brother
FAX-1010
USER'S GUIDE

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About This Manual

The highly advanced **Brother FAX-1010 facsimile has been** designed with a variety of powerful functions and features which you can use to make your communications system more efficient and less costly—but only if you know how to use them properly. That is the purpose of this manual: to teach you how to use these functions and achieve maximum performance from your FAX-1010.

Eventually you will be able to operate your FAX-1010 using the many prompts it displays to lead you through the various programs and settings. For now, however, we recommend that you read this manual thoroughly.

This manual is organized to help you find the information you need, as quickly and easily as possible.

☐ Chapter 1, Introducing the FAX-1010, explains the basic components and functions of your facsimile machine.

☐ Chapter 2, Setting Up Your Machine, describes how to assemble the accessories, load recording paper, and make cable connections. You'll also learn how to set the system functions you'll need and abbreviated telephone numbers for speedy dialing.

☐ Chapter 3, Operating the FAX-1010, explains how to use all of your machine's functions—from routine sending and receiving to advanced operations.

☐ Chapter 4, Lists & Reports, describes the various printouts that you can use to keep track of settings and check the status of documents you send.

☐ Chapter 5, Troubleshooting, lists error messages that are displayed and what action to take.

☐ Appendix A, Mode & Error Codes, defines the codes that are printed on the Communications Journal to identify the communications mode used and any errors that occurred.

☐ Appendix B, Function Codes, gives a summary of the key combinations that select the various functions of your FAX-1010.

☐ Appendix C, Specifications, contains the technical specifications for the FAX-1010.

Chapter 1

Introducing the FAX-1010

The purpose of this chapter is to familiarize you with the FAX-1010's hardware features as well as some of its major functions and capabilities.

Hardware Features

The FAX-1010's hardware features are shown in Figure 1-1, with closeups of the operation panel in Figure 1-2, and the side of the machine in Figure 1-3.

Figure 1-1.
Front View

Recording Paper Compartment

Document Guides

Document Stacker

Dial Guide

Document tray

Recording Paper Tray

LCD Display Area

Operation Panel

Paper Supply Peep Window

Extendable Document Support
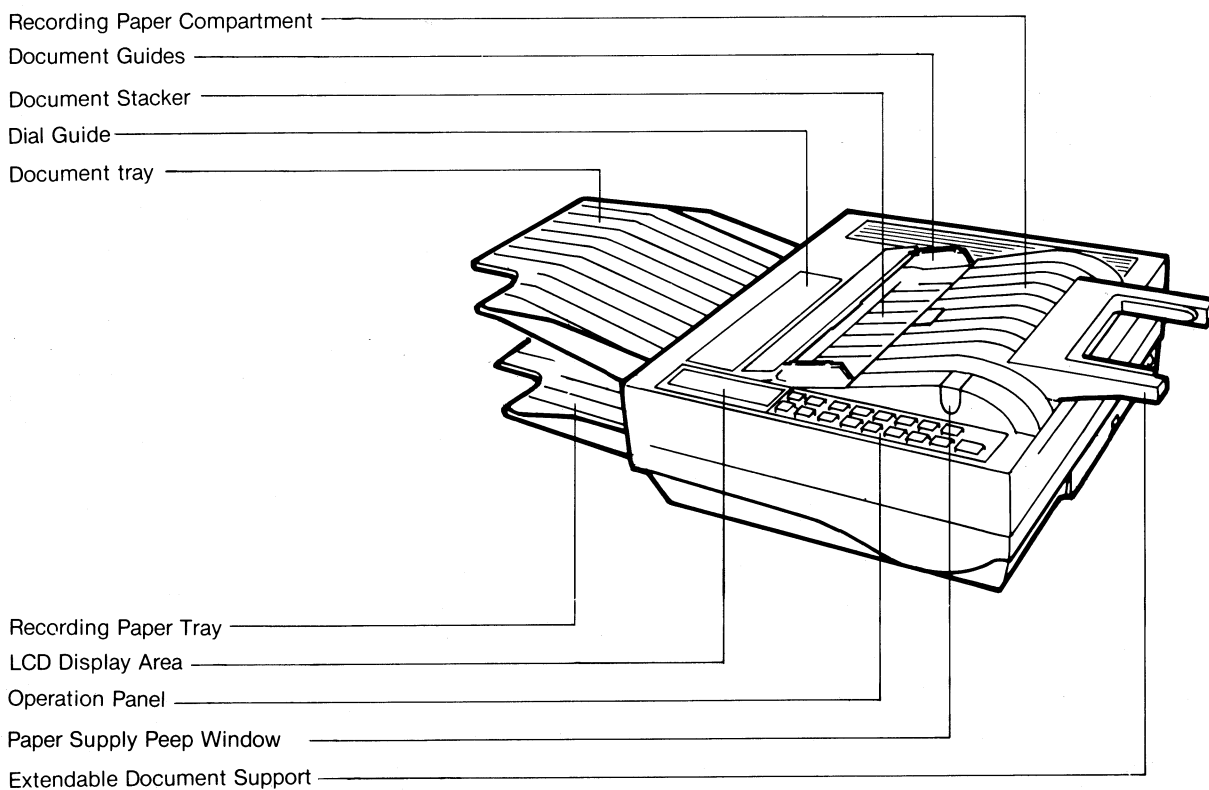
Figure 1-2.
Operation Panel

LCD display area
Displays date and time in idle state, function and setting prompts, and error messages.

RESET Key
— Cancels current operation and returns FAX-1010 to idle state.
— Clears error messages.
— Ejects document.

Operation Indicator Lamps
Light to identify current operating status: auto receive, receive, or send.

YES/MODE key
— Yes responses to display prompts.
— Sets resolution for sending.

*/DIAL key
Initiates dialing from the operation panel with two-digit abbreviated or full telephone numbers.

Entry keys
Enter numbers and letters for full and abbreviated phone numbers, one-touch keys, ID names, and security codes.

NO/CONTRAST key
— No responses to display prompts and deletes entries by backspacing.
— Sets contrast for sending and copying.

Green START key
Starts manual send and receive operations.

PAUSE/FUNCTION key
— Inserts pauses in telephone numbers.
— Used in combination with PAGE#, POLL, COPY, AND JOURNAL keys to initiate their functions.

0/AUTO RECEIVE key
Combines with FUNCTION key to toggle between AUTO and MANUAL receive modes.

#/PAGE #key
Combines with FUNCTION Key to set the number of document pages.

9/JOURNAL key
Combines with FUNCTION key to print out the Communications Journal.

6/POLL key
Combines with FUNCTION key to initiate polling operations.

7/CALL key
Sends a request for voice communications to the remote facsimile's operator.

8/COPY key
Combines with FUNCTION Key to make a copy of the document.

In general, when you copy or send a document, you will follow this sequence:

1. Determine if the document can be copied or sent as it is (see Table 3-1 on page 28 for acceptable documents) or if a carrier sheet (see page 29) must be used.

2. Adjust the paper guides to the width of the document. **(Maximum page width is 216mm (8.5 inches)).**

3. Place up to ten pages face down on the document stacker. Fan the pages so that the bottom sheet feeds in first.

4. Select the proper contrast and resolution with the CONTRAST and MODE keys on the operation panel.

5. Call the other facsimile using the telephone or the FAX-1010 's key pad.

Figure 1-3.
Side View

LINE jack connects communication cable to line service.

TEL jack connects telephone to FAX-1010

Power Cable
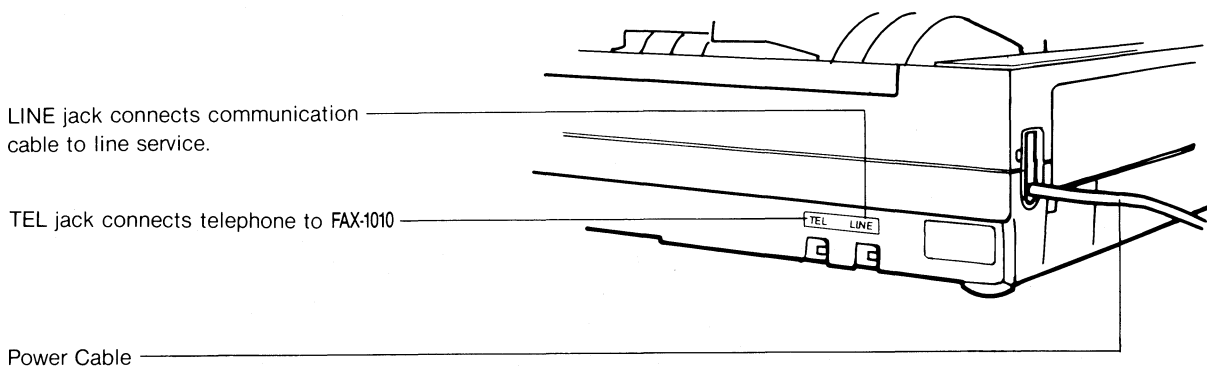
The document will be sent, then fed out onto the document tray. When a document is copied or received, the cut recording paper will be fed out onto the recording paper tray.

