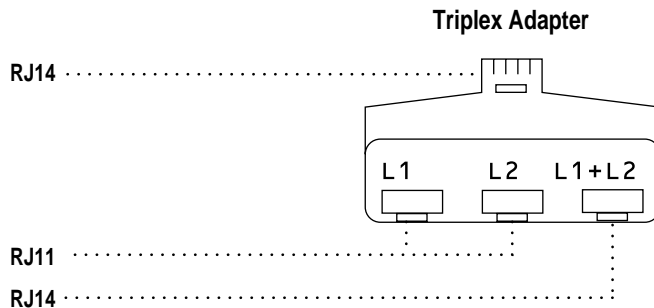
Two-Line Phone System

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 FAX/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 FAX/MFC.

Converting Telephone Wall Outlets

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

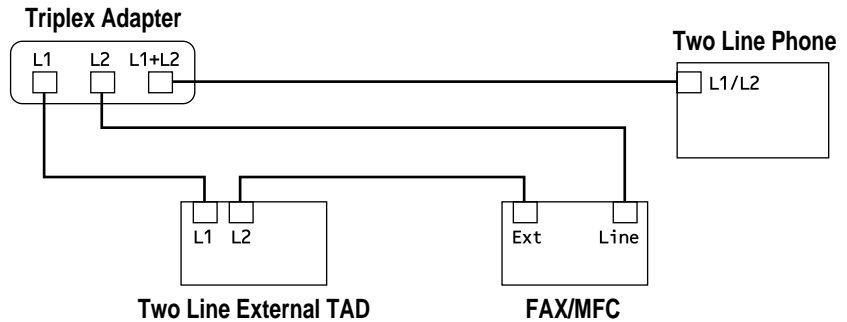
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the FAX/MFC into Line 2 of the triplex adapter.



Installing FAX/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 FAX/MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the FAX/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 FAX/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 FAX/MFC.
- 2** 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 FAX/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 FAX/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 FAX/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 FAX/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 FAX/MFC for you. It is advisable to have a separate line for the FAX/MFC. You can then leave the FAX/MFC in FAX ONLY Mode to receive faxes any time of day or night.

*See
Easy Receive
p. 36*

If the FAX/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 FAX/MFC cannot be made.

If you are installing the FAX/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

To learn how custom features may affect your faxing operations, please refer to the Troubleshooting chapter, p. 120.

Connecting an External Telephone Answering Device (TAD)

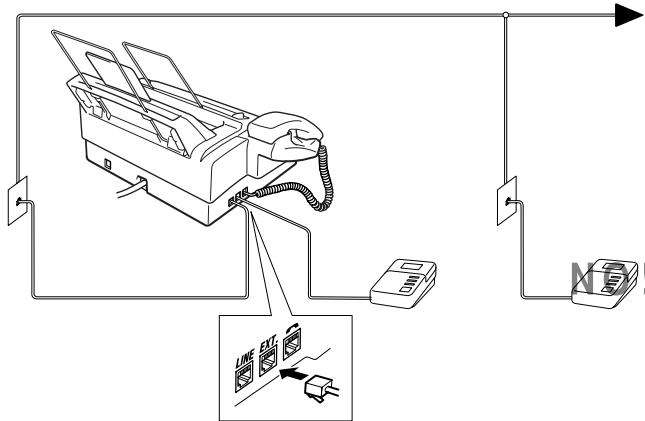
Sequence

You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the FAX/MFC, the TAD answers all calls. The FAX/MFC “listens” for fax calling (CNG) tones. If it hears them, the FAX/MFC takes over the call and receives the fax. If it doesn’t hear CNG tones, the FAX/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 FAX/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. We do not recommend using the toll saver feature on your external answering machine if it exceeds 4 rings.



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



Connections

The external TAD must be plugged into the left side of the FAX/MFC, into the jack labeled EXT. Your FAX/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 FAX/MFC, in the jack labeled LINE.
- 2** Plug the telephone line cord from your TAD into the left side of the FAX/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 FAX/MFC's Ring Delay setting does not apply).
- 4** Record the outgoing message (see below).
- 5** Set the TAD to answer calls.
- 6** Set Message Storage (**Function**, **8**, **1**) to VOICE:EXT. (For FAX 870MC and MFC 970MC only).
- 7** Set the Answer Mode to TAD:ANSWER MACH. (For FAX 750 and FAX 770 only.)
On the FAX 870MC and MFC 970MC, set the Answer Mode to MC:MSG CTR.

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

Connecting an External Telephone

Your FAX/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 FAX/MFC.

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

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

CHAPTER THREE

On-Screen Programming

User-Friendly Programming

*See
Using This
Manual p. 1*

We have designed your fax machine with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your FAX/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 FAX/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 FAX/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 FAX/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. INITIAL SETUP			
Function	Description	Factory Set	More Info
1. TONE/PULSE	Selects dialing mode.	TONE	p. 27
2. DATE/TIME	Enter date and time for LCD display and to print on transmissions.	1999 1/1 00:00	pp. 27, 28
3. STATION ID	Program name, fax number and telephone number to appear on each transmitted page.	—	p. 28
4. BEEPER	Adjust volume level of beeper.	LOW	p. 30
2. SETUP RECEIVE			
Function	Description	Factory Set	More Info
1. RING DELAY	Number of rings before FAX/MFC answers in FAX/TEL, FAX, or MC (FAX 870MC and MFC 970MC only) modes.	RING DELAY: 04 TOLLSAVER: OFF (FAX 870MC and MFC 970MC only)	pp. 35, 85
2. F/T RING TIME	Sets the time for "double ring" in FAX/TEL mode.	20	p. 35
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	p. 36
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	p. 40

2. SETUP RECEIVE (continued)

Function	Description	Factory Set	More Info
5. REDUCTION	Reduces size of image.	AUTO	p. 37
6. PAPER	Selects size of paper for fax receiving.	LETTER	p. 38
7. POLLING RX	Sets up your FAX/MFC to poll another fax machine.	OFF	pp. 40–42
8. MF LINK	Fax Receive Only/PC Primary/PC Receive Only.	PC Primary	p. 43

3. SETUP SEND

Function	Description	Factory Set	More Info
1. COVERPG SETUP	Automatically sends a cover page you program.	OFF	pp. 51–53
2. COVERPAGE MSG	Program customized message for fax cover page.	—	p. 54
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	p. 54
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	p. 59
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions	OFF	p. 55
6. CALL RESERVE	You can send a fax, then speak.	OFF	pp. 56–57
7. DELAYED FAX	Send documents later.	—	pp. 57–58
8. POLLED TX	Sets up your FAX/MFC with a document to be retrieved by another fax machine.	OFF	p. 60

4. CANCEL JOB

Function	Description	Factory Set	More Info
	Cancel a delayed fax or polling job.		p. 60

5. INTERRUPT

Function	Description	Factory Set	More Info
	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. 61

6. SET AUTO DIAL			
Function	Description	Factory Set	More Info
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	pp. 63–64
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	pp. 64–65
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	p. 66

7. PRINT REPORTS			
Function	Description	Factory Set	More Info
1. XMIT REPORT	Print lists and reports of activity. (Details in Chapter 12)	OFF	pp. 103–104
2. ACT.REPORT		INTERVAL: OFF	pp. 103–104
3. ALL DIAL		—	pp. 103–104
4. TEL. INDEX		—	pp. 103–104
5. USER SETTINGS		—	pp. 103–104
6. MEMORY STATUS		—	pp. 103–104

8. REMOTE FAX OPT (For FAX 770 Only)			
Function	Description	Factory Set	More Info
1. FAX FWD/PAGING	Set FAX/MFC to forward fax/message —OR—to call your pager.	OFF	pp. 71, 72
2. FAX STORAGE	Store incoming fax in memory for remote retrieval.	OFF	p. 73
3. REMOTE ACCESS	Set code for retrieving faxes.	159✳	p. 73
4. PRINT FAX	Print incoming faxes stored in the memory.	—	p. 40

8. SETUP MSG CTR (For FAX 870MC and MFC 970MC Only)			
Function	Description	Factory Set	More Info
1. MSG STORAGE	Select if memory will store fax, voice or both.	FAX: OFF VOICE: ON	p. 80
2. BACKUP PRINT	Prints copy of faxes received into memory.	ON	p. 83
3. OGM	Select/Record outgoing message.	MSG CTR OGM	pp. 36, 81
4. ICM MAX. TIME	Select maximum length of incoming messages.	30 seconds	p. 84
5. ICM REC. MONITR	Adjust speaker volume for voice messages as they come in.	ON	p. 85
6. FAX FWD/PAGING	Set fax to forward fax/message —OR—to call your pager.	OFF	pp. 86, 87
7. REMOTE ACCESS	Set code for retrieving messages.	159✳	p. 88

9. MSG CTR PRO (For FAX 870MC and MFC 970MC Only)

Function	Description	Factory Set	More Info
1. MSG CTR PRO	Select ON or OFF.	OFF	p. 101
2. OGM	Record outgoing announcements for first level and second level.	—	pp. 99, 100
3. MAIL BOX	Select primary (default) mailbox.	—	p. 96
4. VOICE INFO	Store the voice information for each Voice-on-Demand.	—	pp. 95–96

0. TEL SERVICE

Function	Description	Factory Set	More Info
1. DISTINCTIVE	Use with phone company distinctive ringing service to register the ring pattern with fax machine.	OFF	pp. 43–44
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	pp. 44–46

CHAPTER FOUR

Initial Setup

Getting Started

Setting Dialing Mode (Tone/Pulse)

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

In the event of a power failure, the FAX/MFC maintains date and time information for up to two hours. All other settings remain unaffected.

- 1 Press **[Function]**, **[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 FAX/MFC is standing by.

Setting Station ID

*See Composing
Electronic
Cover Page
pp. 51–53*

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

- 1 Press **Function**, **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). (You can use the chart on page 29 to help you enter letters.)
- 7 Press **Set** to confirm.
- 8 Press **Stop**. The screen returns to the date and time.

*See
Entering Text
pp. 29, 30*

Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the FAX/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.

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 after the last correct letter. Then press ; the letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also 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/MFC, complete the steps described on pages 27–28.



- 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 FAX/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]**, **[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 **[L]** or **[H]** 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 FAX/MFC is onhook (after you pressed **[Hook]**—OR—**[Speaker Phone]**), by selecting a speaker volume level.

Press **[L]** or **[H]** 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.



If you have a FAX 870MC or MFC 970MC, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages).

If you turn the Incoming Recording Monitor to OFF (**[Function]**, **[8]**, **[5]**) on the FAX 870MC and MFC 970MC, 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 **[L]** and **[H]**.

Setting the Ring Volume

You can adjust the ring volume when your FAX/MFC is idle. You can select a ring volume level or press until the ring is off.

Press **[L]** or **[H]** to adjust the volume level. With each key press, the FAX/MFC rings so you can 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 OPT, SETUP MSG CTR and MSG CTR PRO plus the COVERPG SETUP and COVERPAGE MSG (from SETUP SEND) functions are stored permanently. You may have to reset the date and time.

CHAPTER FIVE

Setup Receive

Basic Receiving Operations

Select Answer Mode

*See
Distinctive
Ringing
pp. 43–44*

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 ONLY—The FAX/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.

*See
For FAX/TEL
Mode Only
p. 39*

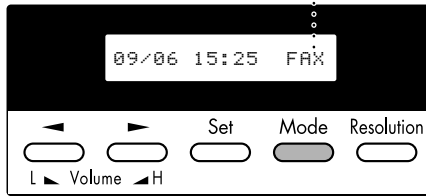
FAX/TEL—The FAX/MFC automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with a double ring (ring-ring), different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay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

TAD (For FAX 750 and FAX 770 only)—This is the only setting in which you can use an **external** answering machine. Your telephone answering device is connected to your FAX, and answers every call. Once the TAD answers, the FAX listens for fax tones. If it detects fax tones, it prints the fax.

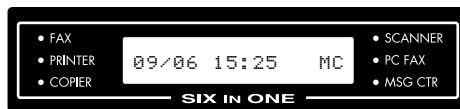
The TAD setting works only with an external telephone answering device (TAD); it does not work with telephone company voice mail. Ring Delay and F/T Ring Time do not work in this setting.

