brother

FAX-1020Plus
FAX-1030Plus
OWNER'S MANUAL

CONTENTS

For FAX-1020Plus only

Pan European Approvals Information

Your Brother Fax-1020Plus has been granted a Pan European Approval via KCS in the Netherlands. The machines are designed to interwork with the basic network functions of the following countries telecoms networks within the scope of the approval.

Austria/Belgium/Denmark/Finland/France/Germany/Greece/Ireland/Italy/Luxembourg/ Netherlands/Norway/Portugal/Spain/Sweden/Switzerland/United Kingdom.

Your fax machine is designed for optimum performance for operation in the country of purchase only. This is because there are still network differences between countries covered by this approval. There are country specific features (such as Caller ID) that vary between countries and machines designed for one network will not interwork correctly on another with respect to these.

If you experience problems then please contact your Brother dealer in the first instance for support.

For FAX-1030Plus only (UK approval regulations only)

THIS EQUIPMENT IS NOT DESIGNED FOR MAKING TELEPHONE CALLS WHEN THE POWER FAILS. ALTERNATIVE ARRANGEMENTS SHOULD BE MADE FOR ACCESS TO EMERGENCY SERVICES.

How to Use This Owner's Manual

Thank you for purchasing a Brother fax machine. This fax machine has been designed to be simple to use, but you can utilize it to its fullest potential by taking some time to read this owner's manual. You will be ready to use the fax machine as soon as you read the first four chapters. Then you can refer to topics in the remaining chapters, as needed.

Structure of the Manual

■ **Chapters 1-4**
How to set up the fax machine and what you need to know before you use it.

■ **Chapters 5-7**
Basic operations, how to send and receive faxes.

■ **Chapters 8-9**
Advanced operations for sending and receiving faxes.

■ **Chapter 12**
How to copy.

■ **Chapter 13**
How to print reports and lists.

■ **Chapter 14-16**
Maintenance/Troubleshooting/Important Information/Specifications.

Finding Information in the Owner's Manual

• Use the **table of contents**. This lists topics covered in each chapter so you can find them easily.

• If there is **a key on the fax machine** you are not familiar with, refer to **chapter 2**.

• To find information about a function, refer to the "**Function Selection Table**" in **chapter 3**.

• If you have **trouble**, refer to **chapter 14** on troubleshooting.

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For Fax-1030Plus only

WARNING! Miscellaneous approval conditions

Any marking or certification of your fax machine to harmonised European "CE Mark" requirements for EMC (Electromagnetic Compatibility), and for user safety according to the European LVD (Low Voltage Directive), **ARE NOT** indicative of approval for connection to public telecommunications lines in a country other than that in which the equipment is approved.

Brother advises that this product will not function correctly in a country other than that in which it was originally offered for sale, and does not offer any warranty in the event that this product is used on public telecommunication lines in a country other than that in which it is approved.

Chapter 1. SETUP & PREPARATION BEFORE USE

Choosing a Suitable Place for Your Fax Machine

Use the following list as a guide to find a suitable place for your fax machine.

The Good Places...

Place your fax machine on a flat, stable surface, such as a desk.

Select a place that is free from vibration and shocks.

Locate it near a telephone socket and a standard, grounded power outlet.

And the Bad Places...

Avoid setting it up in a busy location.

Avoid setting up the machine near heaters, air conditioners, water, chemicals, or refrigerators.

Do not select a place that exposes your fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect your fax 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 fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disturb the power supply.

Avoid interference sources, such as speakers or the base units of cordless phones.

Packing List

Please check to see that you have the following items:
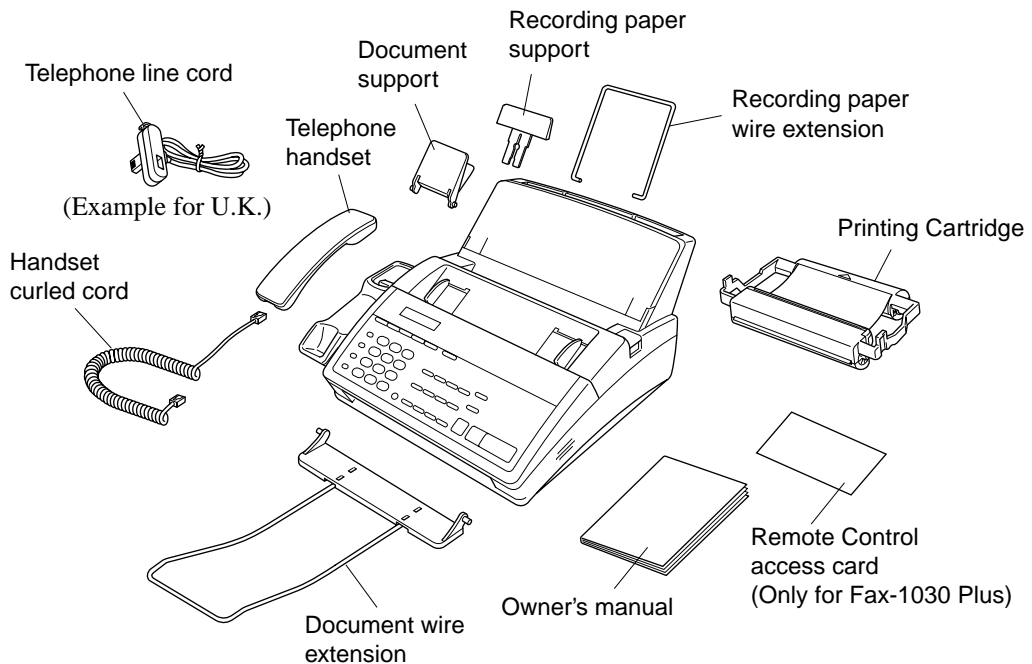
NOTICE

- *Never install telephone wiring during a lightning storm.*
- *Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.*
- *Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.*
- *Use caution when installing or modifying telephone lines.*
- *Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.*
- *Do not use the telephone to report a gas leak in the vicinity of the leak.*

Setting up Your Fax Machine

Follow these steps to set up your fax machine.

1. Attach the document supports.

  1) Attach the document support.

  2) Attach the document wire extension.

Document support

Document wire extension
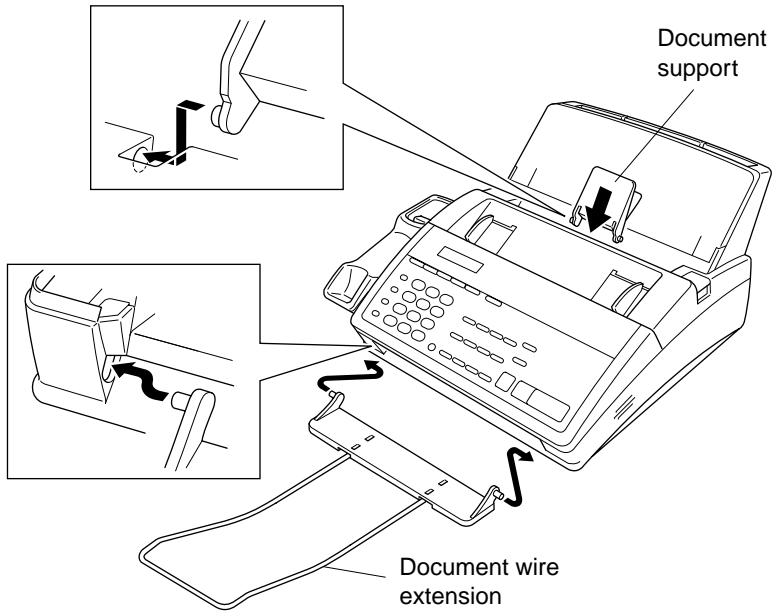
2. Attach the recording paper supports.

  1) Attach the recording paper wire extension.

  2) Open the recording paper cover. Using the groove in the cover, insert the recording paper support over the two screws are shown.

Recording paper wire extension

Recording paper support

Recording paper cover
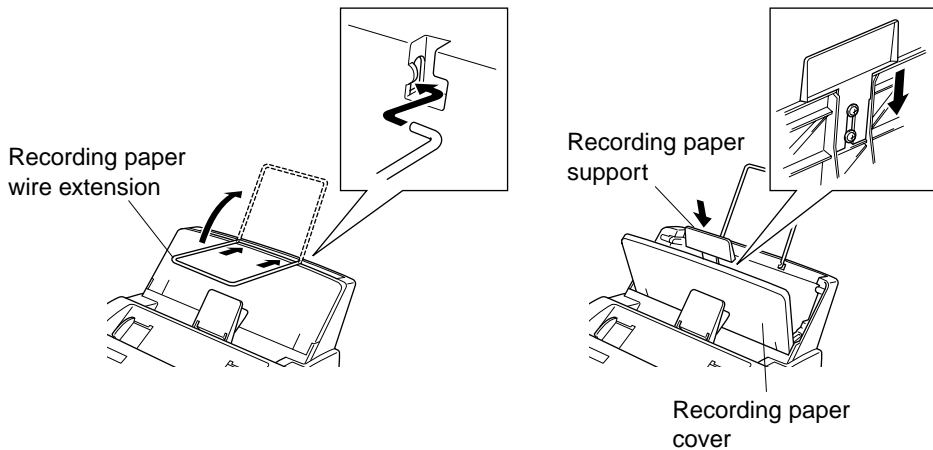
3. Install the printing cartridge.

1) Push the OPEN button and open the top cover.

Top Cover

OPEN button
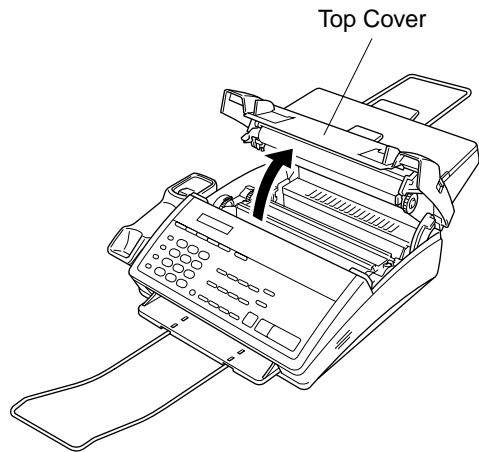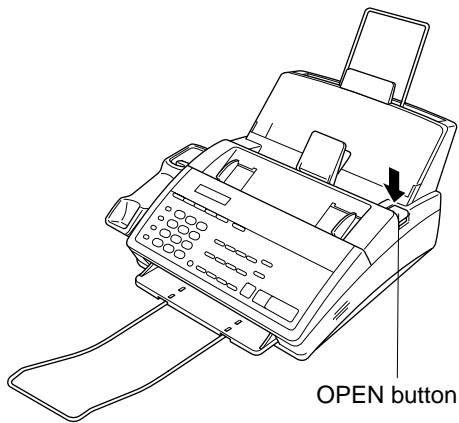
2) Remove the stopper for the printing cartridge. Turn the gear towards you and remove the slack in the ribbon in printing cartridge carefully.

3) Install the printing cartridge as shown in the illustration.

▲ point
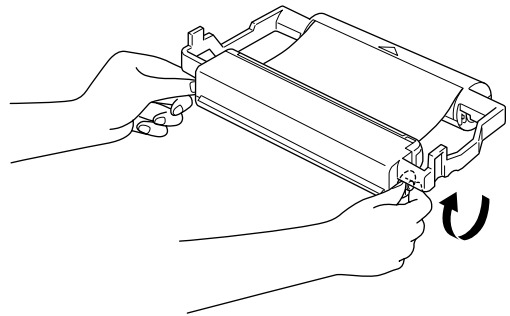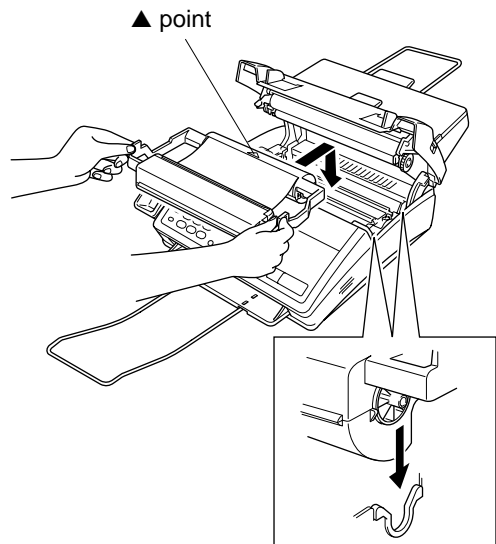
4) Close the cover and push down on both
   sides until it clicks.
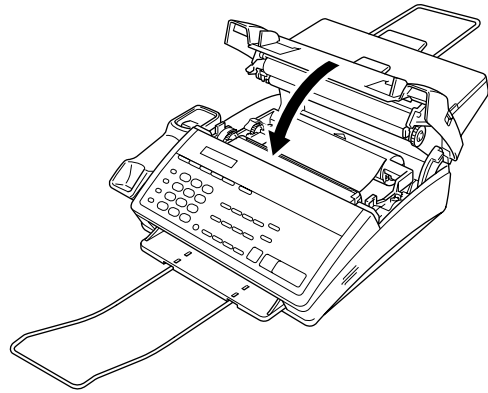
4. Connect the power cord.

When you connect the power, the display will show "01/01 00:00 FAX".

NOTE: As this machine has no power switch, it has power running to it whenever it is
connected to the mains.

NOTICE

1. This fax machine must be earthed via a 3 pin socket.
*2. Since the machine is earthed through the power outlet, you can protect yourself from
   potentially hazardous electrical conditions on the telephone network by keeping the
   power to your fax machine on when you connect it to a telephone line.*
*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 the telephone line or
   unplug the lines during a lightning storm.*

IMPORTANT: (For U.K.)

**If you need to remove the moulded mains plug in order to fit an appropriate
type, you must discard the moulded plug immediately having cut it off, in
order that it is not inadvertently inserted into a live socket, thus presenting a
shock hazard. The wires in the mains lead of this appliance are coloured in
accordance with the following code.**

    Green-and-yellow : Earth
    Blue   : Neutral
    Brown   : Live

**As the wires in the mains lead of this apparatus may not correspond with the
coloured markings identifying the terminals in your plug, proceed as follows:**

**The wire which is coloured green-and-yellow must be connected to the
terminal in the plug which is marked by the letter "E" or by the safety earth
symbol ⊥ or coloured green or green-and-yellow.**

**The wire which is coloured blue must be connected to the terminal which is
marked with the letter "N" or coloured black.**

**The wire which is coloured brown must be connected to the terminal which is
marked with the letter "L" or coloured red.**

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5. Connect the telephone line.

*PC I/F jack only for use with the Brother MFL Pro for FAX option.

Recording paper wire extension

4.

5. wall

Telephone line cord

Handset curled cord

6.
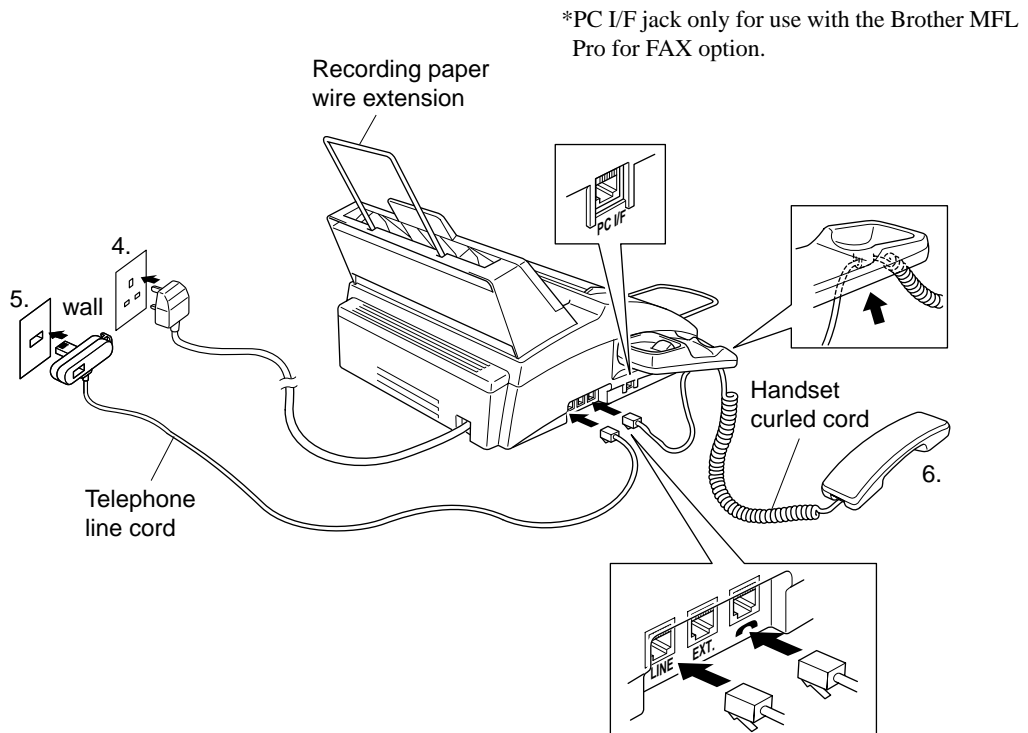
IMPORTANT (For U.K.)

The PC interface is a SELV (Safety Extra Low Voltage) port as defined in EN41003. It must only be connected with a SELV circuit; only the MFL Pro for Fax cable kit (available in an option pack), satisfies this requirement.

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6. Connect the handset.

1) Connect the plug at the end of the handset cord to the socket on the side of the machine labelled with the telephone symbol.

2) Hook the curled cord to the handset holder.

3) Place the handset on the cradle.

7. Setting the recording paper.

  1) Open the recording paper cover.

  2) Place the paper (up to 200 sheets) into the recording paper sheet feeder.

  NOTE: Make sure that you do not put so much paper in the sheet feeder that the Maximum height line is obscured. It is possible that paper may jam if there are too many sheets in the feeder.
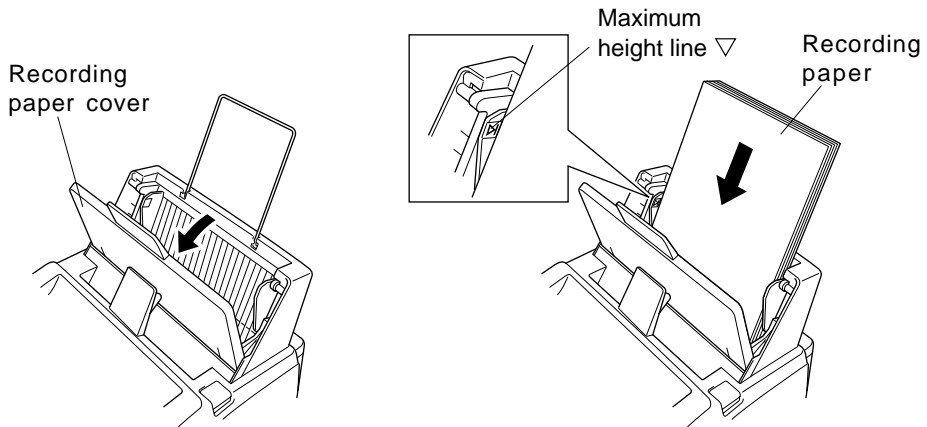
  3) Close the recording paper cover.

  NOTE: If you only place a few sheets of paper in the feeder, please ensure that all the sheets are correctly aligned to prevent paper jams.

NOTICE

About the Recording Paper...

Please use standard copier paper for the recording paper as below :
> *Width   : A4 size (210mm)*
> *Length : A4 size (297mm)*
> *Weight : 64g/m² to 90g/m²*

Changing the Ribbon

1. Remove the printing cartridge containing the used ribbon.
   (See this chapter for removing and installing the printing cartridge.)
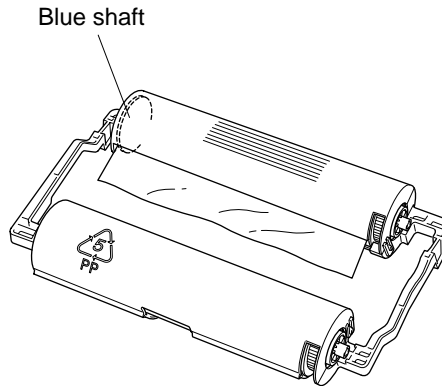
2. Position the printing cartridge (as shown in the illustration) paying special attention to the position of the blue shaft. Release the four hooks and open the cartridge covers.
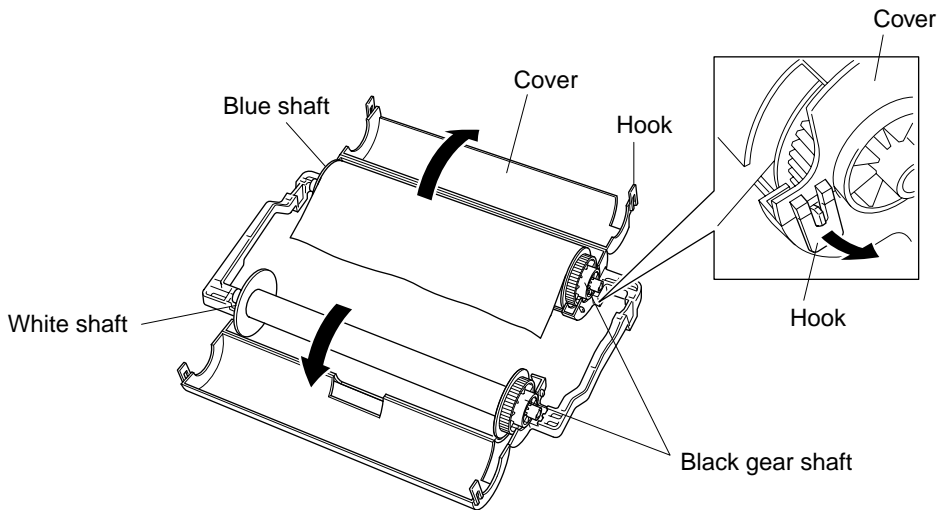
3. Take the ribbon out of the cartridge and remove the four shafts from the ends of the cardboard cores.

4. Install the blue, white and black shafts into the cardboard cores of the new ribbon. Pay special attention to the position of the ribbon as shown in the illustration.
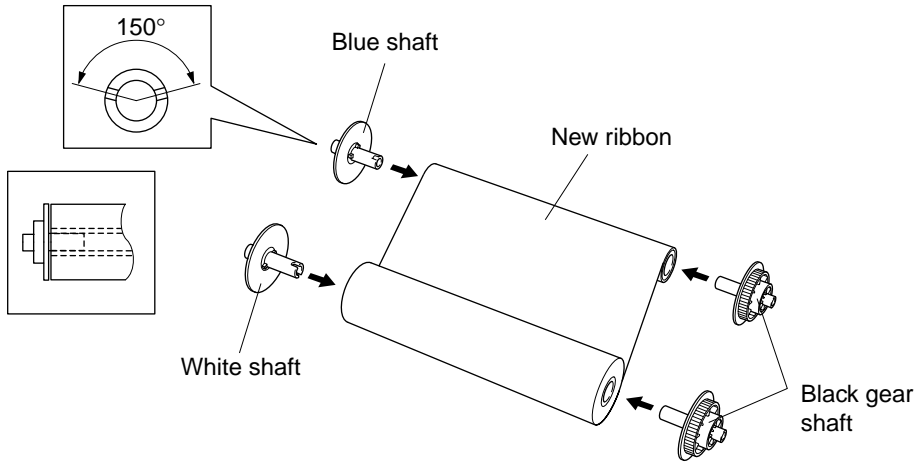
5. Place the ribbon in the cartridge and close the covers, as shown in the illustration. If the shafts are not positioned correctly then the cover will not close.
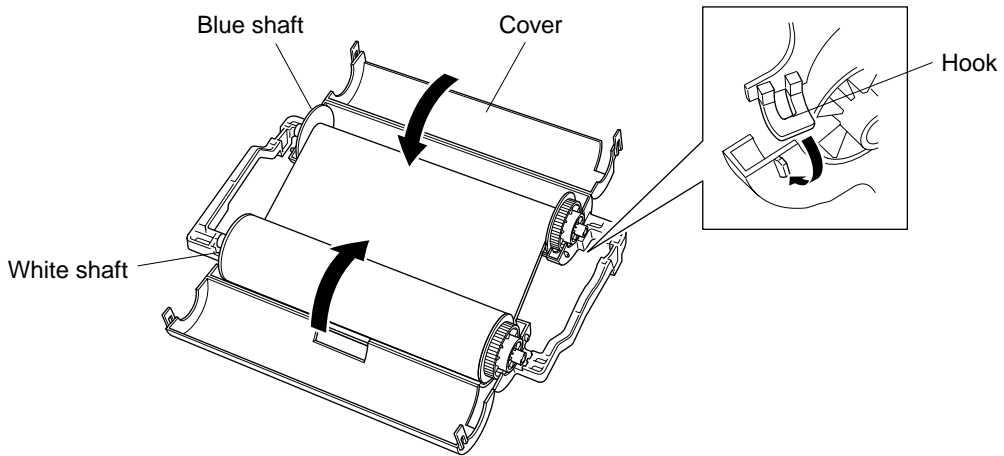
6. Carefully, tighten the ribbon and put the cartridge back into the machine.
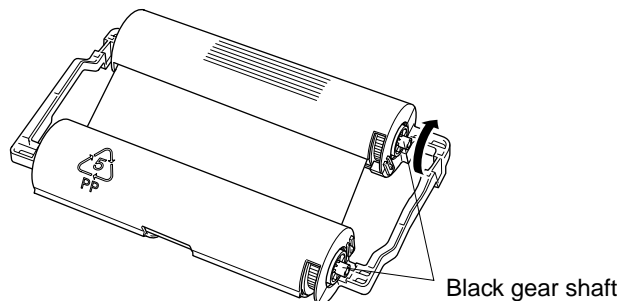
FOR YOUR INFORMATION

Multi Line Connections (PABXs)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PABX (private automatic branch exchange), we suggest that you contact the company which installed your telephone system and ask them to connect the fax machine for you.

It is advisable to have a separate line for the fax machine. You can then leave the machine in FAX mode to receive faxes at any time of the day or night.

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

Connecting to a Private Automatic Branch Exchange

The following points should be kept in mind if you are installing the machine to work as an extension to a private automatic branch exchange (PABX).

1) It is not guaranteed that the unit will operate correctly under all circumstances with PABXs. Any cases of difficulty should be reported first to the company that handles your PABX.

2) If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to be MANUAL; see chap. 7. All incoming calls should initially be regarded as telephone calls.

3) The unit may be used with either pulse or tone dialling telephone lines.

Ringer Equivalence Number (REN) (For U.K. only)

This equipment has a REN value of 1. A BT line has a "bell ringing" capacity, or REN, of 4. This means that adding downstream-connected extension telephones and/or extension bells to a total REN of greater than 4 may cause a reduction in the bell volume. In extreme cases, it may cause the auto-answer facility of the machine to fail.

Therefore, up to three additional extension telephones (each assuming a REN of 1), may be connected downstream of your machine. For an explanation of "downstream connection, read "Using extension telephones" which follows.

Unless otherwise marked, a telephone provided by BT may be assumed to have a REN value of 1.

FOR YOUR INFORMATION (For U.K.)

Using extension telephones

It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory service, the most obvious of which is inadvertent interruption of a facsimile transmission by someone picking up an extension telephone in order to make an outgoing call. Additionally, remote activation may not operate reliably in such a simple configuration.

This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset. Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration. In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as "telephone off-hook detection."

The inadvisable configuration is shown in figure 1 below, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

EXTENSION SOCKET   **EXTENSION SOCKET**   **MASTER SOCKET**   **INCOMING LINE**

FAX

INADVISABLE CONNECTION OF EXTENSION SOCKETS
Fig. 1.

DISCONNECT

EXTENSION SOCKET   **EXTENSION SOCKET**   **MASTER SOCKET**   **INCOMING LINE**

FAX

FAX MACHINE MUST BE PLUGGED INTO MASTER SOCKET

RECOMMENDED CONNECTION OF EXTENSION SOCKETS
Fig. 2.
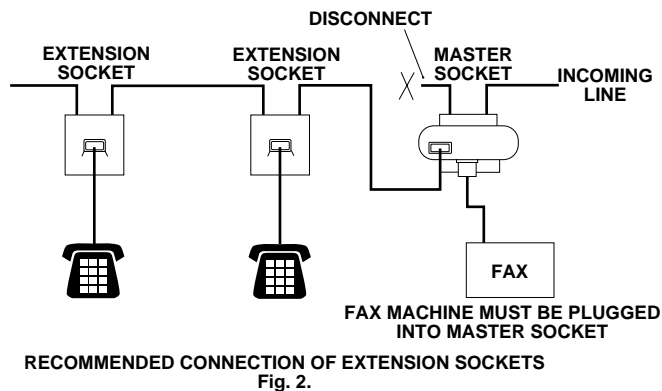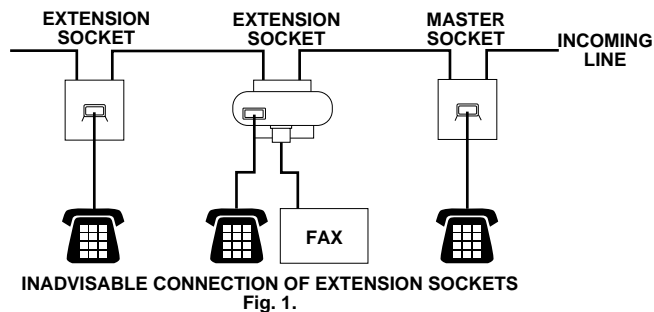
Chapter 2. THE CONTROL PANEL KEYS

FAX 1020 PLUS
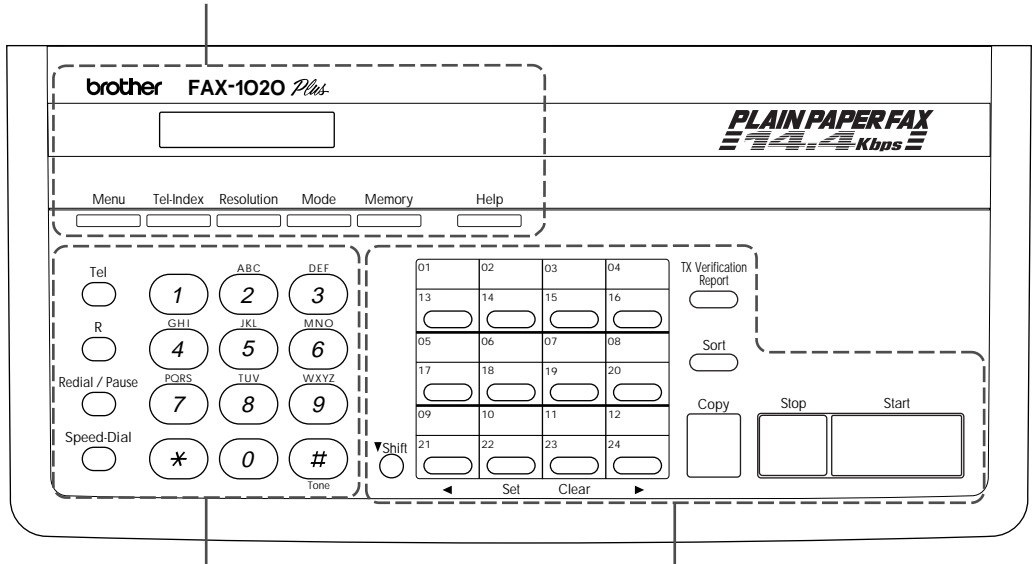
Ⓒ *LCD AND*
USER SETTING AREA

Ⓐ *TELEPHONE AREA*   **Ⓑ** *ONE-TOUCH AREA*

FAX 1030 PLUS

Ⓒ *LCD AND*
USER SETTING AREA   **Ⓓ** *MESSAGE MANAGER AREA*
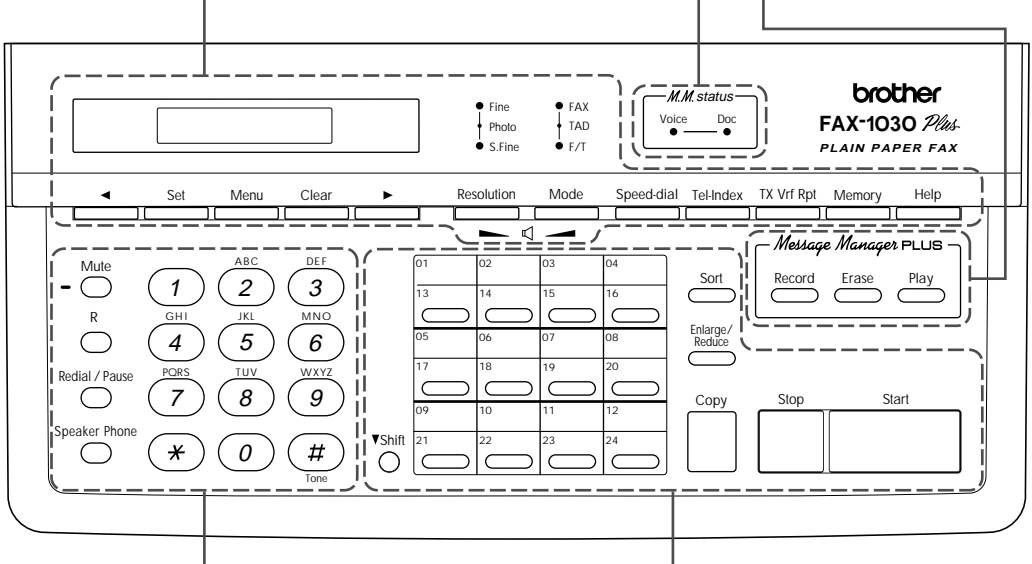
Ⓐ *TELEPHONE AREA*   **Ⓑ** *ONE-TOUCH AREA*

FAX 1020 PLUS
❹ TELEPHONE AREA
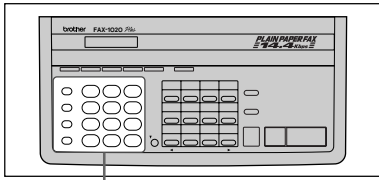
1. Tel

This key is used to have a telephone conversation having picked up the handset of an external telephone in F/T pseudo-ringing mode.

2. Number Keys

These twelve keys are used to dial phone and fax numbers (see chap. 5), and can also be used as an alphanumeric keyboard for entering information into the fax machine (see chap. 3).

3. R

You can use this key to gain access to an outside line when FAX-1020Plus is connected to a Private Automatic Branch Exchange (PABX). It is used to recall the operator or transfer a call to another extension when it is connected to PABX; see chap. 4.

4. Redial/Pause

This key re-dials the last number called. (See chap. 6.) This key is also used to insert a pause in autodial numbers.
(See chap. 4)

5. Speed-dial

This key lets you access previously stored speed dial phone numbers with a two digit number. (See chap. 4, 5)
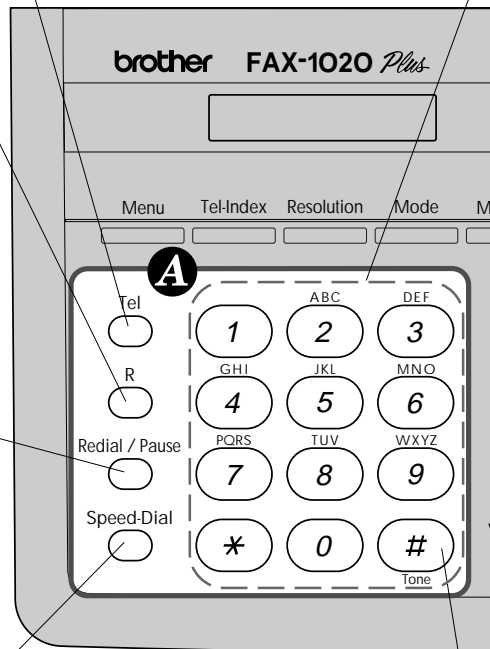
6. Tone

This key lets you switch the dialling type during a telephone call from "PULSE" to "TONE"; see chap. 4.