Compatibility

The FAX-1010 is fully compatible with CCITT standard facsimile transmission in Group 3, and Group 2 modes. In addition, HS mode (Brother High-Speed mode) is selected automatically when communicating with other Brother FAX-1010 and FAX-2020 facsimile units to give faster transmission of your documents. The FAX-1010 will automatically select the transmission mode according to the capability of the remote facsimile.

In modes other than HS mode,
there may be some incompatible functions depending on the terminal type. In particular, the remote facsimile may not return its own telephone number in the initial handshake between terminals, and so this data will occasionally not be listed in printouts, on the voice request slip, and not displayed on the LCD while communicating.

Functions

This section introduces the versatile functions of your FAX-1010. Chapter 3, Operating the FAX-1010, provides detailed procedures for using these functions.

Abbreviated Numbers

The FAX-1010 allows you to assign a two-digit abbreviated number to up to 50 commonly used telephone numbers. You then need dial only the abbreviated number instead of the full telephone number. See page 21 for registering two-digit abbreviated numbers.

One-Touch Dialing

For even faster dialing, the FAX-1010 automatically assigns a one-touch key to abbreviated numbers 01 through 10. For these, all you have to do is press one key to dial (see page 21).

Automatic Redialing

If the telephone number you called is busy, the FAX-1010 will automatically redial it for you three times at two-minute intervals. If the number is still busy, the FAX-1010 returns to the idle state.

Transmit Terminal Identification (TTI)

With transmit terminal identification (TTI), the receiving party never has any doubt about who sent a document or when because your facsimile identification and telephone number together with the data and time are automatically printed at the top of every page in the document you send.

To prevent obscuring information at the top of the page, you may choose to have the TTI printed just above the text of the original document. See page 17 for setting up TTI.

Polling

Instead of receiving documents randomly then having to rearrange them by project or topic, you may receive documents for a specific project at a time you choose by using the polling function. Polling also makes it easier to assign costs to the appropriate project since telephone charges are billed to the facsimile number doing the polling, not the several facsimiles that are sending documents.

Various polling options are available. These include:

- ☐ Simple polling (page 38)
- ☐ Turn-around polling (page 42)
- ☐ Automatic polling (page 43)
- ☐ Daily polling (page 46)

With the exception of turn-around polling, a security code can be assigned to prevent unauthorized access to the documents between Brother FAX-1010 and Brother FAX-2020 facsimiles.

Optical Mark Reader (OMR) Sheets

Optical mark reader sheets (see page 48) provide a means of entering information into the FAX-1010 without using the operation panel. Several such OMR sheets and documents can be loaded at one time, as long as the total number of pages (OMR sheets plus document pages) does not exceed the FAX-1010's stacker capacity (10 sheets). After an OMR sheet is filled out, you can use it over and over again, which is a real convenience if you frequently send to the same facsimile.

Transmission Report

If you set this option, the FAX-1010 will output a transmission report after every document you send to tell you who received the document, how many pages were sent, the duration of the transmission, and whether there were any errors. See page 18 to set automatic output of the transmission report.

Communications Journal

The journal lists the date, time, duration, number of pages, mode used, and completion status of documents you send and receive.

Display Language Selection

This facsimile is initially set to display and print listings in English. You may alternatively select French, or English, by following this simple procedure.

To select either language, press the FUNCTION key and ✳ key in sequence. Press the NO key until the language you want is displayed. Then press YES, to finish and return the facsimile to the idle state.

Chapter 2

Setting Up Your Machine

This chapter explains how to set up your FAX-1010 facsimile after unpacking and make the necessary connections to the telephone line. It also contains two sets of procedures, Setting System Functions, and Setting Abbreviated Numbers.

Assembling the Components

Follow these steps to load the recording paper and attach the accessories to your FAX-1010 facsimile:

1. Open the paper compartment cover and remove the roll of recording paper.

2. Pull out the green paper release knob and remove the strip of paper inserted to protect the thermal head during shipment.

Figure 2-1.
Removing the Protective Strip

Paper Release Knob
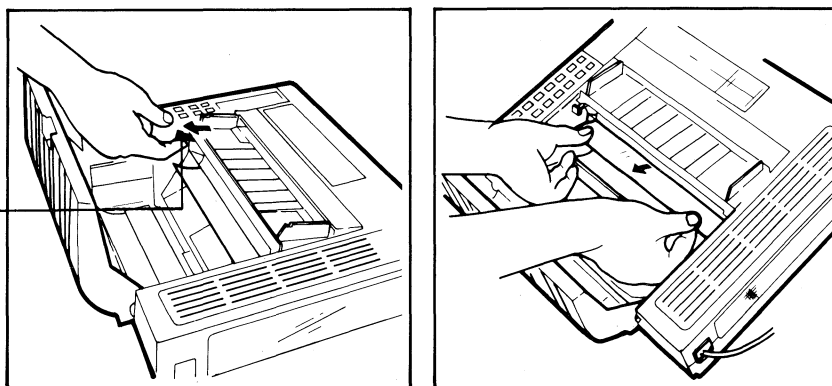
3. Unwrap the roll of recording paper and load it as shown in the figures on the inside of the cover.

4. Attach the black plastic sheet that prevents the recording paper from curling to the bottom of the FAX-1010 Turn the FAX-1010 on its side and attach the sheet by pressing the plastic rivets into the two holes. Make sure to face the tabs away from the paper exit.

Figure 2-2.
Attaching the Plastic Guide Sheet
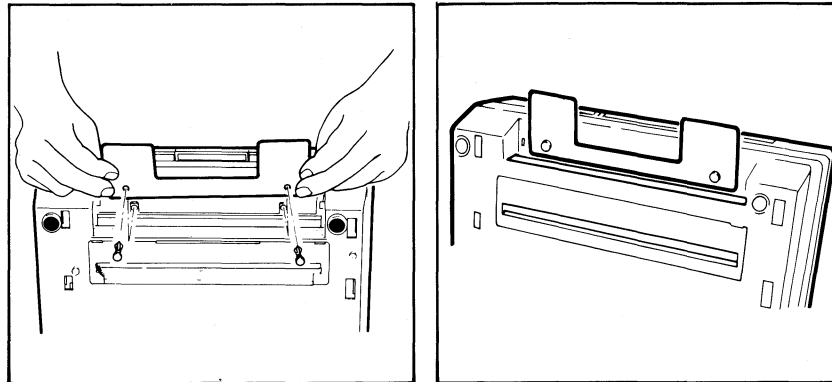
5. Insert the tabs on the bottom of the document support in the slots on the recording paper cover. Press down on the document support until it seats firmly.

Figure 2-3.
Attaching the Document Support
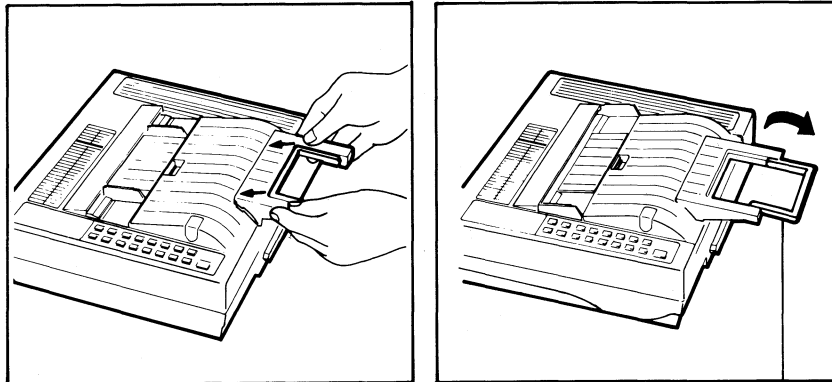
Extend the document support for longer documents.

6. Align the open slots on the sides of the recording paper tray with the round projections inside the FAX-1010 case.
Push the tray in until it snaps into place.

Figure 2-4.
Attaching the Recording Paper Tray
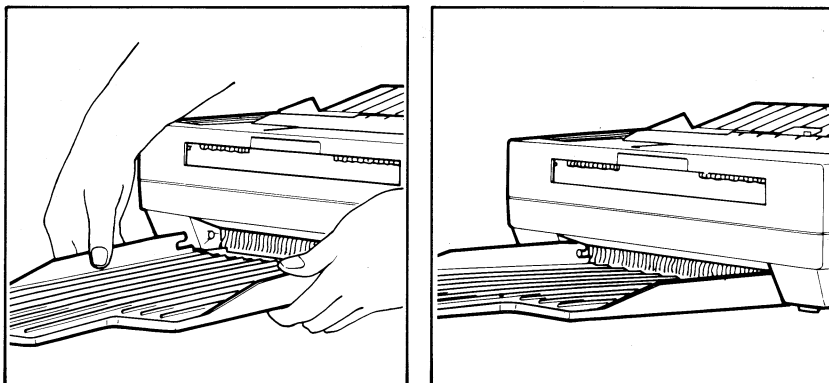
7. Rest the tabs on the connecting edge of the document tray in the opening in the FAX-1010 case. Tilt the tray up slightly while pushing it in until you feel it catch inside.