MSG CTR (For FAX 870MC and MFC 970MC only)—The FAX/MFC provides you with a built-in digital Message Center for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes of messages. For more information about Message Center (MSG CTR) operation, please see Chapter 10.

Current
Answer Mode



MNL: MANUAL
 FAX: FAX ONLY
 F/T: FAX/TEL
 TAD: EXTERNAL ANSWERING SYSTEM
 (For FAX 750 and FAX 770 only)



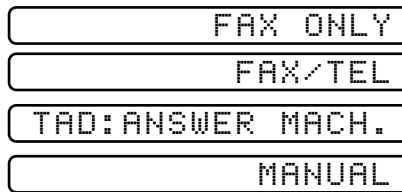
MC: MSG CTR
 (For FAX 870MC and
 MFC 970MC only)



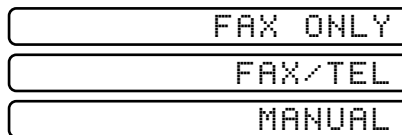
To select or change your Answer Mode

- 1 Press **Mode**. The screen displays your current selection.

The options on the FAX 750 and FAX 770 are:



The options on the FAX 870MC and MFC 970MC are:



Or, if Message Center Mode is ON, it overrides your Answer Mode Setting, so the display shows:



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



If you're changing Answer Mode while in another operation, the screen returns to the current operation display.

See
Easy Receive
 p. 36
 and
*Operation from
 Extension
 Telephone*
 p. 39
 and For
*FAX/TEL
 Mode Only*
 p. 39

Setting Ring Delay

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

- 1** Press **[Function]**, **[2]**, **[1]**. If you have a FAX 750 or FAX 770, go to Step 4.
- 2** Press **[◀]** or **[▶]** to select Ring Delay.
- 3** Press **[Set]**.
- 4** Press **[◀]** or **[▶]** to select how many times the line rings before the FAX/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 need to determine how long the fax machine 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 fax machine rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring. However, you can answer the call on any phone on the same line as the FAX/MFC.

- 1** Press **[Function]**, **[2]**, **[2]**.
- 2** Press **[◀]** or **[▶]** to select how long the FAX/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 FAX/TEL Mode, all phones on this line will ring the number of times you selected in Ring Delay.

You can let the FAX/MFC pick up and detect if it's a fax or voice call. If it's a fax call, the machine prints the fax. If it's a voice call, the machine 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 FAX/MFC continues for the set time.



Record FAX/TEL Outgoing Announcement (F/T OGM) (For FAX 870MC and MFC 970MC Only)

This is the announcement played by your FAX/MFC (not an external TAD) when someone calls and your machine 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 81. “Erasing Outgoing Message.”

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

*See
Operation from
Extension
Telephone
p. 39
and
For FAX/TEL
Mode Only
p. 39*

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

If you've set the feature to **ON**, but your FAX/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 FAX/MFC, lift the handset and press **[Start]**.

- 1 Press **[Function]**, **[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 FAX/MFC. If you choose AUTO, your machine chooses the level of reduction for you.

- 1 Press **[Function]**, **[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, 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, select 93%

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

letter size, select 100%

A4, 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 kind of paper you have loaded in the FAX/MFC, you will need to change the setting for paper size, so your machine 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 machine.

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

Advanced Receiving Operations

*See Easy
Receive
p. 36*

*See
Setting F/T
Ring Time
p. 35*

Operation from Extension Telephone

If you answer a fax call on an extension phone or on an external phone in the EXT. jack, you can make your FAX/MFC take over by using the Fax Receive Code. When you press the Fax Receive Code ***51**, the FAX/MFC starts to receive a fax.

If the FAX/MFC answers a voice call and double-rings for you to take over, use the Telephone Answer Code **#51** 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 FAX/MFC phone, press **Start**, then hang up. At an extension phone, press ***51**, wait for fax receiving tones (chirps), then hang up. At an external phone, press ***51** and wait for the phone to be disconnected (the screen displays RECEIVE) before you hang up. (Your caller will have to press **Start** to send the fax.)

For FAX/TEL Mode Only

When the FAX/MFC is in FAX/TEL mode, it will use the F/T Ring Time (double ringing) to alert you to a voice call. If you're at the FAX/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 **#51** 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 FAX/MFC by pressing ***51**.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Fax Receive Code is ***51**. The preset Telephone Answer Code is **#51**.



If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from ***51** to **# # #** and the Telephone Answer Code from **#51** to **999**.

To change Remote Codes

1 Press **[Function]**, **[2]**, **[4]**.

2 Press **[◀]** or **[▶]** to select ON (or OFF).

REMOTE ACT.: ON?

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

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

FAX RECEIVE: *51

5 If you want to, enter a new Telephone Answer Code, then press **[Set]**.

TEL ANSWER: #51

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

Printing a Fax in Memory (For FAX 770 Only)

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

1 Press **[Function]**, **[8]**, **[4]**.

2 Press **[Start]**.

3 Press **[Stop]**.

*See
Setting Fax
Storage
p. 73*

Polling

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

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

Some fax machines do not respond to the polling function.



Setting Up Polling Receive

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

- 1 Press **[Function]**, **[2]**, **[7]**.

The screen displays



POLLING RX: OFF?
SELECT < -> & SET

- 2 Press **[<]** or **[>]** to choose ON.
- 3 Press **[Set]**. The screen prompts you to enter the fax number you want to poll, and then to press **[Start]**.



ENTER FAX NO.
PRESS START KEY

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

Setting Up Sequential Polling Receive

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

- 1 Press **[Function]**, **[2]**, **[7]**.

The screen displays:

```

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

- 2 Press **[Left]** or **[Right]** to select Polling ON.

```

  POLLING RX:ON?
  
```

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

```

  ENTER FAX NO.
  PRESS START KEY
  
```

- 4 Specify the destination fax machines you wish to poll, using One Touch, Speed Dial or a Group.
- 5 Press **[Start]**.

```

  ACCEPTED
  
```

Your FAX/MFC will poll each number or group member in turn for a document.

```

  DIALING
  
```

Canceling a Scheduled Job

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

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

```

  4. CANCEL JOB
  
```

- 2 If you have more than two jobs waiting, use **[Left]** or **[Right]** 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.
- 4 Press **[Stop]** to exit.

See
Multi-Function
Link (option)
for FAX 750,
FAX 770 and
FAX 870MC
p. 141

Setting Multi-Function Link Mode (For MFC 970MC Only)

If you connect your FAX/MFC to your PC, you can receive faxes into your PC. See chapter 15 to set up for Multi-Function Link (for MFC 970MC only). After completing all setup for Multi-Function Link, you can select Multi-Function Link Mode (PC Primary/PC Receive Only/Fax Receive Only) for routing incoming faxes.

- 1 Press **[Function]**, **[2]**, **[8]**. The screen displays

8. MF LINK

- 2 Press **[Left]** or **[Right]** to select PC PRIMARY, PC RECEIVE ONLY or FAX RECEIVE ONLY.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Distinctive Ringing

This FAX/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 FAX/MFC.

Your FAX/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 FAX/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, make sure you reset this function.

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

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







Registering the Distinctive Ringing Pattern

- 1 Disconnect the FAX/MFC from any TAD or telephone company voice mail.
- 2 Set the FAX/MFC to MANUAL mode.
- 3 Press **[Function]**, **[0]**, **[1]**. The screen displays the current setting of this feature.
- 4 Press **[◀]** or **[▶]** to select the **SET** mode. The screen displays:

```
DISTINCTIVE:OFF?
```

```
DISTINCTIVE:SET?
```

- 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 FAX/MFC, you can turn this feature ON (or OFF). To change the setting, follow Steps 1 to 4 above, selecting ON or OFF.

Caller ID



The Caller ID feature of this FAX/MFC lets you use the Caller ID subscriber service offered by many local phone companies. 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.

*See
Printing Caller
ID List,
p. 46*

- 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 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 FAX/MFC.

Caller ID service varies with different carriers. Call your local phone company to determine what kind of service is 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 FAX/MFC.

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

Clearing a Caller ID Stored in Memory (For FAX 870MC and MFC 970MC Only)

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

Printing Caller ID List

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

Call Waiting Caller ID

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



Copy Functions

Your FAX/MFC cannot scan anything closer than one-eighth inch from the edge of the paper. The default resolution for a single copy is Super Fine. Set the resolution to PHOTO for photographs.

- 1 Place document face down in the feeder.
- 2 Press **Copy**. (You can press **Copy** again for faster response—otherwise, copying begins in about 5 seconds.)

To cancel, press **Stop**.

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



Multiple Copies

You can make multiple copies using your FAX/MFC, and 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 Fine.

- 1 Place the document face down in the feeder.
- 2 If you want copies “stacked,” press **Copy**.
—OR—
If you want copies “sorted” (collated), press **Sort**.
- 3 Enter the number (1–99) of copies you want.
- 4 Press **Copy**.

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

When making copies, you can reduce or enlarge the size of the printed image. To reduce to the size of your selected paper automatically, select **AUTO**. To select a reduction ratio, choose **93%**, **87%**, **75%** or **50%**. To enlarge a document, select **150%**, **125%** or **120%**. To print a document at its original size, select **100%**.

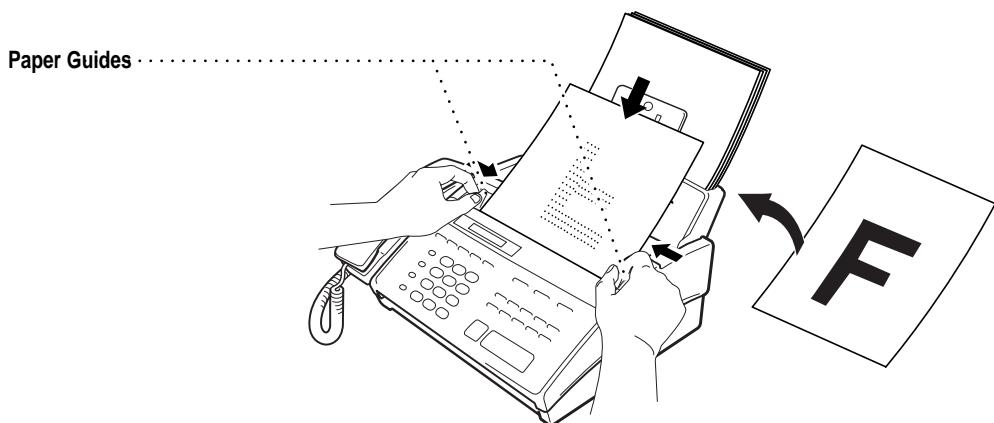
- 1** Insert the document face down in the feeder.
- 2** Press **Enlarge/Reduce**.
- 3** Use **◀** or **▶** to choose a reduction ratio setting.
- 4** Press **Copy**—**OR**—**Sort**, if you want sorted copies.
- 5** Enter the number (1–99) of copies you want. For example, press **9** for nine copies.
- 6** Press **Copy**.

CHAPTER SIX

Setup Send

Before You Begin

- Documents must be between 5.8 and 8.5 inches wide, and 5.9 and 23.7 inches long. Your fax machine can only scan an image 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 automatic document feeder (ADF) can hold up to 10 pages, feeding each one individually through the fax machine. Use standard (17 lb–24 lb) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.

See
Resolution
p. 55



- 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 with 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]** or **[Speaker Phone]** 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. 68

Automatic Transmission

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

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

See
Speed Dialing
p. 68

Manual and Automatic Fax Redial

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

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

Basic Sending Operations

See
*One Touch Dialing
and Speed Dialing*
p. 68

See *Setting
Station ID*
p. 28

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 the fax is from your Station ID, and the number of pages you're sending. If you have Coverage Setup set to ON (Function **3** **1**), the number of pages remains blank.

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

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 29 to help enter characters.

Cover Page for Next Fax Only






Make sure the Station ID is set up (p. 28). 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**, **3**, **1**.
- 3** When the screen displays NEXT FAX ONLY?, press **Set**.
- 4** Press **◀** or **▶** to select ON.
- 5** Press **Set**.

- 6 Press  or  to view the comment selections.

1.COMMENT OFF
 2.PLEASE CALL
 3.URGENT
 4.CONFIDENTIAL
 5.<USER DEFINED>
 6.<USER DEFINED>

- 7 Press  when the screen displays your selection.
- 8 Enter two digits to indicate the number of pages your 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:






ACCEPTED
 OTHER SETTINGS?
 1.YES 2.NO

- 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. 28). This feature does not work without the Station ID.

You can set the FAX/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 , , .
- 2 Press  or  to select.

COVERPAGE: OFF?
 COVERPAGE: ON?

- 3 Press  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)



```

- 5 Press  when the screen displays your selection. The screen displays:

```








ACCEPTED
OTHER SETTINGS?
1.YES 2.NO

```

- 6 Press  if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press  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 , , .
- 2 Press  or  to select PRINT SAMPLE?.
- 3 Press  when the screen displays your selection.
- 4 Press . Your FAX/MFC prints a copy of your cover page.

```

=== COVER PAGE ===

TO:      _____
FROM:    _____
FAX:    _____
TEL:    _____

          PAGE[S] TO FOLLOW

COMMENT:

```

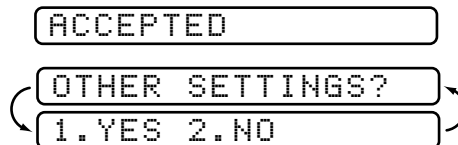
Cover Page Message

You can set up two custom comments.