❸ *ONE-TOUCH AREA*
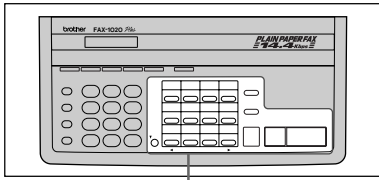
7. Shift

This key is used to access the "13" through "24" One-Touch keys. (See chap. 4.)

9. One-Touch Dial Keys

These 12 keys give you instant access to previously stored phone numbers. (See chap. 4, 5.)

11. TX Verification Report

This key is used to print the transmission verification report when you wish to confirm the last transmission is successful or not. If you want the report every time a fax message is sent, use function menu 3-7. (See chap. 13.)

8. Sort

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

10. Copy

Press this key to make a copy. (See chap. 12.)

12. Stop

This key stops a fax, cancels an operation, or exits from function mode. (See chap. 3.)

13. Start

Use this key to start an operation, such as sending a fax. (See chap. 6.)
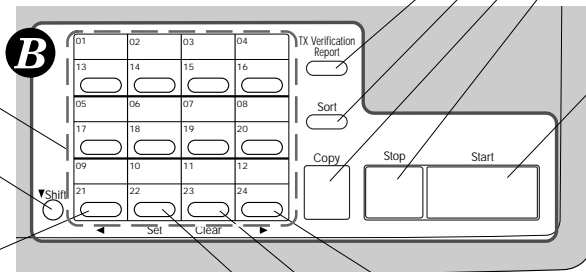
14. Set*

This key is used for storing a function setting into the fax machine. (See chap. 3.)

16. ◄ (Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see chap. 3) or Tel-Index. (See chap. 5.)

15. ► (Right Arrow)*

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see chap. 3) or Tel-Index. (See chap. 5.)

17. Clear*

This key deletes entered data or backs up one step in a function procedure. (See chap. 3.)

* The arrow, Set and Clear keys have a dual function and can also work as one-touch keys.

Ⓒ *LCD AND USER SETTING AREA*
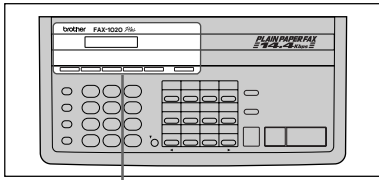
18. Menu

This key accesses the function and on screen programming mode (OSP), so you can alter various settings. (See chap. 3.)

20. Tel-Index

This key allows you to alphabetically look up numbers stored in the dialling memory. (See chap. 5.)

19. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See chap. 3.)

21. Resolution

This key is used to set the resolution requirements when sending a fax. (See chap. 6.)
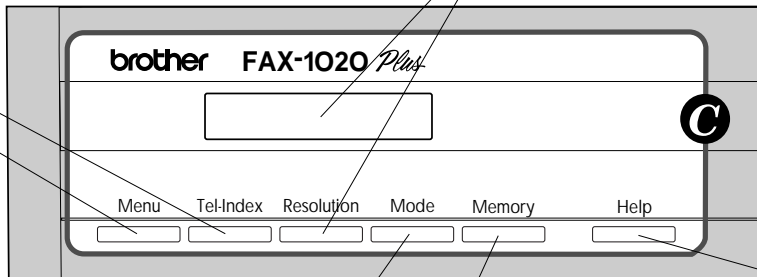
22. Mode

This key is used to specify how the fax machine should handle incoming calls. (Answer Mode) (See chap. 7.)

24. Memory

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See chap. 6.) When it is pressed, Broadcasting is available. (See chap. 6.) When it is pressed together with **Shift**, Multi Transmission is available. (See chap. 6.)

23. Help

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform certain settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. (See chap. 3.)

FAX 1030 PLUS
❹ *TELEPHONE AREA*
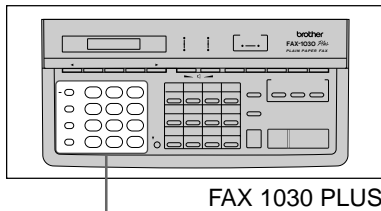
FAX 1030 PLUS

1. Mute

You can use this key to put a call on hold.

2. Microphone

When you speak to the other party using Speaker Phone or when you record an OGM or a memo, this microphone will record your voice. (See chap. 5, 11.)

4. R

You can use this key to gain access to an outside line when FAX-1030Plus is connected to a Private Automatic Branch Exchange (PABX). It is used to recall the operator or transfer a call to another extension when it is connected to PABX; see chap. 4.

5. Redial/Pause

This key re-dials the last number called. (See chap. 6.) This key is also used to insert a pause in autodial numbers.
(See chap. 4)

6. Speaker Phone

This key allows you to talk with the party at the other end without lifting the handset. It is also used to toggle the line between handset and speaker following establishment of an "on-hook" dialled call. (See chap. 5.)

3. Number Keys

These twelve keys are used to dial phone and fax numbers (see chap. 5), and can also be used as an alphanumeric keyboard for entering information into the fax machine (see chap. 3).
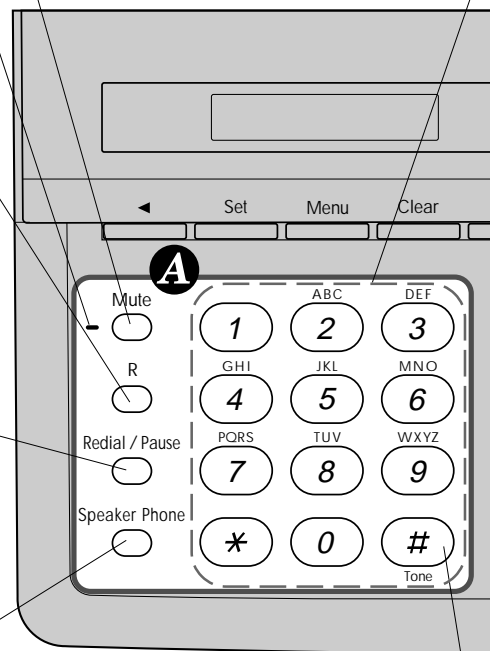
7. Tone

This key lets you switch the dialling type during a telephone call from "PULSE" to "TONE"; see chap. 4.

Ⓑ *ONE-TOUCH AREA*

FAX 1030 PLUS
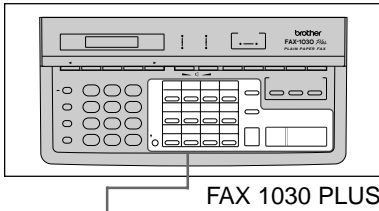
8. Shift

This key is used to access the "13" through "24" One-Touch keys. (See chap. 4.)

10. One-Touch Dial Keys

These 12 keys give you instant access to previously stored phone numbers. (See chap. 4, 5.)

11. Sort

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

9. Enlarge/Reduce

This key is used for copying with reduction or enlargement. You can select one of the following ratios: 150%, 125%, 120%, 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the machine automatically calculate the reduction ratio to fit to the size of your recording paper. (See chap. 12.)

Ⓑ

Message Manager PLUS
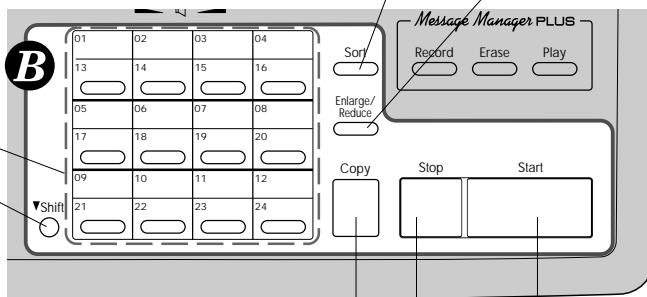
12. Copy

Press this key to make a copy. (See chap. 12.)

14. Stop

This key stops a fax, cancels an operation, or exits from function mode. (See chap. 3.)

13. Start

Use this key to start an operation, such as sending a fax. (See chap. 6.)

Ⓒ LCD AND USER SETTING AREA

FAX 1030 PLUS
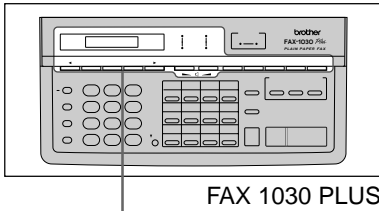
15. ◄ *(Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see chap. 3) or Tel-Index. (See chap. 5.)

17. Set

This key is used for storing a function setting into the fax machine. (See chap. 3.)

16. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See chap. 3.)

18. Menu

This key accesses the function and on screen programming mode (OSP), so you can alter various settings. (See chap. 3.)
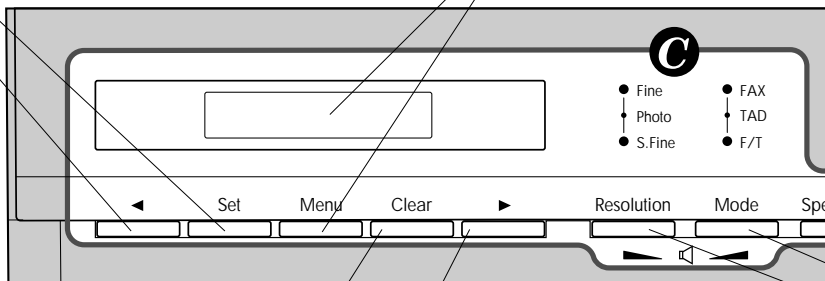
19. Clear

This key deletes entered data or backs up one step in a function procedure. (See chap. 3.)

21. ► *(Right Arrow)**

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see chap. 3) or Tel-Index. (See chap. 5.)

20. Resolution

This key is used to set the resolution requirements when sending a fax. (See chap. 6.) Also, you can decrease the speaker volume during a call using Speaker Phone or while playing a message by pressing this key.

22. Mode

This key is used to specify how the fax machine should handle incoming calls. (Answer Mode) (See chap. 7.) Also, you can increase the speaker volume during a call using Speaker Phone or while playing a message by pressing this key.

Ⓒ *LCD AND USER SETTING AREA*
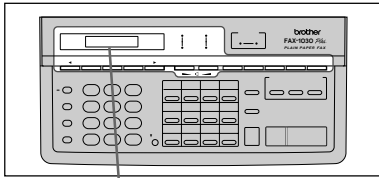
FAX 1030 PLUS

23. Speed-dial

This key lets you access previously stored speed dial phone numbers with a two digit number. (See chap. 4, 5.)

25. Tel-Index

This key allows you to look up numbers alphabetically stored in the dialling memory. (See chap. 5.)

24. TX Vrf Rpt

This key is used to print the Transmission Verification Report when you wish to confirm the last transmission is successful or not. If you want the report every time a fax message is sent, use function menu 3-7. (See chap. 13.)

Ⓒ

M.M. status
Voice   Doc

● FAX
  TAD
● F/T

brother
FAX·1030 *Plus*
PLAIN PAPER FAX

Mode   Speed-dial   Tel-Index   TX/Vrf Rpt   Memory   Help

Message Manager PLUS
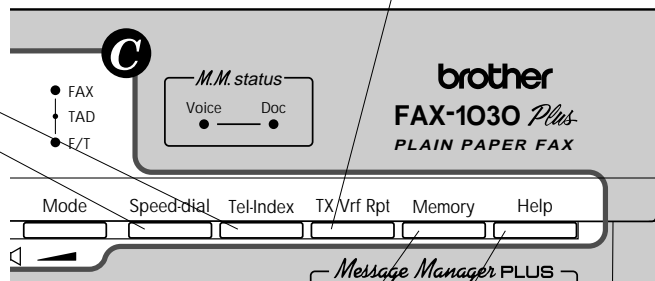
26. Memory

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See chap. 6.) When it is pressed, Broadcasting is available. (See chap. 6.) When it is pressed together with **Shift**, Multi Transmission is available. (See chap. 6.)

27. Help

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform certain settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. (See chap. 3.)

① *MESSAGE MANAGER AREA*

FAX 1030 PLUS
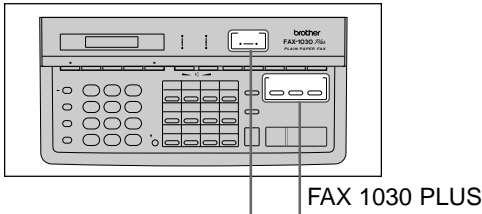
28. *Voice and Document Indicator Lights*

These lights tell you whether voice or document messages are stored in the memory. (See chap. 10.)

M.M. status

Voice   Doc

brother
FAX-1030 *Plus*
PLAIN PAPER FAX

Speed-dial   Tel-index   TX Vrf Rpt   Memory   Help

Message Manager PLUS

Sort   Record   Erase   Play

Enlarge/
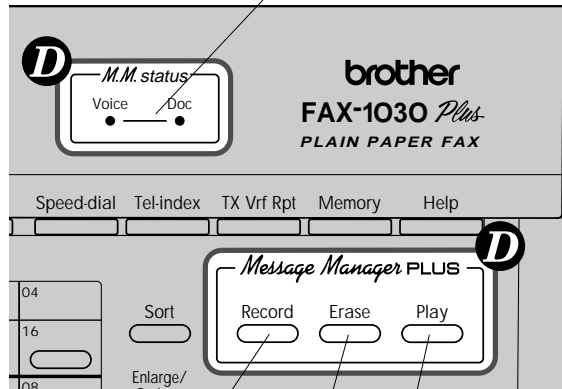
29. *Record*

Use this key to record outgoing voice messages, memos and memo manager messages into your fax machine. You can also record voice information for the Voice-on-Demand feature. (See chap. 10.)

30. *Play*

Use this key to listen to incoming voice messages, outgoing voice messages, memos and memo manager messages and also to print fax messages stored in the machine. You can also play the voice information stored for the Voice-on-Demand feature. (See chap. 10.)

31. *Erase*

This key erases voice or fax messages stored in your fax machine. You can also erase voice information for the Voice-on-Demand feature. (See chap. 10.)

Chapter 3. HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

User-friendly Programming

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

On-screen Programming (OSP)

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

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

You can access the function mode by pressing **Menu**, found on your fax Control Panel. (See chap. 2.)

When you enter function mode, your fax machine will display a list of Level One Functions to choose from, as seen below.

(FAX 1020 PLUS)

Press **Menu**

```
ENTER NO. & SET

1.TEMP.SETTINGS

2.CANCEL JOB

3.PRINT REPORTS

4.SET QUICK-DIAL

5.USER OPTIONS

6.TEL OPTIONS

7.SETUP SYSTEM

8.REMOTE FAX OPT

0.INTERRUPT
```

Left arrow sequence

Right arrow or auto scroll sequence

(FAX 1030 PLUS)

Press **Menu**

```
ENTER NO. & SET

1.TEMP.SETTINGS

2.CANCEL JOB

3.PRINT REPORTS

4.SET QUICK-DIAL

5.USER OPTIONS

6.TEL OPTIONS

7.SETUP SYSTEM

8.SETUP TAD

9.SETUP MM PLUS

0.INTERRUPT
```

Left arrow sequence

Right arrow or auto scroll sequence

These function options will appear one after the other on the display. You can then choose one of these options by pressing **Set** when the option you want appears on the LCD.

You can also move through the function menu options at a faster rate by pressing ▶ (right arrow). (See chap. 2 to locate this key on your Control Panel.) When you find the option you want, press **Set**.

Instead of pressing **Set**, you can simply press the Level One Function number associated with each option.

Helpful Hints
The Stop key lets you exit from the function menu and takes you back to the date and time status.

Alternating Displays for On-screen Programming (OSP)

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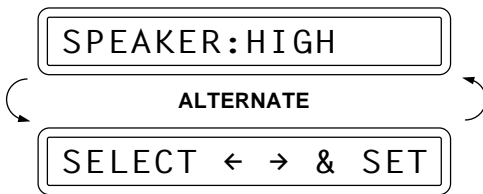
When you see alternating displays, the LCD will usually alternate between the currently selected option, and a help message giving brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use ◀ (left arrow) and ▶ (right arrow) to change the setting,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

Function Selection Table

If you have a basic understanding of how to program a fax machine, 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 machine, we have provided the following Function Selection Table.

Read through this table to gain a basic understanding of what your new fax model can do, and then the next section will instruct you how to use on-screen programming.

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
1. TEMP. (TEMPO-RARY) SETTINGS	1. TIMER	Use this for sending documents at a later time.	⎯⎯	6
	2. POLLING	Polling is the process of retrieving faxes from another machine. You can also choose whether you want your polling secured. STANDARD/SECURE	⎯⎯	8
	3. CALL RESERVE	You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF.	OFF	6

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
1. TEMP. (TEMPO- RARY) SETTINGS	4. CONTRAST	There are three types of contrast setting. Usually the AUTO setting is acceptable. But if you want to send or copy an especially light or dark document, you should change this setting. AUTO: Default is AUTO. Contrast setting always reverts to AUTO after one transmission. LIGHT: To send very light documents. DARK: To send very dark documents.	AUTO	6
	5. RESOLUTION	If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the **Resolution**. See chap. 2.) STANDARD/FINE/S. FINE/PHOTO	STAN- DARD	6
	6. OVERSEAS MODE	If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF	OFF	6
	7. COVERPAGE	An automatic Cover Page will allow you to send details of when the fax was sent and from whom it was sent. ON/OFF	OFF	6
2. CANCEL JOB		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		6
3. PRINT REPORTS	See page 13-1 for a list of reports.	You can print several different lists and reports, which are available under this function.		13
4. SET QUICK- DIAL	1. ONE-TOUCH DIAL	If you register names and numbers on One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key. (Max. of 24 locations)	——	4
	2. SPEED- DIAL	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing **Speed-dial** and a two-digit number. (Max. of 36 locations for FAX 1020 Plus and 100 locations for FAX 1030 Plus.)	——	4
	3. SETUP GROUPS	This is used for setting up a group number used for broadcasting.	——	4
5. USER OPTIONS	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive fax messages with the smoothing enhancement. ON/OFF	ON	7
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	LOW	4

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
5. USER OPTIONS	3. COVERPG ON/OFF	If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF	OFF	6
	4. ERROR RE-TX	If you set ERROR RE-TRANSMISSION to ON, the machine automatically resends the page once an error occurs. ON/OFF	OFF	6
	5. REDUCTION	You can avoid having an incoming fax on separate pages by printing a reduced copy of the incoming document. The reduction methods are AUTO or Fixed ratio: AUTO/100%/93%/87%/75%	AUTO	7
	6. MEM. RECEIVE	Your fax machine will automatically store any incoming faxes in its memory if it runs out of paper. ON/OFF	ON	7
	7. CLOCK CHANGE	You can adjust the installed clock on a one hour basis according to summer/winter time change. SUMMER/WINTER	——	4
	8. MEMORY SECURITY (Only for FAX 1020 Plus)	Prohibit most functions except receiving faxes into memory.	OFF	4
6. TEL OPTIONS	1. TONE/ PULSE	There are two different types of dialling and you must select the type of signal suitable for your telephone exchange. TONE/PULSE	TONE	4
	2. RING DELAY	This is the number of rings before the fax machine answers the call when in F/T or FAX Answer Mode. 1/2/3/4 rings	2	7
	3. SPEAKER VOLUME	You can adjust the speaker volume with this function. OFF/LOW/MEDIUM/HIGH	LOW	7
	4. ICM REC. MONITR (Only for FAX 1030 Plus)	You can adjust the monitor volume of incoming voice message being recorded into the Message Manager Memory. OFF/LOW/MEDIUM/HIGH	LOW	10
	5. F/T RING TIME (4. on FAX 1020 Plus)	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds (For U.K.) 10/20/30/45 (For Ireland)	20	7
	6. RING VOLUME (5. on FAX 1020 Plus)	The settings are OFF/LOW/MEDIUM/HIGH.	MED	7

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
6. TEL OPTIONS	7. PBX (6. on FAX 1020 Plus)	If you connect your fax with PBX (Private Branch Exchange), you must set PBX to ON. ON/OFF	OFF	4
	7. TRANSFER (For Ireland only)	If you connect your fax with PBX (Private Branch Exchange), you must select the type of your PBX to activate R key. FLASH/OFF	FLASH	4
	8. CALLER ID (7. on FAX 1020 Plus)	You can display the last 30 Caller IDs that are stored in the memory.	ON	7
	8. BT CALLSIGN (For UK only on FAX 1020 Plus)	Use with BT CALL Sign.	OFF	7
7. SETUP SYSTEM	1. DATE/TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and they will also be printed on outgoing faxes.	01/01/2000 00:00	4
	2. DAILY TIMER	If you frequently have to send delayed jobs at the same time each day, you can program the required time using this function. Once you register it, just set Timer Transmission in temporary settings and delayed jobs will be sent at that time each day.	00:00	6
	3. JOURNAL PERIOD	You can select the time interval at which the journal report is printed. 1/3/6/12/24 hours, 2/4/7 days, OFF	OFF	13
	4. STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.	——	4
	5. REMOTE CODE	If you enter a REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone. ON/OFF	OFF ＊51 (ACT.) #51 (DEACT.)	7
	6. FAX DETECT	If this feature is ON, you can receive fax messages without pressing **Start** even on an extension phone. ON/SEMI/OFF	ON	7
	7. COVER PAGE NOTE	You can register your own two custom comments on the Cover Page.	——	6
	8. PC INTERFACE (Only with MFL Pro for FAX)	You can select the output device that will receive fax messages. This function is available when the MFL Pro for FAX is connected. For FAX 1020 Plus and FAX 1030 Plus, this software is not included. (Software is available from your Brother dealer.) FAX RECEIVE ONLY/PC PRIORITY/PC RECEIVE ONLY	PC PRIORITY	See the MFL Pro for FAX Manual

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
8. REMOTE FAX OPT (Only for FAX 1020 Plus)	1. FAX STORAGE	You can store the incoming fax messages in the memory. Then you can use the convenient remote control functions. ON/OFF	OFF	9
	2. FAX FWD	FAX FORWARDING ON cause the fax machine to send any stored faxes that are received to another predetermined fax number. ON/OFF	OFF	9
	3. REMOTE ACCESS	You can register a REMOTE ACCESS ID (3 digits) allowing you to remotely operate the machine. (Example : Retrieving an incoming fax message)	159✱	9
	4. PRINT DOCUMENT	You can print incoming faxes that were stored in memory.		9
8. SETUP TAD (Only for FAX 1030 Plus)	1. MESSAGE STORE	You can select the way you use your memory in message store mode. DOC./VOICE	DOC.:OFF VOICE:ON	10
	2. BACKUP PRINT	You can set the machine to print a back-up copy of faxes that are received into the Message Manager memory. ON/OFF	ON	10
	3. FAX FWD/ PAGING	You can choose between PAGING, FAX FORWARDING or OFF. PAGING ON will enable you to be paged by Message Manager when it receives FAX/TAD. FAX FORWARDING ON enables you to have the Message Manager send any stored faxes that are received to another predetermined fax number.	OFF	10
	4. REMOTE ACCESS	You can change REMOTE ACCESS ID (3 digits) allowing you to remotely operate the machine. (Example: Retrieving incoming messages)	159✱	10
	5. ICM MAX. TIME	You can select Max. ICM (Incoming Message) recording time. 35/40/45/50/55/60 seconds	35	10
	6. OGM	The machine has three types of OGM (Outgoing Messages) for TAD, FAX/TEL switch and PAGING. After selecting the message type, you can play, record or erase.	——	7,10
	7. PLAYING OGM	If you set PLAYING OGM to ON, the recorded TAD, or F/T OGM is re-played if you change the receiving mode to TAD or F/T respectively. ON/OFF	ON	10
	8. TOLL SAVER	If you set TOLL SAVER to ON, you can check if a message was received by the ring delay. ON/OFF	OFF	10

Level one function	Level two function	Explanation of Options	Factory setting	Chapter
9. SETUP MM PLUS (Only for FAX 1030 Plus)	1. MSG MGR PLUS	You can turn the Message Manager Plus Mode on or off with this switch. ON/OFF	OFF	11
	2. OGM	You can record the navigation OGMs for callers to tell them what to do in each step within 50 seconds. MSG MANAGER PLUS/MAIL BOX/VOICE ON DEMAND	——	11
	3. MAIL BOX	There are 5 personal mail boxes. For each mail box, an owner of the box can record his/her own OGM for callers. 01/02/03/04/05	——	11
	4. VOICE INFO	You can store the voice information for each Voice on Demand memory box. Use numbers 01-50 for memory boxes. (50 total.)	——	11
0. INTERRUPT	————	You can send a fax without cancelling the timer or polled waiting, even if there are documents in the feeder, by "interrupting" it.	——	6

Help Key

Press this key whenever you need a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get basic information for sending or receiving faxes.

How to Print a Help List

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

       -while the LCD displays the date and time.
       -while the machine is timer waiting.
       -while the machine is polled/polling waiting.
       -while the machine is at level one or two of the function menu.
       -while you are using the phone.

How to Enter Text in Function Mode

Each number key has three or four letters printed above them. The following keys "0", "#" and "✳" have no printed letters because they have special characters.

| GHI 4 | JKL 5 | MNO 6 |
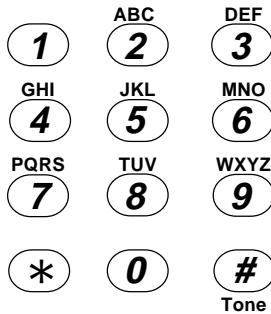
By pressing the appropriate number key the correct number of times, you can access the character you want. When you are making certain settings, such as One-Touch dial, you need to enter text into your fax machine.

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

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
NAME:
```

```
ENTER & SET
```

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

```
NAME:B
```

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

```
NAME:BR
```

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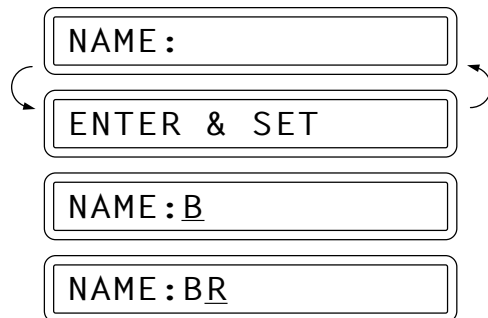
FOR YOUR INFORMATION

1. *If you want to enter a blank space, press ► (right arrow) twice.*
2. *If you entered a letter incorrectly and want to change it, you can use ◄ (left arrow) to move the cursor back. When you reach the letter, you can enter a new one in its place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.*
3. *If you need to enter a character that is assigned to the same number key as the previous character, press ► (right arrow) to move the cursor to the right.*

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

0 key ------------- ÄËÖÜÀÇÈÉ0

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

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

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

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

Chapter 4. FUNCTION SETTINGS

There are some settings, such as the date and time, you should enter into your fax machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customising the settings by pressing **Menu** on the control panel. This activates the function mode and On - Screen Programming prompts. You can complete a variety of settings in this mode.

Setting the Dialling Mode (Tone/Pulse)

Your fax machine supports both tone (or multi-frequency or DTMF) and pulse (or loop/ disconnect) dialling. It is initially set to TONE, so you do not need to change the setting if you are connected to that kind of line. If you are using a pulse dial line, you can change the setting to PULSE by following the steps below:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`01/01 00:00  FAX`
1. Press **Menu**. You will see scrolling options on the display. You can choose one.	`1.TEMP.SETTINGS`
2. Press **6**.	`6.TEL OPTIONS`
3. Press **1**. After two seconds you will be automatically prompted to select pulse or tone.	`1.TONE/PULSE`
	`DIALLING:TONE`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to find the dialling mode that matches your telephone exchange. Example: PULSE.	`DIALLING:PULSE`
5. Press **Set**.	`1.TONE/PULSE`
6. Press **Stop** to return to the date and time.	

PABX and TRANSFER

Your fax machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX; it has an "R" key on the control panel, which helps to make certain PABX operations easier.

Also, you can transfer a call to another external by pressing **R** and you can easily gain access to the outside line from your fax connected to PABX by just pressing **R**.

Setting PABX

If your fax machine is connected to a PABX system, set PABX: ON. If not, set OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`01/01 00:00  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **6**.	`6.TEL OPTIONS`
3. Press **6**. (**7**, on FAX 1030 Plus)	`6.PBX`
	`PBX:OFF`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to select PABX ON or OFF.	`PBX:ON`
5. Press **Set**.	
6. Press **Stop** to exit.	`6.PBX`

Setting Transfer and PABX Type (For Ireland only)

If you set transfer/PABX type, you can transfer a call to another external by pressing **R** on the control panel. And if the PABX type is FLASH, you can easily gain access to the outside line from your fax connected to PABX by just pressing **R**.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`01/01 00:00  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **6**.	`6.TEL OPTIONS`
3. Press **7**.	`7.TRANSFER`
	`TRANSFER:FLASH`
	`SELECT ← → & SET`

4. Press ◄ (left arrow) or ► (right arrow) to find the recall (transfer) type that matches your telephone line.
    Example: OFF.

```
TRANSFER:OFF
```

5. Press **Set**.

6. Press **Stop** to exit.

```
7.TRANSFER
```

Setting the Beeper Sound Level

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

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
01/01 00:00  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **5**.

```
5.USER OPTIONS
```

3. Press **2**.

```
2.BEEPER
```

```
BEEPER:LOW
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) until you get the setting you want.
    Example: OFF.

```
BEEPER:OFF
```

5. Press **Set**.

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

```
2.BEEPER
```

Setting the Date and Time

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

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	01/01 00:00 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **7**.	7.SETUP SYSTEM
3. Press **1**.	1.DATE/TIME
	ENTER YEAR:XX
4. Enter the last two digits of the year. Example: **97**.	ENTER YEAR:97
	ENTER MONTH:XX
5. Enter two digits for the month. (JAN = 01, OCT = 10, etc.) Example: **12**.	ENTER MONTH:12
	ENTER DAY:XX
6. Enter two digits for the day. Example: **09**.	ENTER DAY:09
	ENTER TIME:XX:XX
7. Enter the time in 24-hour format. Example: **15:25** (3:25 P.M.).	ENTER TIME:15:25
8. Wait for two seconds.	1.DATE/TIME
9. Press **Stop** to exit and view the new date and time.	09/12 15:25 FAX

Using the Clock Change

You can easily let the machine's clock gain or lose one hour by using this feature.

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

```
09/12 15:25  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **5**.

```
5.USER OPTIONS
```

3. Press **7**.

```
7.CLOCK CHANGE
```

4. Press **Set**.

```
TO SUMMER TIME ?
```

```
SELECT ← → & SET
```

5. Press ◄ or ► keys to choose SUMMER TIME to gain an hour and WINTER TIME to lose an hour. Example: WINTER TIME.

```
TO WINTER TIME ?
```

6. Press **Set**.

```
TO WINTER TIME ?
```

```
1.CHANGE 2.QUIT
```

7. Press **1** to change to the Winter time.

```
7.CLOCK CHANGE
```

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

```
09/12 14:25   FAX
```

Setting the Station ID

As well as setting the local date and time, you **MUST** also correctly set your station ID for identification purposes. Station IDs, if correctly set, can enhance the confidence of fax users in ensuring that fax messages are sent and received to and from the intended parties. Your fax machine can store your name, fax number and telephone number. Your machine transmits this information as part of the electronic Cover Page and of every fax page you send, both by normal and by polled transmission. The fax number part of your station ID will also appear on the display of most receiving fax machines during fax communication.

It is important that you enter the fax and telephone numbers in the internationally standardised format, i.e. in accordance with the following strict sequence:

- The "+" (plus) character (to enter the "+", press "✱" once)
- Your Country Code (e.g. "44" for the United Kingdom, "41" for Switzerland)
- Your local area code minus any leading "0" ("9" in Spain)
- A space
- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, your fax machine is installed in the United Kingdom, is to be used for both fax and voice calls, and your national telephone number is 0555 5444, then you must set the fax and telephone number parts of your station ID as:

+44 555 5444

Finally, please remember to change the number part of your station ID if you move the machine to another location with a different number.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **7**.	7.SETUP SYSTEM
3. Press **4**. You will then be prompted to enter your fax number.	4.STATION ID
	FAX: ⟳ ENTER & SET
4. Enter your fax number (up to 20 digits). (For a reminder on how to enter details, see page 3-8) Example: **+44 555 5444**.	FAX:+44 555 5444
5. Press **Set**. You will now be prompted to enter your telephone number.	TEL: ⟳ ENTER & SET
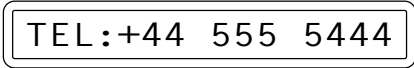
6. Enter your telephone number (up to 20 digits).
   If your telephone number and fax number share the same line, enter the same number again.
   Example: **+44 555 5444**.

TEL:+44 555 5444

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

NAME:

ENTER & SET

8. Enter the name by using the number keys (up to 20 characters).
   Example: **BROTHER**.
   Refer to the section "How to Enter Text in Function Mode" in chap. 3.

NAME:BROTHER

9. Press **Set** to confirm the entry.
10. Press **Stop** to return to the date and time.

4.STATION ID

Helpful Hints
1. *The telephone number which you stored above is only used for the Call Back Message and the Cover Page features.*
2. *If you do not enter a fax number, no additional information can be entered.*
3. *When you wish to enter a space, use ➤ (right arrow). Then it will be registered as a blank space.*
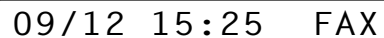
Storing One-Touch Dial Numbers

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so that when you call, you can verify the destination on the display. You can store a maximum of 24 numbers. To use 13 to 24, you need to press **Shift**. For example, One-Touch location "13" is accessed by pressing **Shift**+One-Touch "01" simultaneously. Here is how to store a telephone number as a One-Touch dial number (See chap. 2 for the location of the one-touch dial buttons) :

KEYS TO PRESS	THE DISPLAY WILL SHOW:

09/12 15:25 FAX

1. Press **Menu**.

1.TEMP.SETTINGS

2. Press **4**.

4.SET QUICK-DIAL

3. Press **1**.

> ```
> 1.ONE-TOUCH DIAL
> ```

> ```
> SELECT ONE-TOUCH
> ```

4. Press the **One-Touch** key you want to use to store a number.
   Example: **One - Touch 05**.
   The One-Touch keys are <u>not</u> the number keys.

> ```
> *05:
> ```

> ```
> ENTER & SET
> ```

5. Enter a number (up to 20 digits). Example: **4155551212**.

> ```
> *05:4155551212_
> ```

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

> ```
> NAME:
> ```

> ```
> ENTER & SET
> ```

7. Enter the name by using the number keys (up to 15 characters).
   Example: **SWISS OFFICE**.
   (See chap. 3 for how to enter text.)

> ```
> AME:SWISS OFFICE
> ```

8. Press **Set**.

> ```
> TYPE OF NO.:FAX
> ```

> ```
> SELECT ← → & SET
> ```

9. Select the type of number (FAX, TEL, F/T,) by using ◄ (left arrow) or ► (right arrow) to display the type you want.
   Example: FAX.

> ```
> TYPE OF NO.:FAX
> ```

10. Press **Set**.

> ```
> SELECT ONE-TOUCH
> ```

11. Return to step 4 to enter another number, or press **Stop** to return to the date and time.

Helpful Hints

*If your fax machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number, in order to gain access to the outside line. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.*

FOR YOUR INFORMATION

Types of Numbers

When you store a number as a One-Touch or as a Speed-Dial number, you have a choice of choosing the type of number. There are 3 options:

1. FAX   (A fax number).

2. TEL   (A telephone number).

3. F/T   (Both a fax number and a telephone number)

Storing Speed-Dial Numbers

When you store a phone or fax number as a Speed-Dial number, you need to enter **a two-digit number**, from 01 to 36 for FAX 1020 Plus, from 01 to 00 for FAX 1030 Plus using the number keys. For example, you cannot enter "5". You need to enter "05". You can store as many as 36 numbers for FAX 1020 Plus or 100 numbers for FAX 1030 Plus as Speed-Dial numbers.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **4**.	`4.SET QUICK-DIAL`
3. Press **2**.	`2.SPEED-DIAL`
	`SPEED-DIAL? #_`
4. Use the number keys to enter a two-digit number. Example: **05**.	`SPEED-DIAL? #05`
	`#05:`
	`ENTER & SET`
5. Enter the number (up to 20 digits). Example: **5555151**.	`#05:5555151_`
6. Press **Set**. You then will be prompted to enter the name or company associated with this number.	`NAME:`
	`ENTER & SET`
7. Use the number keys to enter a name (up to 15 characters). Example: **MANCHESTER**. (See chap. 3 for entering text.)	`NAME:MANCHESTER`
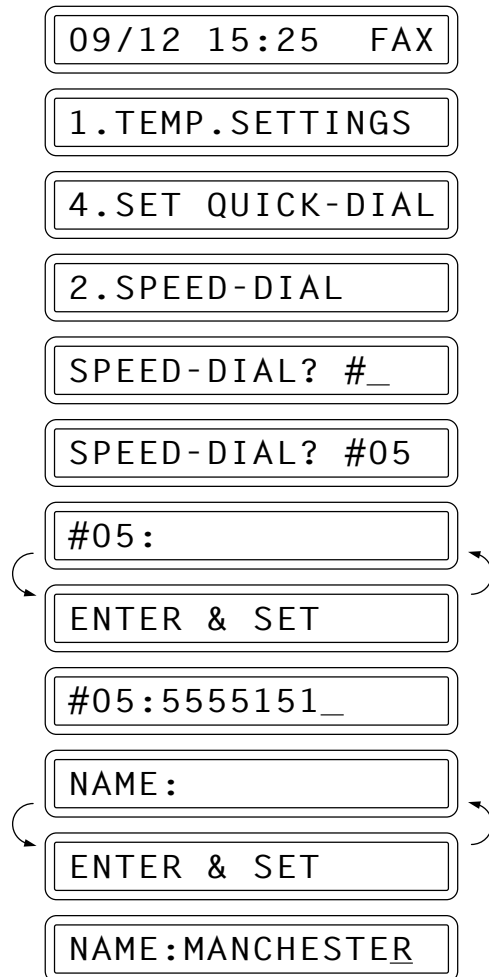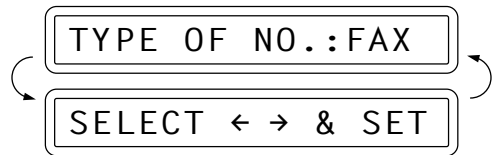
8. Press **Set**.