Figure 2-5.
Attaching the Document Tray
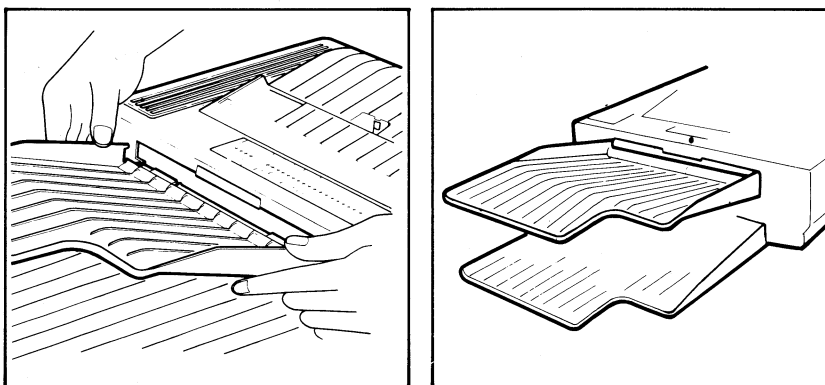
FAX-1010 BACKUP BATTERY: The FAX-1010 has a backup battery. If unplugged, all programming will be maintained for a minimum of 20 days. If fully discharged, the battery takes 48 hours to recharge. To recharge, plug in the machine.

NOTE: We recommend that the machine be connected to a power source at least once a week for 3 hours.

8. Plug in the power cord.

9. Copy a document to test the FAX-1010 **is operational.**

   ● Adjust the document guides to the document width.
   ● Load the document face-down on the document stacker.
   ● Press the FUNCTION (Pause) and COPY (8) keys in sequence to make the test copy.

You'll learn more about acceptable documents and copying resolution and contrast in Chapter 3, Operating the FAX-1010 on page 28.

SETUP

Making Connections

1. There are two jacks on the side panel of the FAX-1010 The jack marked LINE is for the communication cable. The TEL jack is for the telephone cord.

Figure 2-6.
Telephone Line Connections

Communication cable (LINE) jack to modular wall jack. ─────

Telephone (TEL) jack to connect ───── telephone set.
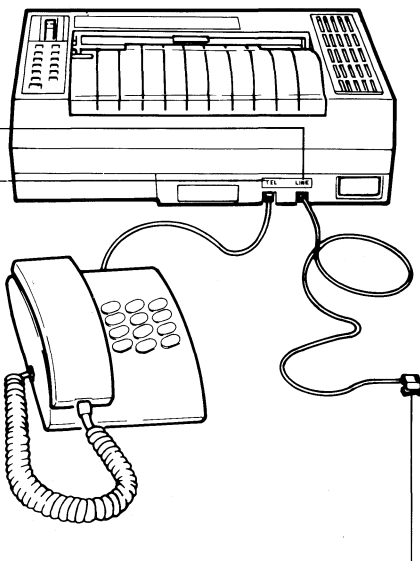
Other end of communication cable to modular wall jack for connection to PBX, leased line, or PSTN.

2. Plug one end of the communication cable into the LINE jack.

3. Unplug the telephone cord from the modular wall jack.

4. Plug the telephone cord into the TEL jack on the side panel jack.

5. Plug the telephone cord into the TEL jack on the side panel of the FAX-1010.

6. Pick up the telephone and listen for a dial tone. If there is no dial tone, re-check your connections.

Setting Up the System

The system functions allow you to set

- [ ] Date and time
- [ ] Your facsimile telephone number
- [ ] Your facsimile identification (ID)
- [ ] Transmit terminal identification (TTI)
- [ ] Document length
- [ ] Whether to output journal and transmission report
- [ ] Resolution
- [ ] Contrast
- [ ] Type of dialing (pulse or tone dial)
- [ ] Transmission speed

Here you will also be able to choose various transmission options such as

- [ ] Leased line operation
- [ ] Suppressing security code checks during polling

For further information on leased line mode, contact your **Brother** dealer.

Notes on Procedures

Here are a few points to remember about using the setup and operation procedures in this manual with your FAX-1010 facsimile.

- [ ] Procedures are arranged with the displayed message on the left of the page and your action or an explanation on the right.

- [ ] Your FAX-1010 is designed to take you smoothly through the procedure step by step, by responding with messages to your setting or asking you questions to prompt you to the next step.

☐ Using this manual as a guide at first, you'll find that you quickly become accustomed to the flow of routine operations. You can always check back in the manual later as necessary.

☐ Remember that the NO key has two basic functions: giving a negative response to a prompt from the FAX-1010 and either skipping on to the next prompt or returning to the previous one. Be sure to read the following section on Making Corrections.

Making Corrections

You may correct misentries if the entry is still displayed on the LCD (i.e., if you have not pressed the YES key to actually register the entry in the FAX-1010) by pressing the NO key. The FAX-1010 will either cancel the entry and redisplay the prompt, or backspace and cancel the last figure so you can make the correction. If the entry had been registered in the FAX-1010 by pressing the YES key, press the RESET key then start the procedure again from the beginning.

Entering Telephone Numbers

The FAX-1010 will accept any telephone number between 3 and 34 digits long. You do not enter hyphens or spaces between the area code and the local number.

If your FAX-1010 is in a PBX system in which you use shortened telephone numbers and have to dial a special number (0 and 9 are often used) to gain access to an outside line, you should observe the following two points:

1. If you are registering an internal number, press the PAUSE key to insert a pause before any two-digit PBX extension number to prevent it being mistaken for a two-digit abbreviated dialing code.

2. To register a number outside the PBX system, enter the outside line access number, press the PAUSE key to insert a pause in the dialing, and then enter the outside number.

Pressing the PAUSE key enters a dialing pause of approximately two seconds and is displayed on the screen as a space. For longer dialing pauses, press the PAUSE key two or three times.

Status Displays

There are two displays which are used to show the status of the FAX-1010 during operation:

☐ Idle state display
☐ Normal transmission display

Idle State Display

The idle state display comes up whenever the FAX-1010 is not involved in a task.

DEC 01 '87 10:30
├─────────── Minutes
├─────────── Hours
├─────────── Year
├─────────── Day
└─────────── Month
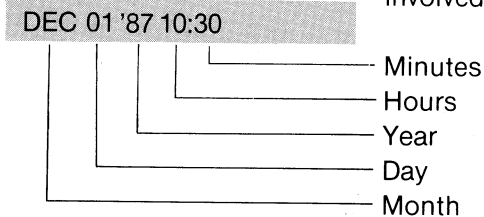
It is displayed in the following circumstances:

☐ When the FAX-1010 is not sending, receiving, or polling

☐ When the FAX-1010 is waiting to send or poll at a set time

☐ At the end of all the setting procedures when the FAX-1010 returns to the idle state.

Normal Transmission Display

The normal transmission display comes up whenever the FAX-1010 is sending or receiving. There are three settings displayed across the LCD:

XX XXXX   XXXX
├─────────── Transmission rate in bits per second
├─────────── Resolution
└─────────── Transmission mode

SETUP
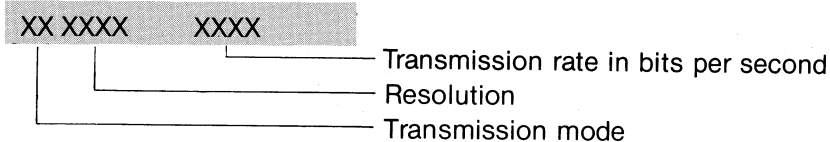
Transmission Mode

There are three possible transmission modes; they are automatically selected after handshaking with the other facsimile.

HS   Brother High-Speed transmission mode. Selected automatically when communicating with Brother FAX-1010 and FAX-2020 facsimiles.

G3
G2   Standard CCITT facsimile transmission modes supported by all facsimile machines.

Resolution

STD   The resolution setting selected for the document from the operation panel.

FINE

GRAY

Setting System Functions

HELPFUL HINT: To change one item only, it is OK to skip over the other steps by pressing NO.

Follow these steps to set up the system functions of your FAX-1010:

START ▶ ●   Press the FUNCTION key and 5 key in sequence.

SET UP SYSTEM?

●   If you press the No key, the FAX-1010 returns to the idle state.

○   Press the YES key to continue.

SET DATE / TIME?

●   If you press the NO key, the FAX-1010 skips to SET UP TERMINAL?

○   Enter the date and time in the format

        MMDDYYHHmm

Where MM is the month, DD is the date, YY the year, HH the hour, and mm the minutes. Each of these entries must be in two digits.

`DEC 01 '87 10:30`

- This is an example of the display after setting December 1, 1987 at 10:30 am by entering 1201871030.

  ○ Enter the numbers for the date and time. They are displayed on the LCD as you enter them.

  ○ If you make a mistake, press the NO key to backspace and cancel the last entry then re-enter the number.

  ○ When the date and time are correctly displayed, press the YES key.

  ○ The date and time are displayed for one second.

`SETUP TERMINAL?`

- If you press the NO key, the FAX-1010 skips to TTI?