Composing Your Own Comments

- 1 Press **[Function]**, **[3]**, **[2]**. The screen displays: 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 (up to 27 characters).
- 5 Press **[Set]**. The screen displays:

*See
Entering Text
pp. 29–30*

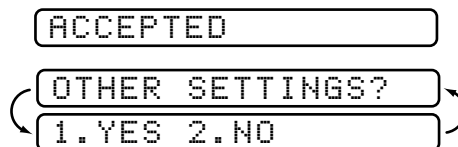


- 6 Press **[1]** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **[2]** to exit.

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]**, **[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 **[2]** if you are finished choosing settings, and go to Step 6—**OR**—Press **[1]** if you want to select additional settings. The display returns to the Setup Send menu.
- 6 Enter a fax number and press **[Start]** to send a fax—**OR**—Press **[Copy]** to make a copy.

*See
Multiple
Resolution
Transmission
p. 59*

Resolution

When you have a document in the feeder, you can use the **Resolution** key. Press **Resolution** continuously until you see your selection on the screen.

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

If you have difficulty sending a fax overseas, use the Overseas mode.

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

1 Insert document.

2 Press **Function**, **3**, **5**.

5. OVERSEAS MODE

3 Press **◀** or **▶** to select ON (or OFF).

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

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

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**.

Quick Scan Fax Transmission

You can scan a fax into the FAX/MFC's memory to be sent as soon as the scan is complete. This way, you don't have to wait for the entire fax to be transmitted before you retrieve your original.

If you get a "MEMORY FULL" message while scanning the first page of a fax, press **[Stop]** to cancel the scan. 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 Quick Scan operation.

- 1 Insert the document in the feeder.
- 2 Press **[Help/Q.Scan]**. The screen indicates how much memory is available.
- 3 Enter the fax number.
- 4 Press **[Start]** to begin scanning the document into memory. Once the scan is complete, the FAX/MFC dials the call.

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 FAX/MFC will ring. Lift the handset to speak.

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

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

CALL RESERVE: OFF

CALL RESERVE: ON

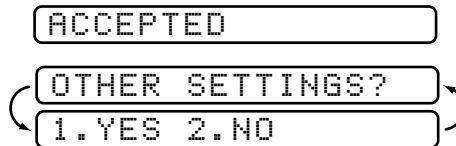
- 3 Press **[◀]** or **[▶]** to select ON (or OFF).
- 4 If you set Call Reservation to ON, press **[Set]** when the screen displays your selection. The screen displays the current setting for Call Back Message.

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



- 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 fax machine 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

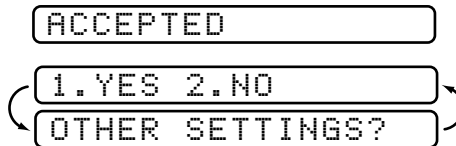
- 1 Press **[Function]**, **[3]**, **[6]**.
- 2 Press **[Left]** or **[Right]** to select PRINT SAMPLE?.
- 3 Press **[Set]**.
- 4 Press **[Start]**.

Delayed FAX

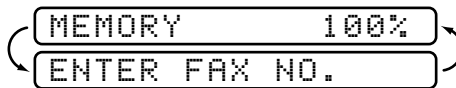
You can use this function to send a fax up to 24 hours later.

- 1 Insert the document in the feeder.
- 2 You can press **[Help/Q.Scan]** to use memory transmission—**OR**—Leave the document in the feeder to be scanned at the specified time.
- 3 Press **[Function]**, **[3]**, **[7]**.
- 4 Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM).

- 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]** if you are finished choosing settings and go to Step 7. The screen prompts you to enter the fax number.



- 7 Enter the fax number.
- 8 Press **[Start]**. The FAX/MFC will wait until the time you have entered to send the fax.

Broadcasting

*See
Setting Up
Groups for
Broadcasting
p. 66*

Using the numbers you have stored in Groups, One Touch and Speed Dial memory, you can “broadcast” faxes automatically to a maximum of 47 different locations in a few simple steps.

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

- 1 Insert the document in the feeder.
- 2 Press **[Help/Q.Scan]**. The screen displays how much memory is available.
- 3 Enter the One Touch and Speed Dial numbers (one after the other) or a Group Number you have stored.
- 4 Press **[Start]**. The FAX/MFC stores the document in memory, then transmits it to all the numbers you entered. If the line is busy, your machine will retry.

Press **[Stop]** during transmission to cancel the current fax broadcast.



Next-Fax Reservation

Even if your FAX/MFC is receiving another fax, you can set your machine to send your fax next. This way, you don't have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial, One Touch, Speed Dial, or Chain dialing. (When you use One Touch and Speed Dial, only the memory location—not the name of the person you're calling—is displayed.)

- 1 Insert the documents in the feeder. If necessary, press **[Resolution]** to adjust resolution.
- 2 Enter the fax number.
- 3 Press **[Start]**.
- 4 Press **[Set]**. The screen displays

NEXT-FAX RESERVD
- 5 To cancel the reservation, remove the documents and press **[Stop]**.

You can't use this feature if there is a document waiting in the feeder (possibly for Delayed Fax or Polling Transmit).

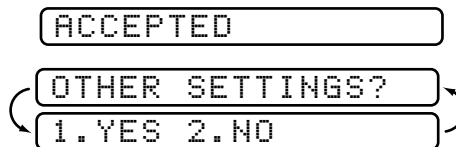


See
Resolution
p. 55

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 documents in the feeder, then press **[Function]**, **[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, and go to Step 6. The screen prompts you to enter the fax number you want to call.
- 6 Enter the fax number you're calling.
- 7 Press **[Start]**.

To copy a document using multiple resolutions, press **[Copy]** in Step 6.



Setting Up for Polling Transmit

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

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

```

POLLED TX:OFF?
SELECT ← → & SET
  
```

- 4 Press **[◀]** or **[▶]** to choose ON.
- 5 Press **[Set]**. 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]** if you are finished choosing settings and go to Step 7.
- 7 Press **[Start]**. The screen displays POLLED WAITING.

If you prefer to have the document waiting in memory, press **[Help/Q.Scan]** before pressing **[Start]**.



Canceling a Scheduled Job

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

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

```

4.CANCEL JOB
  
```

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

Interrupting Delayed Fax and Polling Transmit Jobs

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

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

INSERT DOCUMENT

- 3 Place the document you want to send now in the feeder.
- 4 Enter the number for the fax you want to send now.
- 5 Press **[Start]**.
- 6 After the transmission is finished, return the first document to the feeder.
- 7 Press **[Function]**, **[5]** to restore the Delayed Fax and/or Polling.



If you set up a Delayed Fax or Polling Transmit job in memory, using **[Help/Q.Scan]**, you don't have to interrupt it to send a fax or make a copy.

CHAPTER SEVEN

Setup Auto Dial Numbers

Storing Numbers for Easy Dialing

You can set up your FAX/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. 68

You can store eight fax/phone numbers that you can dial by pressing one key. You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed.

One Touch keys are not the dial pad keys. They are the eight keys (numbers 01–08) located to the right of the dial pad.

- 1** Press **[Function]**, **[6]**, **[1]**.
- 2** Press the One Touch key where you want to store a number. (One Touch 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 dial pad to enter the name (up to 15 characters). You can use the chart on page 29 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 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 (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 FAX/TEL 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.

Storing Speed Dial Numbers

*See
Speed Dialing
p. 68*

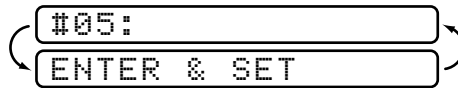
You can store Speed Dial numbers, when you dial by pressing only three keys. There are 40 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

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

SPEED-DIAL? #

- 2** Use the dial pad to enter a two-digit location (01–40).

- 3** Press **[Set]**. The screen displays your entry, then prompts you to enter the number you're storing.



- 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 29 to help you enter letters—**OR**—Go to Step 7 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 a fax and telephone number
 - CHAIN** a number (usually an access code) for chain dialing
- 9** Press **[Set]**.
- 10** Return to Step 2 to store another Speed Dial number—**OR**—Press **[Stop]** to exit.

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the 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 whole number, press **[Stop]** when the cursor is to the left of the digits. The letters above and to the right of the cursor are deleted.
 - 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.

See
Storing
One Touch Dial
Numbers
pp. 63–64
and
Storing Speed
Dial Numbers
pp. 64–65
and
Broadcasting
p. 58

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting). **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 47 numbers to one large Group.

- 1 Press **[Function]**, **[6]**, **[3]**. The screen displays

SELECT ONE-TOUCH

- 2 Select a One Touch key where you wish to store the number. (For example, press One Touch key **[2]** to store a Group.)
- 3 Use the dial pad to identify the Group with a number (for example, press **[1]** for Group 1).

SETUP GROUP:GO
ENTER & SET

- 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 5, press One Touch key **[5]**. For Speed Dial location 09, press the Speed Dial button, then press **[0]**, **[9]** on the dial pad. The LCD 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 29 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 12, Printing Reports.



CHAPTER EIGHT

Telephone (Voice) Operation

Making Voice Calls

You can use your FAX/MFC to make voice telephone calls, by dialing manually, or by using Tel-index, One Touch or Speed Dial memory. You can use the handset, or, if you have the FAX 870MC or MFC 970MC, you can use the Speakerphone to make and receive calls.

The Speakerphone allows you to operate the phone hands free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speakerphone, make sure to speak clearly and close to the microphone.

Manual Dialing

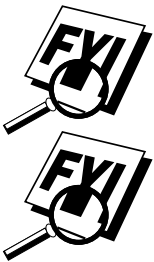
Manual dialing is simply pressing all of the digits of the phone number.

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 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.)

On the FAX 870MC and MFC 970MC, you can switch from handset to Speakerphone by pressing **[Speaker Phone]**, then replacing the handset. You can switch from Speakerphone to handset by lifting the handset.

- 4 To hang up, replace the handset—**OR**—Press **[Speaker Phone]**.

See
Storing One
Touch Dial
Numbers
pp. 63–64



One Touch Dialing

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 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—**OR**—Press **[Speaker Phone]**.

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

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 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—**OR**—Press **[Speaker Phone]**.

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

Hold

- 1 Press **[Hold]** to put a call on Hold.
- 2 You can put down the handset without disconnecting the call.
- 3 Pick up the FAX/MFC handset—**OR**—Press **[Speaker Phone]** to release the call from Hold. Picking up an extension handset will not release the call from Hold.

See
Storing Speed
Dial Numbers
pp. 64–65



Pause

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

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 **[#]**. Any digits dialed after this send tone signals.
- 3** When you hang up, the FAX/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]** or **[Speaker Phone]**.
- 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—**OR**—Press **[Speaker Phone]** to cancel the call.

Answering Calls with the Speakerphone (For FAX 870MC and MFC 970MC Only)

When the MFC rings, instead of lifting the handset, press **[Speaker Phone]**. Speak clearly, toward the microphone. To end the call, press **[Speaker Phone]**.

If you have a bad telephone line connection, the other party might hear your voice echoed during the call. Hang up and try the call again—**OR**—Pick up the handset.