```
┌─────────────────────────┐
│  TYPE OF NO.:FAX         │
└─────────────────────────┘
┌─────────────────────────┐
│  SELECT ← → & SET        │
└─────────────────────────┘
```

9. Select the type of number (FAX, TEL, F/T) by using ◄ (left arrow) or ► (right arrow) to display the type you want.
   Example: FAX.

```
┌─────────────────────────┐
│  TYPE OF NO.:FAX         │
└─────────────────────────┘
```
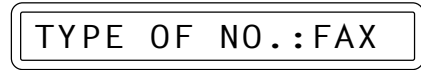
10. Press **Set**.

11. You are ready to enter another Speed-Dial number, or press **Stop** to return to the date and time.

```
┌─────────────────────────┐
│  SPEED-DIAL? #_          │
└─────────────────────────┘
```

Helpful Hints

1. IMPORTANT! Please take great care in ensuring that One-Touch and Speed-Dial numbers are stored correctly. Incorrectly dialled numbers cause unnecessary inconvenience to others, network congestion and cost to you.

2. Print out the Quick-Dial List to make sure you have stored the correct numbers; see chap. 13. This list will indicate the type of number: FAX, TEL or F/T.

3. Even if there should be a loss of electrical power to your fax machine, the telephone and fax numbers you have stored will not be lost.

FOR YOUR INFORMATION

When You Wish to Change the Stored One-Touch and Speed-Dial Numbers

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

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

```
*05:SWISS OFFICE
```

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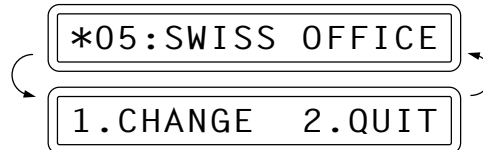
2. *If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **Clear** to erase the old number and name. Then, enter the new number and name and press **Set** to store the entry.*

Memory Storage

Your fax machine is equipped with an internal battery that will keep the date and time information for up to 15 hours after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. All other settings in the SET QUICK DIAL, USER OPTIONS and SETUP SYSTEM functions are stored permanently and will be retained even in the event of a power failure. The data stored in the memory such as Out-of-Paper Reception and Memory Transmission will be lost after the power is disconnected.

Helpful Hints
If your fax machine is connected to a PABX, you may need to insert an additional number (e.g. '9') before each fax or telephone number to gain access to an outside line.

Setting Up Number Groups

Number Groups allow you to send the same fax message to many fax numbers by pressing only one One-Touch key (Broadcasting). You must store each fax number first as a One-Touch or Speed-Dial number. Then you can combine them into a Group.

You can have up to 6 smaller Groups (each group uses a One-Touch key) or can assign up to 59 numbers on FAX 1020 Plus and 123 numbers on FAX 1030 Plus for each Group. They can have a name up to 15 characters long. If more groups are required than the amount of numbers that can be stored is reduced in accordance with the amount of groups.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **4**.	`4.SET QUICK-DIAL`

3. Press **3**.

> ⎡ 3.SETUP GROUPS ⎤

> ⎡ SELECT ONE-TOUCH ⎤

4. Press one of the One-Touch keys to be the stored group number. Example: select "One-Touch 1" as a group.

> ⎡ SETUP GROUP:G0 ⎤

> ⎡ ENTER & SET ⎤

5. After two seconds enter the group number by using the number keys. Example: **1**.

> ⎡ SETUP GROUP:G01 ⎤

> ⎡ G01: ⎤

> ⎡ ENTER & SET ⎤

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

> ⎡ G01:#03#05✱02_ ⎤

7. Press **Set**.

> ⎡ NAME: ⎤

> ⎡ ENTER & SET ⎤

8. Enter the group's name (up to 15 characters). Example: **ALL BROTHER**.

> ⎡ NAME:ALL BROTHER ⎤

9. Press **Set**.

> ⎡ 3.SETUP GROUPS ⎤

10. Press **Stop** to return to date and time.
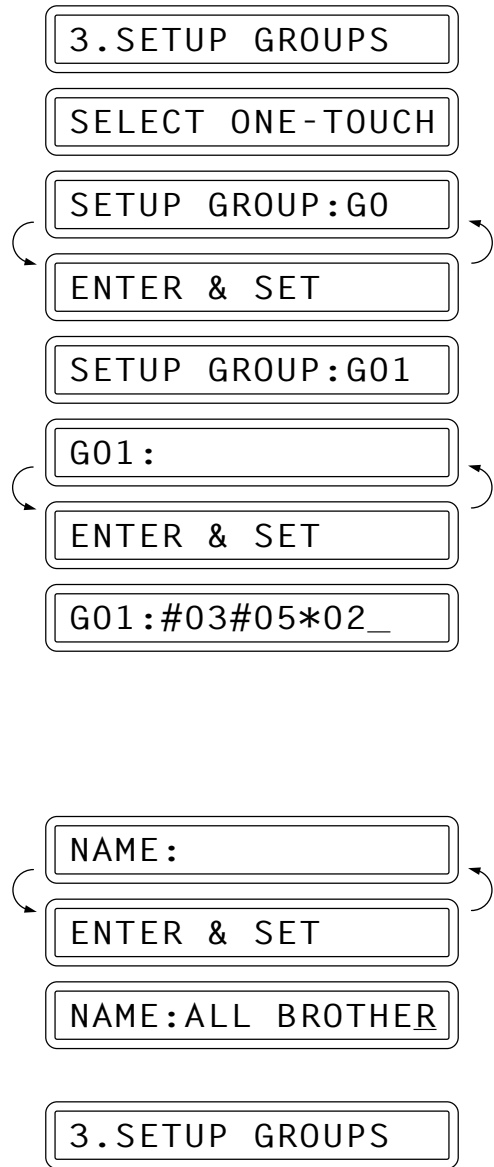
✱ : One-Touch

\# : Speed-Dial

Helpful Hints

You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be marked in the column of "GROUP". (See chap. 13.)

Using Memory Security (Only for FAX 1020 Plus)

This feature allows you to prevent unauthorised access to the fax machine. You must use a password to switch Memory Security ON and OFF.

When switched ON, Memory Security prohibits most functions . The following functions listed are available while Memory Security is switched ON.

■ Receiving faxes into memory [limited by Memory Capacity]

■ Scheduled Delayed Transmission. *

■ Polling *

■ Fax Forwarding *

■ Remote Retrieval

* Provided it was set before Memory Security was switched ON.

NOTE: In the event of a power failure, remaining jobs in memory will be lost.

Setting Up Memory Security for the First Time

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **5**.	5.USER OPTIONS
3. Press **8**.	8.MEM SECURITY
4. Enter a four-digit number as a new password.	NEW PASSWD:XXXX
5. Press **Set**.	
6. Re-enter the password.	VERIFY:XXXX
7. Press **Set**.	
8. Press ◄ (left arrow) or ► (right arrow) to choose SET SECURITY.	SET SECURITY
9. Press **Set**.	PASSWORD:XXXX
10. Re-enter a 4-digit password, followed by set.	SECURE MODE

■ This is the same as the security code of your machine already stored.

Helpful Hints

If the password you enter at Step 10 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set Memory Security.

Changing Memory Security Password

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12 15:25  FAX `
1. Press **Menu**.	` 1.TEMP.SETTINGS `
2. Press **5**.	` 5.USER OPTIONS `
3. Press **8**.	` 8.MEM SECURITY `
4. Press ◄ (left arrow) or ► (right arrow) to choose SET PASSWORD.	` SET PASSWORD `
	` SET SECURITY `
5. Enter the current password.	` OLD PASSWD:XXXX `
6. Press **Set**.	
7. Enter a 4-digit number as a new password.	` NEW PASSWD:XXXX `
8. Press **Set**.	` VERIFY:XXXX `
9. Enter the new password again.	
10. Press **Set**.	
11. Press **Stop** to exit.	

Switching Memory Security ON

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	` 09/12 15:25  FAX `
1. Press **Menu**.	` 1.TEMP.SETTINGS `
2. Press **5**.	` 5.USER OPTIONS `

3. Press **8**.

SET SECURITY
```
8.MEM SECURITY
```

4. Press ◄ (left arrow) or ► (right arrow) to choose SET SECURITY.
```
SET SECURITY
```

5. Press **Set**.
```
PASSWORD:XXXX
```

6. Enter a 4 digit password followed by Set.
```
SECURE MODE
```

■ This is the same as the security code of your machine already stored.

Helpful Hints
If the password you enter at Step 7 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set Memory Security.

Switching OFF Memory Security

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

```
SECURE MODE
```

1. Press **Menu**.
```
PASSWORD:XXXX
```

2. Enter a 4 digit password.
```
09/12 15:25 FAX
```

3. Press **Set**.

Helpful Hints
If the password you enter at Step 2 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to displaying SECURE MODE. You must then start from Step 1 to switch OFF Memory Security.
If you forget the Memory Security password, please contact your Brother dealer for service.

Chapter 5. USING THE UNIT AS A TELEPHONE

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

Number-Key Dialling

Pick up the handset, and when you hear a dial tone, press number keys. You may now speak to the person at the other end.

One-Touch Dialling

Pick up the handset, and when you hear the dial tone, press the **One-Touch** key. If you try to use a One-Touch number that has not been assigned, you will hear a warning beep and the display will carry a message reading "NOT ASSIGNED". The display will return to normal after 2 seconds.

Speed Dialling

Pick up the handset, and when you hear the dial tone, press **Speed-dial** and then the two-digit Speed Dial number.

Mute (Only for FAX 1030 Plus)

1 Press **Verify/Mute** to put a call on hold.

2 You can put down the handset without disconnecting the call.

3 Pick up the machine's handset or press **Speaker Phone** to release the call from hold.

If you press **Verify/Mute** without lifting the handset or pressing **Speaker Phone**, this key works as the Verify key and prints Transmission Verification Report.

Pause

Press **Redial/Pause** to insert a pause between digits to be dialled.

If your fax machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number to gain access to the outside line. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.

Tone/Pulse

If you have pulse dialling 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 dialled after this sends tone signals.

3 When you hang up, the machine returns to pulse dialling service.

FOR YOUR INFORMATION

Using Control Panel Keys during Telephone Calls

- *Use **Redial/Pause** for putting a pause between digits to be dialled.*
- *Use # to switch the dialling type to "tone" if you are connected to a "pulse" exchange. Certain services are operated by tone commands, such as those offered by banks, credit card companies, or paging services. There is also a growing number of "voice mail" document services which require touch-tone telephone commands for their operation. Using this key enables tone transmission from the number keys after the call is connected. After the handset is replaced, your machine will revert to "pulse" dialling.*

Tel-Index

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Tel-Index**.	`09/12 15:25   FAX`

2. Use the number keys to input the first character of the stored name, and press ◄ (left arrow) or ► (right arrow) to find the name.	`TEL.INDEX`
	
	 `SWISS OFFICE`

3. Press **Start** to begin dialling.	
4. Pick up the handset. - Return the handset to its cradle to cancel the call.	`DIALLING`

Call Reservation

You can send a fax and then talk to the recipient using the Call Reservation feature. After your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your fax machine will ring. Then you can pick up your handset and start a conversation.

For further information on how to use this function, see chap. 6.

The F/T Switch (F/T Mode)

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

For further information on how to use this function, see chap. 7.

Tel Key (Only for FAX 1020 Plus)

This key is used to enter into a telephone conversation having picked up the handset of an external telephone in F/T pseudo-ringing mode.

For further information, see chap. 2.

On Hook Dialling

1. Dial the number by pressing the number keys or Quick Dial keys.

2. The number you are dialling, or the name you have stored for One-Touch or **Speed-dial** is displayed on the LCD.

3. Press **Start**. You can listen to the other end of the line from the monitor speaker.

4. Pick up the handset when you hear the other end from the monitor speaker. If you press **Tel** before lifting the handset, the call will be disconnected. (Only for FAX 1020 Plus). On FAX 1030 Plus, you can speak immediately to the party at the other end without lifting the handset. Press **Speaker Phone** when you finish the conversation.

Answering Calls with the Speakerphone (Only for FAX 1030 Plus)

When the machine 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.

Tel Key

This key is used to enter into a telephone conversation once you have picked up the handset of an external telephone during the F/T pseudo-ring. If you press the **Tel** key and then replace the handset, then you will be listening through the monitor speaker,but the other party will not be able to hear you.

Chapter 6. SENDING FAXES

A) DOCUMENT BASICS

The Size of Your Documents
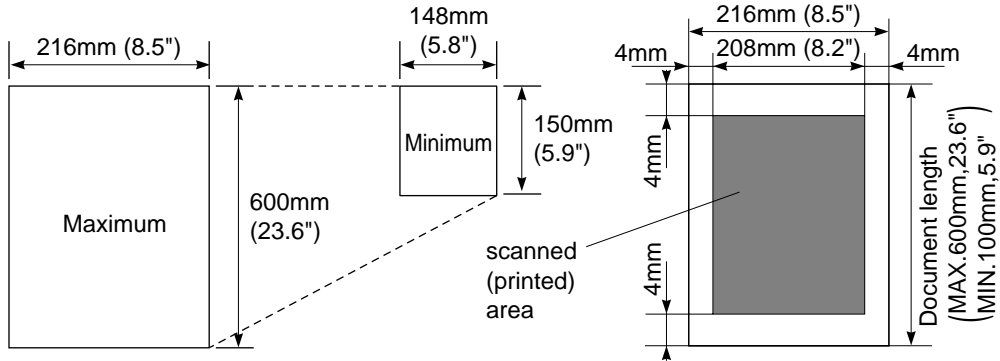
The size of the documents you want to send by fax should not be larger (or smaller) than your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 150 and 600 mm (5.9 and 23.6 inches) long. There is generally a gap of 4 mm adjacent to each vertical and horizontal edge of the original page to be transmitted, where no image can be scanned. Please therefore ensure that no image data are present within these 4 mm "dead zones".

The maximum width of the scanned area is 208 mm (8.2 inches).

How to Insert the Document

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

To prevent the document from feeding in crooked, adjust the paper guides to fit the width of the document.
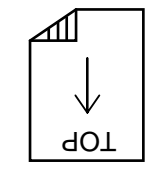
NOTICE

About the Documents You Send...

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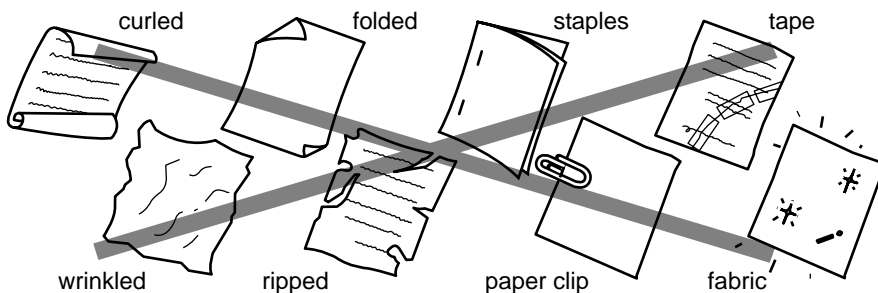
The Auto Document Feeder (ADF)

The Auto Document Feeder (ADF) automatically feeds documents (**up to 20 pages**) into the fax machine, one at a time. The thickness and weight of the documents should fall into the following categories:

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

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

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

Getting Ready to Send a Fax

SETTING THE RESOLUTION

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **Start** or **Copy**. You can choose a setting by pressing the **Resolution** key. The current status of the setting will be displayed on the LCD or Resolution lights when you press the **Resolution** key.

You can easily check the current setting of resolution by looking at the resolution lights: ● means light off . ⌣ऀ⌣ means light on.

Resolution lights are available only on FAX 1030 Plus.

STANDARD   ● Fine / Photo / ● S.Fine   The STANDARD resolution can be used for most typewritten text. Transmission speed is normal.

When the STANDARD setting is on, both lights are off.

FINE   ⌣ऀ⌣ Fine / Photo / ● S.Fine   The FINE resolution is an ideal setting to use if you want to send documents that have small print. Transmission speed is slower than STANDARD.

When the FINE setting is on, the FINE light will be lit.

SUPERFINE   ● Fine / Photo / ⌣ऀ⌣ S.Fine   The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. Transmission speed is slower than FINE.

When the SUPERFINE setting is on, the S. FINE light will be lit.

PHOTO   ⌣ऀ⌣ Fine / Photo / ⌣ऀ⌣ S.Fine   The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. Transmission speed is slower than FINE.

The PHOTO setting is on when both lights are lit.

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

1. Place the document to be sent into the feeder.

FAX: NO. & START

COPY: PRESS COPY

2. Press **Resolution** key.

* LCD will show the current setting for 2 seconds (Fax 1020 Plus).

STANDARD (2 seconds)

For FAX 1030 Plus, Resolution lights will show the current setting.

* If you press **Resolution** key during displaying the current setting, you can change the setting.

FINE (2 seconds)

* If you press **Resolution** key once more during displaying the setting, you can get the next resolution.

S.FINE (2 seconds)

* Display the desired mode by pressing **Resolution** key continuously.
Example: PHOTO mode.

PHOTO (2 seconds)
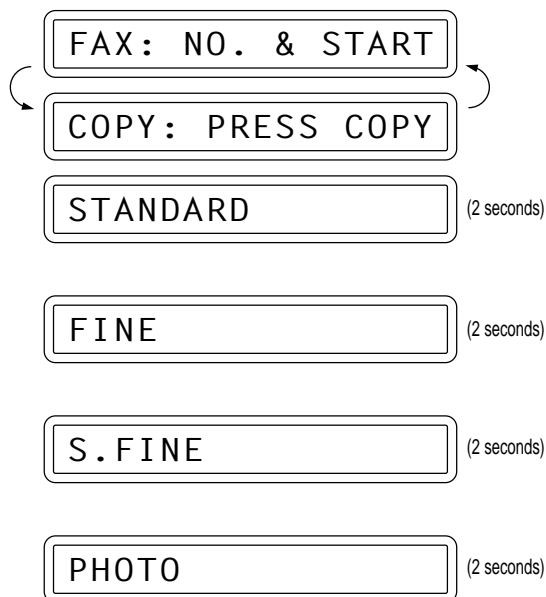
Then the current setting has changed to PHOTO mode.

** The current resolutions are displayed with 3 digits during copying, sending and receiving:

STANDARD:	STD
FINE:	FNE
SUPER FINE:	SUP
PHOTO:	PHO

To set different resolutions for each page of a multi page document, refer to "Multiple Resolution Transmission".

SETTING THE CONTRAST

The fax machine has an automatic contrast control, but if you need to send or to copy a document that is very light or very dark, you may want to set the contrast yourself.

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

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

09/12 15:25 FAX

1. Insert the documents face down into the feeder.

FAX: NO. & START

COPY: PRESS COPY

2. Press **Menu**.

1.TEMP.SETTINGS

3. Press **1**.

1.TEMP.SETTINGS

4. Press **4**.
    The LCD will alternate messages.

4.CONTRAST

CONTRAST:AUTO

SELECT ← → & SET

5. Use ◄ (left arrow) or ► (right arrow) to select one of the settings, AUTO, LIGHT, or DARK.
    Example: LIGHT.

CONTRAST:LIGHT

6. Press **Set**.

4.CONTRAST

7. Press **Stop** to exit.

FAX: NO. & START

COPY: PRESS COPY

Then start the fax sending operation or copy.

B) BASIC FAX TRANSMISSIONS

FOR YOUR INFORMATION

Sending a Fax

There are 3 basic ways of sending a fax:

1) Automatic transmission:

a. Number-key Dialling
*You can send a fax by pressing the number keys and then pressing **Start**.*

b. One-Touch Dialling
*Press one of the One-Touch keys. (The numbers must be stored beforehand. See chap. 4.) Then press **Start**.*

c. Speed-Dialling
*Press **Speed-dial**, then use the number keys to enter a two-digit number.*
For example, press "05" for 5. (The numbers must be stored beforehand. See chap. 4.)
*Then press **Start**.*

d. Tel-Index
You can use the Tel-Index to make telephone or fax calls.(See chap. 5.)

2) Delayed transmission:

It is possible to send documents at a later time by using the TIMER function.

3) Manual transmission:

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

***NOTE**: Talking to the Other Party When Sending a Fax*

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

Sending a Fax Automatically

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Insert the documents face down into the feeder.	FAX: NO. & START
	COPY: PRESS COPY

2. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.
   Example: One-Touch dialling.

```
SWISS OFFICE
```

```
DIALLING
```
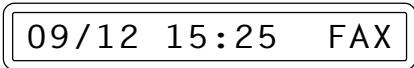
3. Press **Start**.

```
SEND    P.01 STD
```

Sending a Fax Manually

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25  FAX
```

1. Insert the documents face down into the feeder.

```
FAX: NO. & START
```

```
COPY: PRESS COPY
```

2. Pick up the handset and listen to the dial tone.

```
ENTER FAX NO.
```

3. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
THEN PRESS START
```

```
SWISS OFFICE
```

4. When you hear the fax tones from the remote machine, press **Start** again.
   Your fax machine will begin sending the documents.

```
SEND    P.01 STD
```

5. Return the handset to its cradle.

Automatic and Manual Re-dialling

If a number you have dialled is busy or your call did not go through for some other reason, you can re-dial that number. There are two ways to re-dial, "automatic" and "manual." Automatic redialling can only be used for faxes that were sent using automatic transmission—not for telephone calls. The fax machine will automatically re-dial the number 4 times at 2 minutes intervals (for the U.K.), 3 times at 2 minutes intervals (for Ireland), before giving up. It will re-dial the last dialled number when you press **Redial/Pause** (manual re-dialling).

FOR YOUR INFORMATION

Optional Settings When You Send a Fax Manually

• *Resolution*   • *Contrast*
• *Cover Page*   • *Overseas Mode*

Printing Page Headers

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

Transmission Date and Time	Station ID	Page Number
09/12/1997 15:25 +44-555-5444	BROTHER	PAGE 01
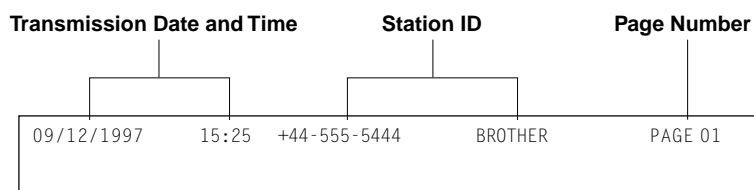
C) ADVANCED FAX TRANSMISSIONS

Sending a Fax by Using Memory

If you are faxing a set of documents that are confidential in nature or you just need your original documents back right away, you don't have to stand at the machine and wait for the transmission of each page to be completed. You can use **Memory** in order to get your original documents back before transmission.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25　FAX
1.　Insert the documents into the feeder.	FAX: NO. & START
	COPY: PRESS COPY
2.　Press **Memory**. The display indicates how much memory is available.	MEMORY　　　100%
	ENTER FAX NO.
3.　Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.	SWISS OFFICE
4.　Press **Start** to begin scanning the documents into memory. Once completed,the fax machine will dial the destination.	MEMORY　　　100%

FOR YOUR INFORMATION

If You Get a MEMORY FULL Message When Trying to Send a Fax by Using Memory

*In the unlikely event of the memory becomes full when scanning page one, the display shows "PRESS STOP KEY", then press **Stop** to abort the job.*

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

Delayed Transmission

You can set the timer to send documents at a later time (up to 24 hours later). Your fax machine will also produce a report, the "Delayed Sending Report", after the fax is sent. You can set up to three different documents for delayed transmission.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Insert the documents into the feeder.	FAX: NO. & START
	COPY: PRESS COPY
2. Press **Memory** if you use memory transmission.	MEMORY 100%
	ENTER FAX NO.
3. Press **Menu**.	1.TEMP.SETTINGS
4. Press **1**.	1.TEMP.SETTINGS
5. Press **1**.	1.TIMER
6. Enter the time in 24-hour format using the number keys. Example: **19:45** (7:45 P.M.).	SET TIME=00:00
	SET TIME=19:45
7. Wait for two seconds.	1.TIMER
8. Press **Stop**.	ENTER FAX NO.
	MEMORY 100%

9. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
SWISS OFFICE
```

10. Press **Start**.
    The fax machine will wait until the specified time to call.

```
09/12 15:25   FAX
```

Setting the Daily Timer (for Delayed Transmissions)

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25   FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **7**.	`7.SETUP SYSTEM`
3. Press **2**.	`2.DAILY TIMER`
4. Enter the time in 24-hour format using the number keys. Example: **19:45** (7:45 P.M.).	`ENTER TIME:00:00`
	`ENTER TIME:19:45`
5. Wait for two seconds, press **Stop** to exit.	`2.DAILY TIMER`

Broadcasting

By using the numbers you have stored for One-Touch dialling, Speed-Dialling, or group dialling, you can automatically send faxes to a maximum of 60 locations (FAX 1020 Plus) and 124 locations (FAX 1030 Plus) at once. If more groups are used then the amount of numbers that can be stored is reduced in accordance with the amount of groups used. You cannot broadcast to a number that has not been stored into memory.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25   FAX`
1. Insert the documents into the feeder.	`FAX: NO. & START`
	`COPY: PRESS COPY`

2. Press **Memory**.

```
┌─────────────────────┐
│ MEMORY      100%    │
└─────────────────────┘
┌─────────────────────┐
│ ENTER FAX NO.       │
└─────────────────────┘
```

3. Enter the One-Touch key(s) and/or Speed-Dial number(s), one after the other, or a Group number. Example: Group number.

```
┌─────────────────────┐
│ ALL BROTHER         │
└─────────────────────┘
```

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

```
┌─────────────────────┐
│ MEMORY      100%    │
└─────────────────────┘
┌─────────────────────┐
│ DIALLING            │
└─────────────────────┘
┌─────────────────────┐
│ SEND    P.01 STD    │
└─────────────────────┘
```
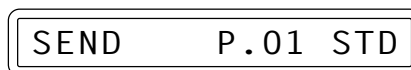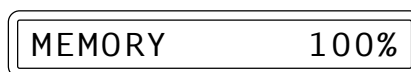
FOR YOUR INFORMATION

Getting Familiar with the Broadcasting Function

1. *To stop the broadcast in progress, press **Stop**.*
2. *If the line is busy or for some other reason a connection could not be made during broadcasting, the fax machine will automatically re-dial the number.*
3. *If the memory is full, press **Stop** to abort the job or press **Start** to send the portion that is in the memory (if more than one page has been scanned.)*

Helpful Hints

* *Use the Tel-Index to help you choose the numbers you want to broadcast to. (See chap. 5.)*
* *After transmission is completed, a Broadcast Report will be printed automatically to let you know the result of the transmission.*

Sending by Multi-Transmission

Use multi-transmission for sending several different faxes to several destinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

This is not to be confused with Broadcasting, which is sending a document to many destinations.

If you wish, you can combine this function with broadcasting so that you can fax different documents to different lists of people at the same time. To do this, store various sets of documents in memory. Then automatically your machine will fax "Document A" to one list of people and "Document B" to another list of people. You can preset 3 different documents including timer transmission in memory.

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

```
┌─────────────────────┐
│ 09/12 15:25   FAX   │
└─────────────────────┘
```

1. Insert "Document A" into the feeder.

```
┌─────────────────────┐
│ FAX: NO. & START    │
└─────────────────────┘
┌─────────────────────┐
│ COPY: PRESS COPY    │
└─────────────────────┘
```

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

```
┌─────────────────────┐
│ MULTI TX      100%  │
└─────────────────────┘
┌─────────────────────┐
│ ENTER FAX NO.       │
└─────────────────────┘
```

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

```
┌─────────────────────┐
│ SWISS OFFICE        │
└─────────────────────┘
```

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

```
┌─────────────────────┐
│ MULTI TX      100%  │
└─────────────────────┘
┌─────────────────────┐
│ 09/12 15:27   FAX   │
└─────────────────────┘
```

5. Insert "Document B" within 30 seconds after "Document A" has been scanned. (If you wait more than 30 seconds to scan another document, the machine will begin to send the document(s) it has in memory.)

```
┌─────────────────────┐
│ ENTER FAX NO.       │
└─────────────────────┘
┌─────────────────────┐
│ THEN PRESS START    │
└─────────────────────┘
```

6. Repeat the step 2, 3, 4.

7. Insert document "C" within 30 seconds of document "B" being scaned. (If, after 30 seconds there are no further pages, your fax machine starts sending documents "A" and "B").

```
┌─────────────────────┐
│ MULTI TX       70%  │
└─────────────────────┘
```

8. Repeat steps 2, 3 and 4.

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

```
┌─────────────────────┐
│ DIALLING            │
└─────────────────────┘
```

Helpful Hints

*1. If you press only **Memory** instead of **Shift + Memory** for the last document, your fax machine will start dialling without waiting for 30 seconds.*

2. Multi-transmission is available for up to three destinations, however the total number includes Timer transmissions. If you set one timer transmission, multi transmission is only available for two destinations.

Interrupting the Timer and Polled Job

You can send a fax without cancelling the timer or polled waiting (see chap. 8) with documents in the feeder by "interrupting" it. When you interrupt the timer to send a "new" set of documents, the fax machine does not automatically re-dial the number if it is busy. Also, you cannot use the function mode when you are interrupting the timer or polled waiting.

Example: TIMER WAITING with a document in the feeder.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	TIMER WAITING
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **0**.	0.INTERRUPT
3. Wait for two seconds.	REMOVE DOCUMENT
4. Remove documents from the fax machine.	INSERT DOCUMENT
5. Place the "new" documents into the feeder.	FAX OR COPY
	MENU 0 TO RESET
6. Enter the new fax number for the documents you are sending now then press Start.	DIALLING
	SEND P.01 STD
7. After the transmission is finished, place the "old" documents back into the feeder.	INSERT DOCUMENT
	FAX OR COPY
	MENU 0 TO RESET
8. Press **Menu** and **0** to restore the timer.	0.INTERRUPT
	TIMER WAITING

Cancelling a Job

Use the cancel job function to permanently remove scheduled tasks such as polling or polled job (see chap. 8) and timer job (delayed sending) from your fax machine.

Example: TIMER WAITING with documents in the feeder.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
TIMER WAITING
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **2**.
   Any waiting jobs that have been set up will appear in the display.
   In the event that no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.

```
2.CANCEL JOB
```

```
19:45    SWISS OF
```

```
SELECT ← → & SET
```

3. Use ◄ (left arrow) or ► (right arrow) to select the job you wish to cancel.

```
19:45    SWISS OF
```

4. Press **Set**.

```
19:45    SWISS OF
```

```
1.CLEAR   2.QUIT
```

5. Press **1** to cancel the selected job, or **2** to exit without cancelling.
   If **1** is selected, the job will be cancelled and the next job in the queue will appear in the display.

6. To cancel the next job, press **1** again. To exit, simply press **2**.

D) FAX TRANSMISSION OPTIONS

Setting the Overseas Mode

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

09/12 15:25 FAX

1. Insert the documents into the feeder.

FAX: NO. & START

COPY: PRESS COPY

2. Press **Menu**.

1.TEMP.SETTINGS

3. Press **1**.

1.TEMP.SETTINGS

4. Press **6**.

6.OVERSEAS MODE

OVERSEAS:OFF

SELECT ← → & SET

5. Press ◄ (left arrow) or ► (right arrow) to switch to ON.

OVERSEAS:ON

6. Press **Set**.

6.OVERSEAS MODE

7. Press **Stop** to exit.

ENTER FAX NO.

THEN PRESS START

8. Then start the fax sending operation.

   After sending your fax, the overseas mode will switch itself OFF.

Setting Your Fax Machine for Multiple Resolution Transmission

This is a temporary setting for the current transmission job only.

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

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	`09/12 15:25  FAX`
1. Insert the documents into the feeder.	`FAX: NO. & START`
	`COPY: PRESS COPY`
2. Press **Menu**.	`1.TEMP.SETTINGS`
3. Press **1**.	`1.TEMP.SETTINGS`
4. Press **5**.	`5.RESOLUTION`
	`PAGE 01:STANDARD`
	`SELECT ← → & SET`
5. Press ◄ (left arrow) or ► (right arrow) to find the resolution you want for the first page of your documents. Example: FINE.	`PAGE 01:FINE`
6. Press **Set**. Return to step 5 for setting the resolution for page 2 and the following pages.	`PAGE 02:FINE`
7. When you finish setting the resolution for all your pages, press **Stop**.	`FAX: NO. & START`
	`COPY: PRESS COPY`

8. Enter the fax number.

9. Press **Start**.

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

Sending a Fax with an Electronic Cover Page Message

An automatic Cover Page will allow you to send details of where the fax is going ("TO :"), the sender ("FROM :") and when it was sent. This is what the Cover Page looks like:

```
09/12/1997 15:25

            === COVER PAGE ===

TO:       SWISS OFFICE    ─────────        (1)
    FAX: 0104155551212


FROM:     BROTHER        ──────────        (2)
     FAX: +44-555-5444
     TEL: +44-555-5444


        03 PAGE[S] TO FOLLOW  ──────        (3)
COMMENT: PLEASE CALL  ────────────         (4)
```

(1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialling manually or broadcasting, the name of the destination will be left blank.

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

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

(4) Your comments. You may customise the comments.

When Using the Cover Page Temporarily

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Insert the documents into the feeder.	`FAX: NO. & START`
	`COPY: PRESS COPY`
2. Press **Menu**.	`1.TEMP.SETTINGS`
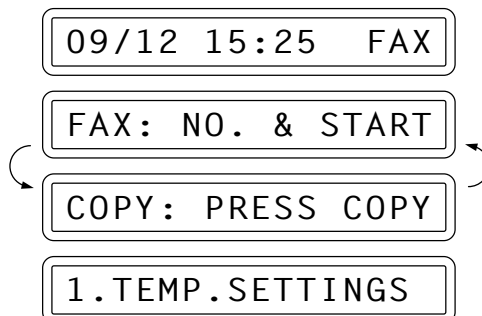
3. Press **1**.