  ○ Press the YES key to set the facsimile telephone number and the facsimile ID which will be printed at the top of every transmitted page if you set this option at the TTI? prompt later in this procedure.

`TEL NO. =`

- Enter your facsimile telephone number in up to 20 digits. The number is displayed on the LCD as you enter it.

  ○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

  ○ When the displayed telephone number is correct, press the YES key.

`ID NAME =`

- Enter the ID name you would like to use for your facsimile. It can be up to 20 characters long, and will be printed at the top of every page transmitted if you set this option at the TTI? prompt later in this procedure. Numbers, letters and symbols listed inside the back cover are valid, and they must be entered into the FAX-1010 as two-digit codes. For example, to enter the name ABC#1, key in 11 12 13 41 01.

SETUP

○   When you have entered both digits of the two-digit code, the corresponding character is displayed on the LCD.

○   If you make a mistake, press the NO key to backspace and cancel the last entry then re-enter the correct codes.

○   When the displayed name is correct, press the YES key.

TTI?

●   Press the YES key to have the terminal identification (the name you just entered) printed at the top of every page you send.

○   Press the NO key to skip to DOC LENGTH FREE?

INSIDE DOCUMENT?

●   The FAX-1010 can print the TTI information inside or outside the original document area. If the TTI information is printed inside, it may obscure other information at the top of your document. If it is printed outside, the received document will be slightly longer than the original.

○   Press YES (inside) or NO (outside).

DOC LENGTH FREE?

●   If you press the YES key, the FAX-1010 will not set a maximum length for documents it accepts.

○   If you press the NO key, the FAX-1010 will accept documents up to a maximum length of 1 meter (39.4 inches).

JOURNAL?

●   Press YES if you want a journal of the documents sent and received printed out after every 20 transactions. See page 55 for a description of the journal.

○   Press NO to ignore the journal.

TX REPORT?

●   Press YES if you want a transmission report printed out after every document you send.

RESOLUTION NORM?

● This display and the next allow you to set the resolution. If most of the documents you will send contain normal-sized type and simple drawings, press the YES key to select standard (normal) resolution.

○ Press the NO key to continue.

RESOLUTION FINE?

● If most of your documents contain small type or much detail, press the YES key to select fine resolution.

○ Press the NO key to return to the RESOLUTION NORM? prompt.

CONTRAST NORMAL?

● Press the YES key if the document you wish to send has normal contrast.

○ Press the NO key to continue.

CONTRAST LIGHT?

● Press the YES key if the document contains low contrast material such as notes written in pencil.

○ Press the NO key to continue.

CONTRAST DARK?

● Press the YES key if the document contains high contrast material.

○ Press the NO key to return to the CONTRAST NORMAL prompt.

AUTO DIAL-DP?

● Here you indicate the type of telephone line the FAX-1010 is connected to so that the FAX-1010's automatic dialer will send the proper type of dialing signals.

○ Press YES if the FAX-1010 is connected to a rotary (pulse) dial telephone.

○ Press the NO Key to continue.

SETUP

SETUP

AUTO DIAL-MF?

● Press YES if the FAX-1010 is connected to a push-button (tone dial) telephone.

○ Press the NO Key to repeat the choice.

MOD SPEED 9600?

● You have the option of setting the FAX-1010's maximum transmission rate to 9600, 7200, 4800 or 2400 bps. The FAX-1010 will automatically select the fastest possible rate within the maximum you have set. Generally select the highest rate (9600 bps). But if you know that the facsimile you will be communicating with or the communication line will only support a lower rate, set it now.

○ Press YES to select 9600 or NO to continue to the next choice. The display cycles in the order 9600—7200—4800—2400—9600—each time the NO key is pressed.

LEASED MODE?

● Normally press the NO key unless your FAX-1010 is connected to a leased line. Contact your Brother dealer to confirm the line type if unsure.

Using Abbreviated Numbers

The abbreviated number setting procedure in this section will show you how to

☐   Establish two-digit abbreviated numbers for individual telephone numbers and use one-touch dialing keys

☐   Assign a name to an individual telephone number or group of numbers

☐   Assign individual telephone numbers to a group

In this procedure, you will be able to assign a single facsimile telephone number to a two-digit abbreviated number between 01 and 50. You will then be able to call the facsimile by simply entering the abbreviated number rather than dialing the full telephone number.

See the Making Corrections section on page 14 if you have trouble with misentries.

One-Touch Dialing

Telephone numbers assigned to abbreviated numbers 01 through 10 are automatically assigned to single-digit (one-touch) keys from 1 to 0. If, for example, you assign telephone number 123-4567 to abbreviated code 05, the FAX-1010 will automatically assign one-touch key 5 to this number. Thereafter, you need only press key 5 to call that number.

Setting Abbreviated Numbers

Follow these steps to set abbreviated numbers and assign ID names and groups.

START ►   ●   Press the FUNCTION key and the 3 key in sequence.

SET ABB. NO.?   ●   Pressing the NO key returns the FAX-1010 to the idle state.

O   Press the YES key to continue.

ABB. NO.

ENTER ABB. NO.

● Press the NO key skip to ENTER GROUP NO.

○ Enter the two-digit abbreviated number you wish to assign. It must be between 01 and 50. The number appears on the LCD as you enter it.

○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

○ Press the YES key when the displayed number is correct.

● If the abbreviated number entered is not assigned, the FAX-1010 will go to ENTER TEL NUMBER.

NUMBER IS USED

● The abbreviated number you entered has already been assigned and is preset for automatic transmission or polling. You cannot reassign or delete the abbreviated number unless you first cancel the task. The FAX-1010 returns to the ENTER ABB. NO. prompt.

CANCEL?

● The abbreviated number you entered has already been assigned to a telephone number. Do you want to cancel this assignment?

○ Press YES to cancel the assignment and free that abbreviated number for re-assignment. The telephone number and ID name registered will be deleted from the FAX-1010's memory. The FAX-1010 returns to the ENTER ABB. NO. prompt.

NOTE: Removing a telephone number automatically removes the accompanying ID name. If you remove a telephone number from the abbreviated number list, it is automatically removed from any group lists.

○ Press NO to leave the assigned abbreviated number as it is. The FAX-1010 returns to the ENTER ABB. NO. prompt.

ENTER TEL NUMBER

NOTE: If your FAX-1010 has been installed behind a PBX, you may have to insert a 'pause' before entering the outside number. See page 14.

● Enter the facsimile telephone number (in 3 to 34 digits including dialing pauses) that you want to assign to the abbreviated number. It appears on the LCD as you enter it. Dialing pauses (of approximately two seconds each) are entered using the PAUSE key, and are displayed on the LCD as spaces.

○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

○ Press the YES key when the displayed telephone number is correct.

<div style="float:right; writing-mode:vertical-rl; font-weight:bold;">ABB. NO.</div>

ENTER ID NAME

● Enter the ID name (in up to 10 characters) that you want to assign to the telephone number just entered, using the two-digit codes in the table inside the back cover. The characters will be displayed on the LCD as you enter the codes.

○ This name will be displayed on the LCD whenever you dial this abbreviated number and will appear in the printouts against the number.

○ If you make a mistake, press the NO key to backspace and cancel the last entry then re-enter the right code.

○ Press the YES key when the displayed name is correct.

○ The FAX-1010 returns to ENTER ABB. NO. to enable another entry to be made.

○ Repeat entering and assigning abbreviated numbers until finished. Press the NO key when you have no more abbreviated numbers to enter.

ENTER GROUP NO.

● In the remainder of this procedure, you can register group numbers from 1 to 9 then assign abbreviated numbers to those groups. The group number is used in group polling. See page 43.

○ Press the NO key and the FAX-1010 returns to the idle state.

○ Enter a group number from 1 through 9. The number is displayed on the LCD as you enter it.

○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

○   Press the YES key when the displayed group number is correct.

○   If the group number entered is not assigned, the FAX-1010 will go to ENTER ABB. NO.

NUMBER IS USED

●   The group number you entered has already been assigned and is preset for automatic transmission or polling. You cannot reassign or delete the group number unless you first cancel the task. The FAX-1010 returns to the ENTER GROUP NO. prompt.

CANCEL # ENTERD?

●   The group number you entered has already been assigned to a group of abbreviated numbers. Do you want to cancel this group assignment?

○   Press YES to cancel the group and free that group number for reassignment. The FAX-1010 returns to the ENTER GROUP NO. prompt.

○   Press NO to leave the assigned group as it is. The FAX-1010 returns to the ENTER GROUP NO. prompt.

ENTER ABB. NO

●   Enter the first abbreviated number which you want to have in this group. It appears on the LCD as you enter it.

○   If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

○   Press the YES key when the abbreviated number is correct. The FAX-1010 returns to the ENTER ABB. NO. prompt for the next number in that group.

NO. NOT LISTED

● You entered an abbreviated number which has not been registered. The FAX-1010 returns to the ENTER ABB. NO. prompt.

○ After entering all the abbreviated numbers for that group, press the NO key and the FAX-1010 returns to the ENTER GROUP NO. prompt to enable another group to be assigned.