*See
Storing One
Touch Dial
Numbers
pp. 63–64
and
Storing Speed
Dial Numbers
pp. 64–65*

CHAPTER NINE

Remote Fax Options

(For FAX 770 Only)

This chapter is for Models FAX 770. If you have model FAX 870MC or MFC 970MC, your remote fax options are handled by the Message Center. Please see Chapter 10, Message Center and Chapter 11, Message Center Pro.

Fax Forwarding/Paging



See Setting
Fax Storage
p. 73

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 FAX stores the received fax in memory, then dials the fax machine phone number you've programmed, and forwards the fax message.

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

2 Press **[Left]** or **[Right]** until the screen displays

FAX FORWARD?

3 Press **[Set]**. The screen prompts you to enter the number of the fax machine 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 FAX 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]**, **[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 FAX. *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 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 FAX, 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

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

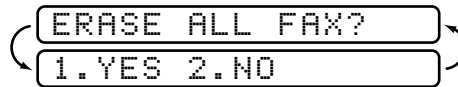


- 2 Press **[<]** or **[>]** to select ON (or OFF).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.



*See Printing a
Fax in Memory
(Only for FAX 770)
p. 40*

If there are faxes in memory when you turn the 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 FAX 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]**, **[8]**, **[3]**.
- 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.

*See Operation
from Extension
Telephone
p. 39*

Remote Retrieval

You can call your FAX from any touch tone phone (or remote Group 3 fax machine) and use a Remote Access Code and other button presses to retrieve fax messages.

Using Remote Access Code

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



If your FAX 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 FAX and enter your Remote Access Code (1 5 9 *), the system will signal you with two short beeps to enter a remote control command.

Change Paging/Fax Forwarding Setting

Press [9] [5].

Then to

Turn feature off—Press [1].

Enter Fax Forwarding—Press [2].

Enter Paging—Press [3].

Program Fax Forward Number—Press **[4]**, then retrieve Memory Status List (see page 76).

Turn Fax Storage ON—Press **[6]**.

Turn Fax Storage OFF—Press **[7]**.

Retrieve a Fax

Press **[9]** **[6]**.

Then to

Print a Memory Status List—Press **[1]**.

Retrieve all faxes—Press **[2]**.

Erase all fax messages—Press **[3]**.

Check the Receiving Status

Press **[9]** **[7]**.

Then for

Fax messages—Press **[1]**.

1 Long Beep—Received messages.

3 Short Beeps—No messages.

Change Answer Mode

Press **[9]** **[8]**.

Then for

TAD—Press **[1]**.

FAX/TEL—Press **[2]**.

FAX ONLY—Press **[3]**.

Exit Remote Operation

Press **[9]** **[0]**.

*See
Retrieving
Memory Status
List
p. 76
and
Retrieving
Fax Message
p. 76*

Retrieving Memory Status List

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

- 1 Dial your fax number.
- 2 When you hear the beep, immediately enter your Remote 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 FAX beep, hang up and wait.
Your FAX calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

- 1 Dial your fax number.
- 2 When you hear the beep, immediately enter your Remote 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 FAX beep, hang up and wait.
Your FAX calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

- 1** Dial your fax number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1) (5) (9) (*).
- 3** When you hear two short beeps, use the dial pad to press (9) (5) (4).
- 4** Enter the new 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 FAX beep, hang up and wait.
Your FAX 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 to reset it.

CHAPTER TEN

Message Center

(For FAX 870MC and MFC 970MC Only)

Message Center Mode

Message Center Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores 15 minutes of voice messages, or up to 20 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.

*See Recording
Message Center
Outgoing
Message
p. 81*

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** You need an external answering machine 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:

See below

See p. 81

See p. 101

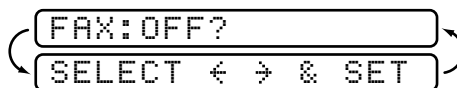
See p. 82

- 1** Turn Message Storage ON.
- 2** Record Message Center Outgoing Message (MSG CTR OGM).
- 3** Turn Message Center Pro OFF (**Function**, **9**, **1**) if it is ON.
- 4** Activate Message Center Mode.

Setting Message Storage

Select the setting from the descriptions on pages 79–80.

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



- 2** Press **Left Arrow** or **Right Arrow** to select ON (or OFF).
- 3** Press **Set**. The screen prompts you to choose a VOICE setting.



- 4** Press **Left Arrow** or **Right Arrow** to select your setting from the list on pages 79–80 (ON, OFF, EXT).
- 5** Press **Set** when the screen displays your selection.
- 6** Press **Stop** to exit.



Recording Message Center Outgoing Message

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]**, **[8]**, **[3]**. The screen prompts you to choose an OGM.



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



This is the only setting you can select if you want to turn the Message Center on.

- 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, please press * 5 1, wait for fax tones, then the start button.*
- 5 Replace the handset. The Message Center plays your OGM.
- 6 Press **[Stop]** to exit.

Listening to Outgoing Message (OGM)


- 1 Press **[Function]**, **[8]**, **[3]**.
- 2 Press **[Left Arrow]** or **[Right Arrow]** to select MSG CTR OGM or (F/T OGM).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Play]** to hear the OGM. Adjust volume by pressing Speaker Volume **[L]** or **[H]**.
- 5 Press **[Stop]** to exit.

Erasing Outgoing Message (OGM)

- 1 Press **[Function]**, **[8]**, **[3]**.
- 2 Press **[Left Arrow]** or **[Right Arrow]** to select MSG CTR OGM (or 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.

*See Setting
Up Message
Center p. 80*

Activating Message Center Mode


Press and hold  until the screen displays



Message Indicator




The Message light flashes when you have voice messages and/or faxes waiting for your review. Once you listen to the message or print the fax, the light stops flashing.

The LCD screen displays the total number of voice (including memos) and/or fax messages stored in Message Center memory.








Playing Voice Messages and Memos

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

- 1 Press . Adjust Volume by pressing arrow 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 FAX/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  (RWD) at the end of the message to repeat a message. Press  (FWD) to skip to the next message. You can press  and  repeatedly until you reach the message you want to play.
- 3 Press  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 FAX/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]**, **[8]**, **[2]**. The screen prompts you to select a setting.

- 2 Press **[Left Arrow]** or **[Right Arrow]** 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 FAX/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 FAX/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

```

ERASE THIS MSG.?
1.YES 2.NO
  
```

- 3 Press **[1]** to erase the message—**OR**—Press **[2]** to cancel.
- 4 Press **[Stop]** to exit.

To erase messages all at once

- 1 Press **[Erase]**. The screen displays **ERASE IS PRESSED**.

```

ERASE ALL VOICE?
SELECT ← → & SET
  
```

- 2 Press **[Left]** or **[Right]** 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.
- 5 Press **[Stop]** to exit.

Setting Maximum Time for Incoming Messages

Your FAX/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 Personal Mailbox ICM and Memo.

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

```

MESSAGE 30 SEC?
SELECT ← → & SET
  
```

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

See
Setting
Ring Delay
p. 35



Setting Toll Saver

When you set the toll saver feature, the FAX/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 FAX/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 FAX/MFC to operate using your Ring Delay setting.

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

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]**, **[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]**, **[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. You cannot record a conversation using Speaker Phone.

Fax Forwarding/Paging

When Paging is set to ON, your FAX/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 FAX/MFC dials the fax machine phone number you've programmed, and forwards any faxes you've received.

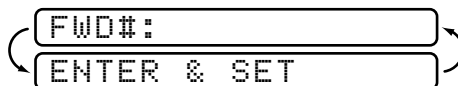


You cannot use Paging and Fax Forwarding at the same time.

Programming a Fax Forwarding Number

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

FAX FORWARD?
- 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 91.)

Programming Paging Number

1 Press **[Function]**, **[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 FAX/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/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 FAX/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 FAX 870MC and MFC 970MC. (If you have the FAX 770, please see Chapter 9 for your remote fax options.) You can call your FAX/MFC from any touch tone phone (or remote Group 3 fax machine) and 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.

Using Remote Access Code

- 1 Dial your FAX/MFC phone number from a touch tone phone.
- 2 When your FAX/MFC answers and beeps, immediately enter your Remote Access Code.
- 3 The FAX/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 FAX/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 FAX/MFC beeps three times.
- 5 Press **[9]** **[0]** to reset the FAX/MFC when you finish.
- 6 Hang up.

If your FAX/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 FAX/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]**, **[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 Code, Telephone Answer Code, or Personal Mailbox Codes.
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

*See Operation
from Extension
Telephone
p. 39*

Remote Control Commands

Follow the commands below to access features remotely. When you call the FAX/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		Detail Operation
91	Playing voice messages	After one long beep, the FAX/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 or 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 by one.
94	Play and Record OGM in memory	
1 Play	1 MSG CTR OGM 2 F/T OGM	The FAX/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 91). Once you have registered the number, the FAX/MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering [9] [6] [1] (see page 89) 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	
	1 Memory Status List	Enter the number of a remote fax machine to receive a report or stored fax messages. (See page 89.)
	2 Retrieve all faxes	
	3 Erase fax in the memory	If you hear one long beep, you can erase the fax message from the memory.
97	Check the receiving status	You can check whether your FAX/MFC has received any FAX or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 FAX	
	2 VOICE	
98	Change Answer Mode	If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: There is no MSG CTR OGM when you want to change to MSG CTR mode.)
	1 MSG CTR	
	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 FAX/MFC 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 FAX/MFC beep, hang up and wait.

Your FAX/MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.



Retrieving Fax Messages

- 1** Dial your FAX/MFC 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 FAX/MFC beep, hang up and wait.

Your FAX/MFC calls the remote fax machine. The remote fax machine prints your fax messages.



Changing Fax Forwarding Number

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

- 1** Dial your FAX/MFC 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) (5) (4).
- 4** Enter the new 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 FAX/MFC beep, hang up and wait.
Your FAX/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 to reset it.



CHAPTER ELEVEN

Message Center Pro (For FAX 870MC and MFC 970MC Only)

Message Center Pro

Message Center Pro works as an additional enhancement of Message Center and provides you with Personal Mailbox and Voice-on-Demand. Up to five Personal Mailboxes are available. Voice-on-Demand stores voice information messages for someone calling you. These memory boxes allow you to store voice messages that provide callers with more information automatically and effectively, so you don't have to answer the call yourself.

Start with a Plan

Before you can record your outgoing messages (OGMs), you need a plan. Decide what you will store in each Voice Information memory box such as directions to your home or business, and the number you will give it. Choose who will have a personal mailbox. Tell each person with a personal mailbox to prepare to record an OGM and choose a four-digit password.

Prepare one 2nd Level OGM that identifies the type of information in each Voice Information memory box number and another 2nd Level OGM that identifies the name and box number of each person with a Personal Mailbox.

Finally, prepare a 1st Level OGM that identifies your company (or family) and directs callers to either Voice-on-Demand (Voice Information) or Personal Mailbox. Also explain they can just leave a general voice message or send a general fax after the beep.

Setting Up Message Center Pro

You must set up Message Center Pro in the following order: However, if you are using only Voice Information, follow Steps 1, 3, 5, 6 and 7. If you are using only Personal Mailbox, follow Steps 2, 4, 5, 6 and 7.

- 1** Record Voice-on-Demand information messages.
(Function), 9, 4)
- 2** Record Outgoing Message (OGM) and Password for each Personal Mailbox.
(Function), 9, 3)
- 3** Record 2nd Level Outgoing Message (OGM) for Voice Information.
(Function), 9, 2)
- 4** Record 2nd Level Outgoing Message (OGM) for Personal Mailbox.
(Function), 9, 2)
- 5** Record 1st Level Outgoing Message (OGM).
(Function), 9, 2)
- 6** Turn Message Center Pro **ON**.
(Function), 9, 1)
- 7** Activate Message Center Mode.

Voice

Recording, Playing and Erasing Voice Information is included in this section.

See Setting Maximum Time for Incoming Messages p. 84

The Voice-on-Demand feature allows you to store voice messages into the memory boxes. You can use the memory boxes to provide callers with more information automatically and effectively, without answering the call yourself.

Recording Voice Information in Memory Box

- 1 Press **[Function]**, **[9]**, **[4]**.

The screen prompts you to enter a Voice Memory Box number.

VOICE NO. :

- 2 Enter a memory box number (01–99).

- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Record]**, then pick up the handset. Record a message up to the Incoming Maximum Message Time you've set.
- 5 Replace the handset. The FAX/MFC plays back your message.
- 6 To leave another message, Start at Step 2.
- 7 Press **[Stop]** to exit.

Playing Voice Information in Memory Box

- 1 Press **[Function]**, **[9]**, **[4]**.

The screen prompts you to enter a Voice Memory Box number.

VOICE NO. :

- 2 Enter a memory box number (01–99).

- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Play]**. The FAX/MFC plays the message stored in the selected memory box. Adjust volume by pressing Volume **[L]** or **[H]**.
- 5 Press **[Stop]** to exit.

Erasing Voice Information in Memory Box

- 1 Press **[Function]**, **[9]**, **[4]**.

The screen prompts you to enter a Voice Memory Box number.

VOICE NO.:

- 2 Enter a memory box number (01–99).
- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Erase]**, **[1]** to erase the voice message stored in the selected memory box.
- 5 Press **[Stop]** to exit.

Personal Mailbox

Recording, Playing and Erasing Personal Mailbox OGMs is included in this section.

Callers can enter a confidential fax or voice message into one of five personal mailboxes. Each mailbox is accessed by a pre-determined password, to help protect the privacy of multiple fax machine users. The same password is necessary to retrieve these messages remotely.

Recording Personal Mailbox OGM/Password

- 1 Press **[Function]**, **[9]**, **[3]**.

The screen prompts you to select a mailbox number.

BOX NO.: 01
SELECT ← → & SET

- 2 Press **[Left Arrow]** or **[Right Arrow]** to display your selected mailbox number.
- 3 Press **[Set]** when the screen displays the selected mailbox. The screen then prompts you to enter a 4-digit password.

PASSWORD: XXXX

- 4 Enter the 4-digit code you want to use as your password.
- 5 Press **[Set]**.
- 6 Press **[Record]**, then pick up the handset.
- 7 Record an OGM (no longer than 20 seconds) that informs users they can send a fax or voice message.
- 8 Replace the handset. The FAX/MFC plays back your OGM.
- 9 Press **[Stop]** to exit.

Playing Personal Mailbox Messages

The screen displays whether it has received any messages. If any mailboxes contain messages, the screen will alternately display the numbers of those mailboxes, with how many VOICE and FAX messages the Message Center has stored.

To listen to voice incoming messages and memos in your mailbox, or to print faxes in your mailbox, you will need your 4-digit password.

- 1 Press **[Play]**.
- 2 Within two seconds, press one of the One Touch keys for the selected mailbox. Mailboxes 01 to 05 are assigned to One Touch keys 1 to 5 respectively. The screen then prompts you to enter your 4-digit password.
- 3 Enter your password.
- 4 Press **[Set]**. The FAX/MFC plays back voice incoming messages and memos stored in the mailbox, then prints faxes stored in the mailbox.

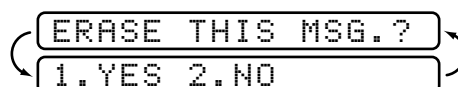
*See
Recording
Personal
Mailbox OGM/
Password
p. 96*

Erasing Incoming Messages and Memo From Personal Mailbox

You can erase voice incoming messages and memos individually or all at once. You cannot erase fax incoming messages individually.

To erase an individual message

- 1 Press **[Play]**.
- 2 Within two seconds, press one of the One Touch keys for the selected mailbox. Mailboxes 01 to 05 are assigned to One Touch keys 1 to 5 respectively. The screen then prompts you to enter your 4-digit password.
- 3 Enter your password.
- 4 Press **[Set]**. The FAX/MFC begins to play back messages. Each message is preceded by one long beep and followed by two short beeps.
- 5 Press **[Erase]** immediately after the two short beeps, or while a message is playing to erase it. The screen prompts



- 6 Press **[1]** to erase
—OR—
Press **[2]** to exit without erasing.

*See
Recording
Personal
Mailbox
OGM/Password
p. 96*

To erase all messages

- 1 Press **[Erase]**.
- 2 Within two seconds, press one of the One Touch keys for the selected mailbox. Mailboxes 01 to 05 are assigned to One Touch keys 1 to 5 respectively. The screen then prompts you to enter your 4-digit password.
- 3 Enter your password.
- 4 Press **[Set]**.
- 5 Press **[←]** or **[→]** to select VOICE (erase all voice messages), FAX (erase all fax messages), or MSG (erase all messages).
- 6 Press **[Set]** when the screen displays your selection.
- 7 Press **[1]** to erase
—OR—
Press **[2]** to exit without erasing.

Recording Memo in Personal Mailbox

- 1 Press **[Record]**.
- 2 Within two seconds, press one of the One Touch keys for the selected mailbox. Mailboxes 01 to 05 are assigned to One Touch keys 1 to 5 respectively.
- 3 Pick up the handset and record your memo (no longer than the Incoming Message Maximum Time).
- 4 Replace the handset or press **[Stop]**.

Remote Retrieval of Incoming Messages and Memo in Personal Mailbox

- 1 Dial your MFC number from a touch tone phone .
- 2 During the Message Center Pro OGM (1st Level), immediately enter **[0] [1] [✳]** to access Personal Mailbox.
- 3 When you hear 2nd Level OGM, enter your Personal Mailbox number (0 1 ✳ – 0 5 ✳).
- 4 When you hear your Personal Mailbox OGM, enter your 4-digit password. If there are no messages, the line will disconnect. If there are messages, you will hear the voice messages begin to play. Press **[1]** to replay a message while it is playing. Press **[2]** to skip a message. Press **[9]** to stop message playback. Press **[3]** to erase all messages.
- 5 Replace the handset.

*See
Recording
Personal
Mailbox
OGM/Password
p. 96*

Recording Second Level OGM

Recording, Playing and Erasing Second Level OGMs is included in this section.

After callers have pressed **[0] [1] [*]** for Personal Mailbox, or **[0] [2] [*]** for Voice-on-Demand, they will need to hear more instructions from you in the 2nd Level OGM. Make sure you tell callers the memory box numbers of specific voice messages (2 3 *, 2 4 *, 2 5 *, etc.) and the names and mailbox numbers (0 1 * – 0 5 *) for personal mailboxes.

- 1 Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.
- 2 Use **[◀]** or **[▶]** to display MAIL BOX or VOICE ON DEMAND.
- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Record]**, then pick up the handset. Record a message no longer than 20 seconds.
- 5 Hang up. The FAX/MFC plays back the selected second level OGM.
- 6 Press **[Stop]** to exit.

Playing Second Level OGM

- 1 Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.
- 2 Use **[◀]** or **[▶]** to display MAIL BOX or VOICE ON DEMAND.
- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Play]**. Adjust the volume by pressing Speaker Volume **[L ▼]** or **[▲ H]**.
- 5 Press **[Stop]** to exit.

Erasing Second Level OGM

- 1 Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.
- 2 Use **[◀]** or **[▶]** to display MAIL BOX or VOICE ON DEMAND.
- 3 Press **[Set]**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **[Erase]**, **[1]**.
- 5 Press **[Stop]** to exit.

Recording First Level OGM

Recording, Playing and Erasing First Level OGMs is included in this section.

This is the announcement all callers will hear. In this announcement, you need to tell callers how to select the option for Personal Mailbox (press **[0]** **[1]** **[*)**) or Voice-on-Demand (press **[0]** **[2]** **[*)**). This outgoing message should also tell callers that after the beep they can leave a voice message, or they can send a fax.

- 1- Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.



- 2- Use **[Left Arrow]** or **[Right Arrow]** to display MSG CTR PRO.

- 3- Press **[Set]**. The screen prompts



- 4- Press **[Record]**, then pick up the handset. Record a message no longer than 20 seconds.

- 5- Hang up. The FAX/MFC plays back the first level OGM.

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

Playing First Level OGM

- 1- Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.

- 2- Use **[Left Arrow]** or **[Right Arrow]** to display MSG CTR PRO.

- 3- Press **[Set]**. The screen prompts



- 4- Press **[Play]**. Adjust the volume by pressing Volume **[L]** or **[H]**.

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

Erasing First Level OGM

- 1- Press **[Function]**, **[9]**, **[2]**. The screen prompts you to select an OGM.

- 2- Use **[Left Arrow]** or **[Right Arrow]** to display MSG CTR PRO.

- 3- Press **[Set]**. The screen prompts



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

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

Turning On Message Center Pro

This is the final step to turn on Message Center Pro. You must have already stored information in Personal Mailboxes, or in Voice-on-Demand memory boxes. You must have recorded a 1st Level and a 2nd Level OGM.

- 1** Press **[Function]**, **[9]**, **[1]**.
- 2** The screen prompts you to select ON or OFF.
- 3** Use **[◀]** or **[▶]** to select ON (or OFF).
- 4** Press **[Set]** when the screen displays your selection.
- 5** Press **[Stop]** to exit.

CHAPTER TWELVE

Printing Reports

FAX/MFC Settings and Activity

You can print the following lists and reports:

1. XMIT REPORT

Choose if Transmission Verification Report is printed after all faxes sent.

2. ACT. REPORT

Activity Report lists information about the last 30 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, PRINT REPORTS and TEL SERVICE. The settings for REMOTE FAX OPT (for FAX 770 only) and for SETUP MSG CTR and MSG CTR PRO (for FAX 870MC and MFC 970MC only) are included.

6. MEMORY STATUS

Lists summary information and amount of occupied memory.

To Print a Report

- 1 Press **[Function]**, **[7]**.
- 2 Enter the number (see p. 103) 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 name or fax number of the receiving party, the time and date of transmission, and if 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]**, **[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 FAX/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]**, **[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 THIRTEEN

Important Information

Standard Telephone and FCC Notices

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 such activities in the off-peak hours, such as early morning or late evening.

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

You may safely connect this equipment to the telephone 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 fax damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

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

If you experience trouble with this fax machine, please contact the manufacturer's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the 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 FAX/MFC, contact Brother 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)

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.



Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur la matériel brouilleur du Canada.

Federal Communications Commission Compliance Notice (For USA Only)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the fax equipment and the receiver.
- Connect the fax equipment on a separate circuit.
- Consult with the dealer or an experienced radio/TV technician for help.

**WARNING**

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

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

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

The serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this Owner's Manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO: FAX 750, FAX 770, FAX 870MC, MFC 970MC
(Circle your model number)

SERIAL NUMBER _____

NAME OF DEALER _____

DATE OF PURCHASE _____

Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not use this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.
- 9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit 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.
- 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** Do not place anything in front of the FAX/MFC that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.

- 14** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15** 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)
- 16** 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.
- 17** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

Notice – Disclaimer of Warranties

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

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CHAPTER FOURTEEN

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 difficulty with your FAX/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 **1**.

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*

Error Messages

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

If you need additional help, call the Brother Fax-Back System at

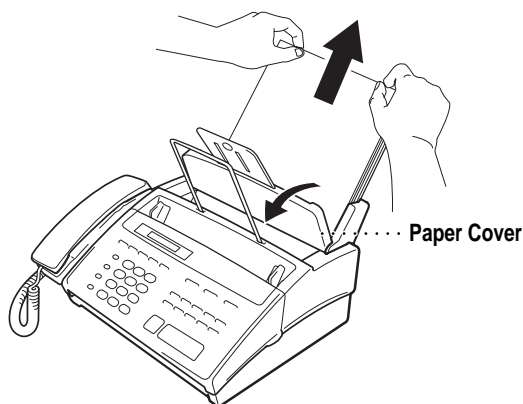
USA: *1-800-521-2846*

From within Canada: *1-800-681-9838*

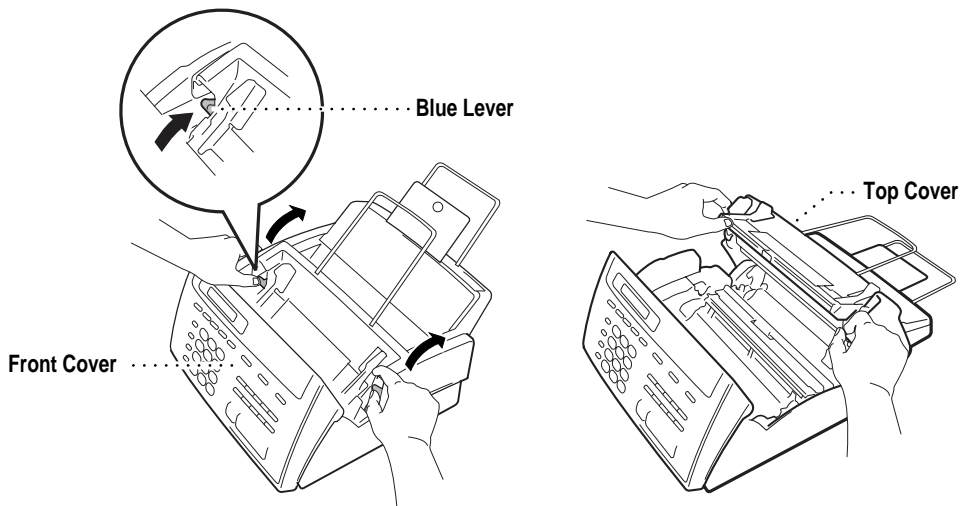
CHECK PAPER

The FAX/MFC is out of paper, or the paper is not properly loaded, or the paper is jammed in the FAX/MFC.