> 1.TEMP.SETTINGS

4. Press **7**.

> 7.COVERPAGE

> COVERPAGE:OFF

> SELECT ← → & SET

5. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON.

> COVERPAGE:ON

6. Press **Set**.

> 1.NOTE OFF

> SELECT ← → & SET

7. Press ◄ (left arrow) or ► (right arrow) to select the comment you want.
   Example: 2.PLEASE CALL.

> 2.PLEASE CALL

8. Press **Set**.

> TOTAL PAGES? :00

9. Enter the number of pages you are sending. (Enter "0" to leave the number of pages excluding the cover page blank.)

> TOTAL PAGES? :02

10. Wait for two seconds.

> 7.COVERPAGE

11. Press **Stop** to exit.

> ENTER FAX NO.

> THEN PRESS START

12. Enter the fax number.

> SWISS OFFICE

> DIALLING

13. Press **Start**.

> SEND COVERPAGE

> SEND   P.01 STD

FOR YOUR INFORMATION

The Comments Selection on the Cover Page

You can choose one comment from a choice of 6. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can enter yourself. (For more information see below "Customising Your Cover Page Comment".)
1. *NOTE OFF*
2. *PLEASE CALL*
3. *URGENT*
4. *CONFIDENTIAL*
5. *(Your own customised comment up to 27 characters).*
6. *(Your own customised comment up to 27 characters).*

Customising Your Cover Page Comment

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **7**.	7.SETUP SYSTEM
3. Press **7**.	7.COVERPAGE NOTE
	5.
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select 5 or 6 where you wish to store a comment. Example: 5.	5.
5. Press **Set**.	5._
	ENTER & SET
6. Enter your customised comment by using the number keys (up to 27 characters). (See chap. 3 for more details.) Example: **TOP SECRET**.	5.TOP SECRE_T_
7. Press **Set**.	7.COVERPAGE NOTE
8. Press **Stop** to exit.	

Printing the Cover Page

You can print a Cover Page to check the format.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **3**.	3.PRINT REPORTS
3. Press **4**.	4.COVERPAGE
	PRESS START KEY
4. Press **Start**.	PRINTING

To Always Send a Cover Page

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **5**.	5.USER OPTIONS
3. Press **3**.	3.COVERPG ON/OFF
	COVERPAGE:OFF
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: ON.	COVERPAGE:ON

5. Press **Set**.

```
1.NOTE OFF
```

```
SELECT ← → & SET
```
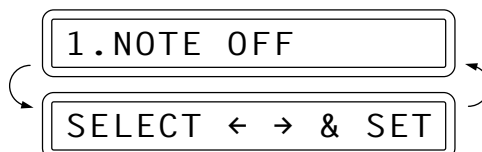
6. If you selected ON, you need to select a comment, by pressing ◀ (left arrow) or ▶ (right arrow).
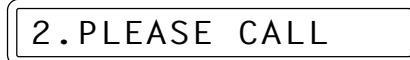
   Example: 2.PLEASE CALL.

```
2.PLEASE CALL
```

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

```
3.COVERPG ON/OFF
```

FOR YOUR INFORMATION

Sending an Automatic Cover Page

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

Sending a Fax When the Cover Page Is ON

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25  FAX
```

1. Insert the documents into the feeder. The display will say "COVERPAGE ON" for one second.

```
COVERPAGE ON
```

```
FAX: NO. & START
```

```
COPY: PRESS COPY
```

2. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
SWISS OFFICE
```

3. Press **Start**.
   Your machine will begin transmitting the Cover Page and original document.

```
DIALLING
```

```
SEND COVERPAGE
```

```
SEND    P.01 STD
```
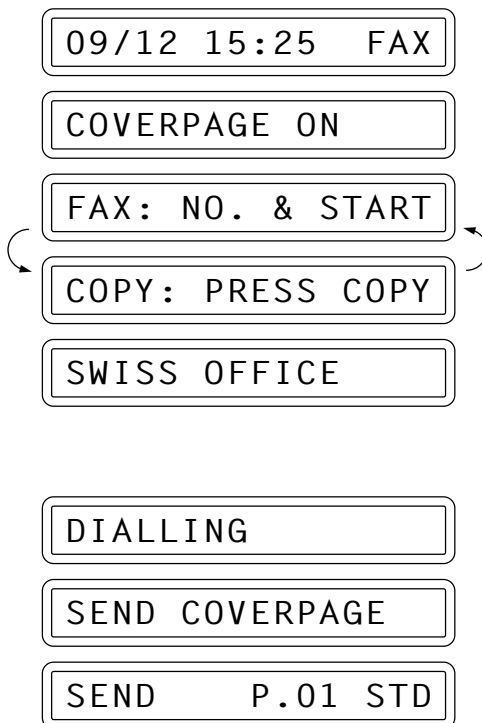
Sending a Fax with Call Reservation

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25　FAX
1. Insert the documents into the feeder.	FAX: NO. & START
	COPY: PRESS COPY
2. Press **Menu**.	1.TEMP.SETTINGS
3. Press **1**.	1.TEMP.SETTINGS
4. Press **3**.	3.CALL RESERVE
	CALL RESERVE:OFF
	SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) to select Call Reservation ON or OFF. Example: Call Reserve ON.	CALL RESERVE:ON
6. Press **Set**.	CALL MESSAGE:OFF
	SELECT ← → & SET
7. Press ◄ (left arrow) or ► (right arrow) to select Call Back Message ON or OFF. Example: Call Back Message ON.	CALL MESSAGE:ON
8. Press **Set**.	3.CALL RESERVE

9. Press **Stop**.

```
┌─────────────────────────┐
│  ENTER FAX NO.          │
└─────────────────────────┘
┌─────────────────────────┐
│  THEN PRESS START       │
└─────────────────────────┘
```

10. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
┌─────────────────────────┐
│  SWISS OFFICE           │
└─────────────────────────┘
```
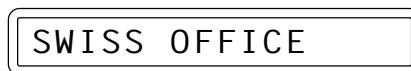
11. Press **Start**.
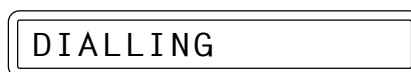
12. The machine will send the fax. If your handset rings when all pages have been transmitted then pick up your handset.

```
┌─────────────────────────┐
│  DIALLING               │
└─────────────────────────┘
```

```
┌──────────────────────────────────────────────┐
│  09/12/1997 15:25                              │
│                                                │
│       === CALL BACK MESSAGE ===                │
│                                                │
│  TO:      SWISS OFFICE                         │
│       FAX: 4155551212                          │
│                                                │
│  FROM:    BROTHER                              │
│                                                │
│  PLEASE CALL AT [TEL] +44-555-5444             │
│                 [FAX] +44-555-5444             │
└──────────────────────────────────────────────┘
```

(Example of CALL BACK MESSAGE)

FOR YOUR INFORMATION

Using the Call Reservation Function

1. There are some fax machines that will not respond to this function.
2. When you use auto re-dialling, you cannot use the Call Reservation function, but if Call Back Message is ON, your fax machine will leave a Call Back Message to ask the other party call you.
3. You cannot use Call Reservation with the timer or with the polling function.
4. ***You must register your Station ID number to set Call Back Message: ON. (See chap. 4.)***

Printing the Call Back Message

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	┌─────────────────────┐
	│ 09/12 15:25 FAX │
	└─────────────────────┘
1. Press **Menu**.	┌─────────────────────┐
	│ 1.TEMP.SETTING │
	└─────────────────────┘
2. Press **3**.	┌─────────────────────┐
	│ 3.PRINT REPORTS │
	└─────────────────────┘

3. Press **5**.

> 5.CALLBACK MSG.

> PRESS START KEY

4. Press **Start**.

> PRINTING

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine 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 continually checked for their integrity.

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

Error Re-Transmission

Error Re-Transmission is helpful when the receiving machine does not have ECM. Even though your machine cannot check the integrity of the message, it will resend the page(s) effected after an error has been caused by accidental noise.

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

> 09/12 15:25 FAX

1. Press **Menu**.

> 1.TEMP.SETTINGS

2. Press **5**.

> 5.USER OPTIONS

3. Press **4**.

> 4.ERROR RE-TX

> ERROR RE-TX:OFF

> SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to choose either ON or OFF. Example: ON.

> ERROR RE-TX:ON

5. Press **Set**.
6. Press **Stop** to exit.

> 4.ERROR RE-TX

- **This feature is available only for memory transmission using Memory key.**

Next-FAX Reservation

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

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	RECEIVE P.01 STD
1. Insert the documents into the feeder.	ENTER No & START
2. Enter the fax number.	4155551234
3. Press **Start**.	PRESS SET
4. Press **Set**.	NEXT-FAX RESERVD
	DIALLING

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

FOR YOUR INFORMATION

1. *Next-FAX Reservation cannot be used when there are documents in the document feeder awaiting timer transmission or polled waiting or when the interrupt function is in use.*
2. *When you are making a call using Next-FAX Reservation, you can dial manually, or use One-Touch, Speed-Dial, or Redial. However, when you use One-Touch dialling, the screen will only display the number of the One-Touch number you are using, such as "*01" and not the name of the person you are calling. Similarly, if you use Speed- dialling, the screen will show you only the Speed-Dial number, such as "#02".*
3. *You can set the resolution for Next-FAX Reservation by pressing **Resolution**, but you cannot change any settings using the **Menu** key. (For example you cannot change a setting for multiple resolution transmission by using function mode.)*
4. *To cancel a Next-FAX Reservation, remove the documents and press **Stop**.*

Chapter 7. RECEIVING FAXES AND OTHER CALLS
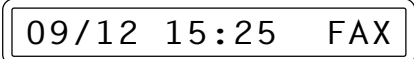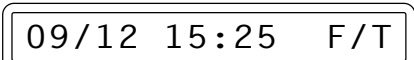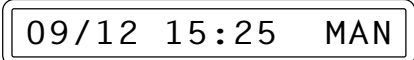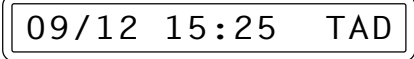
A) BASIC SETUP TO RECEIVE FAXES

Selecting an Answer Mode

There are 4 answer modes for your fax machine. You can choose one by pressing **Mode** repeatedly until you find the mode you want.

Choose one that suits your needs.

(The indicator lights are available only on the FAX 1030 Plus: ● means light off. ⧖ means light on. On the Fax 1020 Plus the receive mode is shown on the display.)

Answer Mode	LCD	For
1. **FAX**	09/12 15:25 FAX	Dedicated fax use. Telephone line and fax line are separate.

⧖ FAX
  TAD
● F/T

If you use your telephone line exclusively for sending and receiving faxes, you may want to use FAX mode. In this mode, you can receive all your incoming faxes automatically.

2. **F/T**	09/12 15:25 F/T	Both fax and telephone use. When you share one line for your telephone and fax machine.

● FAX
  TAD
⧖ F/T

If you want to use your telephone line for both fax and telephone, you may want to choose F/T mode. In F/T mode, your fax machine will answer incoming faxes automatically.

3. **MANUAL**	09/12 15:25 MAN	You must answer each call manually. Use this mode mainly for the telephone operation.

● FAX
  TAD
● F/T

If you want to answer each incoming call yourself, choose MANUAL mode.

4. **TAD**	09/12 15:25 TAD	For use with an external TAD (Telephone Answering Device), when you are not at home.

⧖ FAX
  TAD
⧖ F/T

When you use your fax machine together with a telephone answering machine, choose TAD mode.

Automatic Fax Only Reception (FAX Mode)

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

Manual Reception (MANUAL Mode)

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

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

Fax Detect

When you use this feature, you don't have to press **Start**, but need to wait for several seconds quietly, when you answer a fax call. Just replace the handset after your fax machine begins to receive the fax. Selecting "ON" allows the machine to receive fax calls automatically, even if you lift the handset of an extension. Selecting "SEMI" lets the fax machine receive the call only if you've answered it at the fax machine. Selecting "OFF" means you'll have to activate the fax machine yourself by pressing **Start** or entering the remote activation code from an extension phone.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **7**.	7.SETUP SYSTEM
3. Press **6**.	6.FAX DETECT
	FAX DETECT:ON
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose ON, SEMI or OFF. Example: SEMI.	FAX DETECT:SEMI
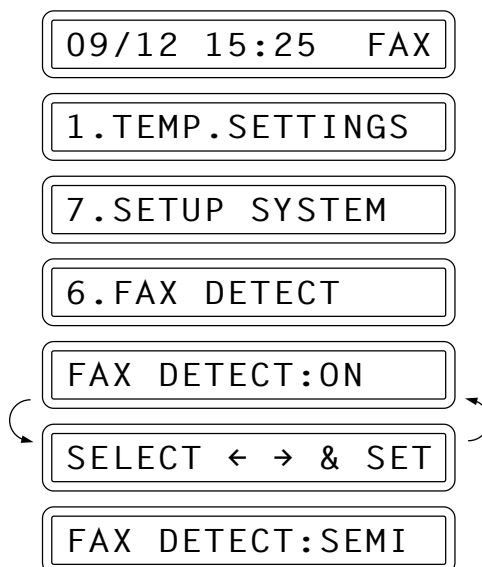
5. Press **Set**.

| 6.FAX DETECT |

6. Press **Stop**.

You can pick up the call on any phone on the same line, but if it is a fax call and you hear the fax calling tone (CNG tone) in the background, then replace the handset. You can also set Fax Detect to OFF, pick up the fax machine handset and press **Start**.

When you pick up;	ON	SEMI	OFF	You should replace the handset after
FAX-1020 Plus/ 1030 Plus handset	○	○	✗	The screen displays 'RECEIVE'.
The external Tel handset	○	✗	✗	The screen displays "RECEIVE" or the CNG tone stops for more than 5 seconds.
The extension Tel handset	○	✗	✗	You heard the "chirps".

- ○ means the FAX Detect will work
- ✗ means the FAX Detect will not work
- If you have a fax modem which is connected in parallel to the same line as the fax machine, the machine may wrongly detect the fax calling tone (CNG tone) that the fax modem sends to the line as incoming fax call and go into the receiving mode. In this case it is recommended to set FAX DETECT to SEMI or OFF.
- Sometimes your fax machine may detect your voice and/or your caller's voice as a CNG tone by mistake. If it occurs often on your fax, set the Fax Detect 'OFF'.
- In cases where Fax Detect does not work, even after you have kept quiet for several seconds, you should activate the machinery manually by presseing the **Start** button or entering the remote activation code.

Note: For an explanation of the differences between external and extension telephones, please see page 7-12.

Setting the Ring Delay

You can set up the number of rings before the fax machine will answer automatically in FAX and F/T mode.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **6**.	6.TEL OPTIONS

3. Press **2**.

```
2.RING DELAY
```

```
RING DELAY:02
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) repeatedly until you find the number of rings you want. Example: 03.

```
RING DELAY:03
```

5. Press **Set**.
6. Press **Stop** to exit.

```
2.RING DELAY
```

The F/T Switch (F/T Mode)

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

```
                          ┌──────────────────┐
                          │  Incoming Call   │
                          └──────────────────┘
                                   │
 The fax machine        ┌──────────────────────┐        You pick up any
 picks up after ring    │ All extensions in the│        extension within ring
 delay elapses.         │ home will ring for a │        delay period.
                        │ period depending on  │
                        │ your ring delay      │
                        │ setting (user        │
                        │ selectable).         │
                        └──────────────────────┘

┌────────────────────┐                      ┌────────────────────────┐
│ The fax machine    │                      │ If FAX DETECT is ON,   │
│ picks up the call  │                      │ the fax machine will   │
│ and automatically  │                      │ determine if it is a   │
│ detects whether it │                      │ fax call or not. If it │
│ is a fax or voice  │                      │ is OFF, you must       │
│ call.              │                      │ manually determine if  │
└────────────────────┘                      │ it is a voice or fax   │
                                            │ call.                  │
                                            └────────────────────────┘

    Fax call      Voice call                  Fax call      Voice call

┌──────────────┐ ┌──────────────────┐ ┌──────────────────┐ ┌──────────┐
│ Fax reception│ │ Only the fax     │ │ If FAX DETECT is │ │ Talk as  │
│ is           │ │ handset rings,   │ │ ON, the fax      │ │ normal.  │
│ automatically│ │ (double ring)    │ │ machine will     │ └──────────┘
│ activated.   │ │ for you to pick  │ │ start receiving  │
└──────────────┘ │ up. The fax will │ │ faxes            │
                 │ ring for several │ │ automatically,   │
┌──────────────┐ │ seconds,         │ │ if it is OFF,    │
│ The fax      │ │ depending on     │ │ press Start on   │
│ message is   │ │ your F/T ring    │ │ the fax machine. │
│ received.    │ │ time setting     │ └──────────────────┘
└──────────────┘ │ (user selectable)│
                 └──────────────────┘

┌──────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ The caller   │ │ The caller stays │ │ You pick up the  │
│ may hang up. │ │ on the line      │ │ handset and press│
└──────────────┘ │ through the      │ │ TEL/Speakerphone.│
                 │ entire 10-60     │ └──────────────────┘
                 │ second ring time.│           │
                 └──────────────────┘ ┌──────────────────┐
                                      │ Talk as normal.  │
                                      └──────────────────┘
```

Please note that some faxes cannot be received automatically in F/T mode, because some fax machines do not send the standard Group 3 calling tone ("CNG").

IMPORTANT! This machine does not re-generate ringing conditions to any extension telephones. Any such extension telephones will only ring during the time set on the ring delay period. After the period has expired, only the fax machine will ring. The fax machine will ring depending on the F/T ring time you have selected.

Setting the F/T Ring Time

Once the fax machine has answered the call and has determined that it is a voice call, you can specify the amount of time that it will ring before a fax tone is finally generated. This period can be 10, 20, 30, or 60 (for U.K.) or 10, 20, 30 or 45 (for Ireland) seconds.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **6**.	6.TEL OPTIONS
3. Press **4**.	4.F/T RING TIME
	RING TIME:20 SEC
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) repeatedly until you find the setting you want. Example: 10 sec.	RING TIME:10 SEC
5. Press **Set**. 6. Press **Stop** to exit.	4.F/T RING TIME

Recording an F/T Outgoing Message (OGM) (Only for FAX 1030 Plus)

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

"Hello, please wait, we are trying to connect you. If you wish to send a fax, please wait until you hear a fax tone and press the Start key, or, enter ✱51 [your three-digit remote activation code] and press the Start key."

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Menu**.	09/12 15:25 FAX
2. Press **8**.	1.TEMP.SETTINGS
	8.SETUP TAD

3. Press **6**.

<div style="border:1px solid">6.OGM</div>

<div style="border:1px solid">TAD MESSAGE</div>

<div style="border:1px solid">SELECT ← → & SET</div>

4. Press ◄ (left arrow) or ► (right arrow) repeatedly until you get the F/T MSG.

<div style="border:1px solid">F/T MESSAGE</div>

5. Press **Set**.

<div style="border:1px solid">REC/ERASE/PLAY?</div>

6. Press **Record** and then pick up the handset.

<div style="border:1px solid">RECORD OGM:00/20</div>

7. Record a message within 20 seconds.

8. Press **Stop**. The recorded message is played automatically.

<div style="border:1px solid">RECORD OGM:15/20</div>

9. Press **Stop** to exit.

<div style="border:1px solid">RECORD OGM:20/20</div>

<div style="border:1px solid">PLAYING OGM</div>

<div style="border:1px solid">F/T MESSAGE</div>

<div style="border:1px solid">SELECT ← → & SET</div>

Helpful Hints

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

Smoothing

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **5**.	5.USER OPTIONS
3. Press **1**.	1.SMOOTHING
	SMOOTHING:ON
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: OFF.	SMOOTHING:OFF
5. Press **Set**.	1.SMOOTHING
6. Press **Stop** to exit.	
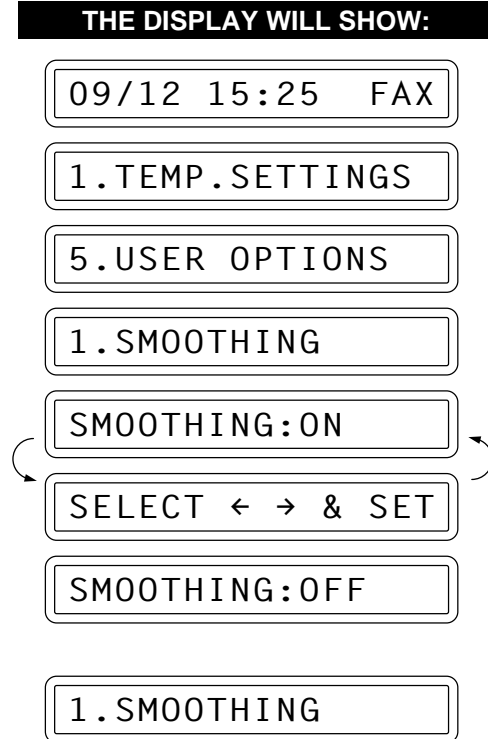
Printing a Reduced Size Copy of the Incoming Document

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

Using Auto Reduction Ratio

Depending on the size of the original incoming document pages, the machine will attempt to reduce each incoming page onto one page of recording paper. The machine will automatically calculate the reduction ratio by taking into account the size of the incoming document and the size of the recording paper.

Fixed Reduction

The incoming document will be reduced at a fixed reduction ratio regardless of the size of the recording paper. The reduction ratios can be selected from among four choices: 100%, 93%, 87% or 75%.

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

```
09/12 15:25   FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **5**.

```
5.USER OPTIONS
```

3. Press **5**.

```
5.REDUCTION
```

```
REDUCTION:AUTO
```

4. Press ◄ (left arrow) or ► (right arrow) to select the reduction ratio you want :
   - If you want Auto Reduction, choose "AUTO".
   - Choose 93%, 87% or 75% if you want Fixed Reduction.
   - Choose 100% if you want to record the same size.
   Example: 93%

```
SELECT ← → & SET
```

```
REDUCTION: 93%
```

5. Press **Set**.
6. Press **Stop** to exit.

```
5.REDUCTION
```

NOTICE

- *When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than 35 cm (legal size). If the original is longer than legal size, the data will not be reduced and will carry over to print on a second page.*
- *When you use Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place, and you will get the same size recorded.*

Speaker Volume

There are three settings available for the speaker volume, OFF, LOW, MEDIUM, or HIGH. This setting controls the volume of the fax machine's speaker, which is connected to the phone line. The initial setting is LOW.

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

09/12 15:25 FAX

1. Press **Menu**.

1.TEMP.SETTINGS

2. Press **6**.

6.TEL OPTIONS

3. Press **3**.

3.SPEAKER VOLUME

SPEAKER:LOW

SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to choose a setting either OFF, LOW, MEDIUM, or HIGH. Example: HIGH.

SPEAKER:HIGH

5. Press **Set**.
6. Press **Stop** to exit.
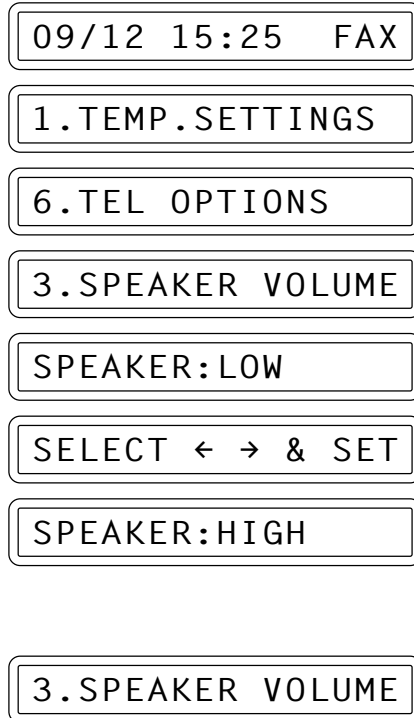
3.SPEAKER VOLUME

(Only for FAX 1030 Plus)

If you want to change the speaker volume during a call using Speaker Phone or while playing a message, use the control panel keys shown below.

Resolution   Mode
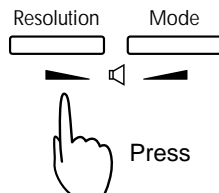
Press

Ring Volume

You can set the ring volume to either OFF, LOW, MEDIUM or HIGH. The initial setting is MEDIUM.

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

09/12 15:25 FAX

1. Press **Menu**.

1.TEMP.SETTINGS

2. Press **6**.

6.TEL OPTIONS

3. Press **5**.

5.RING VOLUME

RING VOLUME:MED

SELECT ← → & SET
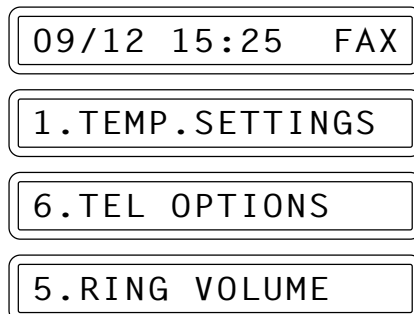
4. Press ◄ (left arrow) or ► (right arrow) to choose either OFF, LOW, MEDIUM, or HIGH.
    Example: LOW.

RING VOLUME:LOW

5. Press **Set**.
6. Press **Stop** to exit.
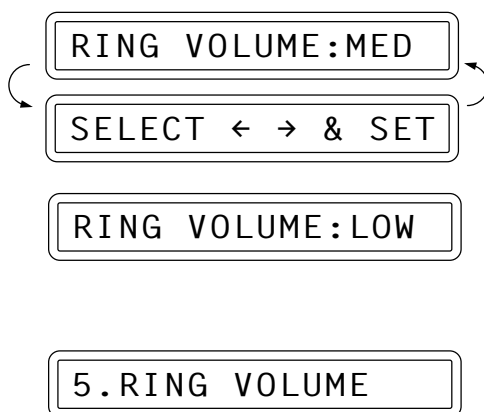
5.RING VOLUME

Helpful Hints
Even if you select OFF, the ring volume is set LOW for F/T ringing, Call Reservation ringing.

Reception into Memory

As soon as the paper cassette becomes empty during fax reception, the LCD will display "CHECK PAPER"; please add more paper in this case (see chap. 1).

If the MEMORY RECEPTION switch is ON at this time...
The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming faxes will also be stored into memory until the memory is full, following which no further incoming fax calls will be automatically answered; all data will be printed as soon as fresh paper is put in the paper cassette.

If the MEMORY RECEPTION switch is OFF at this time...
The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper cassette. The last fax received will be printed as soon as fresh paper is put in the cassette.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
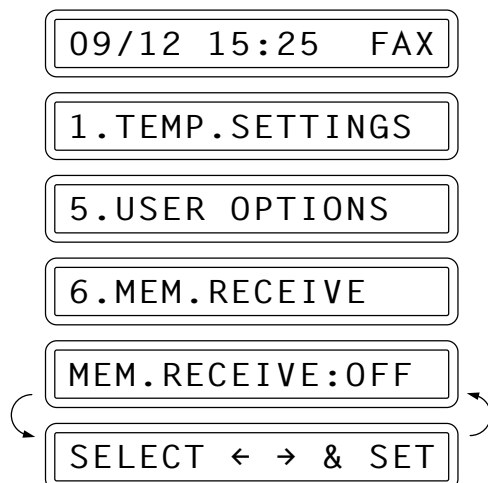
09/12 15:25 FAX

1. Press **Menu**.

1.TEMP.SETTINGS

2. Press **5**.

5.USER OPTIONS

3. Press **6**.

6.MEM.RECEIVE

MEM.RECEIVE:OFF

SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON.

```
MEM.RECEIVE:ON
```

5. Press **Set**.

```
6.MEM.RECEIVE
```

6. Press **Stop** to exit.

B) REMOTE ACTIVATION

What is Remote Activation?

You can remotely activate your machine to go to fax receiving mode from an external phone (a phone connected downstream of your fax machine), provided the phone has touch-tone dialling capability.

FOR YOUR INFORMATION

Connecting an External or Extension Telephone to the Unit

You may connect an external telephone to your fax machine, as shown below. An extension phone is a telephone that is plugged into a separate wall jack on the same line.

External
Telephone

Extension
Telephone
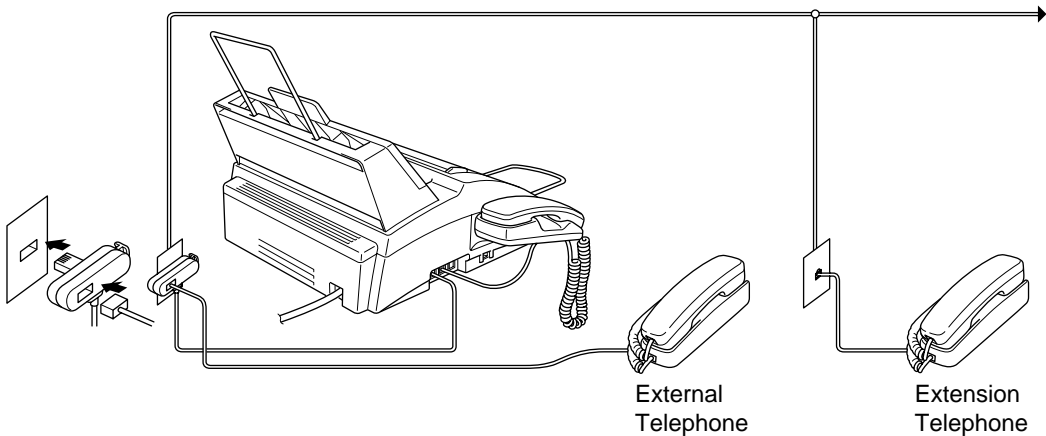
Operation from an External or Extension Telephone

If you answer a fax call on an external or extension phone, you can make your machine take over by using the Activation Code. When you press the Activation Code ✶ **5 1**, the machine starts to receive a fax.

If the machine answers a voice call and double-rings for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone. The Deactivation Code is used only in F/T mode.

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

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

Extension telephones are not permitted in some countries, in such a case the deactivation code will not work.

The Remote Activation Code also can be used by your callers. When you are using an external TAD, your outgoing message (OGM) should end with the statement "to send a fax, press ✶ **5 1**".

For F/T (Fax/Tel) Mode Only

When the machine is in F/T mode, it will use the F/T Ring Time (F/T pseudo-ringing) to alert you to a voice call. If you're at the machine, you can lift the handset to answer.

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

Troubleshooting

Sometimes other equipment on your phone line reserves a key that is in the Activation or Deactivation code. (Some answering machines reserve the "✱" key.) If the code you use to retrieve messages from your answering machine causes the line to be disconnected, try changing the Remote Codes. Change ✱51 to ### and #51 to 111. The Remote Activation and Deactivation Codes may not work with some telephone systems or telephone sets.

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

Changing and Registering Remote Codes

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **7**.	`7.SETUP SYSTEM`
3. Press **5**.	`5.REMOTE CODE`
	`REMOTE ACT.:OFF`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF. Example: ON.	`REMOTE ACT.:ON`
5. Press **Set**.	
6. Enter new remote code to activate. (The factory setting is "✱51".) Then wait for 2 seconds.	`ACT.CODE:✱51`
7. Enter a new remote deactivation code. (The factory setting is "#51".)	`DEACT.CODE:#51`
8. Wait for 2 seconds.	`5.REMOTE CODE`
9. Press **Stop** to exit.	

C) CONNECTION TO A TELEPHONE ANSWERING DEVICE (TAD)

How to Use External TAD with the Unit (The TAD Mode)

When you leave your fax machine set in TAD mode, phone calls will be answered by the externally connected telephone answering device; fax calls will subsequently be received automatically provided they come from a machine which sends standard group 3 fax **C**alli**NG** tone (CNG).

FOR YOUR INFORMATION

Connecting an External TAD to the Unit

You may connect an external TAD to your fax machine, as shown below.
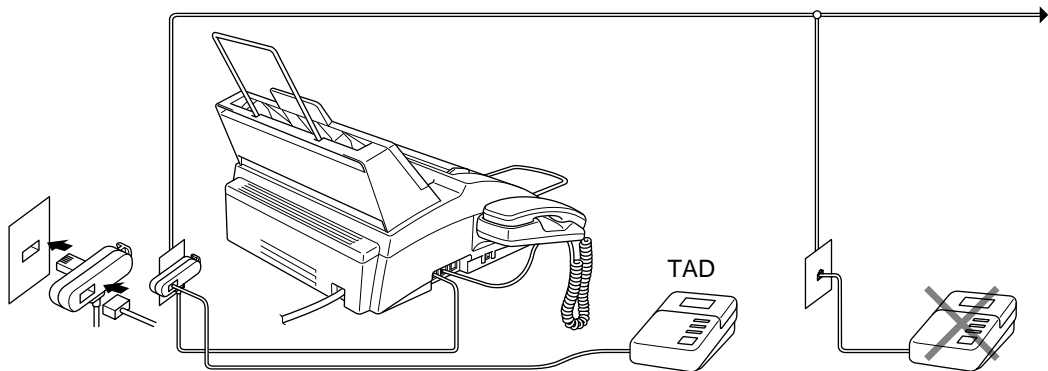
Helpful Hints
When You Use TAD Mode
1. *You can inform callers beforehand that if they call manually and get your telephone answering device when they want to send a fax, all they have to do is press their START or FAX key.*
2. *Another alternative is to record a TAD outgoing message that says, for example, "This answering machine is connected to a fax unit. If you wish to leave a voice message, please speak after beep. If you wish to send a fax message, please press your start key or enter (remote activation code) on your touch tone dial and press Start key. Thank you."*
3. *You need to erase the incoming messages on your external telephone answering device when it's full, or the TAD will not answer any calls, faxes or otherwise.*
4. *If you have a FAX 1030 Plus, set Message Store (function menu 8-1) to VOICE: EXT mode (see chapter 10).*

FOR YOUR INFORMATION

Sequence of External TAD Reception (TAD mode)

```
                          ┌─────────────────┐
                          │  Incoming Call  │
                          └────────┬────────┘
                                   │
                                   ▼
                     ┌──────────────────────────┐
                     │ The call is picked up     │
                     │ by the TAD.               │
                     │ (Recommended short        │
                     │ TAD ring delay such       │
                     │ as 1 or 2 rings.)         │
                     └────────────┬─────────────┘
                                  │
                                  ▼
```

| Fax reception is automatically activated by fax tone. | ◄── Auto dial fax call ── | The external TAD outgoing message begins. (Recommended length of 10 seconds or less.) | ── Manual fax call ──► | The caller must press Start or enter your remote activation code to activate the fax machine. |

Voice call ▼

| The fax message is received on paper. | | The caller leaves a voice message on the external TAD. | | The fax message is received on paper. |

The caller can also send a fax message after the voice message.

Telephone Answering Device

1. Set the telephone answering device so that it is ready to record incoming telephone calls.
2. Set the number of rings to **one or two** on your telephone answering device.
3. Try to record the shortest possible message on your telephone answering device (**less than 10 seconds**). We recommend 4 seconds of silence at the start of the message.

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode.
In these cases you must inform callers that they must enter the remote activation code to send a fax.

D) CALLER ID

What is Caller ID? (Caller IDentification)

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your machine's memory. In addition to the standard Caller ID features, you can select a Caller ID and have your machine dial the number for you.

NOTICE

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

To PABX Users :
Calling line identification signals are not generally delivered to your Brother fax machine if it is connected behind a private branch exchange (PBX) system or other call routing device.

Advantages of Caller ID

For Business

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

At Home

Residential customers can protect themselves from unwanted calls.

How Does the Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the display shows you the caller's phone number. Once you pick up the handset, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

Helpful Hints
- *If "# UNAVAILABLE" appears on the display, it means that the call came from outside your caller ID service area. ***
- *If "# WITHHELD" appears on the display, it means the caller intentionally blocked the transmission of his/her ID. ***
- *If no caller ID was transmitted to your fax machine, "PICK UP PHONE" will remain on the display.*

* Depends on network Function.

The Caller ID is Stored in Your Machine's Memory

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

The Caller ID information stored in the memory can be used for the following.

- *Selecting a Caller ID from the Memory for Call Reply.*
  You can scroll through the Caller IDs on the display and select one for your machine to dial.
- *Printing the Caller ID List.*
  You can review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), and type of call (Comment).

NOTE: Please set up the number of rings to more than 02 in the Ring Delay (see chap. 7) before you use the Caller ID. If you set up the number of rings to 01, you cannot receive the Caller ID.

Set the Caller ID to ON

If you have the Caller ID on your line, then this function should be set to ON to display the caller's phone number on the fax LCD as the telephone rings.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **6**.	`6.TEL OPTIONS`
3. Press **7**. (Press **8** on Fax 1030 Plus)	`7.CALLER ID`
	`DISPLAY ID`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to choose ON.	`CALLER ID:ON`
5. Press **Set**.	
6. Press **Stop** to exit.	`7.CALLER ID`

Selecting a Caller ID from the Memory for Call Reply

You can display the caller IDs that are stored in the memory and select the caller you want your machine to dial. Call Reply is a convenient feature whereby your Brother fax can dial back a voice/fax call "on-hook" to the opposite party associated with a Caller ID number which has been captured into memory. This saves you from having to copy and dial back to that number manually. (You can skip to Step 4 below by Pressing the **Shift** and **Tel-Index** simultaneously.)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25   FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **6**.