END ► ● After all groups have been assigned, press the NO key at the ENTER GROUP NO. prompt, and the FAX-1010 returns to the idle state.

ABB. NO.

Chapter 3

Operating the FAX-1010

The previous chapter explained how to set up your FAX-1010 facsimile's hardware and set system functions. This chapter will show you how to use those functions when you operate the FAX-1010. You'll learn how to

☐ Copy a document after setting the proper resolution and contrast

☐ Send documents manually and using automatic transmission

☐ Receive documents regularly or on demand by polling another facsimile machine

☐ Set up your FAX-1010 to be polled by another facsimile machine and send documents to it

☐ Make a voice call to or receive one from another facsimile operator

Copying

Although it's not intended for large volume copying, your FAX-1010 can make clear copies of documents when needed. This section will show you how to set resolution and contrast, which documents are acceptable, and when to use a carrier sheet.

Test Copying

When the FAX-1010 copies a document, it actually uses most of its functions (except those related to communication). Making a copy on your FAX-1010 provides a simple check of its operation and we recommend that you copy a document periodically.

Acceptable Documents

Before you copy a document, you should check that it is suitable for copying. Documents with staples or paper clips, for example, may damage the FAX-1010 facsimile. Other documents, such as those using heat- or pressure-sensitive paper, may themselves be damaged when fed through the FAX-1010.

The following table gives the guidelines for the document sizes that can be copied or sent with the FAX-1010.

Table 3-1.
Acceptable Document Sizes
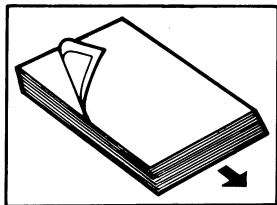
To send more than one page, fan the stack of pages with the top and bottom edges slightly graded. Make sure to fully insert the document into the feeder.

Item	Single Sheet	Multiple Sheet
Page Width	128 to 216 mm (5 to 8.5 in.)	148 to 216 mm (5.8 to 8.5 in.)
Page Length	100 mm (4 in.) or more (Note 2)	100 to 356 mm (4 to 14 in.)
Thickness	0.05 to 0.25 mm (0.0020 to 0.0098 in.)	0.06 o 0.12 mm (0.0024 to 0.0047 in.)
No. of Sheets	1	not more than 10 (Note 1)
Paper Type	Uncoated on both sides	Uncoated on both sides

Note 1: Multiple sheets must be the same size and type paper.
Note 2: Hand assistance is needed for pages longer than 356 mm (14 in.).

In addition, the documents should meet the following requirements:

☐ No torn, wrinkled, or damp pages

☐ No folded pages or pages with holes

☐ No transparent pages or pages with a smooth, shiny finish

☐ No cloth or metal sheets

Small, torn, wrinkled, or damp documents or those with holes may sometimes be copied or sent if they are first placed in a carrier sheet as explained in the next section.

Another way to send problem documents is by copying them first on a standard copy machine, then use the copy in your FAX-1010.

Carrier Sheet

Figure 3-1.
Using a Carrier Sheet
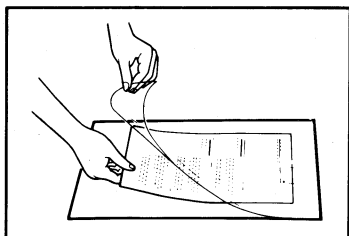
A carrier sheet consists of a high-grade paper backing with a clear vinyl cover hinged at the top as shown in the illustration.

To use the carrier sheet, lift the clear cover film and place a single page face-up on the paper with the top of the document toward the hinged end. Cover the page with the vinyl film.

Now place the carrier sheet with the document face-down on the document stacker and proceed as usual for single sheet sending.

Note that several carrier sheets cannot be loaded on the document stacker. They must be fed in one at a time.

Resolution and Contrast

With an acceptable document, you must now decide what resolution and contrast to use and change these settings if they differ from what you set in the Setting System Functions procedure on page 19.

To select the resolution, follow these guidelines and set

☐ STD for standard resolution of 3.85 lines per mm (98 lines per inch) if the document contains normal-size typed text and simple drawings.

☐ FINE for high resolution of 7.7 lines per mm (196 lines per inch) if the document contains small type and detailed figures.

☐ GREY to produce continous tones across the grey scale if the document is or includes a photograph.

Setting the Resolution

The resolution you set in the Setting System Functions procedure under RESOLUTION will be displayed on the LCD.

● To change the resolution, press the MODE (Yes) key. The display will change from STD to FINE to GREY then back to STD as you press the MODE key repeatedly.

● Stop pressing the key when your selection is displayed.

Setting the Contrast

You are now ready to set the contrast, but first note how the concept of contrast control for a facsimile machine differs from that of a photocopier.

☐ If you want to make a copy of a low-contrast (light) document on a copy machine, you move the copier's contrast control towards dark, to make the printed copy darker.

☐ On a facsimile machine, however, the point of reference is the original document, not the finally printed copy or sent document.

So to send the same low-contrast document on a facsimile machine, you set the facsimile's contrast control to light, because the original document is light.

To select the contrast, following these guidelines and set:

☐ NORM if the document contains normal contrast material.

☐ LIGHT if the document is faint or contains low-contrast material such as notes in pencil or light shades of colors that may not be easily reproduced.

☐ DARK if the document contains very high-contrast material.

The contrast you set in the Setting System Functions procedure under CONTRAST will be displayed on the right end of the LCD line.

● To change the contrast, press the CONTRAST (No) key. The display will change from NORM to LIGHT to DARK then back to NORM as you press the CONTRAST key repeatedly.

● Stop pressing the key when your selection is displayed.

Copying a Document

Follow these steps to copy a document. Check back in the previous sections on resolution and contrast if necessary.

START ▶ ● Make sure that the document to be copied is acceptable and load it face-down on the document support.

○ If several sheets will be copied, fan them to make sure that the bottom sheet feeds in first. Remember that the maximum number of sheets that the FAX-1010 will accept at one time is ten.

STD   NORM   ● Change the resolution and contrast if necessary.

END ▶ ○ Press the FUNCTION and COPY keys in sequence to start copying.

Sending

The FAX-1010 offers you two ways of sending documents:

☐ Simple transmission
☐ Automatic transmission

Both sending procedures share a common set of initial steps. These are:

1. Load the document(s) onto the document stacker.

2.   Select the resolution and contrast (see page 30).

3.   Set the number of pages to be sent (optional).

The first two steps are explained under copying. To set the number of pages, follow the simple procedure below.

Setting the Number of Pages

START ► ● Press the FUNCTION key and the PAGE # key in sequence.

NO. OF PAGES =

● Enter the number of pages you wish to send. A maximum of 10 pages can be sent at one time. The number is displayed on the LCD as you enter it.

○ If you make a mistake, press the RESET key to start over or press the NO key to cancel the entry and re-enter.

END ► ● Press the YES key when the displayed number is correct. The FAX-1010 waits for you to start one of the sending procedures.

Simple Transmission

There are three ways that you can dial the other facsimile in simple transmission:

☐   Dialing with the telephone
☐   Dialing from the operation panel
☐   One-touch dialing

Dialing with the Telephone

START ► ● Place the document ready in the FAX-1010.

○ Lift the handset and dial the other facsimile just as you would in making a normal telephone call.

○ Press the START key when you hear the tone response from the other facsimile.

SEND

END ► ● Replace the handset. The FAX-1010 takes over and sends the document.

Dialing from the Operation Panel

START ► ● Place the document ready in the FAX-1010.

○ Press the DIAL key.

NO. =
● Enter either the abbreviated number or the full telephone number. The number appears on the LCD as you enter it.

○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

○ Press the START key when the displayed number is correct.

○ The ID name of the remote facsimile is displayed on the LCD.

NO. NOT LISTED
● The number you entered is not a registered abbreviated number (see page 21). The FAX-1010 returns to the normal transmission display. Start again.

DIALING
● The FAX-1010 automatically begins to dial the other facsimle.

BUSY REDIAL?
● The number is busy. Press the YES key to have the FAX-1010 immediately redial the number.

○ If you do not press any key the FAX-1010 will redial the number three times at two minute intervals. If the number is still busy, AUTO DIAL ERROR is displayed. During the waiting period, no other documents can be sent.

○ Press NO to cancel dialing.

SEND

ON LINE	● The FAX-1010 is making connection to the other facsimile. The SEND lamp flashes.

HS STD 9600 *END ►*	● When connection has been made, the FAX-1010 displays the normal transmission information and sending starts.

NOTE: If 4800 appears in the normal transmission display, it may be the result of the auto stepdown feature, or it may mean that your machine has been manually set to start at 4800 for a specific transmission, and not reset to 9600. Check MODEM SPEED on the Function List.

One-Touch Dialing

START ► ● Place the document ready in the FAX-1010.

○ Press the pre-registered one-touch key for the remote facsimile. The ID name registered for the other facsimile appears on the display.

NO. NOT LISTED *END ►*	● If the key you press has not been registered for one-touch dialing (see page 21), the FAX-1010 returns to the idle state.