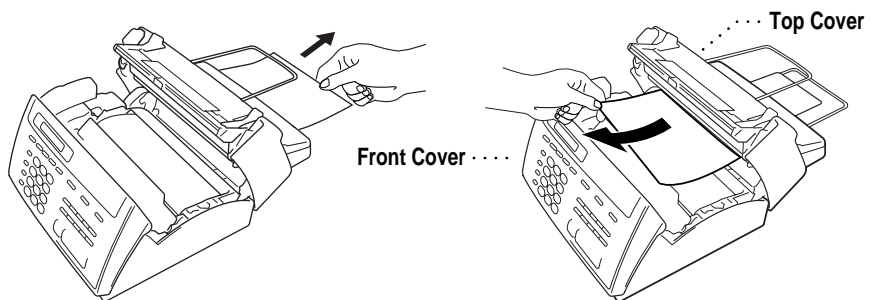
- 1 Open the paper cover and remove any paper that is not jammed.



- 2** Open the front cover.
- 3** Then open the top cover by pressing the blue levers on both sides of the top cover.



- 4** Pull the jammed paper gently from the paper feeder toward the back of the FAX/MFC. If the paper remains jammed, then pull it toward the front of the machine.



- 5** Remove the printing cartridge and turn the spool to tighten the ribbon.
- 6** Install the cartridge.
- 7** Close the top cover.
- 8** Close the front cover.
- 9** Load the paper.

CLEAN UP SCANNER

The scanner is dirty. See “Regular Maintenance” on p. 122.

COMM. ERROR

A poor quality phone line resulted in a communications error. Try the call again.

CONNECTION FAIL

You have requested a polling call from another party, but the other fax machine is not in Poll Waiting mode.

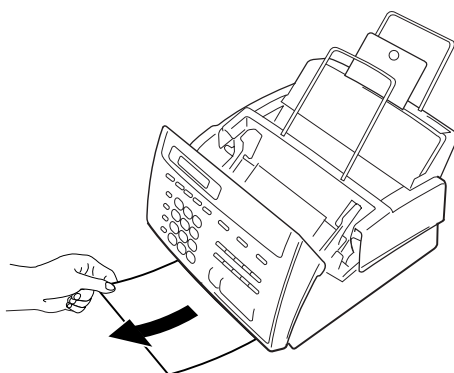
DISCONNECTED

The other party has disconnected during a fax. Try calling the other party.

DOCUMENT JAM

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

- 1** Remove any paper that is not jammed from the document feeder.
- 2** Open the front cover.
- 3** Pull the document toward the front of the FAX/MFC.
- 4** Close the cover and press **Stop**.



MACHINE ERROR XX

and

PRESS STOP KEY

Contact Brother Customer Service at

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

From within Canada: *1-800-853-6660* (voice)

From within Montreal: *1-514-685-6464* (voice)

NO RESPONSE/BUSY

The number you called does not answer or is busy. You may also have reached a number not connected to a fax. Check the number and call again.

NOT REGISTERED

You've tried accessing a One Touch or Speed Dial location with no number assigned to it. See pages 63 and 64 for information about storing One Touch or Speed Dial numbers.

PRINTER FAULT

The print head has overheated. Unplug the FAX/MFC and wait 30 minutes for it to cool.

SCANNER ERROR

Try cleaning the white tape and the glass strip under the tape. During cleaning, we recommend you unplug the power cord. See "Regular Maintenance" on p. 92.

If you still get a scanner error, contact Brother Customer Service at

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

From within Canada: *1-800-853-6660* (voice)

From within Montreal: *1-514-685-6464* (voice)

TOP COVER OPEN

The top cover is not completely closed.

If You Are Having Difficulty with Your FAX/MFC

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

Printing or Receiving Faxes

Condensed Print and Horizontal Streaks; Top and Bottom of Sentences Cut Off

If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother Customer Service at 1-800-284-4329 (USA) or 1-800-853-6660 (from within Canada).

Vertical Black Lines When Receiving

The sender's scanner may be dirty. 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).

Phone Line or Connections

FAX/MFC Does Not Answer When Called

Make sure the FAX/MFC is in the correct receiving mode for your setup (either FAX, FAX/TEL or MSG CTR). Check for dial tone. If possible, call your FAX/MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the FAX/MFC telephone jack. If there is no ringing when you call your FAX/MFC, call your Telephone Company to check the line.

No Dial Tone on the Handset

Press **[Hook]**—**OR**—Press **[Speaker Phone]**—**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the FAX/MFC and wall jack. Check that the handset is connected to the FAX/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.

The Caller ID does not display after the Call Waiting Signal

The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfere with it. When you hear the Call Waiting signal, ask the other party to hold while you answer the call. Then stop speaking until you see the Caller ID on the LCD.

Sending Faxes

Poor Transmitting Quality

Try changing your resolution to FINE or SUPERFINE (see “Resolution” p. 55). Make a copy to verify the FAX/MFC’s scanner operation.

Dialing Does Not Work

Check for a dial tone.

Change TONE/PULSE setting (see “Setting Dialing Mode (Tone/Pulse)” p. 27).

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 **[Speaker Phone]**—**OR**—Lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing **[Start]**.

Vertical Black Lines When Sending

Use your FAX/MFC to make a copy. If the copy shows the same problem, the scanner area is dirty. Lift the front cover and check the document path. Clean the scanner’s white tape and the glass strip under the tape using isopropyl alcohol and a lint-free cloth (see p. 122).

Handling Incoming Calls

Double Ring in FAX/TEL Mode

The FAX/MFC knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the FAX/MFC handset or answer from an extension phone and press your FAX/MFC’s Telephone Answer Code (default setting is #51).

Transferring a Call to the FAX/MFC

If you have answered the FAX/MFC handset, press **[Start]**, and hang up immediately.

If you answered at an extension phone, press your three-digit Fax Receive Code (the factory setting is *51). When your FAX/MFC answers, hang up.

FAX/MFC “Hears” Voice as CNG Tone

If your FAX/MFC is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.

*See
For FAX/TEL
Mode Only
p. 39*

*See
Easy Receive
p. 36*

Transmission Verification Report Prints “Result: 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.

Custom Features on a Single Line

If you have Call Waiting, Caller ID, Call Waiting/Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your fax machine, it may create a problem sending or receiving fax data.

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.

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.

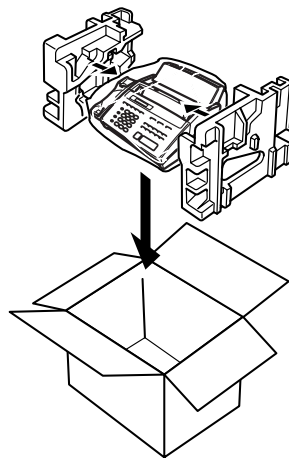
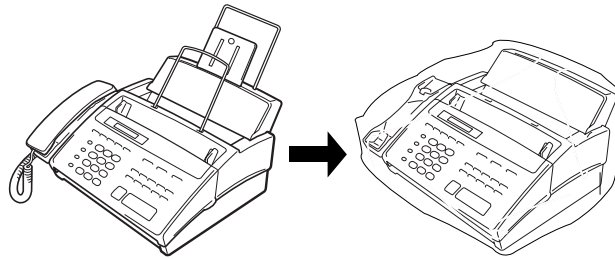
Packing and Shipping the FAX/MFC

Whenever you transport the FAX/MFC, use the packing materials that came with your FAX/MFC. If you do not pack the FAX/MFC correctly, you could void your warranty.

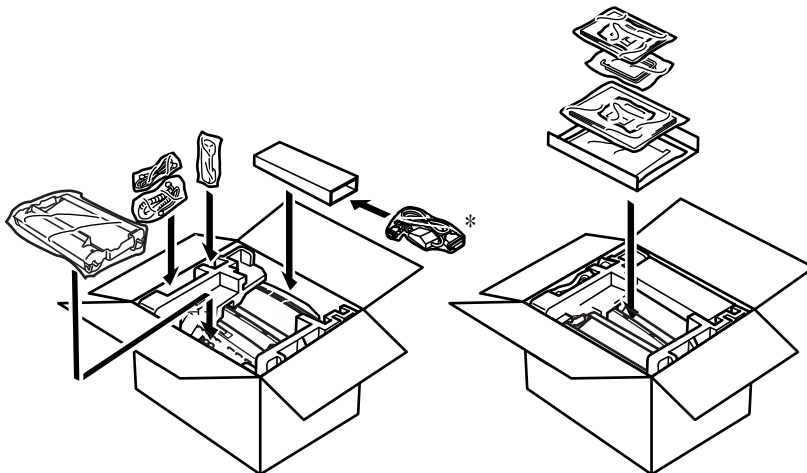
- 1** Unplug the FAX/MFC from the AC outlet.

NOTE: Do not unplug the FAX/MFC after a print job until you hear the final click.

- 2** Remove the paper wire extension, paper support, document support, telephone line cord, printing cartridge and handset, and pack them.
- 3** Wrap the FAX/MFC in the plastic bag and place it in the original carton with the original packing material.



- 4 Place additional parts (such as cords and telephone line) and documents (such as your manual) into the carton.



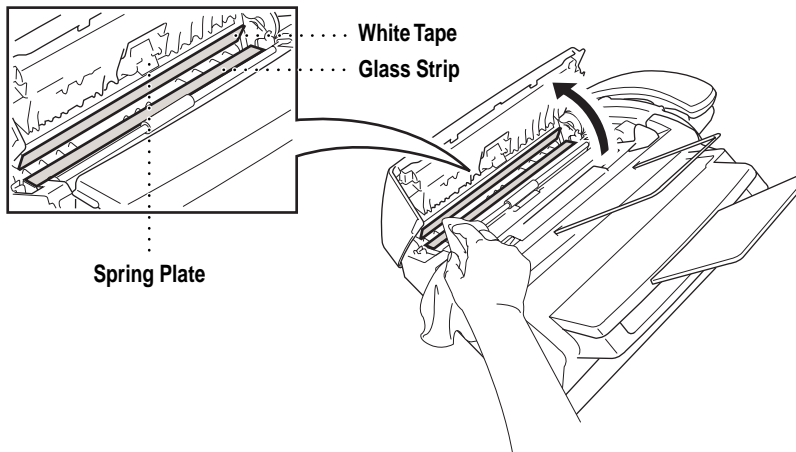
- 5 Close the carton.

* For MFC 970MC only

Regular Maintenance

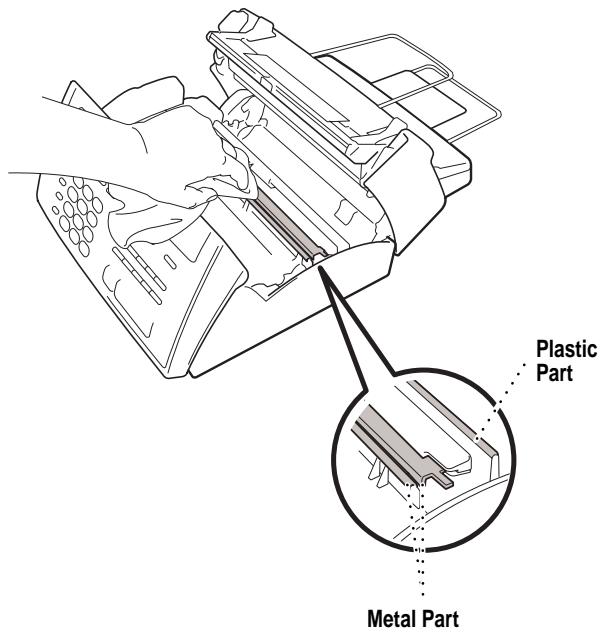
Cleaning the Scanner

Before cleaning, unplug the power cord for safety. Clean the white tape and the glass strip under the tape with isopropyl alcohol on a lint-free cloth. Be careful not to bend the spring plate or drop anything into the FAX/MFC.