```
6.TEL OPTIONS
```

3. Press **7**.

   (Press **7** on U.K. FAX 1020 Plus.)

```
7.CALLER ID
```

```
DISPLAY ID
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) to select "DISPLAY ID".

```
DISPLAY ID:
```

3. Press **Set**.

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

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

```
30)14155551212
```

6. Press ◄ (left arrow) or ► (right arrow) key to scroll through the Caller IDs in the memory.
   In this example, press the ◄ key 5 times.

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

```
25)5555151
```

7. To automatically dial the caller ID number, wait 2 seconds on the desired Caller ID until you see the date and time the caller ID was received.

```
25)09/11 15:25
```

   * After 2 more seconds, the prompt shown at the right will appear.

8. Press **Start**.

```
PRESS START KEY
```

```
DIALLING
```

```
TELEPHONE
```

   * If you wish to send a fax, insert a document into the feeder.

```
THEN PRESS START
```

```
ENTER FAX NO.
```

Then press **Start**.

```
SEND
```

- When you hear in the loudspeaker that the called party has answered, pick up the handset and press **Speaker Phone** or **Tel** in order to speak.

- To cancel the Call Reply (for example, when you selected the wrong Caller ID), simply press **Stop** and begin again; the Caller ID will not be lost.

FOR YOUR INFORMATION

To Activate Certain Network Services When Using Call Reply

It may be desired (in order to activate certain network services), to insert a special prefix to be dialled in front of the Caller ID number when using the Call Reply feature. Some examples of such network services are :

*   Your outgoing Caller ID withheld

The required prefix, typically three to six digits (including # and ✳ *symbols) in length, may be inserted after displaying the desired Caller ID in step 6 on the previous page. (You can enter the prefix up to 20 digits on the machine.) The complete number string including the prefix will then be dialled by pressing* ***Start****.*

$\Big(\substack{\text{Previous} \\ \text{page Step 6.}}\Big)$ Select the desired Caller ID, wait 2 seconds until you see the date and time the caller ID was received.

```
25)09/11 15:25
```

```
PRESS START KEY
```

Enter the prefix by using number keys up to 20 digits. (Example: 123)

```
123
```

-   The display will be cleared when you press any of the number keys .

-   To cancel the prefix (such as when you entered the wrong number), simply press **Stop**.
    The display will return to the desired Caller ID you selected.

```
25)5555151
```

-   If you press **Stop** again, the machine will return to the current date and time display. You just escaped from the Call Reply mode.

-   Any problems or queries in using network services should be raised in the first instance with your network operator(s).

-   With Call Reply, automatic redial does not function in cases where the called party is busy or doesn't answer.

Call Reply to DDI numbers via Caller ID

Calls derived from a caller ID number to destinations connected to a "Direct Dial Inward (DDI)" private exchange system may fail to connect, or may be answered in the first instance by the called premises' main switchboard rather than by the intended extension. Brother is not liable for any call charges thus incurred.

Clearing the Caller ID Stored in Memory

For the effective use of the memory, it is recommended that you should clear the Caller ID stored into memory by pressing ***Clear*** *when the display shows the number.*

Printing the Caller ID List

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **3**.	`3.PRINT REPORTS`
3. Press **9**.	`9.CALLER ID`
4. Press **Set**. Wait 2 seconds until you see the prompt at the right.	`PRESS START KEY`
5. Press **Start**.	`PRINTING`

▼ **Sample of Caller ID List**

```
                      ┌─────────────────────┐
                      │   CALLER ID LIST    │
                      └─────────────────────┘
                                    TIME : 09/04/1997 14:05

            ①                 ②              ③           ④

     │ DATE  │ TIME  │ CALLER ID    │           │ COMMENT
  01 │ 09/04 │ 13:03 │ 908 322 1212 │           │ RX TEL
  02 │ 09/04 │ 13:04 │ 908 322 1212 │           │    TEL
  03 │ 09/04 │ 13:08 │ 911 555 0000 │           │ RX TEL
  04 │ 09/04 │ 13:10 │ 912 555 5711 │           │ RX
  05 │ 09/04 │ 13:22 │ 981 555 0101 │           │
  06 │ 09/04 │ 13:33 │ 981 555 0101 │           │
  07 │ 09/04 │ 13:37 │ 911 555 0000 │           │ RX TEL
  08 │ 09/04 │ 13:45 │ 908 322 1212 │           │ RX TEL
  09 │ 09/04 │ 13:57 │ 912 555 5711 │           │ RX
  10 │ 09/04 │ 14:00 │ 911 555 0000 │           │ TX
  11 │ 09/04 │ 14:01 │ 981 555 0101 │           │ RX
```

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

COMMENTS WILL INCLUDE:

- TX means your machine sent a fax message when it was polled or called.
- RX means your machine received a fax message (except polling and calling receiving).
- TEL means you answered a telephone call by your fax machine, external TAD or external phone.
- BLANK means the call was not answered or you answered at an extension phone.
- VOICE means you received an ICM in your Message Manager memory. (FAX 1030 Plus only).

BT CALL SIGN (For U.K. FAX 1020 Plus only)

FOR YOUR INFORMATION

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone number 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 machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone line) just for receiving faxes.

You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

NOTE

- *To have your external TAD answer only the main number, the machine must be in Manual Mode.*
- *In FAX/TEL or FAX ONLY mode, the machine will answer all numbers on the phone line.*

Set BT Call Sign to ON

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Set the machine to MANUAL mode.	09/12 15:25 MAN
2. Press **Menu**.	1.TEMP.SETTINGS
3. Press **6**.	6.TEL OPTIONS
4. Press **8**.	8.BT CALLSIGN
5. Press ◄ (left arrow) or ► (right arrow) to select ON (or OFF).	BT CALLSIGN: OFF
6. Press **Set**.	SELECT & SET
	BT CALLSIGN: ON
	8.BT CALLSIGN
7. Press **Stop** to exit.	

Chapter 8. POLLING

FOR YOUR INFORMATION

What Is Polling?

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

How Does It Work?

First two parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call up and have the documents transmitted to them during the same call.
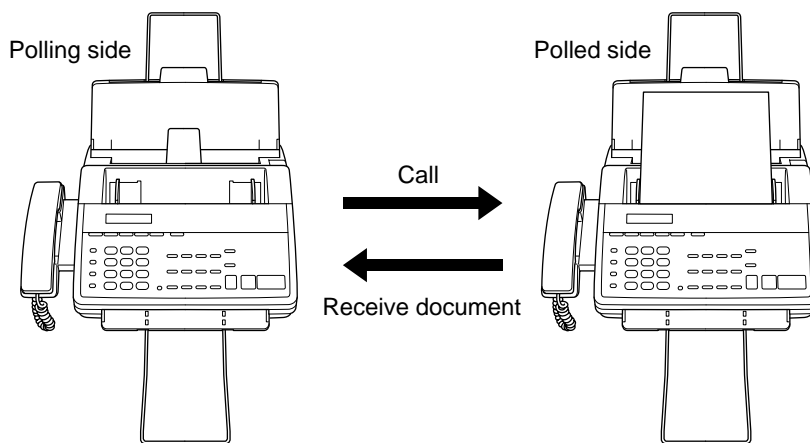
When to Use Polling?

Use polling to control the cost of who pays for sending a fax.
1. *If **you** want to pay for the cost of the call: Send out faxes to other parties as normal, and if another party has documents to send you, ask whether you can poll for it.*
2. *If you want **others** to pay for the cost of the call: ask them to poll your fax machine for the document they want, and have them fax any documents that you want.*
* *There are some fax machines that will not respond to the polling function.*

Helpful Hints
Using Polling Effectively (Examples)
Problem No. 1: *You want another party to send you a long fax, but they do not want to pay for the call.*
Solution: *Ask them to leave the document in their fax machine so you can poll for it.*
Problem No. 2: *Sales representatives have difficulty sending in faxes to the head office's fax machine because it is busy so much of the time.*
Solution: *Head office can poll the sales representatives' fax machines.*
Problem No. 3: *Because of the time or location, it is cheaper for someone else to call you than it is for you to make the call.*
Solution: *Ask the other party to poll for the documents and offer to pay for the call at their lower rate.*

Polling Another Fax Machine (Calling)

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

Make sure there are no documents in your feeder.

```
09/12 15:25  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **1**.

```
1.TEMP.SETTINGS
```

3. Press **2**.

```
2.POLLING
```

4. Wait for two seconds.

```
POLLING:STANDARD
```

```
SELECT ← → & SET
```

5. Press **Set**.

```
2.POLLING
```

6. Press **Stop**.

```
ENTER FAX NO.
```

```
THEN PRESS START
```

7. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
SWISS OFFICE
```

8. Press **Start**.

```
DIALLING
```

```
RECEIVE P.01 STD
```

Setting up Polled Waiting (Being Called)

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Place the documents into the feeder.	`FAX: NO. & START`
	`COPY: PRESS COPY`
2. Press **Menu**.	`1.TEMP.SETTINGS`
3. Press **1**.	`1.TEMP.SETTINGS`
4. Press **2**.	`2.POLLING`
5. Wait for two seconds.	`POLLING:STANDARD`
	`SELECT ← → & SET`
6. Press **Set**.	`2.POLLING`
7. Press **Stop**.	`PRESS START KEY`
8. Press **Start** and wait for the polling call to come in.	`POLLED WAITING`

Secure Polling

Secure Polling is a way to keep your documents and others' from falling into unauthorised hands while the fax machines are set up for polling. You can use Secure Polling <u>only</u> with another Brother fax machine. Your four-digit ID number must be entered on the fax machine that polls for your documents.

Polling Another Brother Fax Machine with Secure Code (Calling)

You can poll another fax machine that has Secure Polling by the following steps below:

You need to make sure you are using the same Polling ID number as the other party.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

Make sure no documents are in the feeder.

```
09/12 15:25  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **1**.

```
1.TEMP.SETTINGS
```

3. Press **2**.

```
2.POLLING
```

4. Wait for two seconds.

```
POLLING:STANDARD
```

```
SELECT ← → & SET
```

5. Press ◄ (left arrow) or ► (right arrow) to find the POLLING SECURE setting.

```
POLLING:SECURE
```

6. Press **Set**.

```
POLLING ID:XXXX
```

7. Enter a four-digit number. This must be the same security code of the fax machine you are polling. Example: **1234**.

```
POLLING ID:1234
```

8. Wait for two seconds.

```
2.POLLING
```

9. Press **Stop**.

```
ENTER FAX NO.
```

```
THEN PRESS START
```

10. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
SWISS OFFICE
```

11. Press **Start**.

```
DIALLING
```

```
RECEIVE P.01 STD
```
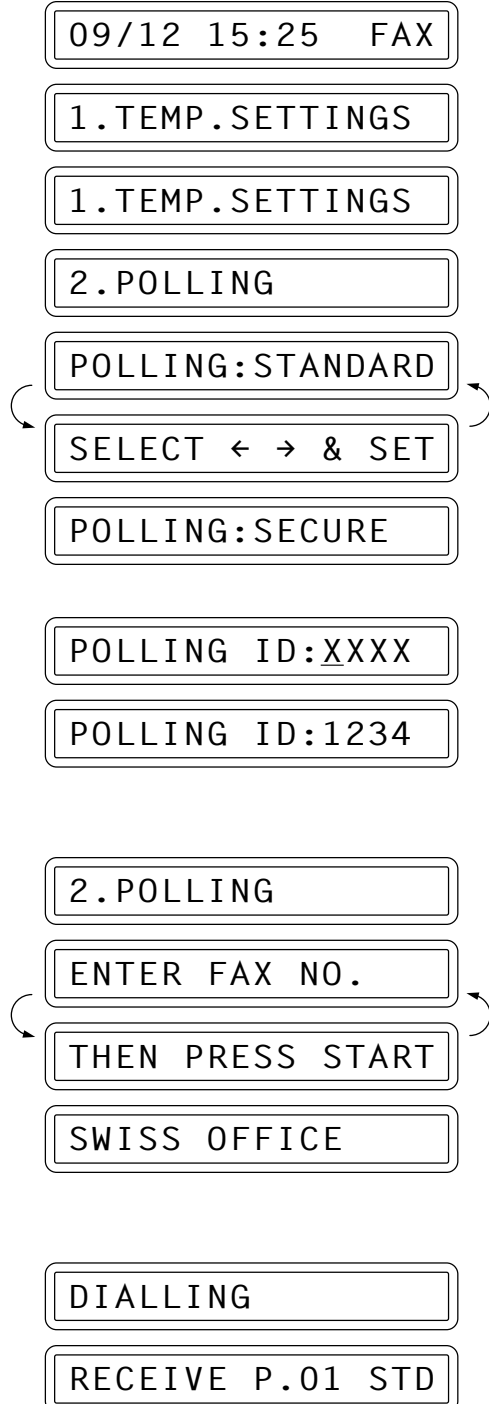
Setting up Polled Waiting with Secure Polling (Being Called)

Secure Polling allows you to create a Polling ID number to protect your documents during polled waiting mode. Anyone who polls your machine must enter this Polling ID number.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25　FAX
1. Insert the documents into the feeder.	FAX: NO. & START
	COPY: PRESS COPY
2. Press **Menu**.	1.TEMP.SETTINGS
3. Press **1**.	1.TEMP.SETTINGS
4. Press **2**.	2.POLLING
5. Wait for two seconds.	POLLING:STANDARD
	SELECT ← → & SET
6. Press ◄ (left arrow) or ► (right arrow) to find the POLLING SECURE setting.	POLLING:SECURE
7. Press **Set**.	POLLING ID:XXXX
8. Enter a four-digit number. Example: **1234**.	POLLING ID:1234
9. Wait for two seconds.	2.POLLING
10. Press **Stop**.	PRESS START KEY
11. Press **Start** and wait for the polling call to come in.	POLLED WAITING

Delayed Polling

You can set the time at which you want polling to take place. After you select STANDARD or SECURE, press **Set**, then press **1** and use the number keys to enter the time at which you want polling to take place.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

Make sure no documents are in the feeder.

```
09/12 15:25   FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **1**.

```
1.TEMP.SETTINGS
```

3. Press **2**.

```
2.POLLING
```

4. Wait for two seconds.

```
POLLING:STANDARD
```
```
SELECT ← → & SET
```

5. Press ◄ (left arrow) or ► (right arrow) to select STANDARD or SECURE.
   Example: STANDARD.

```
POLLING:STANDARD
```

6. Press **Set**.

```
2.POLLING
```

7. Press **1**.

```
1.TIMER
```

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

```
SET TIME=00:00
```

9. Wait for two seconds.

```
SET TIME=19:45
```

10. Press **Stop**.

```
1.TIMER
```
```
ENTER FAX NO.
```
```
THEN PRESS START
```

11. Enter the fax number. You can use number-keys dialling, One-Touch dialling, Speed dialling, or Tel-Index.

```
SWISS OFFICE
```

12. Press **Start**.
    The fax machine waits until the
    specified time to call.

```
┌─────────────────────┐
│ 09/12 15:25   FAX   │
└─────────────────────┘
```

Setting up Polled Waiting with Memory

Before pressing **Start**, press **Memory** so that you can store your polled waiting document in the memory.

Helpful Hints

*If you use **Memory** to place the Polled Waiting documents into the memory, they will not be erased automatically after they are polled. To erase them you must use the Cancel Job function. (See chap. 6.)*

Sequential Polling

This function is the reverse of Broadcasting, in which your machine sends a document to several destinations. In a sequential polling operation, your machine will request documents from several fax units by making several polling calls in a single operation.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
┌─────────────────────┐
│ 09/12 15:25   FAX   │
└─────────────────────┘
```

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

2. Press **Menu**.

```
┌─────────────────────┐
│ 1.TEMP.SETTINGS     │
└─────────────────────┘
```

3. Press **1**.

```
┌─────────────────────┐
│ 1.TEMP.SETTINGS     │
└─────────────────────┘
```

4. Press **2**.

```
┌─────────────────────┐
│ 2.POLLING           │
└─────────────────────┘
```

```
┌─────────────────────┐
│ POLLING:STANDARD    │
└─────────────────────┘
```

```
┌─────────────────────┐
│ SELECT ← → & SET    │
└─────────────────────┘
```

5. Press ◄ (left arrow) or ► (right
    arrow) to select STANDARD or
    SECURE.
    Example: STANDARD

```
┌─────────────────────┐
│ POLLING:STANDARD    │
└─────────────────────┘
```

6. Press **Set**.

```
┌─────────────────────┐
│ 2.POLLING           │
└─────────────────────┘
```

7. Press **Stop**.

```
  ┌──────────────────────┐
 ( │  ENTER FAX NO.       │ )
  │ └──────────────────────┘ │
  ( │ THEN PRESS START     │ )
   └──────────────────────┘
```

8. Specify the destination fax machines, which you wish to poll by using One-touch, speed-dial, or group number.

```
┌──────────────────────┐
│  ALL  BROTHER        │
└──────────────────────┘
```

9. Press **Start**. Your machine polls each number or group member in turn for documents.

```
┌──────────────────────┐
│  DIALLING            │
└──────────────────────┘
```
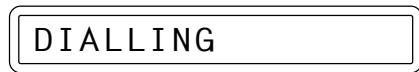
NOTICE

After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

Chapter 9. REMOTE FAX OPTIONS (Only for FAX 1020 Plus)

Since the machine can store incoming data as well as record it, you can use the convenient FAX Forwarding, and Remote Retrieval functions.

Setting the Fax Storage

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **8**.	`8.REMOTE FAX OPT`
3. Press **1**.	`1.FAX STORAGE`
	`FAX STORAGE:OFF`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON	`FAX STORAGE:ON`
5. Press **Set**.	`1.FAX STORAGE`
6. Press **Stop** to exit.	
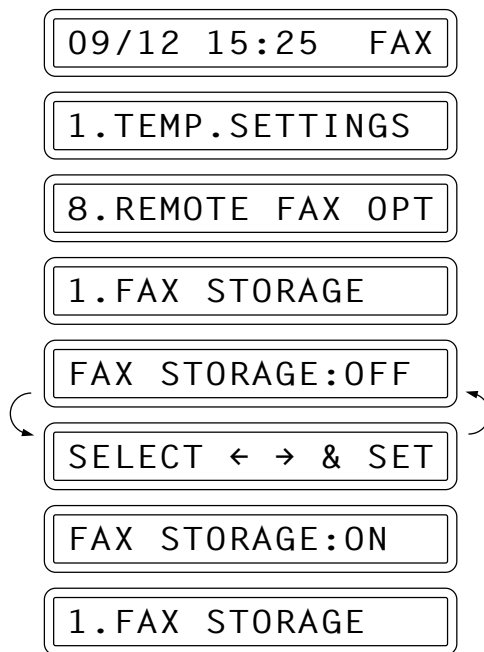
NOTICE

When the memory receive function is set to OFF (menu 5–6), you cannot use the fax storage feature, even if you enable it. Memory receive must be turned ON first.

FOR YOUR INFORMATION

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

```
FAX IN MEMORY:01
```

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

```
ERASE ALL DOC.?
```
```
1.YES  2.NO
```

If you select 1 you will erase all the fax data in the memory and the function will be set to OFF. Before it erases them from the memory, your fax machine will print automatically any fax messages that have not been printed. If you press 2, the data will not be erased, and the setting will remain ON.

Fax Forwarding

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

How fax forwarding works

```
┌─────────────┐
│ Incoming fax │
└─────────────┘
       │
       ▼
┌──────────────────────────────┐
│ The fax is stored in the memory. │
└──────────────────────────────┘
       │
       ▼
┌──────────────────────────────────┐
│ Fax forwarding function is activated. │
└──────────────────────────────────┘
       │
       ▼
┌──────────────────────────────────┐
│ The registered fax forwarding number │
│ is dialled.                          │
└──────────────────────────────────┘
       │
       ▼
┌──────────────────────────────────┐
│ Once connected, the machine sends │
│ the fax tone to another fax machine. │
└──────────────────────────────────┘
       │
       ▼
┌──────────────────────────────────┐
│ The machine sends stored fax from │
│ the memory to forwarding location. │
└──────────────────────────────────┘
```
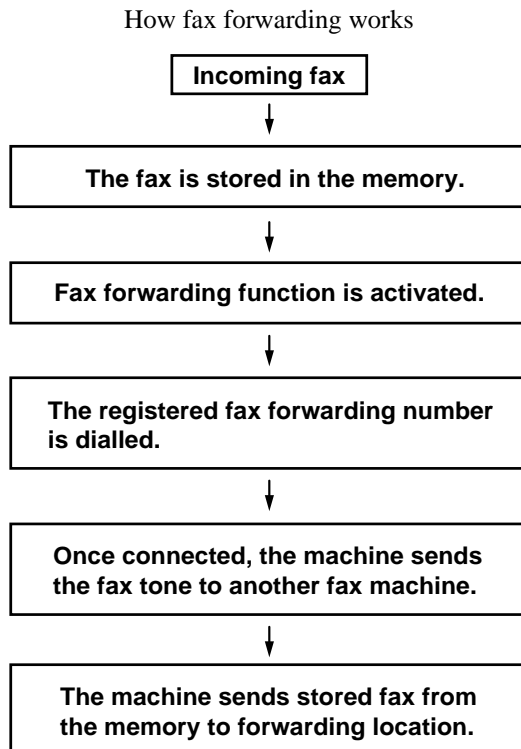
Setting the Fax Forwarding and Registering the Fax Forwarding Number

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.REMOTE FAX OPT
3. Press **2**.	2.FAX FWD
	FAX FWD:OFF
	SELECT ← → & SET
4. Press ◄ (left arrow) and ► (right arrow) to select ON.	FAX FWD:ON
5. Press **Set**.	FWD#:
	ENTER & SET
6. Enter a fax forwarding number up to 20 digits. Example: **18005551234**.	WD#:18005551234_
7. Press **Set**.	2.FAX FWD
8. Press **Stop** to exit.	

What Is Remote Control Access?

When you leave your home or office, you will turn on your FAX STORAGE to receive fax messages. But if you would like to activate this FAX STORAGE feature, you can control and program your fax by remote control. You can call your fax from any touch tone phone, enter your remote access code, followed by programming commands. See page 9-6 for programming remote control commands.

Setting the Remote Access Code

The initial setting for the remote access code on your new fax is "159✳".

You may change this code if you wish to.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25　FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.REMOTE FAX OPT
3. Press **3**.	3.REMOTE ACCESS
4. Enter a three digit number **000** to **998**. The last digit, an asterisk, can not be changed. Example: **160✳**. Enter a three digit number 000 to 998.	ACCESS CODE:159✳ ACCESS CODE:160✳
5. Wait for two seconds.	3.REMOTE ACCESS
6. Press **Stop** to exit.	

Helpful Hints

Change the remote control code frequently and use it as a "secret password" to limit access to your REMOTE FAX OPT.
When you use the Remote Access Code, you must press all four keys (three-digit number plus ✳).

How to Use Remote Access and Control Codes

1. Call from a touch tone phone.

2. Enter your fax machine's number.

3. Enter your Remote Access Code immediately after your fax machine answers with a beep.

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

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

5. Next you will hear a series of two short beeps, during which you can enter a Remote Control Command.

6. Enter your Remote Control Command.

7. After finishing one command, you can enter the next command during the next series of two short beeps.

8. Press **90** to exit remote control.

   If you perform an incorrect operation, you will hear three short beeps.

   If you wait more than 30 seconds during the series of two short beeps, your machine will disconnect the line.

Remote Fax Retrieval

If you have set your FAX STORAGE: ON to store incoming fax messages, you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.

Remote fax retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

FOR YOUR INFORMATION

When to Enter the Remote Access Code

Just after the line is connected, you should enter the remote access code from any touch tone phone. Make sure that you enter the remote access code while you do <u>NOT</u> hear any chirping sound of a fax machine. If the fax machine is set to MANUAL mode, it will answer the call within 40 rings (about 100seconds). You will have 30 seconds to press the remote access code or the line will be disconnected.

Remote Control Commands

You can control your fax machine with the following remote control commands.

Remote access command	Detailed operation
95 Changing Fax Forwarding setting	
1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions (ex. registering fax forwarding) have not been completed. You can register your fax forwarding number by using 4. FAX FWD NO. Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then, receive a Memory Status List by entering 961. Check the List to make sure the Fax Forwarding number you registered is correct. Then enter the confirmation command 955. Now the machine will start Fax Forwarding.
2 Fax forwarding	
4 FAX FWD No.	
5 FWD NO. CONFIRM	
6 FAX STORAGE ON	You can set FAX STORAGE ON or OFF.
7 FAX STORAGE OFF	
96 Retrieve FAX	
1 Memory Status List	You must use a remote fax machine in order to receive a List or stored fax message(s).
2 00 Retrieve all FAX	
2 "MSG No." 00 Retrieve by MSG number	
3 Erase FAX in the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97 Check the receiving status	You can check whether your fax machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
1 DOC	
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.
1 TAD	
2 F/T	
3 FAX	
90 Exit	After a long beep, you can exit remote control.

How to Receive the Memory Status List and Retrieve a Fax Message at a Remote Fax Location

You can check the Memory Status List first to see if you have any stored fax messages to retrieve. Then you can retrieve them from your fax machine remotely.

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit Remote Access Code (159✶) when your fax machine answers.

4. Press **961** during a series of two short beeps.

5. Press **Start** after you hear the fax tone and hold the handset.

   - If you wish to receive only the MEMORY STATUS LIST, replace the handset after pressing **Start**.

6. Now you will receive a "MEMORY STATUS LIST". (See chap. 11.)

7. When the MEMORY STATUS LIST is printed, you will hear a series of two short beeps.

8. Press **96 2** during continuous two short beeps.

9. You should enter two-digit message numbers (ex. **01**) and then press **00**.

   ex.) To receive NO. 1 and NO. 2 messages, press **96 2 01 02 00**.

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

   ex.) To retrieve all fax messages, press **96 2 00**.

10. Press **Start** after you hear the fax tone.

11. Replace the handset. Now your fax messages will be printed.

How to Change and Confirm Fax Forwarding Number via a Remote Fax Machine

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit Remote Access Code (159✶) when your fax machine answers.

4. Press **954** during a series of two short beeps.

5. Enter new Fax Forwarding number by using number keys (up to 20 digits).

   - You cannot register "✶" and "#" as dial numbers. Use "#" at the beginning of the dial number to get PABX access. Use a "#" to make a pause between the dial numbers.

6. Press ## after entering new Fax Forwarding number.

7. Press **961** during a series of two short beeps.

8. Press **Start** after you hear the fax tone and hold the handset.

9. Now you can receive "MEMORY STATUS LIST". (See chap. 11.)

   Look at the LIST, and make sure the new Fax Forwarding number you registered in Step 5 is correct.

10. If the new number is correct, press **955** to confirm the number when a series of two short beeps starts sounding.

    - If it is incorrect, press **954** during a series of two short beeps and enter a correct number again (back to Step 5).

11. Press **90** to exit remote control.

12. Replace the handset. Now your fax machine is ready to activate Fax Forwarding.

WARNING

It makes economic sense to receive any messages in your fax machine memory immediately after receiving the MEMORY STATUS LIST, during the same remote retrieval call. However, please note that there are some fax machines which, having received the MEMORY STATUS LIST from your fax machine, will give an audible "HANDSET UP" or similar alarm, if you keep the line held in readiness for the next command.
*In such cases, it may be possible to clear the alarm and enter the next command (e.g. "962..." for the RECEIVE), by pressing the **Stop** key once or twice on the receiving machine during the alarm beeping time. If this doesn't work, simply replace the handset, pause, and redial the call, using then the "962..." command after your fax machine answers and accepts your remote access code.*

Printing a Fax Message

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

1. Press **Menu**.

2. Press **8**.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
3. Press **4**.	1.TEMP.SETTINGS
	8.REMOTE FAX OPT
4. Press **Set**.	4.PRINT DOCUMENT
5. Press **Start**.	PRESS START KEY
6. Press **Stop** to exit.	PRINTING
	4.PRINT DOCUMENT

Chapter 10.   MESSAGE MANAGER MODE SETTINGS (Only for FAX 1030 Plus)

The Message Manager Memory has two modes for different uses: the Message Manager Mode and the Message Manager Plus Mode. The Message Manager Mode allows you to store the incoming fax/voice messages into a flexible memory. Fax retrieval, Paging and Fax Forwarding features are available in this mode. The Message Manager Plus Mode is an additional enhancement to the Message Manager Mode, and provides Voice-on-Demand and Personal Mailbox features. This chapter explains how the standard Message Manager Mode performs. (The Message Manager Plus Mode is explained in chapter 11.)

The FAX and F/T lights must be lit to turn on either Message Manager Mode or Message
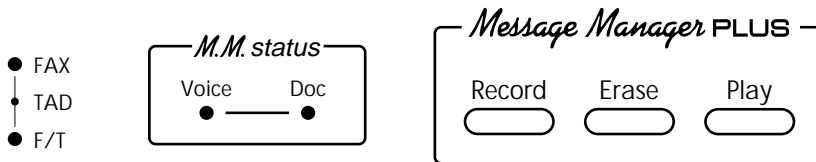
Manager Plus Mode.

NOTE: The TAD Outgoing Message (TAD OGM) must be recorded before you can activate the Message Manager Mode (TAD mode).

A) GETTING STARTED

What Is the Message Manager Mode?

The Message Manager is a large flexible memory to effectively manage your voice and fax messages, while you are out.

This flexible memory can be used for voice messages, fax messages or a combination that stores both types on a "first come first served" basis. Any fax or voice message that is stored in the memory can be retrieved from a remote location.

What Do I Want the Message Manager to Do?

There are six ways to allocate the flexible Message Manager memory, depending upon which best fits your needs.

You may need to use only one mode on a regular basis, but periodically change modes to meet high or low message days. The six modes are as follows:

The factory setting is DOC.: OFF/VOICE: ON.

▼ **Mode Settings at a Glance**

MSG MANAGER MODE	WHAT IT DOES	WHEN TO USE
1) DOC.: ON VOICE: ON	Both voice and fax messages will be stored on a first come first served basis in the memory. Either Fax Forwarding or Paging and Remote Retrieval of voice and fax messages is available.	Use this mode when you wish to store both fax and voice message in the memory. Erase your messages frequently to keep memory available for when you need it.
2) DOC.: ON VOICE: EXT. (External Answering Machine is ON.)	Voice calls will be stored in your external answering machine, which must be connected to the fax machine. The EXT TAD will answer all your calls. Paging for voice messages is not available.	Use this mode when you need all your Message Manager memory for fax messages or if you prefer the sound quality of a tape recorder for your voice messages.
3) DOC.: ON VOICE: OFF	Voice calls will not be stored. Fax message will be stored in the memory.	Use this mode when you do not need to receive voice messages.
4) DOC.: OFF VOICE: ON	All available memory in the Message Manager will be used to store voice messages. Faxes will print on paper. You can do Paging and Remote Retrieval of voice messages.	Use this mode if you wish to retrieve voice messages from a remote location, but can wait until you are at the fax machine to get your fax messages.
5) DOC.: OFF VOICE: EXT. (External Answering Machine is ON.)	Fax messages will be received only on paper, but will not be stored in the memory. Voice calls will not be stored unless an external TAD is connected to your fax machine. (See page 7-15)	Use this mode if you need more voice memory than is available in the Message Manager or if you prefer the sound quality of a tape recorder.
6) DOC.: OFF VOICE: OFF	Fax messages will be received only on paper, but will not be stored in the memory. Voice calls will not be stored in the memory either.	Use this mode if you do not want to use the Message Manager memory for receiving fax/voice messages, or if you want to use only Message Manager Plus mode.

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

* Even when you set **DOC.: OFF** mode **(4), (6)**, you can use **Memory** key and Broadcasting as usual.

Flowchart Sequence of an Incoming Call

▼ **Message Manager Plus Mode: OFF**

1) DOC.: ON
VOICE: ON

Incoming Call	

Fax reception is activated by the CNG Fax Tones automatically . ← **Auto dial fax call** — **TAD OGM is activated.** — **Manual fax call** → **The caller must press your remote code to activate the fax machine.** **REMOTE CODE ∗51**

↓ **Voice call**

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

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

MEMORY
The caller can also send a fax

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

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

Incoming Call

Fax reception is activated by the CNG Fax Tones automatically. ← **Auto dial fax call** — **The external TAD OGM is activated.** — **Manual fax call** → **The caller must press your remote code to activate the fax machine.** **REMOTE CODE ∗51**

↓ **Voice call**

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

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

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

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

Incoming Call

↓

Fax reception is activated automatically.

↓

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

▼ **Message Manager Plus Mode: OFF**

4) DOC.: OFF
   VOICE: ON

Incoming Call

Fax reception is activated by the CNG Fax Tones automatically.	Auto dial fax call ← **TAD OGM is activated.** → Manual fax call	**The caller must press your remote code to activate the fax machine.**	REMOTE CODE ∗**51**

↓ Voice call

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

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

Incoming Call

Fax reception is activated by the CNG Fax Tones automatically.	Auto dial fax call ← **The external TAD OGM is activated.** → Manual fax call	**The caller must press your remote code to activate the fax machine.**	REMOTE CODE ∗**51**

↓ Voice call

PAPER **The fax message is received on paper.**	**The caller leaves a voice message on the external TAD.** EXT. TAD MEMORY	**The fax message is received on paper.** PAPER

6) DOC.: OFF
   VOICE: OFF

Incoming Call

↓

Fax reception is activated automatically.

↓

PAPER The fax message is received on paper.