DIALING *END ►*	● The FAX-1010 automatically begins to dial the other facsimile.

Automatic Transmission

Using the FAX-1010's automatic transmission functions, you may send a document at a specified time to any other facsimile.

Before starting the procedure, place the document ready in the FAX-1010, set the resolution and contrast (see page 30), and set the number of pages to be sent (see page 32) if desired.

START ► ● Press the FUNCTION key and 1 key in sequence.

AUTO TRANSMIT?	● Pressing the NO key returns the FAX-1010 to the idle state.
	○ Press the YES key to continue.

CANCEL SENDING?	● You have already set up the FAX-1010 for one automatic transmission and cannot set another.
	○ Press the NO key to keep the currently set job or press YES to cancel it and eject the loaded document.
	○ The FAX-1010 returns to the idle state in either case.

ENTER NUMBER	● Enter either the abbreviated number (two-digits) or the full telephone number of the facsimile to be called. The number appears on the LCD as you enter it.
	○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.
	○ Press the YES key when the displayed number is correct.

NO. NOT LISTED	● The number you entered is not a registered abbreviated number (see page 22). The FAX-1010 returns to the ENTER NUMBER message.

ENTER TIME	● If you press the NO key, the FAX-1010 will start dialing the number, and the document will be sent immediately.
END ►	
HH:mm	○ Enter the time in a 24-hour clock format (for example, enter 8:30am as 0830 and 8:30pm as 2030). The time will be displayed on the LCD as you enter it.
	○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.
	○ Press the YES key when the displayed time is correct.

SEND

O Note that if you set a time earlier than the current time, the document will be sent at that time on the following day.

Cancelling Auto-Transmission

To cancel preset auto-transmission, press the RESET key at any time while the FAX-1010 is waiting to send. The LCD will display CANCEL SENDING? Press the YES key to cancel. Press the NO key to leave the setting as it is. The FAX-1010 returns to the idle state.

SEND

Receiving

You may operate your FAX-1010 facsimile in automatic or manual receive modes.

Auto-Receiving Mode

In auto-receive mode, the FAX-1010 automatically answers any incoming call and sends a ready signal to the other facsimile to receive a document. You need not be present, and provided that there is enough paper in the machine and barring any paper jams, your FAX-1010 can receive any documents sent to it.

☐ The FAX-1010 always sets itself to the auto-receive mode when you turn on its power and the AUTO RECEIVE lamp lights.

Manual Receive Mode

The manual receive mode is convenient when you have only one telephone line on which you must also make and receive telephone calls. In the manual receive mode, the FAX-1010 does not answer the phone when it rings. You must pick up the telephone handset and speak to the caller. If you hear the ready tone from another facsimile machine trying to send you a document, press the green START key on your FAX-1010, and hang up the handset to start receiving the document.

NOTE: Documents with a page length shorter than 10cm (4 in.) will not be cut into individual pages when received.

☐ Switch back and forth between auto-receive and manual receive by pressing the FUNCTION and AUTO RECEIVE keys in sequence. When the AUTO RECEIVE lamp is off, the FAX-1010 is in manual receive mode. Press the same keys again to switch back.

Polling

Polling is a means of sending or receiving documents on demand, as opposed to sending or receiving at a specified time. If, for example, you set your FAX-1010 to be polled and load the document, it will be transmitted only when another facsimile calls and requests it. The document will be sent automatically— all you have to do is perform the initial setting. Likewise, you can receive documents from another facsimile when you request it, provided the other facsimile has been set for polling.

In all polling modes except for turnaround polling, security codes can be used between Brother FAX-1010 and FAX-2020 facsimile machines to ensure that a document is sent only to those authorized to receive it. Before you poll another facsimile, obtain the security code from the other operator.

When you are being polled by another facsimile, you also have the option of using the remote facsimile's telephone number as an alternative or additional security code.

Being Polled

START ► ● Load the document, set the resolution and contrast and number of pages to be transmitted.

○ Press the FUNCTION key and the POLL key in sequence.

SET POLLING?

● Pressing the NO key returns the FAX-1010 to the idle state.

○ Press the YES key to continue.

OWN SEC. CODE?

END ►

● Press NO for free polling with no security code. The FAX-1010 returns to the idle state and waits to be polled.

○ Press the YES key to set a four-digit security code, and/or the remote facsimile's telephone number as a security code, to control who receives the document.

ENTER SEC. CODE

For security codes when you are being polled, you can use either or both a four-digit code or the remote facsimile's phone number.

● Press NO to skip the four-digit security code and continue, or enter the security code as any four digits. Entering 0000 will set no security code. It is displayed on the LCD as you enter it. Correct mistakes by pressing the NO key to backspace. Press the YES key when the displayed code is correct.

ENTER TEL. NUMBER

END ►

● Press NO to skip the telephone number security code. The FAX-1010 returns to the idle state and waits to be polled.

● To use the remote facsimile's telephone number as a security code, enter the number in up to 20 digits. Correct with the NO key as above, then press YES and the FAX-1010 returns to the

END ►   idle state and waits to be polled.

Cancelling Polling

To cancel polling, press the RESET key at any time while the FAX-1010 is waiting to be polled. The LCD will display CANCEL POLL? Press the YES key to cancel. Press the NO key to leave the setting as it is. The FAX-1010 returns to the idle state.

POLL

Polling Another Machine

If the other machine is a Brother facsimile using a security code, you should obtain it from the other operator and have it ready before starting these procedures. Make sure there are no documents loaded. If there are, the FAX-1010 will send them instead of entering the polling mode.

An error will occur and polling will not take place if the security code you enter does not match the security code in the machine to be polled or if it does not have a document set to be polled. See page 65.

Dialing with the Telephone

START ▶ ● Call the other facsimile number just as you would make a regular telephone call.

O When you hear the tone from the other facsimile, press the POLL key.

SET SEC. CODE?

● Press the NO key for free polling. The FAX-1010 starts to poll the other facsimile.

Security codes can be used only between Toshiba facsimiles.

O Press the YES key to enter the other Brother facsimile's security code.

ENTER SEC. CODE

● Enter the four-digit security code of the other Brother facsimile. It is displayed on the LCD as you enter it.

O If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key.

END ▶ ● Press the YES key when the security code displayed is correct. The FAX-1010 starts polling.

Dialing from the Operation Panel

START ▶ ● Press the DIAL key followed by either the abbreviated number or the full telephone number of the facsimile to be polled. Then press the START key.

POLL

NO. NOT LISTED *END* ►	● The number you entered is not a registered abbreviated number (see page 21). The FAX-1010 returns to the idle state. Start again and re-enter.

SET SEC. CODE?	● Press the NO key for free polling. The FAX-1010 starts to poll the other facsimile. O Press the YES key to enter the other **Brother facsimile's** security code.

ENTER SEC. CODE	● Enter the four-digit security code of the other **Brother** facsimile. It is displayed on the LCD as you enter it. O If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key. O Press the YES key when the security code displayed is correct. The ID name of the other facsimile is displayed on the LCD for one second.

DIALING *END* ►	● The FAX-1010 dials the other machine and starts to poll the document.

COMM ERROR *END* ►	● The other machine is not set with a document ready for polling. Press RESET to return the FAX-1010 to the idle state.

HS STD 9600 *END* ►	● The FAX-1010 is receiving normally. After polling is complete, the FAX-1010 returns to the idle state.

One-Touch Polling

● Press the one-touch key for the facsimile you wish to poll.

NO. NOT LISTED	● The key you pressed has not been registered for one-touch polling (see page 22). The FAX-1010 returns to the idle state.

POLL

SET SEC. CODE?	● Press the NO key for free polling. The FAX-1010 starts to poll the other facsimile. ○ Press the YES key to enter the other Brother facsimile's security code.
ENTER SEC. CODE	● Enter the four-digit security code of the other Brother facsimile. It is displayed on the LCD as you enter it. ○ If you make a mistake, press the NO key. The FAX-1010 will backspace and cancel one digit each time you press the NO key. ○ Press the YES key when the security code displayed is correct. The ID name of the other facsimile is displayed on the LCD for one second.
DIALING	● The FAX-1010 dials the other machine and starts to poll the document.
COMM ERROR *END* ►	● The other machine is not set with a document ready for polling. Press RESET to return the FAX-1010 to the idle state.
HS STD 9600 *END* ►	● The FAX-1010 is receiving normally. After polling is complete, the FAX-1010 returns to the idle state.

Turnaround Polling

With the turnaround polling feature, you can send documents to a facsimile, then, without making a separate telephone call, poll that facsimile and receive documents from it. No security code can be set for turnaround polling.

START ►

HS STD 9600	● Press the FUNCTION key and POLL key at any time during sending of documents.

`HS STD  POLL`	● POLL is displayed on the right of the LCD during normal transmission.
	○ When sending is finished, the FAX-1010 will poll the other machine.

END ▶ ● When polling is finished, the FAX-1010 returns to the idle state.

Automatic Polling

This section gives the procedure for automatically polling one other facsimile machine (SINGLE STATION), polling several facsimile machines together (GROUP MODE), and polling the same facsimile machine at the same time every day (DAILY POLL).