Cleaning the Print Head

Before cleaning, unplug the power cord for safety. To clean the FAX/MFC print head, wipe the metal part and plastic part with a lint-free cloth that is dry or lightly moistened with isopropyl alcohol.



For Customer Service

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

Setting Up the MFC 970MC and Computer to Work Together

Before You Install Multi-Function Link

This chapter takes you through each step of the installation process. Read it carefully to ensure a problem-free installation.

Package Contents

Before you begin the Multi-Function Link installation, please check the contents of your package:

- Brother CD-ROM
- Multi-Function Link Cable and PC I/F Box
- Warranty, Upgrade and Licensing Materials

PC Configuration Requirements

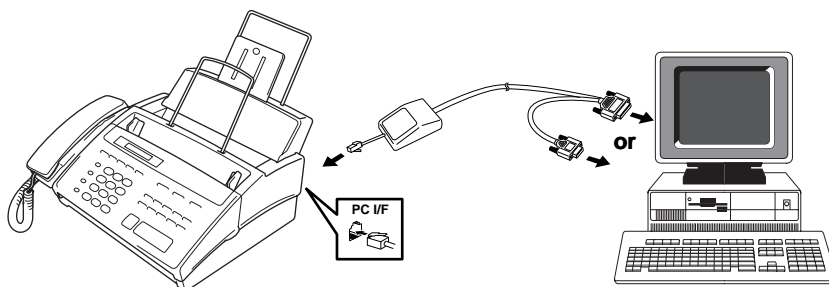
Your PC must meet or exceed the following minimum system configuration requirements for you to install and use Multi-Function Link:

CPU	80486/66 or higher
RAM	8MB or greater for Windows® 3.1 or 3.11 8MB or greater for Windows® 95 (16MB recommended) 16MB or greater for Windows NT® Workstation Version 4.0 (32MB recommended)
Hard Disk Drive	50MB
Operating System	Windows® 3.1, 3.11, 95 or NT® Workstation Version 4.0
Port	Available Serial port
CD-ROM Drive	

Connecting the MFC 970MC to Your PC

Follow the instructions below to hook up the Multi-Function Link Cable:

- 1** Position your Brother MFC near your personal computer CPU (maximum distance of approximately 5–6 feet).
- 2** Make sure the power to the PC is switched off and the MFC is unplugged.
- 3** Connect the RJ-8 connector of the Multi-Function Link Cable to the back of your Brother MFC in the jack labeled *PC I/F*.
- 4** Connect the 25-pin *male* RS-232 connector of the Multi-Function Link Cable to your PC in the available *female* serial communications port. Use the 9-pin adapter if your PC requires it. (See your PC owner's manual for the correct interface port for connection.) **NOTE: If your PC is an IBM Aptiva, an MWAVE card is using COM1. You must connect the Multi-Function Link Cable to another COM serial port that is available.**



Available Options



Install Multi-Function Link Software

Click on Install Multi-Function Link Software to access the Software Installation window.

On-Line Documentation

On-Line Documentation includes all online documentation. To view the On-Line Documentation, you must first install the Acrobat Reader software from the CD-ROM, by clicking on the Install Acrobat Reader button.

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 specifications sheets to Frequently Asked Questions (FAQ's). You must have service with an Internet service provider.

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

Installing the Multi-Function Link Software

Make sure your MFC 970MC is connected to your PC as described earlier and that both machines are plugged in and switched on.

Overview of Basic Steps

- 1** Insert the Brother CD-ROM into your CD-ROM drive and access the Installation Window.
- 2** Enter the command for your version of Windows®, if needed.
- 3** Select the option “Install Multi-Function Link Software”.
- 4** Follow the installation instructions.

Accessing the Software Installation Window

If you are using Windows® 95 or Windows NT® Workstation Version 4.0:

- When you insert the CD-ROM into the PC with Windows® 95 or Windows NT® Workstation Version 4.0, the screen appears automatically.
- You can also run: **X:SETUP.EXE** for Windows® 95 from Explorer on the root directory of the CD-ROM.

If you are using Windows® 3.1 or 3.11:

- From the File Manager run: **X:SETUP.EXE** (“X” is the drive letter for your CD-ROM drive). This will start the Software Installation program.

Installing the Brother Software

- 1** Insert the Brother CD-ROM into your CD-ROM drive.
- 2** Enter the command: **X:SETUP.EXE**.

The Brother LOGO will be displayed on the screen.

The Brother software will run the appropriate install program.

The Brother software will identify your Windows® Operating System and automatically run the appropriate install program for your version of Windows®.

3 Click on the “Install Multi-Function Link Software” option.

The Software Installation window will appear.

The Software Installation screen automatically loads. Multi-Function Link includes Visioneer PaperPort applications.

4 Follow the installation instructions:

Follow the instructions on the screen. The last step will be to restart Windows®.

Viewing On-Line Documentation



Make sure you have installed the Acrobat Reader software. (Click on the Install Acrobat Reader button and follow the instructions on the screen.)

After the Acrobat Reader is installed, click on the View Multi-Function Link Documentation button. When the Table of Contents appears, select a chapter by clicking on it.

Since the Multi-Function Link Pro manual is in On-line Documentation only, you may wish to print a copy by selecting Print from the File pull-down menu.



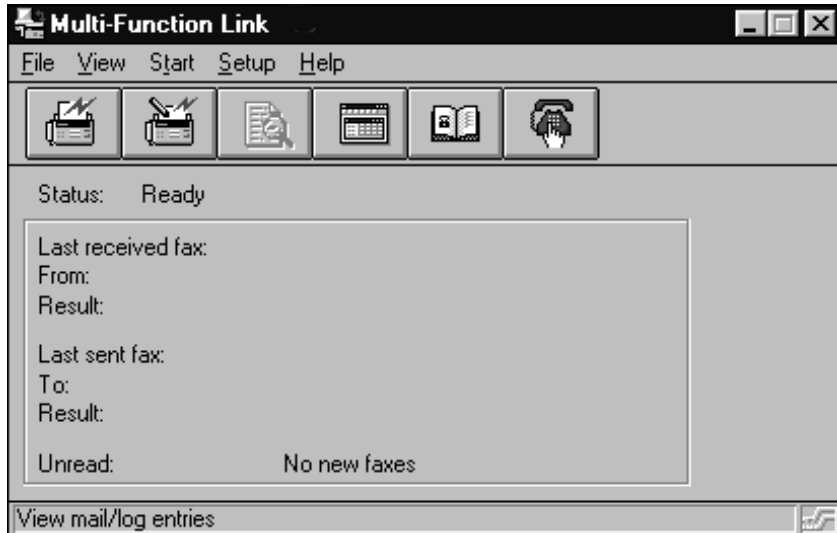
Using the Multi-Function Link Software (For MFC 970MC Only)

Introduction

This chapter outlines the basics of the Brother software, so you can get started using the Multi-Function Link software. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM that is included with your MFC. Be sure to check the online ReadMe file for last-minute, important information that was not included in the On-Line Documentation.

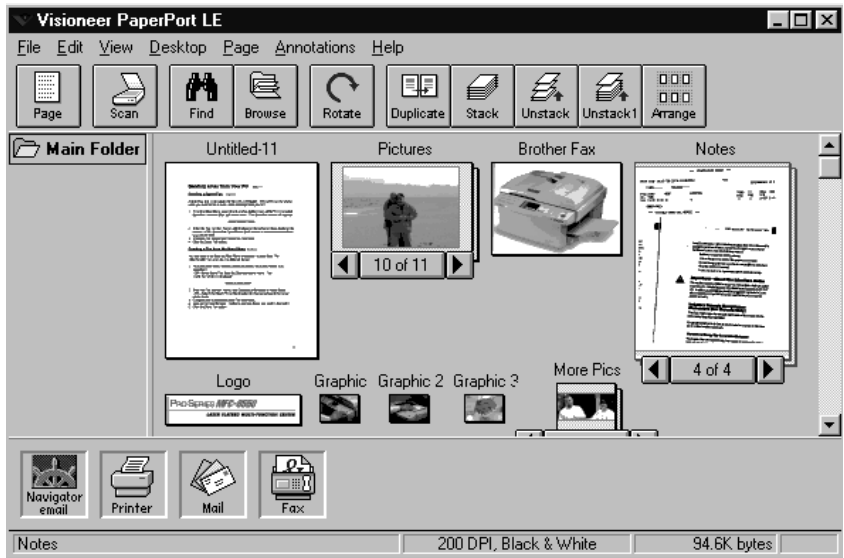
Running the Brother Software

The software included with your MFC consists of two parts, the Multi-Function Link and Visioneer PaperPort LE for Brother.



Multi-Function Link

The Multi-Function Link 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 program group.




Visioneer PaperPort LE

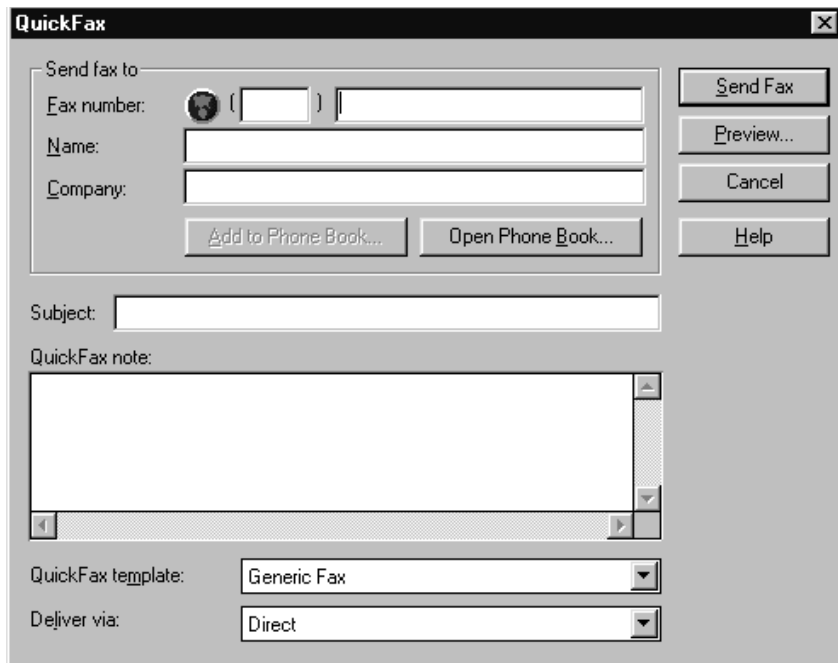
Visioneer PaperPort LE for Brother is a document management application. You will use PaperPort to view incoming faxes and scanned documents. PaperPort has a sophisticated, yet easy to use filing system that will help you organize your documents. It allows you to combine or “stack” documents of different 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:  ()

Name:

Company:

Subject:

QuickFax note:


QuickFax template:

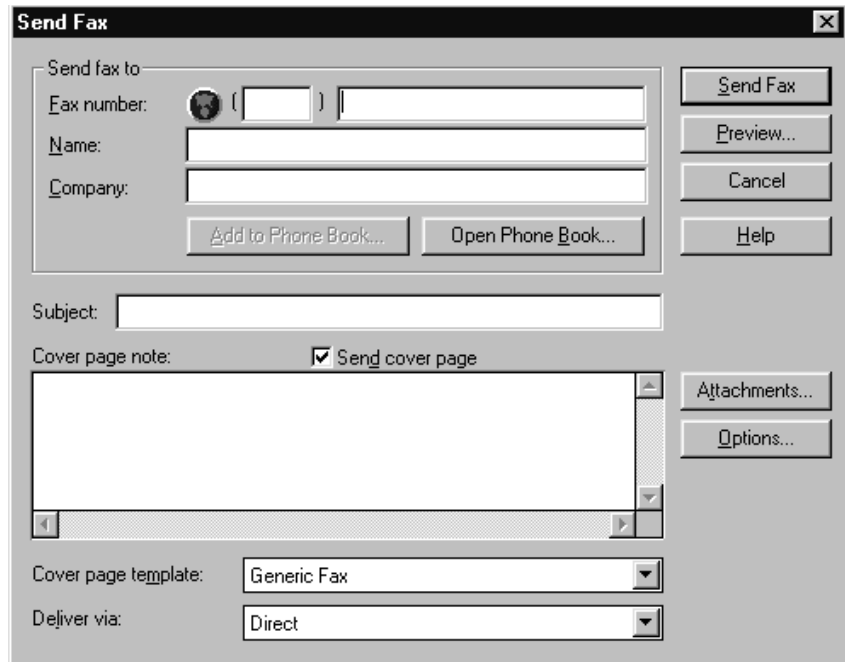
Deliver via:

- 2 Enter the Fax number, Name, and Company information in these 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 a different formats.