▼ **Message Manager Plus Mode is ON, but No Access Command was Entered by the Caller:**

1) DOC.: ON
   VOICE: ON

```
                              Incoming Call
                                   │
                                   ▼
Fax reception is      Auto dial    MSG MGR PLUS      Manual    The caller must press
activated by the      fax call     OGM is activated,           your remote code to       REMOTE
CNG Fax Tones    ◄───────────────  but no command    ───────► activate the fax          CODE
automatically.                     was entered during          machine.                  *51
                                   the OGM
                                   │
                                   │ Voice call
                                   ▼
The fax message                    The caller leaves a         The fax message
is received into                   voice message in   MEMORY  is received into           MEMORY
MEMORY  memory.                    digital memory or           memory.
                                   hangs up.         The caller
                                                     can also
                                                     send a fax
```

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

```
                              Incoming Call
                                   │
                                   ▼
Fax reception is      Auto dial    The external TAD is  Manual   The caller must press
activated by the      fax call     activated.                    your remote code to      REMOTE
CNG Fax Tones    ◄───────────────                       ──────► activate the fax         CODE
automatically.                                                   machine.                 *51
                                   │
                                   │ Voice call
                                   ▼
The fax message                    The caller leaves a          The fax message
is received into                   voice message on             is received into          MEMORY
MEMORY  memory.                    the external TAD.   EXT.     memory.
                                                       TAD
                                                       MEMORY
```

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

```
                                   Incoming Call
                                        │
                                        ▼
                                   MSG MGR PLUS
                                   OGM is activated,
                                   but no command
                                   was entered during
                                   the OGM
                                        │
                                        ▼
                                   Fax reception is activated automatically.
                                        │
                                        ▼
                          MEMORY   The fax message is received into memory.
```

▼ **Message Manager Plus Mode is ON, but No Access Command was Entered by the Caller:**

4) **DOC.: OFF**
    VOICE: ON

Incoming Call

| Fax reception is activated by the CNG Fax Tones automatically. | ← Auto dial fax call | MSG MGR PLUS OGM is activated, but no command was entered during the OGM | Manual fax call → | The caller must press your remote code to activate the fax machine. | REMOTE CODE ∗51 |

Voice call ↓

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

PAPER

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

Incoming Call

| Fax reception is activated by the CNG Fax Tones automatically. | ← Auto dial fax call | The external TAD is activated. | Manual fax call → | The caller must press your remote code to activate the fax machine. | REMOTE CODE ∗51 |

Voice call ↓

| The fax message is received on paper. | The caller leaves a voice message on the external TAD. | EXT. TAD MEMORY | The fax message is received on paper. | PAPER |

PAPER

6) **DOC.: OFF**
    VOICE: OFF

Incoming Call

↓

MSG MGR PLUS OGM is activated, but no command was entered during the OGM

↓

Fax reception is activated automatically.

↓

The fax message is received on paper.

PAPER

The 3 Basic Steps to Turn the Message Manager Mode On

You can ensure you receive messages by following these three steps.

1. Setting the Message Store.

2. Recording the Outgoing Message (TAD OGM).

3. Activating the Message Manager Mode.

Setting the Message Store

Setting the Message Store is the first step in turning on the Message Manager Mode.

Before you set the Message Store, make sure you carefully read the "Mode Settings at a Glance". If you are using the Voice-on-Demand option, it is a good idea to set VOICE mode to ON. Then, if a caller does not enter a command during the Message Manager Plus OGM, the caller's message will still be stored in the flexible memory for VOICE messages. Once you decide the mode that best suits your needs, follow the steps below.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Menu**.

> 1.TEMP.SETTINGS

2. Press **8**.

> 8.SETUP TAD

3. Press **1**.

> 1.MESSAGE STORE

> DOC:OFF

> SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) repeatedly to select ON or OFF.
   Example: DOC:ON.

> DOC:ON

5. Press **Set**.

> VOICE:ON

> SELECT ← → & SET

6. Press ◄ (left arrow) or ► (right arrow) repeatedly to select ON, OFF or EXT.
   Example: VOICE:ON.

> VOICE:ON

7. Press **Set**.

> 1.MESSAGE STORE

8. Press **Stop** to exit.
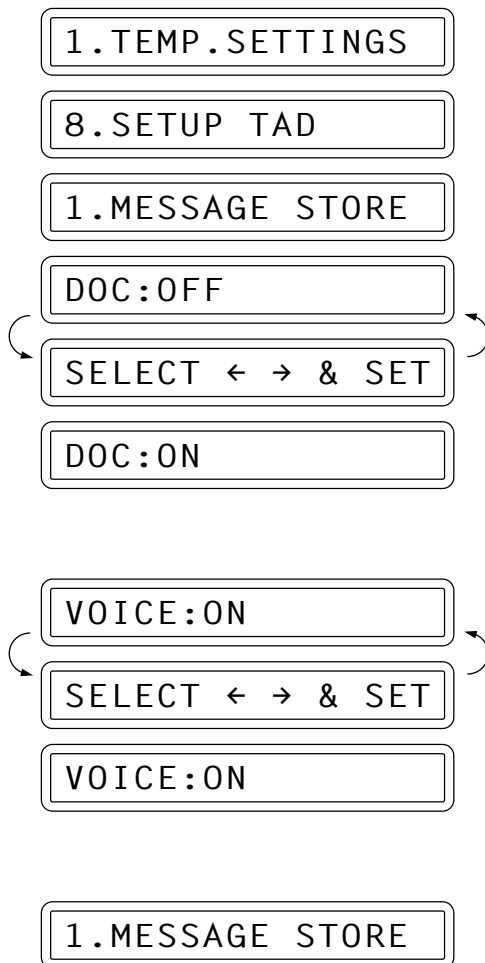
Recording the TAD Outgoing Message (TAD OGM)

Recording your TAD OGM is the second step in turning on the Message Manager Mode. After you have set the Message Store, record your TAD OGM (DOC.: ON, VOICE: ON and DOC.: OFF, VOICE: ON modes). The type of OGM you select depends upon the Answer Mode you have chosen. For the Message Manager Mode, you must select TAD OGM in Step 4 (not F/T OGM). You will not be able to turn on the Message Manager Mode (both FAX and F/T lights lit) until you have recorded an outgoing message for TAD OGM. For the best recording quality, speak with the microphone approximately 2 to 3 inches from your mouth (at slight angle). This will avoid recording feedback. Keep your outgoing message **under 20 seconds**. If you have more to say and need a short instruction, end with:

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

If callers tell you the ✻51 code does not work, find out if they waited to hear your fax machine respond with chirping tones before they pressed the **Start** key. If many of your callers have a problem sending to you and you have time within the 20 seconds, record a longer OGM:

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

NOTE: You can record a message to be played in the F/T (FAX/TEL) Mode telling callers how to send a fax. Of course, callers can not leave you a message in F/T mode, so don't ask them to leave a voice message. To record a message for F/T mode you must select F/T OGM in Step 4. For example: "I can't take your call right now. Please call again. To send a fax message, after the beep press ✻51."

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD
3. Press **6**.	6.OGM
	TAD MESSAGE
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) repeatedly until you get the TAD MSG.	TAD MESSAGE
5. Press **Set**.	REC/ERASE/PLAY?
6. Press **Record** and then pick up the handset.	RECORD OGM:00/20

7. Record a message shorter than 20 seconds.

```
RECORD OGM:15/20
```

8. Press the **Stop** button.
   The recorded message is played automatically.

```
PLAYING OGM
```

```
TAD MESSAGE
```

```
SELECT ← → & SET
```
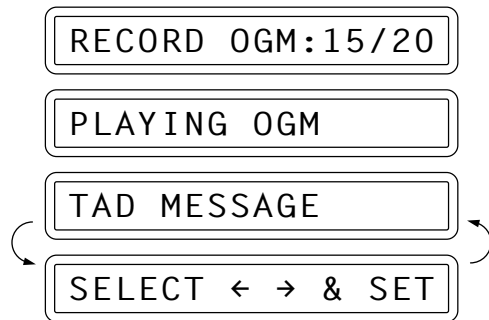
9. Press **Stop** to exit.

Activating the Message Manager Mode

Now that you have selected the type of message store you need and recorded your outgoing message, you are ready to turn your Message Manager Mode on, when you leave your home or office.

To activate Message Manager .....

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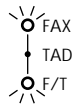
Press **Mode** on the control panel until both the "FAX" and "F/T" lights are on.

...then you can easily identify the current Message Manager mode by viewing the TAD indicator lights.

B) GETTING YOUR MESSAGES

How Will I Know Messages Have Been Received?

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

(1) If the Voice and /or Doc indicator lights are flashing, there is a new message stored. (○ means flashing.) Once a new voice message is played, the Voice indicator light stops flashing and stays on. And once a new fax message is printed, the Doc indicator light goes out.

M.M. status

Voice   Doc

Message Manager PLUS

Record   Erase   Play
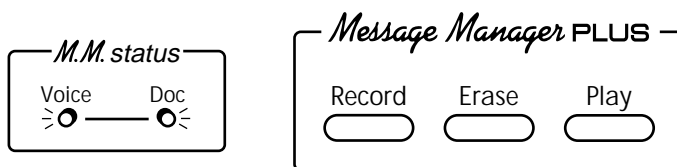
(2) The LCD display will indicate the total number of Voice and/or Doc messages and MEMO stored in Message Manager.

```
VOICE:03 DOC:02
```

```
MAIL BOX:1 345
```
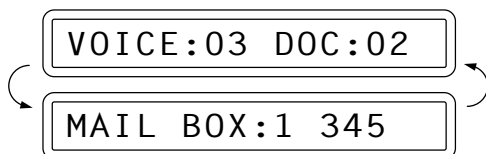
FOR YOUR INFORMATION

What Happens When the Memory Is Full...

If the memory becomes full when you have set your fax machine to Message Manager mode or Message Manager Plus mode, the machine will change to F/T mode automatically. (LED lights do not change.) In this mode, the fax machine can accept incoming faxes automatically. Voice-on-Demand is still available for callers, but they cannot gain access to Personal Mailboxes. Then, if your fax machine should run out of paper, the answer mode will shift automatically to manual mode. In manual mode the call is not answered, so your caller will know to try again later.

Out of Recording Paper and Memory Full

[Answer Mode] | **Message Manager Mode** → **F/T Mode** → **Manual Mode**

Memory Full   **Out of Recording Paper and Memory Full**
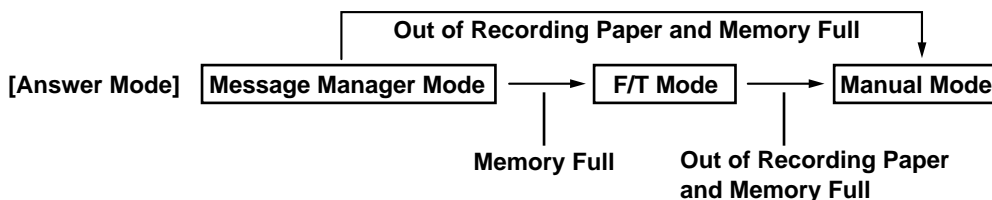
To make the most effective use of the memory, print out the Memory Status List (see chapter 13) and select items which you no longer need to keep. These will be cleared, releasing the memory.

Setting the ICM (Incoming Message) Recording Monitor Volume

You can set the monitoring volume of incoming voice messages which are being recorded in Message Manager to OFF, LOW, MEDIUM or HIGH. The initial setting is LOW.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

09/12 15:25 FAX

1. Press **Menu**.

1.TEMP.SETTINGS

2. Press **6**.

6.TEL OPTIONS

3. Press **4**.
   The display will alternate messages.

4.ICM REC.MONITR

SPEAKER:LOW

SELECT ← → & SET

4. Use ◄ (left arrow) or ► (right arrow) to select one of the settings, OFF, LOW, MEDIUM or HIGH. Example: OFF.

SPEAKER:OFF

5. Press **Set**.
6. Press **Stop** to exit.

4.ICM REC.MONITR

Playing an Incoming Voice Message (ICM) and Recorded Memo (or Memo Manager) / Printing an Incoming Fax Message

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

```
VOICE:03 DOC:02
```

```
MAIL BOX:1 345
```

1. Press **Play**.
   (Press **Menu** and then **Play** for Memo Manager.)

```
MESSAGE 01/03
```

   - The machine will play first the ICM, then the Memo continuously from the oldest one in ICM/MEMO.
   - During the first second that the message plays, display shows the current message number/total number of messages.
     For one second, the machine will beep and the caller ID will flash on the display if it is received.

```
9815550101
```

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

```
14:00 09/12/1997
```

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

2. After playing all the ICM, the machine will ask you whether or not you wish to print any stored fax messages.
   If users enter neither 1 or 2 here, the machine will not print fax messages.
   Example: 1.YES

```
PRINT DOC?
```

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

3. The machine will start printing fax messages stored in the Message Manager memory.

```
PRINTING
```

NOTE: You can change the speaker volume using **Mode** and **Resolution**. (See chap. 7.)

FOR YOUR INFORMATION

Erasing and Printing FAX Messages

1. *It is not possible to erase a single fax message, you can only erase all of them. ("All in One Erasing" in this chapter.)*
2. *If you choose to erase all the fax messages, your fax machine will automatically print messages which have not yet been printed.*

Back-up Printing Option

When you choose DOC.: ON in the Message Manager Mode, all incoming fax messages are stored into available memory. The factory setting for the "Back-up printing option" is set to ON, so you will also get a printed copy. If you change the back-up printing option to OFF as follows, the faxes are stored without a back-up copy:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25   FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **8**.	`8.SETUP TAD`
3. Press **2**.	`2.BACKUP PRINT`
	`BACKUP PRINT:ON`
	`SELECT ← → & SET`
4. Press ◄ (left arrow) or ► (right arrow) to access the OFF setting. Example: OFF.	`BACKUP PRINT:OFF`
5. Press **Set**. 6. Press **Stop** to exit.	`2.BACKUP PRINT`
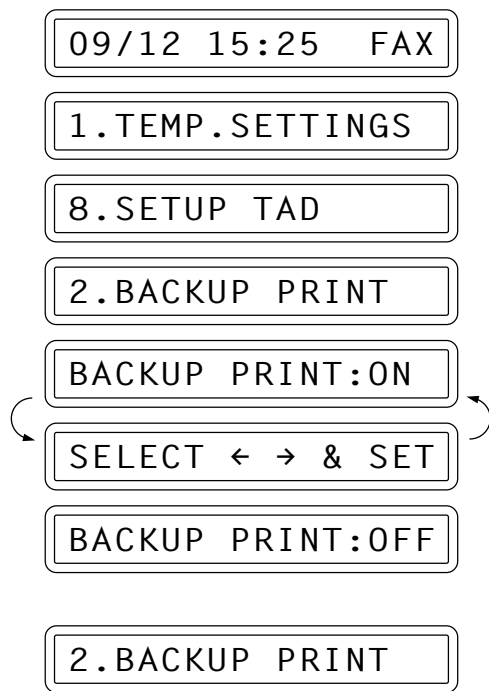
Calling Your Message Manager for Messages (See Remote Retrieval)

If you have set your Message Manager to store incoming fax messages (via DOC.: ON mode), you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.

Of course you can also remotely retrieve your voice messages as well from any touch tone phone. (See this chapter for more information.)

C) ERASING YOUR MESSAGES

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

There are two ways to erase voice messages and recorded memos: One by One Erasing and All in One Erasing.

Fax messages can <u>not</u> be erased one at a time.

One by One Erasing

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Play**. (Press **Menu** and then **Play** for Memo Manager.) The machine starts to play.	MESSAGE 01/03
2. Press **Erase** when you hear 2 short beeps, which means the end of the ICM. * Be careful not to press **Erase** while the machine beeps to start playing next ICM, which will erase the next ICM before playing it.	ERASE THIS MSG.? 1.YES 2.NO
3. Press **1** to erase this message or **2** to exit the function. 4. Press **Stop** to exit.	

All in One Erasing

You can erase all incoming VOICE or DOCUMENT messages at once.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	VOICE:03 DOC:02
1. Press **Erase**. The display asks whether or not you want to erase.	ERASE ALL VOICE? SELECT ← → & SET
2. Press ◄ (left arrow) or ► (right arrow) to select whether you want to erase all voice messages (VOICE), all document messages (DOC), or all messages (MSG). Example: ALL DOC.	ERASE ALL DOC.?

3. Press **Set**.

```
ERASE ALL DOC.?
```

```
1.YES  2.NO
```
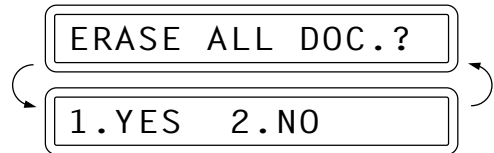
4. Press **1** to erase or **2** to cancel.

```
VOICE:03 DOC:00
```
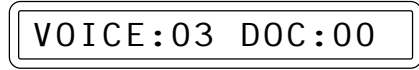
D) CHANGE THE OUTGOING MESSAGE

Playing Your Outgoing Message (OGM)

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **8**.

```
8.SETUP TAD
```

3. Press **6**.

```
6.OGM
```

```
TAD MESSAGE
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) to select either TAD MSG, F/T MSG or PAGING MSG. Example: **TAD MSG**.

```
TAD MESSAGE
```

5. Press **Set**.

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

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

```
PLAYING OGM
```

7. Press **Stop** to exit.

NOTE: You can change the speaker volume pressing **Mode** and **Resolution**. (See chap. 7.)

Erasing Your Outgoing Message (OGM)

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

1. Press **Menu**.

> 1.TEMP.SETTINGS

2. Press **8**.

> 8.SETUP TAD

3. Press **6**.

> 6.OGM

> TAD MESSAGE

> SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to select either TAD MSG, F/T MSG or PAGING MSG. Example: **TAD MSG**.

> TAD MESSAGE

5. Press **Set**.

> REC/ERASE/PLAY?

6. Press **Erase** .

> ERASE OGM?

> 1.YES   2.NO

7. Press **1** to erase OGM.
8. Press **Stop** to exit.

> REC/ERASE/PLAY?

* Record a new Outgoing Message. (See the section "Recording the TAD Outgoing Message (TAD OGM)".)

E) MORE FEATURES

Setting the Toll Saver

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

The factory default setting for the Toll Saver feature is OFF. This feature will override your current Ring Delay setting if you set it to ON.

If you want your Message Manager to answer within the number of rings you set in the Ring Delay function, turn Toll Saver OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD
3. Press **8**.	8.TOLL SAVER
	TOLL SAVER:OFF
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select ON or OFF. Example: ON.	TOLL SAVER:ON
5. Press **Set**.	8.TOLL SAVER
6. Press **Stop** to exit.	

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

Although the initial setting on your fax machine for the maximum length of incoming voice messages is 35 seconds, you can adjust it. You have a choice of setting it from 35 seconds to 60 seconds, at 5 second intervals. This time is also used for max. time of Personal Mailbox ICM, Memo and Memo Manager recording.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD
3. Press **5**.	5.ICM MAX.TIME
	MESSAGE 35 SEC
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to select the maximum time for incoming messages, Personal Mailbox ICM, Memo and Voice Alarm recording. Example: **40 SEC**.	MESSAGE 40 SEC
5. Press **Set**.	5.ICM MAX.TIME
6. Press **Stop** to exit.	

Playing OGM ON/OFF Setting

If you set Playing OGM to ON, the recorded TAD or F/T MESSAGE is replayed if you change the receiving mode to TAD or F/T, respectively.

The initial setting is ON. If you need not hear a replay, set your Playing OGM setting to OFF.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD

3. Press **7**.

```
7.PLAYING OGM
```

```
PLAYING OGM:ON
```

```
SELECT ← → & SET
```

4. Use ◄ (left arrow) or ► (right arrow) to select the Playing OGM Setting ON or OFF.
   Example: OFF.

```
PLAYING OGM:OFF
```

5. Press **Set**.

```
7.PLAYING OGM
```

6. Press **Stop** to exit.

Recording a Memo

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

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

1. Press **Record** and then pick up the handset.

```
REC.MEMO:00/40
```

2. Record your memo (up to ICM MAX. TIME).

```
REC.MEMO:20/40
```

3. Press **Stop**.

```
VOICE:01 DOC:00
```

To play a Memo see the section Playing an Incoming Voice Message (ICM) and Recorded Memo.

To erase a Memo see the section Erasing Incoming Voice Messages, Fax Messages, and Recorded Memo.

F) PAGING/FAX FORWARDING

Paging/Fax Forwarding

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

How paging works (Paging on)   How fax forwarding works (Fax Forward on)
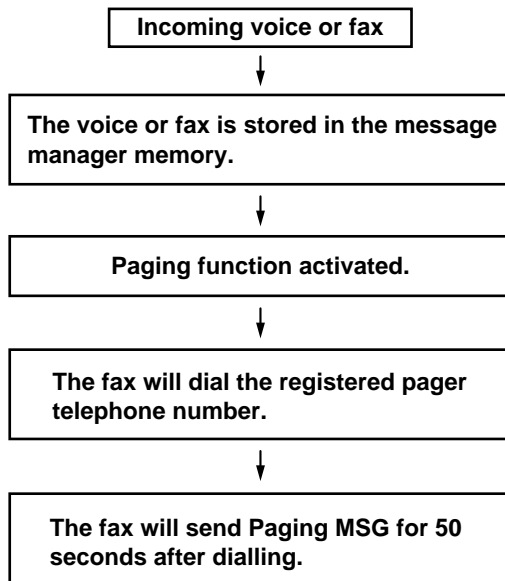
Incoming voice or fax	**Incoming fax**
↓	↓
The voice or fax is stored in the message manager memory.	**The fax is stored in the message manager memory.**
↓	↓
Paging function activated.	**Fax forwarding function activated.**
↓	↓
The fax will dial the registered pager telephone number.	**The registered fax forwarding number is dialled.**
↓	↓
The fax will send Paging MSG for 50 seconds after dialling.	**Once connected the machine sends the fax CalliNG tone to another fax.**
	↓
	The fax sends stored faxes from memory to this location.

NOTICE

1. *You can only activate either paging or fax forwarding; they are very similar features and cannot be used simultaneously.*
2. *The paging feature cannot be used in two modes of the Message Manager; DOC:OFF/VOICE:EXT, and DOC:OFF/VOICE:OFF.*
3. *If paging is ON, you will be paged every time a voice or fax message is received into memory.*

Recording the Paging OGM

Before paging can work, you should first record the Paging OGM.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

1. Press **Menu**.

> 1.TEMP.SETTINGS

2. Press **8**.

> 8.SETUP TAD

3. Press **6**.

> 6.OGM

> TAD MESSAGE

> SELECT ← → & SET

4. Press ◄ (left arrow) and ► (right arrow) to select Paging Message.

> PAGING MSG.

5. Press **Set**.

> REC/ERASE/PLAY?

6. Press **Record** and then pick up the handset.

> RECORD OGM:00/20

7. Record a message (minimum 4, maximum 20 seconds).

> RECORD OGM:15/20

8. Press **Stop**.
   The recorded message is played back automatically.

> PLAYING OGM

> PAGING MSG.

> SELECT ← → & SET

9. Press **Stop** to exit.

Setting the Paging and Registering Paging Number

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **8**.

```
8.SETUP TAD
```

3. Press **3**.

```
3.FAX FWD/PAGING
```

```
OFF
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) and ► (right arrow) to select PAGING.

```
PAGING
```

5. Press **Set**.

```
PAG#:
```

```
ENTER & SET
```

6. Enter a paging number up to 20 digits. (This is the telephone number to which your fax must call). Example: **1800**.

```
PAG#:1800_
```

7. Press **Set**.
8. Press **Stop**.

```
3.FAX FWD/PAGING
```

Setting the Fax Forwarding and Registering Fax Forwarding Number

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD
3. Press **3**.	3.FAX FWD/PAGING
	OFF
	SELECT ← → & SET
4. Press ◄ (left arrow) and ► (right arrow) to select FAX FORWARD.	FAX FORWARD
5. Press **Set**.	FWD#:
	ENTER & SET
6. Enter a fax forwarding number up to 20 digits. Example: **18005551234**.	WD#:18005551234_
7. Press **Set**. 8. Press **Stop** to exit.	3.FAX FWD/PAGING

FOR YOUR INFORMATION

Memory Back-up of Message Manager Memory

After you plug in the electrical cord, it will take a few days to charge the battery for memory backup of the Message Manager memory. It will retain memory for several hours at full charge after a power interruption occurs.

G) REMOTE RETRIEVAL

What Is Remote Control Access?

When you leave your home or office, you can turn on your Message Manager to receive voice and/or fax messages. But if you would like to deactivate the Message Manager or activate certain Message Manager features you can control and program your fax by remote control. You can call your fax from any touch tone phone, enter your remote control code, followed by programming commands.

Setting the Remote Access Code

The initial setting for the remote control code on your new fax is "159✱".

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **8**.	8.SETUP TAD
3. Press **4**.	4.REMOTE ACCESS
4. Enter a three digit number **000** to **998**. The last digit, an asterisk, can not be changed. Example: **160✱**. The three digit number must not be the same as the remote activation code. (See chap. 7.)	ACCESS CODE:159✱ ACCESS CODE:160✱
5. Wait for two seconds.	4.REMOTE ACCESS
6. Press **Stop** to exit.	

Helpful Hints

Change the remote control code and use it as a "secret password" to limit access to your Message Manager. (Avoid using the same number as your emergency services).
When you use the Remote Access Code, you must press all four keys (three-digit number plus ✱).

How to Use Remote Access and Control Codes

1. Call from a touch tone phone or pocket tone dialler.

2. Enter your fax machine's number.

3. Enter your Remote Access Code immediately after your fax machine answers with a beep and before any OGM is played.

4. If you hear a long beep, it means your machine has received messages:
   One long beep: Received FAX message(s).
   Two long beeps: Received TAD message(s).
   Three long beeps: Received both FAX and TAD message(s).
   If you do not hear any long beeps, it means your fax machine did not receive message(s).

5. Next you will hear a series of two short beeps, during which you can enter a Remote Control Command.

6. Enter a Remote Control Command.

7. After finishing one command, you can enter the next command during another series of two short beeps.

8. Press **90** to exit remote control.

   If you perform a wrong operation, you will hear three short beeps.
   If you wait more than 30 seconds during the series of two short beeps, your machine will disconnect the line.

Remote Retrieval

If you have set your Message Manager to store incoming fax messages (via DOC.: ON mode), you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.

Of course you can also remotely retrieve your voice messages as well from any touch tone phone or from any phone if you use a pocket tone dialler.

Remote fax and voice retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

FOR YOUR INFORMATION

When to Press the Remote Access Code

At the point just after the line has connected and you hear a beep, you should enter the remote activation access code from a touch-tone phone. In the MANUAL mode, you can still connect by waiting for about 100 seconds, and then pressing the Remote Access code within 30 seconds.

Remote Control Commands

You can control your fax machine by remote control command.

Remote control command			Detail Operation
91	Playing voice messages		After one long beep, the machine plays ICM, Memo and Memo Manager.
	1 ◄ (Skip back)		Press 1 while listening to an ICM, Memo or Memo Manager message to play it again. If you press 1 before a message, you will hear the previous message.
	2 ► (Skip next)		During playing ICM, Memo and Memo Manager, you can skip to next message.
	9 Stop Playing		Stop playing ICM, Memo and Memo Manager.
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 TAD MSG	The machine plays the selected OGM. You can stop playing OGM by pressing 9.
		2 F/T MSG	
		3 PAGING MSG	
	2 Record	1 TAD MSG	After one long beep, you can record the selected OGM. You will hear the OGM message played once. You can stop recording the message by pressing 9.
		2 F/T MSG	
		3 PAGING MSG	
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 (ex. registering paging number) has not been completed. You can register your fax forwarding number by using 4. FAX FWD No.. Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then receive a Memory Status List by entering 961. After you make sure that the Fax Forwarding number you registered is correct in the List, enter the confirmation command 955. Now the machine will start Fax Forwarding.
	1 OFF		
	2 Fax Forwarding		
	3 Paging		
	4 FAX FWD No.		
	5 FWD No. Confirm		
96	Retrieve FAX		
	1 Memory Status List		You must call from a remote fax machine in order to receive a report or stored fax messages.
	2 00 Retrieve all FAX		
	2 "MSG No." 00 Retrieve by MSG number		
	3 Erase FAX in the memory		If you hear one long beep, you can erase fax message in the memory.
97	Check the receiving status		You can check whether your fax machine has received any DOCUMENT or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 DOC		
	2 VOICE		
98	Change Answer Mode		If you hear one long beep, you can change it. If you hear three short beeps, you cannot change it. (ex. There is no TAD MSG when you want to change to TAD mode.)
	1 TAD		
	2 F/T		
	3 FAX		
90	Exit		After a long beep, you can exit remote control.

How to Receive the Memory Status List and Retrieve a Fax Message Remotely

You can check if you have any stored fax messages to retrieve in the Memory Status List first. Then you can retrieve them from your fax machine remotely.

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit Remote Access Code (e.g. 159✶) when your fax machine answers with a beep.

4. Press **961** during a series of two short beeps.

5. Press **Start** after you hear the tone and hold the handset.

    -   If you wish to receive only the MEMORY STATUS LIST, replace the handset after pressing **Start**.

6. Now you will receive a "MEMORY STATUS LIST" (see chap. 13).

7. When the MEMORY STATUS LIST is printed, you will hear a series of two short beeps.

8. Press **96 2** as soon as you hear two (2) short beeps.

    After **96 2**, enter the two-digit message numbers from the Memory Status List (ex. **01**) and end by pressing **00** .
        ex.) To receive NO.1 and NO.2 messages, press **96 2 01 02 00**.
    If you want to retrieve all messages,simply press **00**.
        ex.) To retrieve all fax messages, press**96 2 00**.

9. Press **Start** after you hear the tone.

10. Replace the handset. Now your fax messages will be printed.

How to Change Fax Forwarding Number Remotely

1. Pick up the handset of a remote fax machine.

2. Dial your fax machine's number.

3. Enter your four-digit remote control access code (e.g. 159✶) when your fax machine answers.

4. Press **954** during a series of two short beeps.

5. Enter new Fax Forwarding number by using number keys (up to 20 digits).

    -   You cannot register ✶ and # as dial numbers. Use # to make a pause between the dial numbers.

6. Press ## after entering new Fax Forwarding number.

7. Press **961** during a series of two short beeps.

8. Press **Start** after you hear the fax tone and hold the handset.

9. Now you can receive "MEMORY STATUS LIST" (see chap. 13). Look at the LIST, and make sure the new Fax Forwarding number you registered in Step 5 is correct.

10. If the new number is correct, press **955** to confirm the number when a series of two short beeps starts sounding.

    -   If it is incorrect, press **954** during a series of 2 short beeps and enter a correct number again (back to Step 4).

11. Replace the handset. Now your fax machine is ready to activate Fax Forwarding.

WARNING!

There are some fax machines which, having completely received the MEMORY STATUS LIST from your fax machine, will give an audible "HANDSET UP" or similar alarm, if you keep the line held in readiness for the next command.

*In such cases, it may be possible to clear the alarm and enter the next command (e.g. "962" for the RETRIEVE), by pressing the **Stop** once or twice on the receiving machine during the alarm beeping time. If this doesn't work, simply replace the handset, pause, and redial the call, using then the "962" command after your fax machine answers and accepts your remote access code.*

H) MEMO MANAGER

Memo Manager

This function can help you manage your work schedule. With this function, you can record your schedule of events for the following week on your fax machine and have your fax machine alert you at scheduled times. The fax machine will play a recorded voice message (which you store) to remind you of your appointment or schedule. For each appointment reminder, you record a voice message and key in the date and time you wish the message to be played. When the set time comes you will hear the message played back on the fax machine. It's a great tool for keeping important appointments.

Setting the Memo Manager

You can start setting your Memo Manager by pressing **Menu** and **Record**. You need to enter 3 pieces of information for setting the Memo Manager : 1) day, 2) time, and 3) voice message. To record a voice message, speak into the microphone. You can set up to one week's worth of Memo Manager messages.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25   FAX`
1. Press **Menu**.	`ENTER NO. & SET`
2. Press **Record** when the LCD shows: "ENTER NO. & SET".	`MEMO MANAGER`
3. Wait for 2 seconds.	`SET DAY=TODAY`
	`SELECT ← → & SET`

4. Press ◄ (left arrow) or ► (right arrow) to select a day.
Example: If today is Wednesday, you can choose from: TODAY, TOMORROW, FRIDAY, SATURDAY, SUNDAY, MONDAY, TUESDAY.
Example: SAT.

```
SET DAY=SAT
```

5. Press **Set**.
The current time will be displayed.

```
SET TIME=15:25
```

6. Enter the time in 24-hour format.
Example: **20:00** (8:00 P.M.)

```
SET TIME=20:00
```

7. Wait for 2 seconds

```
PRESS RECORD KEY
```

8. Press **Record** and then pick up the handset.

```
REC.MSG.:01/40
```

9. Speak your Voice Message (up to ICM MAX. TIME).

```
REC.MSG.:18/40
```

```
09/12 15:26   FAX
```

10. Press **Stop** to exit.

Helpful Hints
You can record Memo Manager Messages to help you manage your workload even when your memory is not set for "VOICE: ON" in Message store.

NOTICE

- *If you press **Clear** while you are recording a voice message, the voice message being recorded will be cancelled. Also, the entire entry including the day and time will be deleted.*
- *If you don't press **Record** within 2 seconds (i.e. while the LCD displays "ENTER NO. & SET") after you press **Menu**, you will not be able to enter the schedule.*
- *The number of entries in your schedule will not be counted in the total of incoming calls on your TAD. Consequently, the LCD will display the date and time after you enter the schedule.*

FOR YOUR INFORMATION

Recording Voice Messages for the Memo Manager

- *You can set the maximum recording length for a voice message, from 35-60 seconds. Use Function menu 8-5. This setting also applies to incoming messages, and memos.*
- *You can enter up to 99 entries of Memo Manager messages, and a combined total of 99 entries of incoming messages and memos.*

Examples of Memo Manager messages:

- *" There's a meeting in the conference room on 7th Nov. at 1:30 PM"*
- *" Call Mr. Johnson at ABC Trading Co. on 8th Nov. at 2:00 PM"*
- *" Dentist Appointment on 9th Nov. at 10:00 AM"*
- *" Mr. Brown, could you please attend the sales meeting in the conference room on 10 Nov., at 4:00 PM?"*

When you call your fax machine from a remote location to play back your schedule of events, you will not be able to see the display for the dates and times in the Memo Manager, so it's a good idea to mention the dates and times when you record the voice messages.

How Will the Memo Manager Perform When the Set Time Comes…

If you have the Memo Manager set at Monday, 15:26, the following will happen:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. The set time appears, a beep follows and you will hear the voice message played once.	`MONDAY      15:26`
2. The playback of the voice message finishes.	`1.REPEAT 2.QUIT`
	`MEMO MANAGER`
3. If you want to hear the voice message again, press **1**, if not, press **2**. Example: Press **2** key. - If you don't press 1 or 2 after 10 seconds, the machine will simply return to its normal idle position and display the date and time.	`09/12 15:26  FAX`

NOTICE

• *If you want to stop the beeping or stop playing a Memo Manager message, press **Stop**.*
• *The Memo Manager message will not be played when you are sending or receiving a fax, using the phone, receiving a fax into the memory or when one of the Message Manager functions is operating. However, the voice message will be played once these activities are finished.*
• *The Memo Manager message will not automatically be cleared after it has been activated/played. If the machine discovers that you have a Memo Manager message with a time earlier than the present due to the change of the current date and time, it will immediately play the schedule once and then erase it.*
• *If you have two entries in your schedule with the same date and time, they will play one after the other.*

Using the Memo Manager: Playing entries, Erasing entries one by one, Erasing all at once

Once you press **Menu**, be ready to press **Play**, or **Erase** immediately, depending upon whether you want to play an entry or erase everything. For instructions on how to play and how to erase, refer to the instructions in the ICM, Memo section. When you play an entry, the display will show you the date and time of your scheduled entries. You can delete entries one by one, the same way you would do so for incoming messages or memos: press **Erase** while playing an entry.

NOTICE

• *If you don't press **Play** or **Erase** within 2 seconds (i.e. while the LCD displays "ENTER NO. & SET") after you press **Menu**, you will not be able to play back or delete entries.*
• *If you don't press **Menu**, and just press **Play**, you will only be able to hear incoming messages and memos. You won't be able to hear the Memo Manager messages.*
• *If you don't press **Menu**, and just press **Erase**, you will only be able to delete incoming messages and memos. Memo Manager messages will not be deleted.*

Remote Control of the Memo Manager

When you are on the road, you can call your fax machine and play back your Memo Manager messages. (See the list for Remote Control Commands)

NOTICE

• *You cannot set the Memo Manager by remote control.*
• *Also, note that you will only be able to hear the recorded Memo Manager message. You will not be able to see the dates and times of the schedule on the display, so it's a good idea to record important dates and times as part of your Memo Manager messages when you first record them.*

Chapter 11. MESSAGE MANAGER PLUS SETTINGS (Only for FAX 1030 Plus)

A) GETTING STARTED

What is Message Manager Plus?