An error will occur and polling will not take place if the security code you enter does not match the security code in the machine to be polled or if it does not have a document set to be polled. See page 65.

·See the Cancelling Auto-Polling section on page 47 if you want to cancel any of the polling operations you set in this section.

Single Station, Group and Daily Polling

Group Polling is available on OMR sheets as well as in this procedure.

Check that there are no documents in the FAX-1010. If there are, the FAX-1010 will send them instead of entering polling mode.

START ▶ ● Press the FUNCTION key and the 2 key in sequence.

`AUTO POLLING?`	● Pressing the NO key returns the FAX-1010 to the idle state.
	○ Press the YES key to continue.

`SINGLE STATION?`	● Press the NO key to skip to GROUP MODE.
	○ Press the YES key if you want to poll a single facsimile.

POLL

CANCEL POLL?	● You have already set up the FAX-1010 for one single station or group polling and cannot set another.
	○ Press the NO key to keep the currently set job or press YES to cancel it and eject the loaded document.
END ►	○ The FAX-1010 returns to the idle state in either case.

ENTER NUMBER	● Enter either the two-digit abbreviated number or the full telephone number of the facsimile you wish to poll. The number is displayed on the LCD as you enter it.
	○ If you make a mistake, press the NO key and correct.
	○ Press the YES key when the displayed number is correct.

NO. NOT LISTED	● The number you entered is not a registered abbreviated
END ►	number (see page 21). The FAX-1010 returns to the idle state.

ENTER TIME	● Press the NO key to start polling now and skip to ENTER SEC. CODE.

HH:mm	○ Enter the time at which you wish to poll the other facsimile in a 24-hour (00:00 to 23:59) clock format. For example, enter 7:30 am as 0730 and 7:30 pm as 1930. The time is displayed on the LCD as you enter it.
	○ If you make a mistake, press the NO key and correct.
	○ Press the YES key when the displayed time is correct.

ENTER SEC. CODE	● Press the NO key for free polling. The FAX-1010 returns to the
END ►	idle state and waits to poll.
	○ Enter the four-digit security code for the Brother facsimile to be polled. The number appears on the LCD as you enter it.

O   If you make a mistake, press the NO key and correct.

END ► ● Press the YES key when the displayed security code is correct. The FAX-1010 returns to the idle state and polls the other facsimile at the specified time.

GROUP MODE?

In the case of sequential polling of group facsimiles, the FAX-1010 will first dial all machines once; then all busy stations a second time; and then all remaining busy stations a third and last time.

● Press the NO key to skip to DAILY POLL?

O   Press the YES key to poll a pre-established group of facsmile numbers. See Setting Abbreviated Numbers for how to register a group.

CANCEL POLL?

● You have already set up the FAX-1010 for one group or single station polling and cannot set another.

O   Press the NO key to keep the currently set group polling or press YES to cancel it.

END ► ● The FAX-1010 returns to the idle state in either case.

ENTER NUMBER

● Enter the one-digit group number for the facsimiles to be polled. The number is displayed on the LCD.

O   If you make a mistake, press the NO key and correct.

O   Press the YES key when the displayed group number is correct.

NO. NOT LISTED

END ► ● The number you entered is not a registered group number (see page 25). The FAX-1010 returns to the idle state.

ENTER TIME

● Press the NO key to start polling now and skip to ENTER SEC. CODE.

POLL

HH:mm

- Enter the time at which you want to poll the group of facsimiles. It is displayed on the LCD as you enter it.

○ If you make a mistake, press the NO key and correct.

○ Press the YES key when the displayed time is correct.

ENTER SEC. CODE

All machines in a group that are to be polled using a security code must have the same security code set. The codes must match exactly or polling will not take place.

- Press the NO key for free polling with no security code. The FAX-1010 returns to the idle state and waits to poll.

○ Enter the four-digit security code for the group of Brother facsimiles to be polled. It appears on the LCD as you enter it.

○ If you make a mistake, press the NO key and correct.

END ► ● Press the YES key when the displayed security code is correct. The FAX-1010 returns to the idle state and waits to poll at the specified time.

DAILY POLL?

- Pressing the NO key returns the FAX-1010 to the idle state. No polling will be done.

○ Press the YES key to poll a facsimile daily at the same time.

CANCEL POLL?

- You have already set up the FAX-1010 for one daily polling job and cannot set another.

○ Press the NO key to keep the currently set job or press YES to cancel it.

END ► ● The FAX-1010 returns to the idle state in either case.

POLL

ENTER NUMBER

- Enter either the abbreviated number or the full telephone number of for the facsimile you want to poll daily. The number appears on the LCD as you enter it.

○ If you make a mistake, press the NO key and correct.

○ Press the YES key when the displayed number is correct.

NO. NOT LISTED *END* ►	● The number you entered is not a registered abbreviated number (see page 22). The FAX-1010 retuns to the idle state.

ENTER TIME	● Press the NO key to poll the other facsimile at the current time every day.

HH:mm	● Enter the time at which you want to poll the facsimile every day. It is displayed on the LCD as you enter it.
	○ If you make a mistake, press the NO key and correct.
	○ Press the YES key when the displayed time is correct.

ENTER SEC. CODE *END* ►	● Press the NO key for free polling with no security code. The FAX-1010 will return to the idle state and start daily polling at the specified time.
	○ Enter the four-digit security code for the Brother facsimile you want to poll daily. It is displayed on the LCD as you enter it.
	○ If you make a mistake, press the NO key and correct.
END ►	● Press the YES key when the displayed security code is correct. The FAX-1010 returns to the idle state and starts daily polling at the specified time

Cancelling Auto-Polling

To cancel auto-polling, print out an Auto-Dial List (see page 59) to check the current settings. Begin the auto-polling procedure in this section and go to the display prompt for the type of polling you want to cancel—SINGLE STATION?, GROUP MODE?, or DAILY POLL? Press the YES key to select one of these, then answer YES again to the CANCEL POLL? question to cancel.

POLL

OMR Sheets

Most of the function settings that you have made by pressing combinations of keys on your FAX-1010 can also be performed by marking a special sheet which you include at the beginning of a sent document. This sheet is called an Optical Mark Reader (OMR) sheet as the marks that you make identifying certain functions and settings are read and automatically acted upon by the FAX-1010 as it is fed through.

You may load several OMR sheets and their associated documents at the same time, as long as the total number of sheets (both document pages and OMR sheets) does not exceed ten. OMR sheets can be used over and over again if they are not damaged or smudged. The following figure illustrates the parts of an OMR sheet.

Figure 3-2.
Parts of OMR Sheet

If you do not mark the communications mode and contrast, the FAX-1010 automatically returns your initial settings.

Mark one: Transmission (TX), or polling (PO)

Marking the number of pages is optional.

Ignore the time settings to have the operations start immediately. When you are filling in the time remember to mark AM or PM. If you ignore the minutes setting, the operations starts on the hour.

Select only one: a group number or an abbreviated number.

Filling Out OMR Sheets

An OMR sheet consists of 11 rows for marking settings and other information. For example, the first row at the top enables you to set

☐ Operations—transmission (TX), or polling (PO).

☐ Resolution—standard (STD), fine (FINE), or grey scale (GREY).

☐ Contrast—dark (DK), normal (NR), or light (LI).

To select any of these settings, fill in the box above the item with a soft pencil to make a dark mark. You have likely encountered forms similar to the OMR sheet when taking tests or filling out personal information sheets.

The following is an example of an OMR sheet filled out to send a document using standard resolution and normal contrast.

Figure 3-3.
Initial Settings on the OMR Sheet

Note that if you mark items that cannot be done simultaneously, such as marking contrast both dark (DK) and normal (NR), the FAX-1010 wil reject the OMR sheet and its document, and display an OMR ERROR message (see page 64).

Row two is for entering the number of pages to be sent.

Security codes can be used
only between Brother
facsimiles.

Rows three and four are for the security code used in polling.
The example in the following figure shows how the OMR sheet
is marked to set security code 5678. Note the order in which the
boxes are filled in: box 5 above SEC. CODE 1, box 6 above SEC.
CODE 2, box 7 above SEC. CODE 3, and box 8 above SEC.
CODE 4.

Figure 3-4.
Entering a Security Code

Mark the starting time for sending or polling in row five using
AM or PM, hours from 1 to 12, and minutes from 10 to 50 in
10-minute increments.

Row six is for entering the group number, and abbreviated
numbers in rows seven, eight, and nine.

Using OMR Sheets

Follow these steps to operate your FAX-1010 with an OMR sheet. Remember that several OMR sheets and their documents may be loaded at one time, up to a maximum of ten sheets and pages.

START ► ● Fill in the necessary parts of the OMR sheet for the operation. See the other relevant parts of this manual if needed.

You can place your OMR sheet and any documents on top of other OMR sheets or documents already in the stacker.

○ You may make any notes you wish in the MEMORANDUM box on the sheet.

○ Place the OMR sheet face-down in the document stacker with the arrows facing into the machine. Set the document on top of the OMR sheet.