- 1 From the Main Menu window, select the Send Fax —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 Fax as your printer.
- 3 Select the Print command to begin the fax transmission.

The Fax Sending dialog box will appear :

The screenshot shows the 'Send Fax' dialog box with the following fields and controls:

- Send fax to:** A text field with a globe icon.
- Fax number:** A text field with a globe icon and a small input field.
- Name:** A text field.
- Company:** A text field.
- Subject:** A text field.
- Cover page note:** A large text area with a checked 'Send cover page' checkbox.
- Cover page template:** A dropdown menu set to 'Generic Fax'.
- Deliver via:** A dropdown menu set to 'Direct'.
- Buttons:** 'Add to Phone Book...', 'Open Phone Book...', 'Send Fax', 'Preview...', 'Cancel', 'Help', 'Attachments...', and 'Options...'.

- 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 the PC

*See
Using the
MFC 970MC
with Your PC*

To receive faxes into your PC through the MFC, you must first connect 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:


The default setting for MF Link mode is PC PRIMARY. In this setting all faxes will be routed into the PC unless it is not turned on. If the PC is turned off, incoming faxes will be printed on the MFC.

- 1 To make sure the MF Link mode is set to PC PRIMARY, press **[Function]**, **[2]**, **[8]**.
- 2 Use **[◀]** or **[▶]** to select PC PRIMARY (or PC RECEIVE ONLY or FAX RECEIVE ONLY).
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

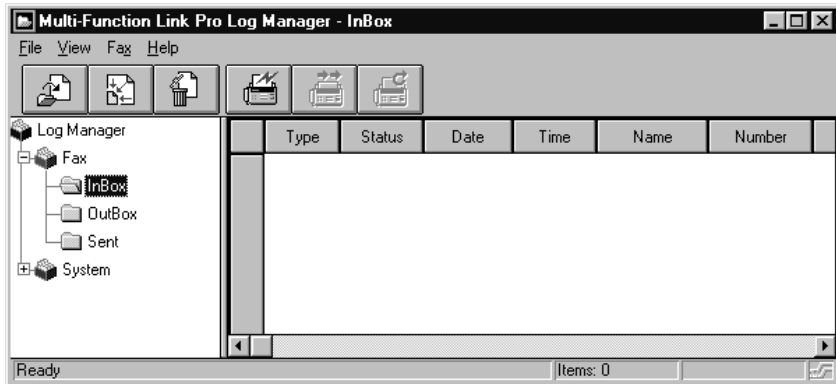
On your PC:

- 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 PC.
- 6 Keep the PC and the Multi-Function Link 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.

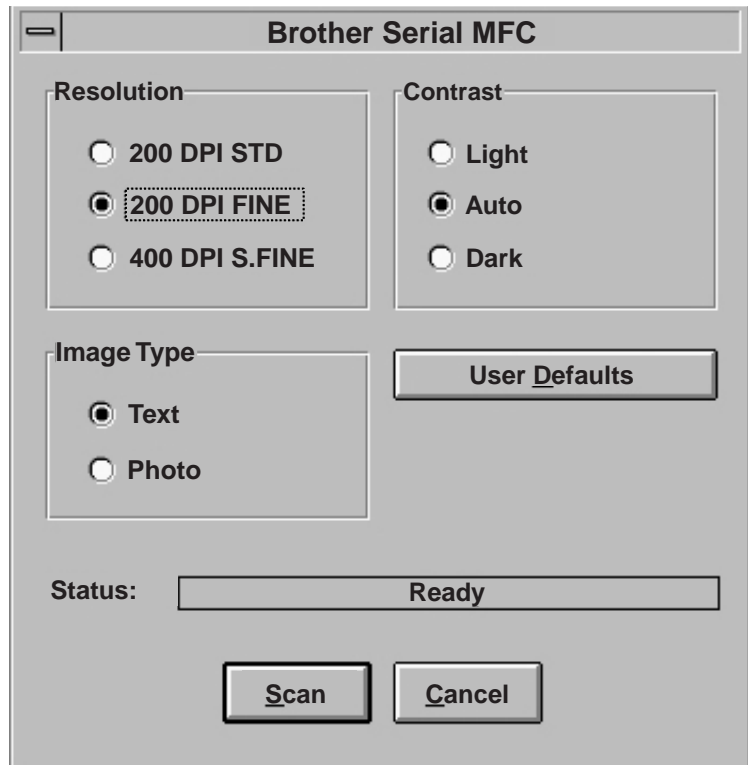
Scanning a Document

The Brother Multi-Function Link 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, Corel Draw and many more.

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

Scanning Options

When you scan using the Brother Multi-Function Link Scanner driver, a scanning options dialog box will appear:



Set the following options based on each document to be scanned, then click the SCAN button to start scanning.

Resolution

You can choose one of three resolutions, 200 DPI STD, 200 DPI FINE, or 400 DPI S.FINE. The higher the number of dpi (dots per inch), the clearer the image will appear on your PC. However, the size of the image file increases with the dpi. Try scanning at different resolutions to determine the best resolution for your needs.


Contrast

To have the scanner adjust the contrast automatically, choose Auto. If your original is too light, set the contrast to Light. If the original is too dark, set the contrast to dark.

Image Type

If you are scanning text or black and white line art, choose Text as the image type. If you're scanning a photo or detailed picture with many different colors, choose Photo as the image type.

Scanning into the PaperPort Viewer

To scan into the PaperPort viewer that was provided with your MFC, run the PaperPort viewer program and then select the SCAN button on the top of the screen  or select ACQUIRE from the File pull-down menu.

Multi-Function Link (option) for FAX 750, FAX 770 and FAX 870MC

If you have a FAX 750, FAX 770 or FAX 870MC, you can purchase the optional Multi-Function Link package (also called “Missing Link”). Multi-Function Link turns your fax machine into a multifunction center, by enabling you to use your fax machine as a printer and a scanner and to use it to fax messages from Windows applications in your computer.

Multi-Function Link is available at most Brother retailers. If you cannot find it, you can order Multi-Function Link directly from Brother. The item number is PCI-1.

Installation instructions will be included with PCI-1. However, it is important that you hook up your fax machine to your computer before you install the software.

CHAPTER EIGHTEEN

Specifications

Type	Desktop facsimile transceiver
Compatibility	ITU-TS Group 3
Coding system	Modified Huffman (MH)
Modem speed	14400/12000/9600/7200/4800/2400; Automatic Fallback (FAX 870MC, MFC 970MC) 9600/7200/4800/2400; Automatic Fallback (FAX 750, FAX 770)
Document input width	5.8 inches to 8.5 inches (148 mm to 216 mm)
Scanning/Printing width	8.2 inches (208 mm)
Paper cassette	100 Sheets (20 lb.)
Printer type	Line Thermal with Ribbon
Gray scale	64 levels (Dithered)
Display	LCD, 16 characters
Polling types	Standard, Sequential
Contrast control	Automatic/Super Light/Super Dark (manual setting)
Resolution	<ul style="list-style-type: none"> • Horizontal 203 dot/inch (8 dot/mm) • Vertical Standard—98 line/inch (3.85 line/mm) Fine, Photo—196 line/inch (7.7 line/mm) Superfine, Photo (copy)—392 line/inch (15.4 line/mm)
Memory capacity	512 KB (up to 20 pages*)
One touch dial	8
Speed-dial	40 stations
Automatic redial	3 times at 5 minute intervals
Speaker type	Full Duplex, Digital (FAX 870MC and MFC 970MC) Monitor (FAX 750 and FAX 770)
Auto answer	0, 1, 2, 3 or 4 rings
Communication source	Public switched telephone network
Operating environment	41 - 95° F

* “Pages” refers to the “Brother Standard Chart No. 1” (a typical business letter, Standard resolution).

Power source	120V AC 50/60Hz (U.S.A., Canadian Version Only)
Power consumption	Standby: under 5 watts — Peak: under 170 watts
Dimensions	12.3 x 13.6 x 7.3 (inches)/ 307 x 341 x 182 (mm)
Weight	9.56 lb / 4.3 kg

Specifications are subject to change for improvement without prior notice.

Glossary

- Activity Report** Lists information about the last 30 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 fax transmission** Sending a fax without picking up the handset or pressing Hook or Speaker Phone.
- Backup Print** Sets your FAX/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.
- 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.
- 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.
- 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.

- Delayed Fax** Sends your fax at a later time that day.
- Distinctive Ring** A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother FAX/MFC uses the new number to simulate a dedicated fax line.
- ECM (Error Correction Mode)** Detects errors during fax transmission and resends the page(s) of the document that had an error.
- F/T Ring Time** The length of time the FAX/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 in memory to another preprogrammed fax number.
- 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.
- 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 into the FAX 870MC or MFC 970MC 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 FAX/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—**Speaker Phone**—OR—lift the handset so you can hear the receiving fax machine answer before you press Start to begin transmission.
- Memory Status List** Shows how much memory is being used, how much is left, and the type of messages in memory.
- memory usage** Instructs the FAX/MFC how to allocate the memory.
- Multi-Function Link Ready** FAX/MFC models that have a PCI/F Port to connect a computer, using the optional hardware/software package called “Missing Link.”

- Next Fax Reservation** Accepts the next document in the document feeder for transmission while the FAX/MFC is still receiving.
- OGM (Out-Going Message)** The message callers hear when you call your Message Center or external answering machine.
- One Touch** Keys on the FAX/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 FAX/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** 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.
- Pulse** A form of dialing on a telephone line.
- print reduction** reduces the size of incoming faxes.
- Quick Scan** Enables the FAX/MFC to scan a document into memory before faxing it.
- 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 FAX/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, Super Fine and Photo.
- 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.
- speed dial** A preprogrammed number for easy dialing. You must press the Speed dial key 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.
- thermal transfer** A printing process in which heat transfers carbon ink from a ribbon to plain paper.
- Toll Saver** A Message Center setting that allows the FAX/MFC to answer after two ring when a message(s) was received and after four 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.
- Tone** A form of dialing on the telephone line used for Touch Tone telephones.
- transmission** The process of sending documents over the phone lines from your FAX/MFC to the receiving fax machine.
- User Option List** A printed report that shows the current settings of your FAX/MFC.
- Xmit Report (Transmission Report)** A listing of each transmission, showing caller ID, date, time, and number of pages.

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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 difficulty with your FAX/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 **1**.

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 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
Thermal Printing Cartridge	PC301
1-PK Refill Roll (For Canada Only)	PC300RF
2-PK Refill Rolls	PC302RF
4-PK Refill Rolls	PC304RF
Telephone Line Cord	Tell the Brother Representative your Model number so you get the appropriate color.
Telephone Handset	Tell the Brother Representative your Model number so you get the appropriate color.
Handset Curled Cord	Tell the Brother Representative your Model number so you get the appropriate color.
Paper Wire Extension	UF5607000
Document Support	UF9869001
Paper Support	UF9987001
Owner's Manual	UF9927001
Multi-Function Link/Missing Link Option for FAX 750, FAX 770 and FAX 870MC	PCI-1
* For MFC 970MC only, Multi-Function Link Option on FloppyDisks, (Includes MFL Pro and Paper Port Only)	MFL2D31 (Floppy Disk for Windows® 3.1X) MFL2D95 (Floppy Disk for Windows® 95)

* Software on floppy disks for the MFC 970MC is not available for Windows NT® Workstation Version 4.0.



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