As an additional enhancement of the Message Manager, the Message Manager Plus provides you with the Personal Mailbox & Voice-on-Demand features.

You can easily set up all of the above functions in the Menu as well as turning the Message Manager Plus on or off.

Using the Message Manager Plus will have no effect on the standard Message Manager functions.
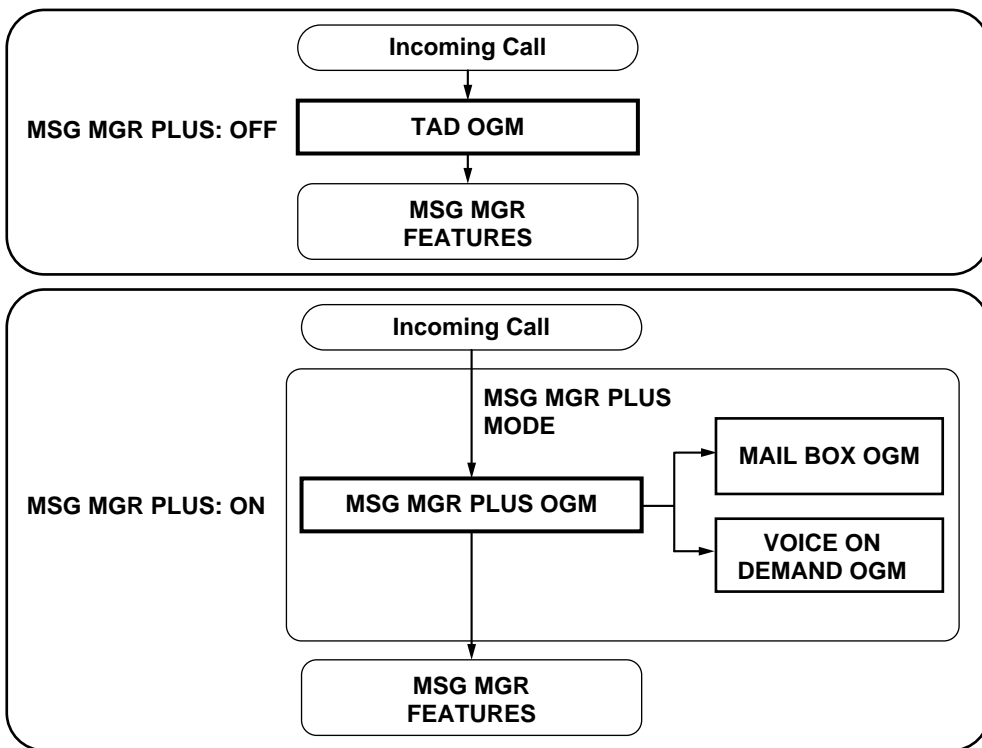
What Voice-on-Demand Does

The Voice-on-Demand allows you to store voice messages into the memory boxes, respectively. People calling to your fax machine can gain selective access to certain messages.

This fax machine has up to 50 Voice-on-Demand memory boxes. You can use the memory boxes to provide callers with more information automatically and effectively, without answering the call yourself.

NOTICE

Your Message Manager Plus and Standard Message Manager combined have a total capacity of 30 minutes of voice messages or up to 50 pages of fax messages. The memory is a flexible dynamic memory, so when you use a combination of Voice-on-Demand and Personal Mailbox, the memory will be used on a first come, first served basis. Although the Voice-on-Demand function allows you to enter message numbers from 01 to 50, you are still limited by the 30 minutes or up to 50 page total capacity. The flexibility of numbers will let you categorise your messages with a numbering system. For example: 01:"directions to your office", 10 - 19: "product information", 20 -24: "price lists", 30 - 33: "sale events", etc..

FOR YOUR INFORMATION

Application examples of Voice-on-Demand feature

For smaller-scale business stores or offices:
Using the Voice-on-Demand, you can store
   - *your new product news in memory box 01,*
   - *your price information in memory box 02,*
   - *your shipment schedule in memory box 03, and*
   - *the lineup of all your product family in memory box 04.*
To set up Voice-on-Demand, verbally record the Guidance OGM 1 and Guidance OGM 2 and turn on the Message Manager Plus.
When customers call you, the recorded Guidance OGM 1 and 2 will allow them access to the memory boxes containing the information they want. The customers can extract information as a voice message, even if no one is present in your office. It means that the fax machine automatically answers your customers' calls.

What the Personal Mailbox Does

The personal mailbox feature allows callers to enter a confidential fax or voice message into the selected one out of five personal mailboxes (compartments).

Each of those personal mailboxes can be accessed only with a pre-determined password, so that even if the fax machine is used by more than one person, this feature helps protect the privacy of the users.

You must use the password to extract a confidential fax or voice message from your mailbox when you call from a remote fax machine.

FOR YOUR INFORMATION

Application Examples of Personal Mailbox

For smaller-scale business stores or offices:
In a business office where sales persons work out of the office, assign personal mailbox 01 to Mr. A, 02 to Mrs. B, 03 to Ms. C, ... Customers with orders or inquiries can gain direct access to the appropriate person for a quicker response.
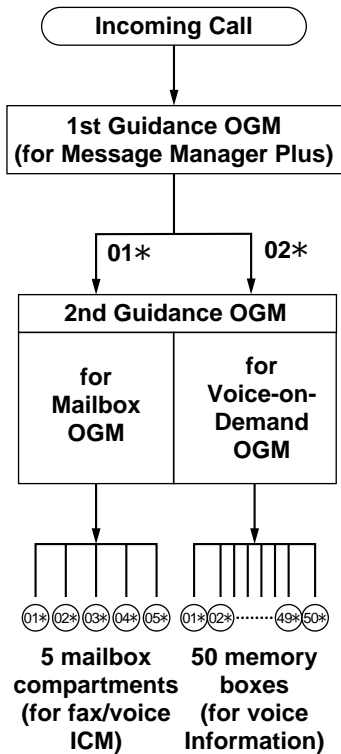
For residential users:
At home, assign personal mailbox 01 to Father, 02 to Mother, 03 to Daughter, 04 to Son, ... That way, all family member's messages will be organised in a group for each person, for quick and easy retrieval.

How the Caller Gains Access to the Voice-on-Demand Memory Boxes or Personal Mailboxes

Callers can easily gain access to Voice-on-Demand memory box or Personal Mailbox while being guided by the 1st and 2nd Guidance OGMs below.

Caller Access Route

```
┌─────────────────┐
│  Incoming Call  │
└─────────────────┘
         │
         ▼
┌─────────────────────────┐
│    1st Guidance OGM      │
│ (for Message Manager Plus)│
└─────────────────────────┘
     01*        02*
┌─────────────────────────┐
│     2nd Guidance OGM     │
├────────────┬────────────┤
│    for     │    for     │
│  Mailbox   │ Voice-on-  │
│    OGM     │  Demand    │
│            │    OGM     │
└────────────┴────────────┘
```

01* 02* 03* 04* 05*   01* 02* ········ 49* 50*

5 mailbox compartments (for fax/voice ICM)   **50 memory boxes (for voice Information)**

Your Setting up Procedure

Setting up Step 4

Turning on the Message Manager Plus
(see page 11-14).

⬆

Setting up Step 3

Recording a 1st Guidance OGM* for Message Manager Plus
(see page 11-12).

⬆

Setting up Step 2

Recording a 2nd Guidance OGM** for each, Voice-on-Demand or personal mailbox
(see page 11-8).

⬆

Setting up Step 1

Storing information in the memory boxes

Step 1a: For Voice-on-Demand Recording voice information in a memory box
(see page 11-4).

Step 1b: For Personal Mailbox Setting up a password and recording a personal mailbox OGM for the mailbox
(see page 11-6).

FOR YOUR INFORMATION

** 1st Guidance OGM: (Message Manager Plus Outgoing Message)*

When the call is connected to your fax machine, the 1st Guidance OGM will tell the caller that he/she should press 01✱ or 02✱ for access to the 2nd Guidance OGM for Voice-on-Demand or mailbox, after the OGM.
The OGM also will tell that callers can leave voice messages or fax messages by pressing the remote activation code after the OGM.

*** 2nd Guidance OGM: (Voice-on-Demand, Mailbox Outgoing Message)*

Next, the 2nd Guidance OGM will tell the caller the titles of information stored and their memory box numbers. For the mailbox, it will tell the assigned persons' names and mailbox numbers.

Access to the Target Memory Box:

The caller can gain access to a memory box following the instructions of the 2nd Guidance OGM. For the mailbox, the caller can record his/her fax or voice message into the target mailbox after checking the name of the person assigned to that mailbox by the personal mailbox OGM.

B) SETTING UP THE VOICE-ON-DEMAND

Setting up Step 1a: for Voice-on-Demand

Recording/Erasing/Playing Voice Information in a Memory Box

Recording Voice Information in a Memory Box

"Voice information" is the outgoing voice message you are recording in a memory box as a selection available for your callers to hear.

Record voice information for the callers as follows:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **9**.	`9.SETUP MM PLUS`
3. Press **4**.	`4.VOICE INFO`
4. Press **Set**.	`VOICE NO.:_`
5. Use the number keys to enter the desired memory box number. Example: 14	`VOICE NO.:14`
6. Press **Set**.	`REC/ERASE/PLAY?`

7. Press **Record** and then pick up the handset.

```
RECORD OGM:00/20
```

8. Record a message no longer than 20 seconds.

```
RECORD OGM:15/20
```

9. Press **Stop**.
   The machine automatically will play back the recorded message.

```
PLAYING OGM
```

10. To record more messages, return to step 4 above.
    To exit, press **Stop**.

```
VOICE NO.:_
```

Erasing Voice Information in a Memory Box

You can erase the voice information you have previously recorded in the memory boxes.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

•
•
•
•

•
•
•
•

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

7. Press **Erase** in step 7 of the above procedure.

```
ERASE OGM?
```

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

9. Press **1** then the machine will erase the voice information you recorded in memory box 14.

   The machine status will return to step 6 above.

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

NOTICE

If you modify or erase the stored voice information, be sure to make any necessary changes in the related guidance OGMs (see Setting up Step 2 and 3).

Playing Voice Information in a Memory Box

To check the outgoing voice messages you have recorded previously in the memory boxes you can play back your voice information.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
• • • •	• • • •
	REC/ERASE/PLAY?
7. Press **Play** in step 7 of the above procedure. The machine will play back your voice information stored in memory box 14.	PLAYING OGM
The machine status will return to step 4 above.	VOICE NO.:_

NOTE: You can change the speaker volume pressing **Mode** and **Resolution**. (See chap. 7).

C) SETTING UP THE PERSONAL MAILBOX

Setting up Step 1b: for Personal Mailbox

Setting up a Password and Recording a Personal Mailbox OGM for the Mailbox

Set up a password and record a personal mail box OGM for the callers. Five mailboxes are available. Fax messages will be received into each memory box and will not be printed unless the owner of the memory box prints it intentionally.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
1. Press **Menu**.	09/12 15:25 FAX
2. Press **9**.	1.TEMP.SETTINGS
3. Press **3**.	9.SETUP MM PLUS
4. Press **Set**.	3.MAIL BOX
	BOX NO.:01
	SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) to show the target mailbox number. Example : 02.	BOX NO.:02

6. Press **Set**.

PASSWORD:XXXX

7. Enter the desired 4-digit code as your password.
   Example: 1768.

PASSWORD:1768

8. Press **Record** and then pick up the handset.

REC/ERASE/PLAY?

RECORD OGM:00/20

9. Record a personal mailbox OGM. The OGM should tell callers your name and that the machine can receive either voice or fax messages. (For a message example, see the next page.)

RECORD OGM:15/20

10. Press **Stop**.
    The machine automatically will play back the recorded message.

    The machine status will return to step 4 above. You can continue and enter the next password and personal mailbox OGM.

PLAYING OGM

BOX NO.:02

SELECT ← → & SET

Changing a Password

You can change the password that you have stored before.

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

BOX NO.:02

6. When you press **Set** in step 6 in the above procedure, the display will ask you if you wish to change the pre-determined password or not.

PASSWORD:XXXX

1.CHANGE 2.QUIT

7. Press **1**.

PASSWORD:XXXX

8. Enter your <u>old</u> password that you have stored.
   Example: **1768**.

```
PASSWORD:1768
```

   - If you enter a wrong password, the machine will beep. Enter the correct password again.

```
( PASSWORD:1769 )
```

   - If you enter wrong passwords for 3 times, the machine will return to the date and time display automatically.

```
( 09/12 15:27   FAX )
```

   - If you enter the correct password, the display will ask you to enter a <u>new</u> password.

```
PASSWORD:XXXX
```

9. Enter the 4-digit code as your new password.
   Example: **2001**.

```
PASSWORD:2001
```

10. Press **Set**.

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

11. Press **Stop**.

Message Example

For Personal Mailbox assigned to Michael Storm:
Hi. This is Michael Storm. If you have a confidential message for me, please record it after the beep. If you wish to send a fax, press the start button after the beep. Thank you.

Setting up Step 2: Recording/Erasing/Playing the 2nd Guidance OGM for each Voice-on-Demand and Personal Mailbox

The 2nd Guidance OGM is the second outgoing message your callers will hear after they have chosen either voice-on-demand or personal mailbox. It must list the access numbers and identifying name of each compartment within that group (for example, within the voice-on-demand group.).

It also must tell callers that he/she can retrieve several voice-on-demand files at once during the same call by entering the two- digit box number continuously with ✳ at the end of the commands.

Recording an OGM

Have you stored or recorded the messages you want for your callers? If you have, then, record a 2nd Guidance OGM for each voice-on-demand or personal mailbox you have already set up.

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

```
09/12 15:25   FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **9**.

```
9.SETUP MM PLUS
```

3. Press **2**.

```
2.OGM
```

4. Press ◄ (left arrow) or ► (right

```
MSG MGR PLUS
```

```
SELECT ← → & SET
```

arrow) key to show the target OGM.
Example: MAIL BOX.

```
MAIL BOX
```

Pressing the ► key will cycle
forward through "MAIL BOX",
"VOICE ON DEMAND" and
"MSG MGR PLUS".

```
( VOICE ON DEMAND )
```

**(Do not select "MSG MGR PLUS"
here, since it is for a guidance
OGM described in Setting up Step
3.)**

5. Press **Set**.

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

6. Press **Record** and then pick up the
handset.

```
RECORD OGM:00/50
```

7. Record a message no longer than 50
seconds.

```
RECORD OGM:15/50
```

*   The recorded message is played automatically.

Message Example

2nd Guidance OGM for the voice-on-demand:

"This is voice-on-demand. Enter 01✳ for our product information, enter 02✳ for price information and 03✳ for our shipment schedule. To order our products, use our personal mailbox service on this same line. Thank you for calling."

2nd Guidance OGM for the mailbox:

"Thank you for your call. If you want to leave a confidential fax or voice message, after the beep press: 01✳ for Mr. A's mailbox, 02✳ for Mr. B's mailbox, and 03✳ for Mr. C's mailbox."

Erasing an OGM

You can erase the 2nd level OGMs you have recorded.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **9**.	9.SETUP MM PLUS
3. Press **2**.	2.OGM
	MSG MGR PLUS
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) key to select the type of OGM to be erased among MAIL BOX or VOICE ON DEMAND. Example: MAIL BOX.	MAIL BOX
5. Press **Set**.	REC/ERASE/PLAY?
6. Press **Erase**.	ERASE OGM?
	1.YES 2.NO
7. Press **1**. The machine will erase the mailbox OGM. The machine status will return to step 5 above.	REC/ERASE/PLAY?

Playing an OGM

To confirm the OGMs you have recorded, you can play back the 2nd guidance OGMs.

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25  FAX
```

1. Press **Menu**.

```
1.TEMP.SETTINGS
```

2. Press **9**.

```
9.SETUP MM PLUS
```

3. Press **2**.

```
2.OGM
```

```
MSG MGR PLUS
```

```
SELECT ← → & SET
```

4. Press ◄ (left arrow) or ► (right arrow) key to select the type of OGM to be played either MAIL BOX or VOICE ON DEMAND.
    Example: VOICE ON DEMAND.

```
VOICE ON DEMAND
```

5. Press **Set**.

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

6. Press **Play**.
    The machine will play back the voice-on-demand OGM.

```
PLAYING OGM
```

    The machine status will return to step 3 above.

```
VOICE ON DEMAND
```

```
SELECT ← → & SET
```

NOTE: You can change the speaker volume pressing **Mode** and **Resolution**. (See chap. 7).

Setting up Step 3: Recording/Erasing/Playing the 1st Guidance OGM (Message Manager Plus OGM)

You will record the 1st Guidance OGM. It is the first outgoing message your callers will hear. It must tell them to select the option for either Voice-on-Demand or Personal Mailbox.

Recording the Message Manager Plus OGM

Have you finished Setting up Steps 1 and 2? If so, you are ready to record the 1st guidance OGM.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. Press **Menu**.	`1.TEMP.SETTINGS`
2. Press **9**.	`9.SETUP MM PLUS`
3. Press **2**.	`2.OGM`
	`MSG MGR PLUS`
	`SELECT ← → & SET`
4. Make sure that "MSG MGR PLUS" is displayed. If not, press ◄ (left arrow) or ► (right arrow) key to show "MSG MGR PLUS"	`MSG MGR PLUS`
5. Press **Set**.	`REC/ERASE/PLAY?`
6. Press **Record** and then pick up the handset.	`RECORD OGM:00/50`
7. Record a message.	`RECORD OGM:15/50`

* The recorded message is played automatically.

Message example

This is ABC Company. At the moment, we cannot answer your call. If you wish to leave a confidential message for one of us, enter 01✱. You can leave a voice message after the beep or send a fax message by entering ✱51 after the beep; (see chap. 7). If you want to listen to our product information on the phone, enter 02✱. Thank you for your call.

Erasing the Message Manager Plus OGM

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

	REC/ERASE/PLAY?
6. Press **Erase** in step 6 in the above procedure.	ERASE OGM?
	1.YES 2.NO
7. Press **1** then the machine will erase the Message Manager Plus OGM. The machine status will return to step 5 above.	REC/ERASE/PLAY?

Playing the Message Manager Plus OGM

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

	REC/ERASE/PLAY?
6. Press **Play** in step 6 in the above procedure. The machine will play back the Message Manager Plus OGM. The machine status will return to step 3 above.	PLAYING OGM
	MSG MGR PLUS
	SELECT ← → & SET

NOTE: You can change the speaker volume pressing **Mode** and **Resolution**. (See chap. 7).

Setting up Step 4: Turning on the Message Manager Plus

Have you finished Setting up Steps 1 through to 3? If so, you are at the final step to turn on the Message Manager Plus.

At any time, you can prevent callers from accessing your memory boxes for voice-on-demand and personal mailbox by turning this menu to OFF.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **9**.	9.SETUP MM PLUS
3. Press **1**.	1.MSG MGR PLUS
4. Press **Set**.	MSG MGR PLUS:OFF
	SELECT ← → & SET
5. Press ◄ (left arrow) or ► (right arrow) key to turn on the MSG MGR PLUS.	MSG MGR PLUS:ON
6. Press **Set**.	1.MSG MGR PLUS
7. Press **Stop** to exit.	

D) LISTENING TO ICMs (Incoming Messages)

Listening to the ICMs in the Personal Mailboxes

Look at the display to check whether your machine has received any ICMs. If the display shows the current date and time, no ICM (no voice or fax message) has been received.

If the display shows these alternately:

```
MAIL BOX:1 345
```
```
VOICE:02 DOC:09
```

This means that mailboxes 1, 3, 4, and 5 contain personal ICMs.

The second line shows that the standard Message Manager has stored two voice messages and nine fax messages in total.

To listen to the ICMs recorded in your personal mailbox, you will need to enter your pre-registered password.

If the ICM you have is a fax message, it will be printed; if the ICM you have is a voice message, it will be played back.

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

```
MAIL BOX:1 345
```

```
VOICE:02 DOC:09
```

1. While holding down **Shift**, press **Play**.

```
BOX NO.:01
```

```
SELECT ← → & SET
```

2. Press ◄ (left arrow) or ► (right arrow) key to select your own personal mail box number. Example: 03.

```
BOX NO.:03
```

3. Press **Set**.

```
PASSWORD:XXXX
```

4. Use the number keys to enter your pre-determined 4-digit password. (See Setting up Step 1c.) Example: 1768.

```
PASSWORD:1768
```

5. Press **Set** or wait 2 seconds.

   The machine will start playing the recorded voice ICMs in the order they were received. After playing all of them it will print the faxes you received.

```
MESSAGE 01/08
```

```
PRINTING
```

   In the example shown on the right, 08 means that mailbox 03 contains eight ICMs and 01 means that the first voice ICM is being played back now.

   To go to the next ICM or to return to the previous ICM during playback, press ◄ (left arrow) or ► (right arrow) key, respectively.
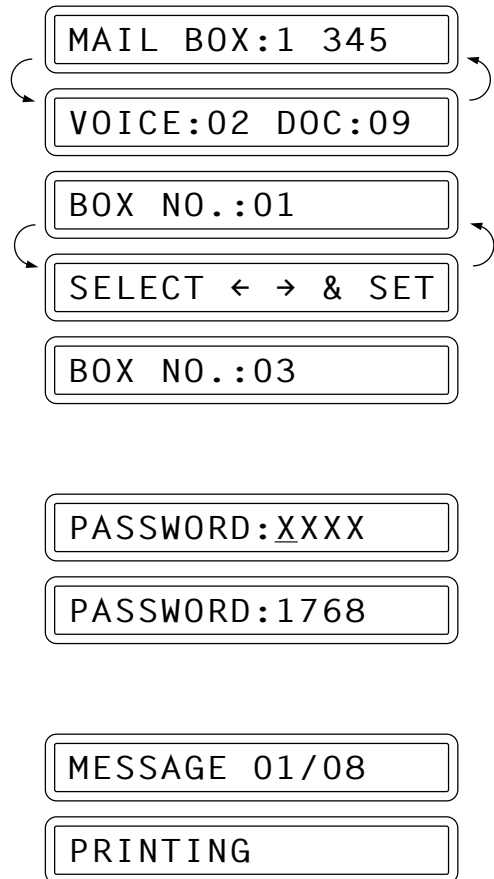
NOTE: You can change the speaker volume pressing **Mode** and **Resolution**. (See chap. 7).

Retrieving the ICMs (Incoming Messages) in the Personal Mailbox Remotely

You can retrieve the voice/fax ICMs (incoming messages) remotely:

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

2. Dial your fax machine's number.

3. When your fax machine answers with a Message Manager Plus OGM, immediately enter the access command 01✳ to access the Personal Mailbox.

4. When you hear the general Personal Mailbox OGM, enter your Personal Mailbox number. Example: 03✳

5. When you hear your Personal Mailbox OGM, enter your 4-digit Password number. Example: 1768

   If no fax/voice ICM is stored in the mailbox, the line will be disconnected automatically.

6. You will hear the recorded voice ICMs through the handset of your remote fax machine, in the order they were received.

7. After playing all the voice ICMs, you may hear your fax machine through the handset responding with a fax tone. Then press **Start**.

8. Replace the handset.

9. Your remote fax machine will print the fax messages.

Recording a Memo in Personal Mailbox on the Machine

You can record a Personal Mailbox incoming message on the fax machine by pressing **Shift** and **Record**. Do the following steps to leave a message for a family member or colleague in their personal mailbox.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	`09/12 15:25  FAX`
1. While holding down **Shift**, press **Record**.	`BOX NO.:01` `SELECT ← → & SET`
2. Press ◄ (left arrow) or ► (right arrow) key to select the target personal mailbox number. Example: 02.	`BOX NO.:02`
3. Press **Set**.	`REC.MEMO:00/40`
4. Speak into the microphone and record a message up to 20 seconds.	`REC.MEMO:15/40`

5. Press **Stop**.

```
VOICE:00 DOC:00
```

```
MAIL BOX: 2
```
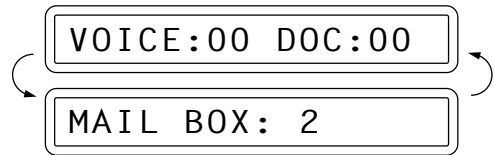
Erasing ICMs (Incoming Messages) from the Personal Mailboxes

You can erase the voice ICMs recorded in your personal mailbox, one by one or all at one time.

If you want to erase them one by one while playing them back, see "Erasing Voice ICMs One by One" below.

If you want to erase all voice and/or fax massages at one time, see "Erasing all of the fax/voice ICMs at one time." Fax ICMs recorded in your personal mailbox cannot be erased one by one.

### Erasing Voice ICMs One by One

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
MAIL BOX:1 345
```

```
VOICE:02 DOC:09
```

1. While holding down **Shift**, press **Play**.

```
BOX NO.:01
```

```
SELECT ← → & SET
```

2. Press ◄ (left arrow) or ► (right arrow) key to select your own personal mail box number.
   Example: 03.

```
BOX NO.:03
```

3. Press **Set**.

```
PASSWORD:XXXX
```

4. Use the number keys to enter your own 4-digit password.
   Example: 1234.

```
PASSWORD:1234
```

5. Press **Set** or wait 2 seconds.
   The machine will begin playing the recorded voice ICMs in the order you received them.

```
MESSAGE 01/08
```
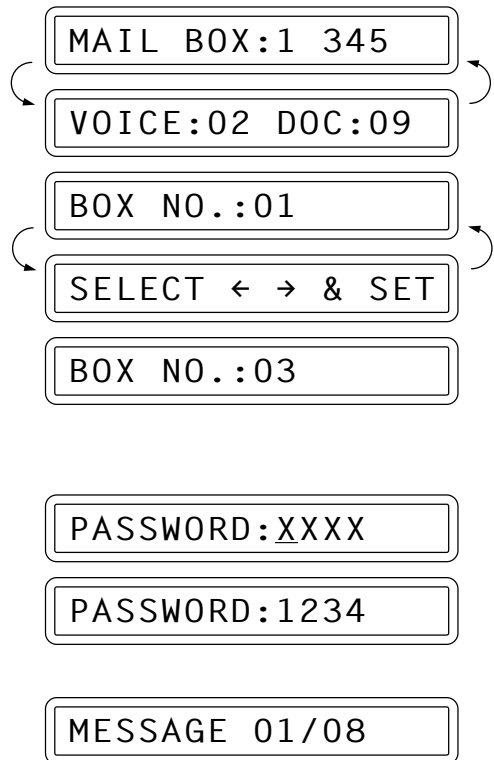
6. Erase the message either <u>during or</u> <u>immediately</u> after playback by pressing **Erase**.

```
ERASE THIS MSG?
```

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

7. Press **1**.
   The machine will erase that message and go to the next ICM.

```
MESSAGE 01/07
```
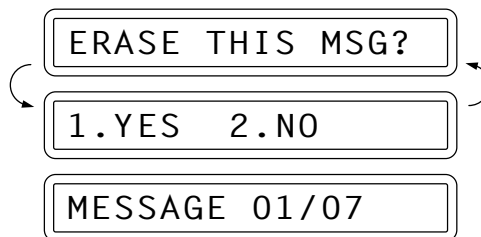
Erasing All of the Doc/Voice ICMs at One Time

It is not possible to erase a single fax message, you can only erase them all or none of them. (See this page "Erasing All of the Fax/Voice ICMs at One Time.")

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

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
MAIL BOX:1 345
```

```
VOICE:02 DOC:09
```

1. While holding down **Shift**, press **Erase**.

```
BOX NO.:01
```

```
SELECT ← → & SET
```

2. Press ◄ (left arrow) or ► (right arrow) key to select your own personal mailbox number. Example: 03.

```
BOX NO.:03
```

3. Press **Set**.

```
PASSWORD:XXXX
```

4. Use the number keys to enter your own 4-digit password. Example: 1234

```
PASSWORD:9999
```

5. Press **Set** and wait 2 seconds.
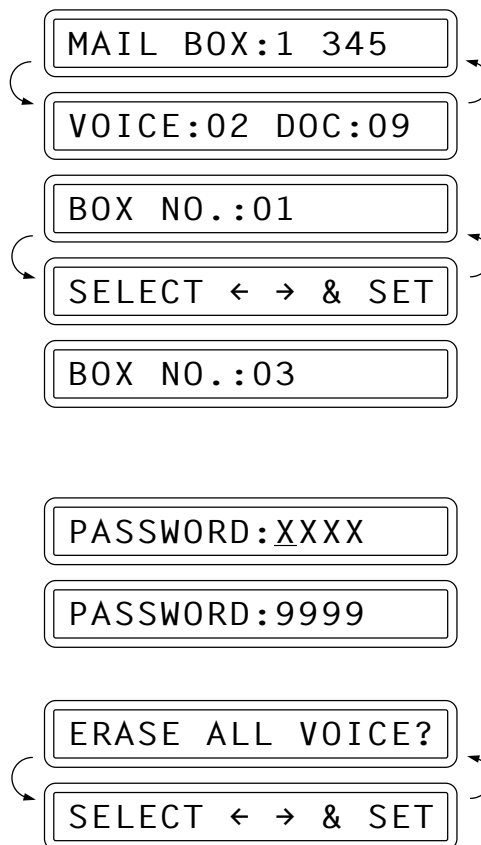
```
ERASE ALL VOICE?
```

```
SELECT ← → & SET
```

6. Press ◄ (left arrow) or ► (right arrow) to select whether you want to erase all voice messages (VOICE), all document messages (DOC), or all messages (MSG). Example: DOC.

```
ERASE ALL DOC?
```

7. Press **Set**.

```
ERASE ALL DOC?
```
```
1.YES  2.NO
```

8. Press **1**.
   The machine will erase all of the Fax ICMs stored in your personal mailbox.

Chapter 12. HOW TO USE THE COPY FUNCTION

Making a Single Copy

Use this function to make a single copy. (Only for FAX 1020 Plus)

Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the recording paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 150%, 125%, 120%, 93%, 87%, 75% or 50%. If you want to reproduce the same size, select 100%.

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	09/12 15:25 FAX
1. Insert the documents face down into the feeder.	FAX: NO. & START
	COPY: PRESS COPY
2. Press **Copy**.	NO.OF COPIES:01
	ENTER & COPY KEY
3. Press **Set** or just wait for 5 seconds. If you don't want to enlarge or reduce, go to Step 5. (Only for FAX 1020 Plus)	NO.OF COPIES:01
4. Press ◄ (left arrow) or ► (right arrow) to choose the setting.	ELG/RDC:AUTO
- If you want Auto Reduction, select "AUTO".	SELECT ←→ & COPY
- If you want to reproduce the same size, choose 100%. - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75% or 50%. Example: 93%	ELG/RDC: 93%
5. Press **Copy**.	

***Helpful Hints***

1. *Set the resolution to either PHOTO or S.FINE, when making copies without enlargement/reduction. If you select STANDARD or FINE, the resolution will automatically default to S.FINE.*
2. *When you want to change the resolution for each page, you can use Function menu 1-5 (see chap. 6) to set the resolution for each page.*
3. *When you want to make a copy, make sure the text or image on the original document is not too close to the edge. Your fax machine cannot read anything closer than 4 mm (1/8 inch) from the edge.*
4. *Do not pull on the paper while copying is in progress. This may distort the copied image and damage your machine.*
5. *When making copies with enlargement/reduction, set the resolution to either PHOTO or S.FINE. If you select STANDARD or FINE, the resolution will automatically default to FINE.*

> NOTE: Original documents should be straight, non wrinkled, to be fed correctly. Otherwise the documents may jam in the machine occasionally.

Making Multiple Copies

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make a number of copies of page one, a number of copies of page two and so on. These will all be stacked on top of each other. The second method is the sorting or collating method. This is when the fax machine scans the entire document and then makes 1 copy of page 1, 2, 3, 4 in order. Then makes a second copy of 1, 2, 3, 4 until a total of a number of copies has been made.
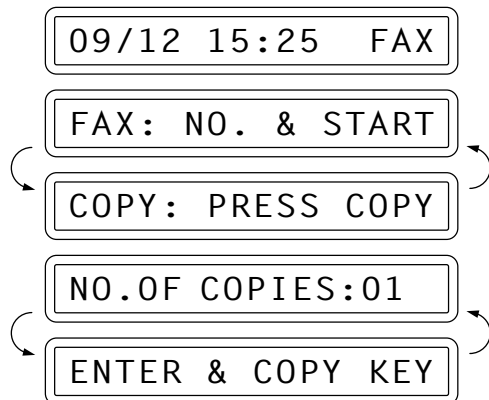
(Stacking)   (Sorting)
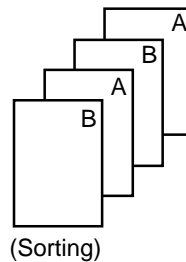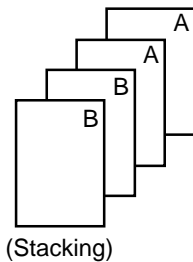
Stacking Multiple Copies

KEYS TO PRESS	THE DISPLAY WILL SHOW:

```
09/12 15:25   FAX
```

1. Place the documents face down into the feeder.

```
FAX: NO. & START
```

```
COPY: PRESS COPY
```

2. Press **Copy**.

```
NO.OF COPIES:01
```

```
ENTER & COPY KEY
```

3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).
   Example: **05**.

```
NO.OF COPIES:05
```

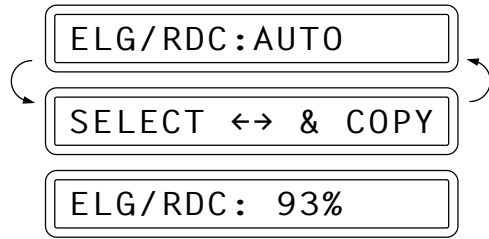4. Press **Set** or just wait for 5 seconds. (Only for FAX 1020 Plus)

5. Press ◄ (left arrow) or ► (right arrow) to choose the setting.

   - If you want Auto Reduction, select "AUTO".
   - If you want to reproduce the same size, choose 100%.
   - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75% or 50%.
   Example: 93%

```
ELG/RDC:AUTO
```

```
SELECT ←→ & COPY
```

```
ELG/RDC: 93%
```

6. Press **Copy**.

7. The machine begins copying.

Making Sorted Copy

KEYS TO PRESS	**THE DISPLAY WILL SHOW:**
	`09/12 15:25  FAX`
1. Insert the documents.	`FAX: NO. & START`
	`COPY: PRESS COPY`
2. Press **Sort**.	`SORT COPIES:01`
	`ENTER & COPY KEY`
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies). Example: **05**	`SORT COPIES:05`
4. Press **Set** or just wait for 5 seconds.	

(Only for FAX 1020 Plus)

5. Press ◀ (left arrow) or ▶ (right arrow) to choose the setting.

 - If you want Auto Reduction, select "AUTO".
 - If you want to reproduce the same size, choose 100%.
 - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75% or 50%.

 Example: 93%

```
ELG/RDC:AUTO
```

```
SELECT ←→ & COPY
```

```
ELG/RDC: 93%
```

6. Press **Copy**.

7. The machine begins copying.

NOTE: 1. When making Multiple Copies, do not let the receiving tray become overstacked. Remove the copied paper from the receiving tray frequently.

2. When making Multiple Copies, make sure there is enough recording paper in the machine.

FOR YOUR INFORMATION

What to Do When You Get a "MEMORY FULL" Message while Making Copies

*If you are using the stacking method, press **Stop**. If you are using the sorting method, press **Copy** to copy the portion that is in the memory, or press **Stop** to cancel.*
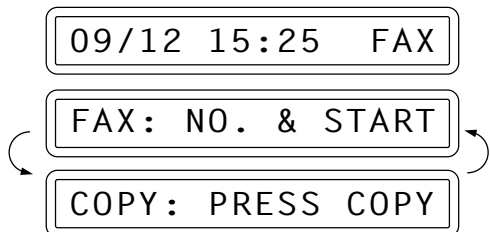
Making Reduced and Enlarged Copies (Only for FAX 1030)

Use this function to make reduced or enlarged copies of a document. Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the recording paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 150%, 125%, 120%, 93%, 87%, 75% or 50%.

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

```
09/12 15:25  FAX
```

1. Insert the documents face down into the feeder.

```
FAX: NO. & START
```

```
COPY: PRESS COPY
```

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

2. Press **Enlarge/Reduce**.

```
ELG/RDC:AUTO
```
```
SELECT ←→ & COPY
```

3. Press ◄ (left arrow) or ► (right arrow) to choose the setting.

   - If you want Auto Reduction, select "AUTO".
   - If you want to reproduce the same size, choose 100%.
   - For Fixed Enlargement or Reduction, choose one of the following settings: 150%, 125%, 120%, 93%, 87%, 75% or 50%.

   Example: 93%

```
ELG/RDC: 93%
```

4. Press **Copy** or **Sort**, if you want sorted copies.

```
NO.OF COPIES:01
```
(
```
SORT COPIES:05
```
)
```
ENTER & COPY KEY
```

5. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).
   Example: **05**

```
NO.OF COPIES:05
```

6. Press **Copy.**

(
```
SORT COPIES:05
```
)

7. The machine begins copying.
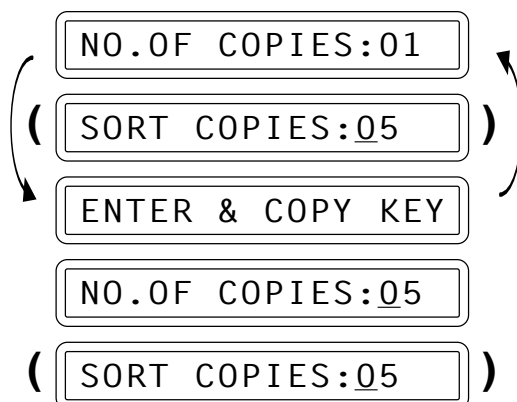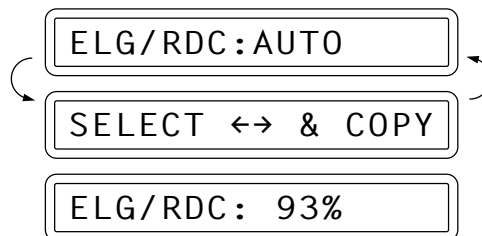
NOTICE

• *When enlarging, any portion that extends outside the edge of the recording paper will be cut off.*

Chapter 13. PRINTING REPORTS AND LISTS

You can print the following lists and reports under function item 3. PRINT REPORTS.

Level one function	Level two function	Content	Chapter
	1. PRINT JOURNAL	The Print Journal lets you know whether transmissions and incoming faxes were received.	13
	2. QUICK-DIAL	This is a list of the names and numbers that are stored in One-Touch and Speed-Dial memory printed in One-Touch and Speed-Dial number order.	6
	3. TEL. INDEX	The same as the Quick Dial list printed in alphabetical order.	_____
	4. COVERPAGE	This allows you to check the Cover Page format.	13
	5. CALLBACK MSG.	Used to check the Call Back message format.	6
3. PRINT REPORTS	6. SYSTEM SETUP	The settings for FUNCTION 5 to 8 (USER OPTIONS, TEL OPTIONS, SETUP SYSTEM, REMOTE FAX OPT (only for FAX 1020 Plus) SET UP TAD and SET UP MM PLUS (only for FAX 1030 Plus) are printed here.	13
	7. XMIT REPORT	You can set up whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF	_____
	8. MEMORY STATUS	The addressee and the amount of occupied memory for items stored in the memory are printed here.	13
	9. CALLER ID	You can review calls you received by checking this list.	7

Other Reports

The following reports are printed automatically, for your information.

Help List (By pressing **Help** on the control panel.)

Power Failure Report (also prints after initial power up.)

Polled Report

Delayed Transmission Report

Broadcast Report

Sequential Polling Report

How to Print Reports and Lists

All the reports and lists may be printed as follows:

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **3**.	3.PRINT REPORTS
3. Press the number of the level two function you wish to print. Example: 1.PRINT JOURNAL.	1.PRINT JOURNAL
	PRESS START KEY
4. Press **Start**.	PRINTING

Journal Period

A journal (activity report) can be printed at certain intervals that you specify. You have a choice of setting the journal period to "OFF", "1 hours", "3 hours", "6 hours", "12 hours", "24 hours", "2 days", "4 days", or "7 days". The activity report will provide a list of all outgoing and incoming faxes (up to 30) during that period. The initial setting is "OFF".

Even if you set the journal period to OFF, the machine always records the latest 30 transactions of outgoing & incoming faxes. So you can check them by printing the journal manually (Menu 3-1).

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **7**.	7.SETUP SYSTEM
3. Press **3**.	3.JOURNAL PERIOD
	JOURNAL:OFF
	SELECT ← → & SET

4. Press ◄ (left arrow) or ► (right arrow) to choose the setting. Example: EVERY 2 DAYS. If you select seven days, you should choose the base day of the week.

```
EVERY 2 DAYS
```

5. Press **Set**.

```
START AT:00:00
```

6. Enter the time to print in 24-hour format using the number keys. Example: **19:45** (7:45P.M.).

```
START AT:19:45
```

7. Wait for two seconds.

8. Press **Stop** to exit.

```
3.JOURNAL PERIOD
```

```
                        ┌────────┐
                        │ JOURNAL │
                        └────────┘

                                TIME : 09/12/1997 19:45
```

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	10:00	BROTHER BOSTON	04:23	20 CV CA	OK	TX
09/12	10:10	NJ OFFICE ∗	00	00	BUSY	RX
09/12	14:53	BROTHER BOSTON	48	01 CV CA	OK	TX ECM

```
            CV : COVERPAGE
            CA : CALL BACK MSG
            POL: POLLING
            RET: RETRIEVAL
```

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

COMMENTS WILL INCLUDE :

• TX means your machine sent a fax message when it was polled or called.

• RX means your machine received a fax message either by the usual method or by polling .

Printing the Quick Dial List

You can print a list of all One-Touch numbers and Speed-Dial numbers.

```
                        ┌─────────────────┐
                        │ QUICK-DIAL LIST │
                        └─────────────────┘
                                      TIME : 09/12/1997 15:25

ONE-TOUCH DIAL
┌────────┬────────────────┬─────┬──────────────┬──────────┐
│ NUMBER │ FAX/TEL NUMBER  │     │ DESTINATION   │ GROUP    │
├────────┼────────────────┼─────┼──────────────┼──────────┤
│  *01   │ 61-2018285881   │ FAX │ AUSTRIAN OFFICE│         │
│  *02   │ 234-5678        │ TEL │ ABC COMPANY   │          │
│  *03   │ 334-5566        │ FAX │ HEAD OFFICE   │          │
│  *04   │                 │     │              │          │
│  *05   │ 14155551212     │ FAX │ NJ OFFICE     │          │
│  *06   │                 │     │              │          │
│  *07   │                 │     │              │          │
```

```
│  *24   │                 │     │              │          │
```

(Example shown is for FAX 1020 Plus)

```
SPEED-DIAL
┌────────┬────────────────┬─────┬──────────────┬──────────┐
│ NUMBER │ FAX/TEL NUMBER  │     │ DESTINATION   │ GROUP    │
├────────┼────────────────┼─────┼──────────────┼──────────┤
│  #01   │ 5892786         │ F/T │ BROWNE M.     │          │
│  #02   │ 1234567         │     │ W. COMPANY    │          │
│  #03   │ 03-256-1121     │ FAX │ TOKYO OFFICE  │          │
│  #04   │                 │     │              │          │
│  #05   │ 5555151         │ TEL │ AUCKLAND      │          │
├────────┼────────────────┼─────┼──────────────┼──────────┤
│  #06   │                 │     │              │          │
│  #07   │                 │     │              │          │
│  #08   │                 │     │              │          │
│  #09   │                 │     │              │          │
│  #10   │                 │     │              │          │
├────────┼────────────────┼─────┼──────────────┼──────────┤
│  #11   │                 │     │              │          │
│  #12   │                 │     │              │          │
│  #13   │                 │     │              │          │
```

```
│  #36   │                 │     │              │          │
```

(Example shown is for FAX 1020 Plus)

Transmission Verification (Xmit) Report

Set the Transmission Verification Report to ON or OFF. The initial setting is OFF.

OFF: Report will be printed if transmission errors occur.

ON: Report will be printed every time a fax message is sent correctly or an error occurs.

KEYS TO PRESS	THE DISPLAY WILL SHOW:
	09/12 15:25 FAX
1. Press **Menu**.	1.TEMP.SETTINGS
2. Press **3**.	3.PRINT REPORTS
3. Press **7**.	7.XMIT REPORT
	XMIT REPORT:OFF
	SELECT ← → & SET
4. Press ◄ (left arrow) or ► (right arrow) to choose the setting. Example: ON.	XMIT REPORT:ON
5. Press **Set**.	7.XMIT REPORT
6. Press **Stop** to exit.	

```
          ┌─────────────────────────────────────────┐
          │   TRANSMISSION VERIFICATION REPORT       │
          └─────────────────────────────────────────┘

                             TIME : 09/12/1997 15:25

    DATE,TIME                09/12 15:24
    FAX NO./NAME             SWISS OFFICE
    DURATION                 00:00:45
    PAGE(S)                  01
                             COVERPAGE
    RESULT                   OK
    MODE                     STANDARD
                             ECM
```

Memory Status List

This list will show you the addressee and amount of occupied memory for items stored in the memory such as delayed transmissions and polled waiting. You will see the combined total of stored fax messages for retrieval. The available memory is expressed as percentage of remaining memory.

```
                        ┌─────────────────────┐
                        │  MEMORY STATUS LIST │
                        └─────────────────────┘

                                       TIME : 09/12/1997 15:25
                                       NAME : BROTHER
                                       FAX  : +44-555-5444
                                       TEL  : +44-555-5444

  VOICE
                          DATE     TIME
  01 INCOMING MESSAGE  : 09/12/1997 10:15
  02 INCOMING MESSAGE  : 09/12/1997 14:20
  01 MEMO              : 09/12/1997 12:45
  02 MEMO              : 09/12/1997 13:15
     OUTGOING MESSAGE
  03 VOICE ON DEMAND
        01 02 03
                                                            10%

  MEMO MANAGER

  12 SCHEDULES                                              10%

  STORED FAXES FOR RETRIEVAL
                         DATE     TIME    RECEIVED FROM        # OF PAGES
  MESSAGE 01          : 09/12/1997 12:00 0528242787   NO.01      01
  MESSAGE 02          : 09/12/1997 14:42 5892786      NO.02      03
                             (A)             (B)                 10%

  MAIL BOX
                          DATE     TIME    RECEIVED FROM        # OF PAGES
  BOX01
     VOICE            : 09/12/1997 16:51
                                                             01%

  MEMORY USED FOR FAX FEATURES
                          TIME         DESTINATION           # OF PAGES
  TIMER              1) 23:45 (BROADCAST)                       01 10%
  REDIAL WAITING     1)       BROTHER BOSTON                    02 05%
  POLLING WAITING                                               02 12%
  ECM                                                              24%
  FAX FORWARD NUMBER   :       18005551234

  MEMORY AVAILABLE

  FREE                                                         18%
```

} **Your fax machine has received 4 TAD messages.**

← **You use 3 memory boxes (from box 01 to 03) to store voice-on-demand information.**

← **You set 12 scheduled appointment reminders.**

} **You received two FAX messages :**
(A)   When the fax came in
(B)   The sending party's number

} **This shows that Personal Mailbox 01 has received a VOICE message.**

} **This shows that you have three items in the fax's memory for timer, polling and redial transmissions.**

← **This shows the Fax Forwarding number.**

← **This shows the amount of available memory.**

(Example shown is for FAX 1030 Plus)

Chapter 14. REGULAR MAINTENANCE AND TROUBLESHOOTING

Regular Maintenance

You can keep your fax machine in optimum condition by cleaning it on a regular basis. Avoid using thinners or other organic solvents to clean the machine and do not use any water.

■ **Clean the Printer**

1. Unplug the telephone line and then the power cord.

   When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.

2. Press the OPEN button of the top cover and open it up.

3. Take out the printing cartridge.

4. Moisten a small piece of soft, lint-free cloth with Isopropyl alcohol and wipe the print head and metal parts shaded in grey, shown in the illustration.

5. Install the printing cartridge.

6. Press both edge of the top cover until it clicks and close the top cover.

NOTE: You will hear a warning sound when you open the top cover. Press **Stop** to stop the sound.

Print Head
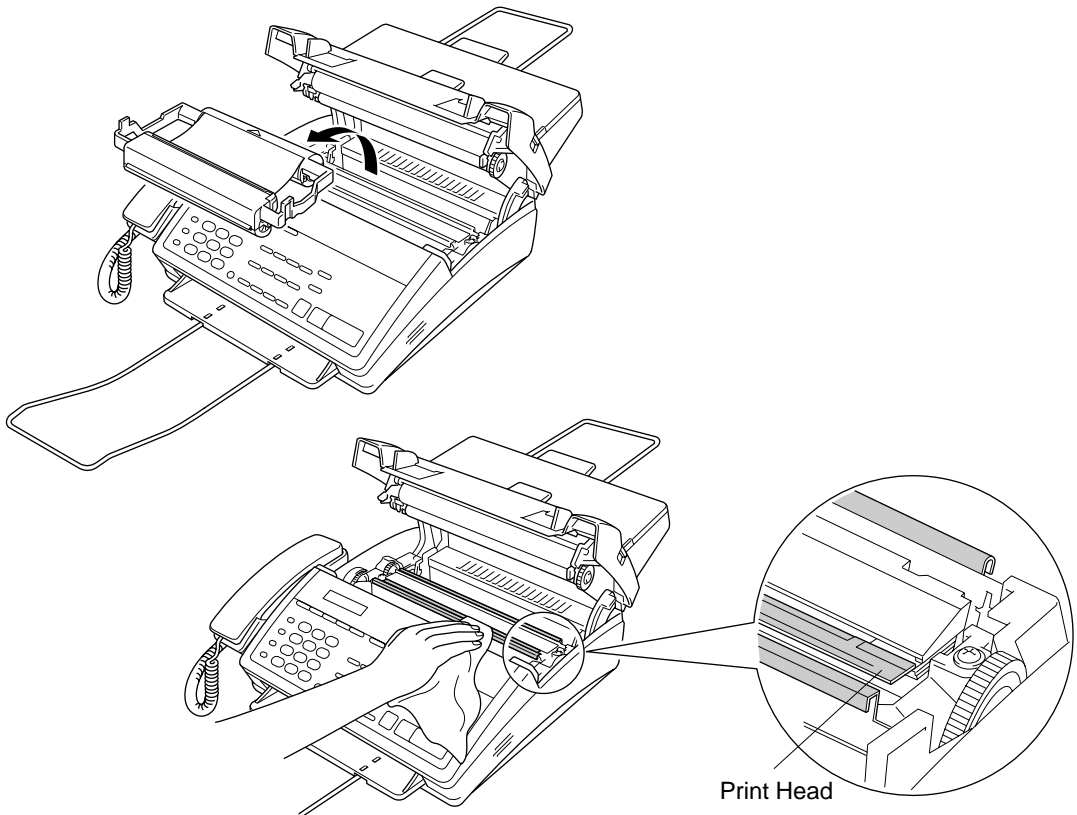
■ **Clean the scanner**

1. Unplug the telephone line and then the power cord.

   When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.

2. Open the front cover.

3. Lift the two release lever of the white roller. (Released roller)

4. Lift the two release levers of the white roller.

5. While the bar is lifted, wipe it and the scanner cover glass with small bit of lint-free cloth moistened with Isopropyl alcohol.

6. Press down both levers until the roller is locked into place. (Roller locked)

7. Close the front cover.

CAUTION

- *Do not wipe the front cover with alcohol. It can damage the casing.*
- *Make sure the release lever is locked when closing the front cover. Failure to do so could result in the lever being broken.*

Front Cover

Release levers
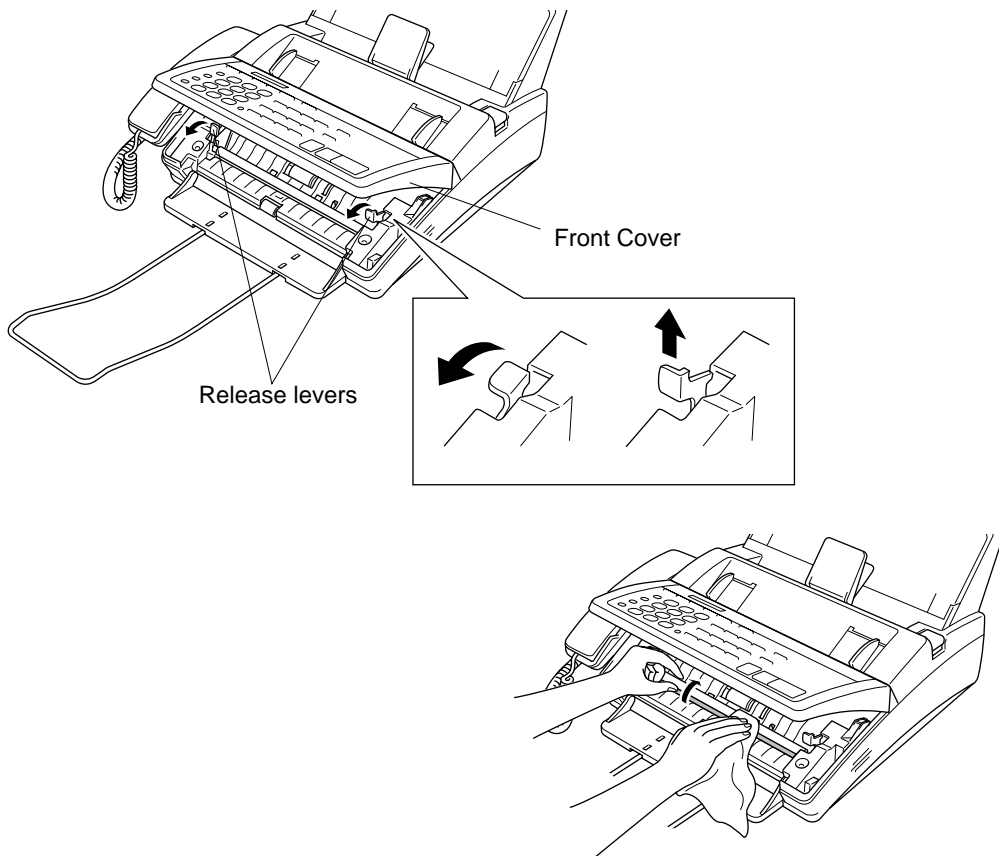
Helpful Hints
If the scanner and the print head are dirty, the quality of the transmission, reception and copy images becomes degraded. Use the above procedure, therefore, to clean these parts frequently.

Paper Jams

Your fax machine will sound an alarm if the document jams while going through the feeder or if the recording paper becomes stuck.The display will show "DOCUMENT JAM" or "CHECK PAPER".

Fixing a Document Jam

1. Open the front cover.

2. Lift the two release levers of the white roller. (Roller released)

3. Pull the document toward the front of the fax machine.

4. Put the levers back. (Roller locked)

5. Close the front cover.

6. Press **Stop**.

CAUTION

- *Pull the jammed document toward the front. Do not pull the document from the feeder.*
- *Make sure the release lever is locked when closing the front cover. Failure to do so could result in the lever being broken.*

Front Cover
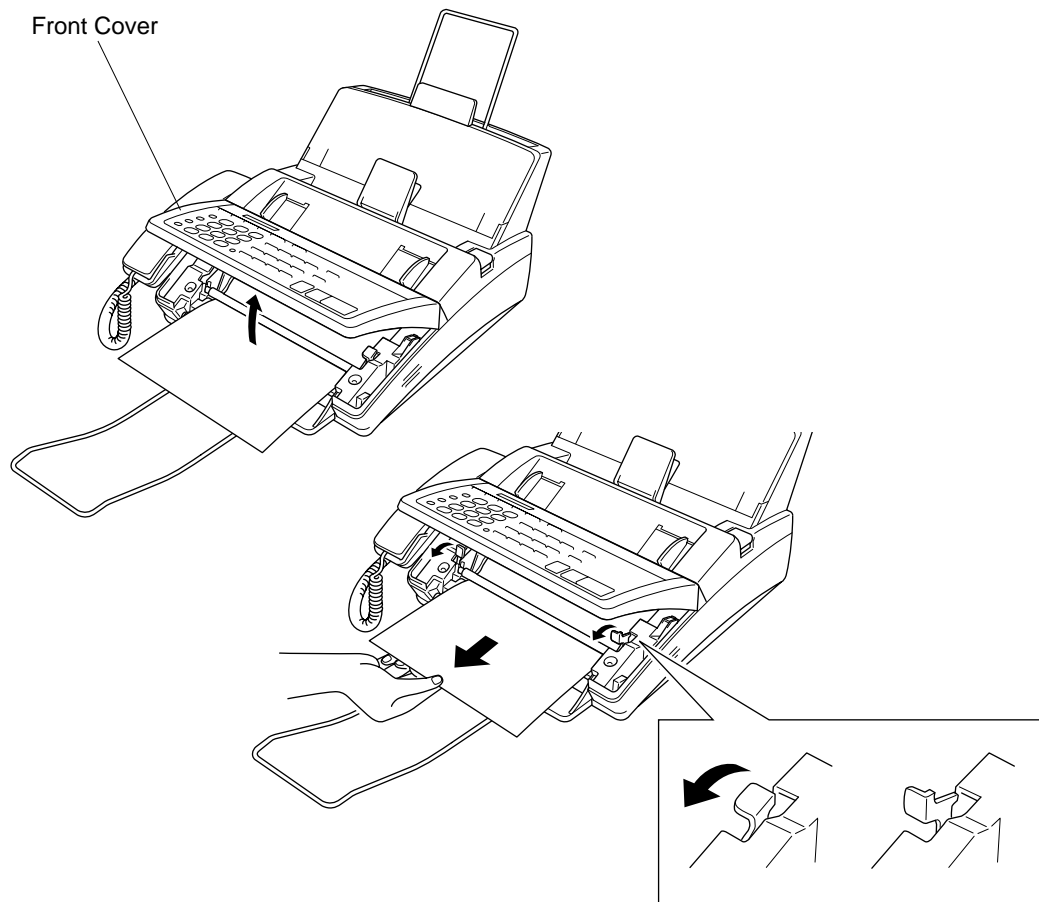
Fixing a Recording Paper Jam

1. Open the recording paper cover and remove the paper in the feeder.

2. Press the OPEN button on the top cover and open it up.

3. Pull the jammed paper toward the back from the feeder and remove it.
   If you can't, pull the jammed paper toward the front and remove it.
   If you cannot see any jammed paper, remove the ribbon cassette and check underneath.
   Remove any jammed paper.

4. Close the top cover.
   Press the both edges of the top cover and close it until it clicks.

5. Put the recording paper back into the feeder.

6. Close the recording paper cover.

Recording paper cover

Recording paper cover

Top cover
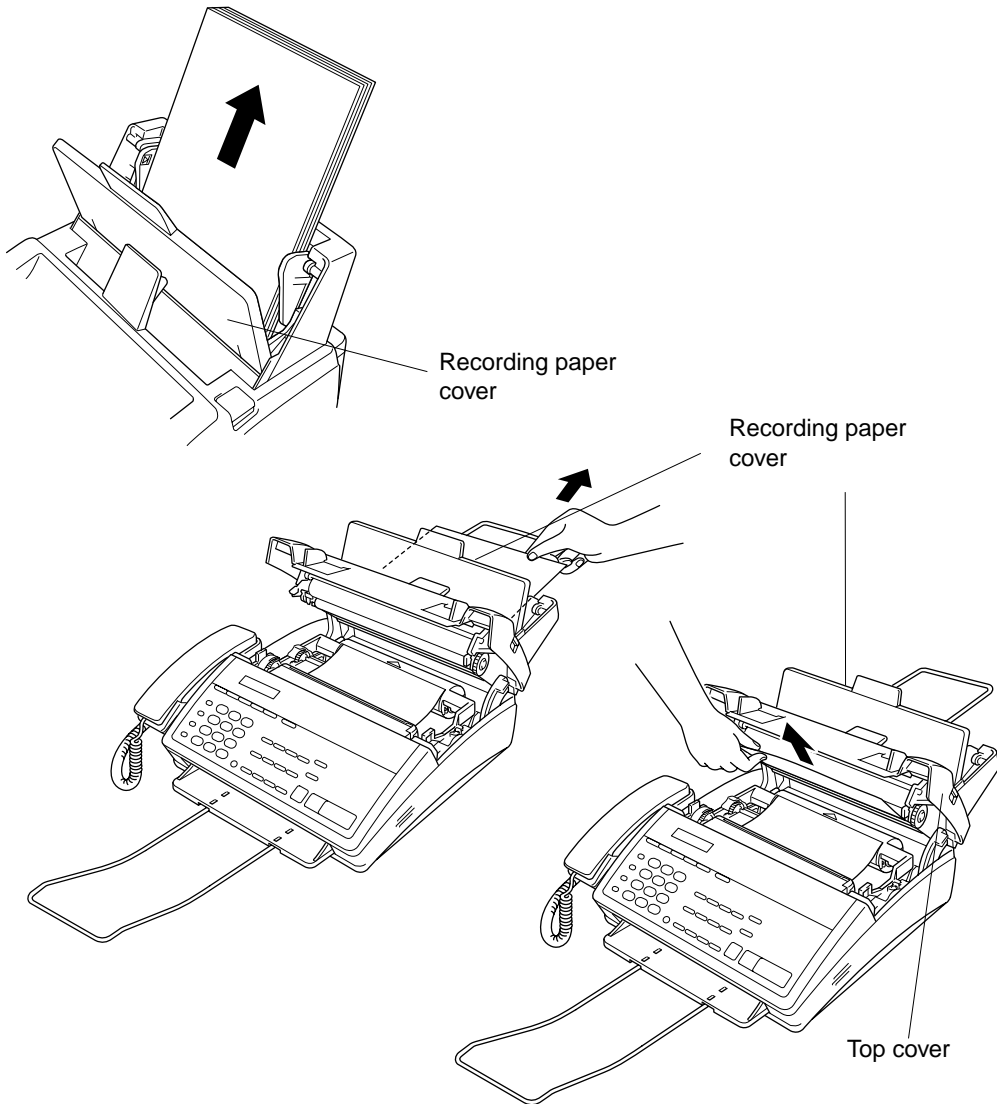
Troubleshooting

Occasionally, you may have a problem with your fax machine or telephone line. If this happens, your fax machine usually identifies the problem and displays an error message. Refer to the following list when you see an error message on the display. If additional help is needed, please contact our Brother dealer for service.

Error Messages

Error messages are listed below in alphabetical order.

C | CHANGE CARTRIDGE |

The printing cartridge has run out. Replace the used cartridge with a new one. (See chap. 1.)

| CHECK PAPER |

The machine is out of paper or the paper is not properly loaded in the paper cassette. Refill the paper or remove the paper and load it again.

| CLEAN UP SCANNER |

The scanner is dirty. Clean the scanner.

| COMM.ERROR |

You encountered a communications error that resulted from a poor quality phone line. Try the call again.

| CONNECTION FAIL |

You requested the polling function even though the machine you called does not have the polling feature.

| COVER OPEN |

The top cover was not completely closed. Please check them.

D | DISCONNECTED |

The telephone line was disconnected by the other party during the communication. Try calling the other party to see what happened.

DOCUMENT JAM

Your documents were not inserted properly, or the documents were not fed properly, or the documents were too long.

Open the control panel and remove the documents. Then close the control panel, press **Stop** and insert the documents again, adjusting the guides on either side of the document, and try sending the fax again.

Original documents should be straight, non-wrinkled, to be correctly fed. Otherwise, the documents may occasionally jam. Please refer to page 6-1 for paper types.

M
MACHINE ERROR XX

PRESS STOP KEY

Cut the power off. Then contact your Brother dealer for service.

N
NO RESPONSE/BUSY

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

NOT ASSIGNED

The One-Touch key or Speed-Dial number you pressed has no number assigned to it. You need to program a phone number. (See chap. 4.)

P
PRINTER FAULT

The recording head has overheated. Unplug the power cord and wait for 30 minutes.

S
SCANNER ERROR

Try to clean the white bar and the glass under the white bar. If you still get the scanner error, please contact our Brother dealer for service.

Other Problems

When the receiving party says the picture is not clear

Sometimes the setting of the resolution mode is not appropriate. Send the fax again using the FINE or SUPERFINE mode. Also, your machine's scanner may be dirty, so try cleaning it.

When the receiving party says vertical streaks appear on the faxes they receive

Your machine's scanner may be dirty or the receiving party's printer head may be dirty. Clean your scanner, and make a copy to see if the problem was caused by your machine.

Vertical streaks appear on the faxes you receive

Sometimes you may see vertical streaks on the faxes you receive. Either your machine's thermal print head may be dirty, or the sending party's fax scanner may be dirty. Clean your thermal print head. Make a copy to see if the vertical streaks are still there.

Vertical streaks appear in copies

Sometimes you may see vertical streaks on your copies.
Either the scanner or the thermal print head is dirty. Clean them both.
* If the printed pages are still blurred at the centre or either edge as below:

• Make sure that the printer is placed on a flat, horizontal surface.
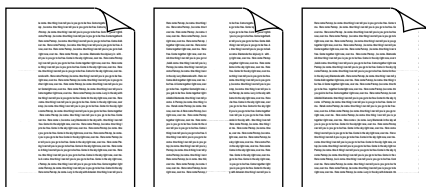
Horizontal Streaks

You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.

If the received data is divided and printed onto 2 pages or if you get an additional blank page your recording size may not be set correctly for the recording paper you are using. If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real recording paper (see chap. 7).

When Dialling Doesn't Work...

You may have the wrong dialing mode. Change the TONE/PULSE setting. (See chap. 4.) You may also want to check all the telephone line connections (such as to the handset and to the wall jack). Check also that the power cord is connected. (See chap. 1.)

Chapter 15. IMPORTANT INFORMATION

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 mains power and telephone line sockets 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 unsuitable cart, stand, or table. The product may fall causing serious damage to the product.

7. Slots and openings in the cabinet at the back, sides or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your Brother dealer or local electricity board or power company.

9. This product is equipped with a 3-wire earthed plug. This plug will only fit into an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician in order to replace your obsolete socket. Do not attempt to defeat the purpose of an earthed plug.

10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.

11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total current of all products plugged into the wall or floor socket does not exceed the socket rating.

12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel.

14. This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

15. Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified service personnel under the following conditions:

    A. When the mains power cord is frayed or the plug is damaged.

    B. If liquid has been spilled into the product.

    C. If the product has been exposed to rain or water.

    D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

    E. If the product has been dropped or the cabinet has been damaged.

    F. If the product exhibits a distinct change in performance, indicating a need for service.

For Fax-1030Plus only

BABT approval (For U.K. only)

This apparatus has been approved by the British Approvals Board for Telecommunications, for use of the following facilities:

INTEGRAL MODEM IN GROUP 3 FACSIMILE

LOUDSPEAKING FACILITY (CALL PROGRESS MONITOR)

STORAGE OF TELEPHONE NUMBERS FOR RETRIEVAL BY PREDETERMINED CODE

CONNECTION TO AN APPROVED PBX (PRIVATE BRANCH EXCHANGE)

OPERATION IN THE ABSENCE OF PROCEED INDICATION

AUTOMATIC STORAGE OF THE LAST NUMBER REDIALLED

SERIES CONNECTION FACILITY

Any other usage will invalidate the approval of the apparatus, if as a result it then ceases to comply with the standards against which approval was granted.

The machine is approved for connection to a single exclusive direct exchange line provided by BT, Kingston-upon-Hull Telecommunications and CATV, and to approved Private Automatic Branch Exchanges (PABXs).

The connection to the BT network must not be hard-wired.

This equipment is NOT approved for connection to the following:

1 + 1 Carrier Systems;

Leased Lines;

Shared Service ("Party") Lines;

As an extension to a Payphone;

Stored telephone numbers are retained in the absence of mains power. The loudspeaking facility (call progress monitor) will not function, nor will the telephone, unless the unit is

plugged into the mains and switched on at the power socket of the mains switch if applicable.

This owner's manual has been provided with your machine to help you make use of the functions provided.

This machine must not be connected in conjunction with parallel extension telephones, unless those telephones are connected downstream of this machine. This means that the cable to which any extension device is connected, should be terminated on a BT modular jack plug type 431A which in turn is inserted into the modular socket of the T-shaped line cord connector of this machine. If these instructions are not followed, the following conditions may occur:

1. The fax machine inadvertently auto-answers in response to outward pulse dialling of an extension telephone.

2. Fax transmissions can be impaired or will fail entirely.

3. Remote activation from extension telephones may not work correctly.

If in doubt about any aspect of telephone extension cabling, contact BT, Kingston upon Hull Telecommunications, your PBX maintainer, your CATV company or a reputable telephone cabling company.

Chapter 16. SPECIFICATIONS

Type	Desktop facsimile transceiver
Compatibility	ITU-T Group 3
Coding system	Modified Huffman (MH)
Modem speed	14400/12000/9600/7200/4800/2400; Automatic Fallback
Document input width	148 mm to 216 mm
Scanning/Printing width	208 mm
Grey scale	64 levels
Display	LCD, 16 characters
Polling types	Standard, Secure, Delay, Sequential
Contrast control	Automatic/Light/Dark (manual setting)
Resolution	• Horizontal 8 dot/mm
	• Vertical Standard 3.85 line/mm
	Fine, Photo
	7.7 line/mm
	Superfine, Photo (copy)
	15.4 line/mm
Memory	FAX 1020: 512KB (up to 20 pages*)
	FAX 1030: 1MB (shared: up to 50 pages* or up to 30 minutes total voice recording time)
One-touch dial	24 stations
Speed-dial	36 stations (for FAX 1020 Plus)
	100 stations (for FAX 1030 Plus)
Automatic redial	4 times at 2 minute intervals
Speaker type	Monitor (for FAX 1020 Plus)
	Full duplex (for FAX 1030 Plus)
Auto answer	1, 2, 3 or 4 rings
Communication source	Public switched telephone network
Operating environment	5 - 35° C (41-95° F)
Power source	220-240V AC50/60Hz
Power consumption	Standby: under 7 watts
	Peak: under 170 watts
Dimensions	378 x 385 x 213 mm
Weight	5.2 kg/11.5 lbs
Optional accessories	PC 201 (Printing Cartridge pre loaded with roll, 1 per box)
	PC 202 RF (Re-fill rolls for use in PC 201, 2 per box)
	PC 204 RF (Re-fill rolls for use in PC 201, 4 per box)

*"Pages" refers to the "Brother Standard chart no.1" (a typical A4 business letter, Standard resolution). Specifications are subject to change for improvement without prior notice.

Chapter 17. INDEX

Declaration of Conformity

We   Brother International Europe Ltd.
            Brother House,
            1, Tame Street,
            Audenshaw,
            Manchester, M34 5JE
            United Kingdom

declare that this product is in conformity with the following normative documents:

     Safety: EN 60950 : including amendment A1:1993, A2:1993, A3:1995 and A4:1997.
     EMC: EN55022 1987 Class B
             EN50082-1:1992

following the provisions of the Low Voltage Directive 73/23/EEC and the Electromagnetic Compatibility Directive 89/336/EEC (as amended by 91/263/EEC and 92/31/EEC)

brother®