○ After a short pause, the FAX-1010 will read the information on the OMR sheet and operate appropriately.

OMR ERROR

● If the FAX-1010 detects an error, OMR ERROR (see page 64.) will be displayed and the OMR sheet and document will be ejected.

END ►

○ Make corrections to the sheet if needed and try again.

END ► ● If the FAX-1010 accepts the OMR sheet, the operation will be performed without any further action by you.

○ You can save and reuse an OMR sheet any number of times, as long as the marked settings are applicable and the OMR sheet is in good condition.

○ If you have several OMR sheets and documents in the FAX-1010's stacker and one of the remote facsimiles is busy when called, the FAX-1010 will automatically redial the number three times. If the number is still busy after the third try, the FAX-1010 will eject the document. It will then print a transmission report and go on to read and perform the task on the next OMR sheet in the stacker.

OMR SHEETS

Voice Communications

When sending or receiving a document, you may sometimes find it necessary to speak directly with the other facsimile's operator.

This section describes how to use the FAX-1010's call function to make and receive a call from another facsimile operator.

Note that you cannot use the call function while receiving in G2 mode.

Receiving a Call

When the other operator is trying to call you, your FAX-1010 will sound a beeping call signal and the RECEIVE lamp will flash.

START ► ● Pick up the telephone and press the RESET key.

○ When the other operator responds, you will be able to carry on a normal telephone conversation.

END ► ● When you are finished talking, hang up the phone as normal and the FAX-1010 returns to the idle state.

CALL BACK

● If you do not answer the call, a Voice Request Slip (see page 57) will be printed listing the date and time of the call and the ID name or telephone number of the caller. After the message is printed, CALL BACK is displayed on the LCD.

Calling the Other Operator

You may call the other operator either before sending, or after sending or receiving a document.

Before Sending

Calling is possible only in the manual send mode (dialing from the telephone).

START ► ● Set the document you are going to send in the document stacker before calling.

        ○ Pick up the telephone and dial the other facsimile's phone number.

        ○ When you hear the ready tone of the other facsimile, press the CALL key instead of the green START key.

        ○ When the other operator answers, press the RESET key to be able to talk.

        ○ When you are finished talking, ask the other operator to press the start or other appropriate key on his or her facsimile.

END ► ● Press the green START key to send when you hear the ready tone of the other facsimile.

After Sending, Receiving, or Polling

You may call the other facsimile's operator after any sending, receiving, or polling operation.

START ▶ ● Set up your FAX-1010 for sending, receiving or polling the other machine and start the operation.

    ○ Press the CALL key while the document is being sent or received.

    ○ After the last page of the document is sent or received, your FAX-1010 will sound a beeping call signal and the RECEIVE or SEND lamp will flash above the START key.

    ○ Pick up the telephone handset and press the RESET key to speak.

    ○ You will be able to carry on a normal telephone conversation when the other operator picks up his telephone and presses an equivalent key on his machine.

    ● When you are finished talking, both sides simply hang up the telephones.

Lists & Reports

To help you keep track of your facsimile communications, the FAX-1010 provides seven lists and reports. You have probably seen at least one of these, the Function List, which was printed automatically at the end of the Setting System Functions procedure in Chapter 2.

This chapter describes the various printouts and shows how you can produce them.

Communications Journal

The Journal provides you with a detailed account of your communications activities. The Journal lists the date, time, duration, number of pages, mode used, and completion status of the communication for documents sent and received.

For successful communications, OK is printed in the STATUS column. If the communication was not successful, NG (No Good) appears instead, followed by a two-character code for the cause of the error. These error codes and codes for the mode used are defined in Appendix A, Mode & Error Codes, on page 67.

When you set up the FAX-1010 (see page 18), you may choose to have a Journal of documents sent and received printed out automatically after every 20 transactions. When auto-printing is set, if the journal memory is full or there is not enough paper remaining to print the journal, the FAX-1010 will retain the most current information by deleting the oldest transactions as necessary.

You may also print out the Journal if it has been set in the system function setup using the procedure that follows.

Figure 4-1.
Communications Journal

Your facsimile's telephone
number and ID name that you
set in the system function
setup procedure.

Total pages sent since
installation.

Amount of time it took to send
the document.

Number of the facsimile to
which the document was sent.

Mode and status information is
explained in Appendix A, Mode
& Error codes.

Total pages received since
installation.

Number of the facsimile that
sent you the document.

```
COMMUNICATIONS-JOURNAL

                                    SEP 25 '88 21:39
                                    TEL NO.: 123 456 7890
                                    ID NAME: BROTHER

TRANSMISSION RECORD              TOTAL PGS : 0019

NO.   DATE    TIME   MIN/SEC  PGS        TO            MODE  STATUS

001   SEP.25  19:59  00/59    03     714 730 8902      HS   0  OK
002   SEP.25  20:09  02/53    04     312 945 1044      G3   9  OK
003   SEP.25  20:15  05/19    02                       G2      OK
004   SEP.25  20:23  01/28    02     206 575 1178      HS   8  OK
005   SEP.25  20:25  00/53    02     713 741 0900      HS   0  OK
006   SEP.25  20:39  00/58    03     404 447 8250      HS   0  OK
007   SEP.25  20:52  00/00    00                       G3   1  NG 0F
008   SEP.25  20:53  00/29    01         09 607510     HS   0  OK
009   SEP.25  21:32  00/00    00                       G3   1  NG 0F
010   SEP.25  21:35  00/30    01                       HS   0  OK
011   SEP.25  21:39  00/30    01       7147308902      HS   0  OK


RECEPTION RECORD                 TOTAL PGS : 0017

NO.   DATE    TIME   MIN/SEC  PGS       FROM           MODE  STATUS

001   SEP.25  19:53  01/24    04      0425867449       HS   0  OK
002   SEP.25  19:55  01/11    02      0425867449       G3   2  OK
003   SEP.25  20:02  03/15    03     312 945 1044      G3   1  OK
004   SEP.25  20:13  00/27    01     303 428 5502      HS   0  OK
005   SEP.25  20:27  01/26    02     713 741 0900      HS   8  OK
006   SEP.25  20:31  00/24    01     313 569 7174      HS   4  OK
007   SEP.25  20:32  03/34    01                       G2      OK
008   SEP.25  20:40  00/02    00     404 447 8250      HS   A  NG 0F
009   SEP.25  20:42  08/47    03         09 607510     HS   A  OK
```

Printing the Journal

This procedure shows you how to print out a Journal for
documents sent and received. Print out must have been
selected first in function setup on page 18.

● Press the FUNCTION and JOURNAL keys in sequence.

JOURNAL?

● This is the communication record of documents you have
sent and received.

○ Press the YES key to continue or the NO key to return the
FAX-1010 to the idle state.

PRINTING NOW

● The FAX-1010 is printing the Journal.

○ After printing, the FAX-1010 returns to the idle state.

Transmission Report

When you set up the FAX-1010, you may choose to have a Transmission Report printed (see page 18) after every document you send.

The Transmission Report indicates the data and time the document was sent, who it was sent to, the duration of the transmission, and how many pages were sent.

Figure 4-2.
Transmission Report

```
TRANSMISSION REPORT                            SEP 25 '88 21:38

RECEIVER:                      1234567890

PAGES SENT:       01

DURATION:         00:30
```

Voice Request Slip

The Voice Request Slip is printed automatically when you do not respond to the other facsimile machine operator's request for voice communications (see page 52). The slip shows the date and time of the request and gives the telephone number of the caller when both are Brother FAX-1010 or FAX-2020 facsimiles. If the other machine is a different make, the telephone number may not be printed.

Figure 4-3.
Voice Request Slip

```
*  VOICE REQUEST  *
                                               SEP 25 '88 21:43

   PLEASE CALL BACK TO THE FOLLOWING.


        TEL NO.               1234567890
```

Status Listings

The lists in this section can be printed out at any time to check the currently registered system functions, auto transmission settings, abbreviated numbers, and group numbers.

Examples of the lists are reproduced on the pages that follow. See page 62 for the procedure to print out these list.

Function List

The Function List is printed automatically at the end of the Setting System Functions procedure (see page 20). You may print it out at any time to verify the current functions you have set.

Figure 4-4.
Function List

Your terminal's ID is printed at the top of every page, outside the document area.

No limit on length of document.

Print a journal automatically after every 20 transactions and a transmission report after every document sent.

Standard resolution and normal contrast.

Dialing mode is set for a rotary (pulse) dial phone. When set for a touch tone phone, MF is printed.

Highest baud rate is set.

Telephone line connection is not leased line but to public switched telephone network.

```
FUNCTION LIST

                                              SEP 25 '88 21:30
                                              TEL NO. : 123 456 7890
                                              ID NAME: BROTHER

  TTI                       : YES

    INSIDE                  : NO

  DOCUMENT LENGTH FREE      : YES

  JOURNAL                   : YES

  TRANSMIT REPORT           : YES

  INITIAL MODE              : STD

                              NORMAL

  DIAL                      : DP

  MODEM SPEED               : 9600

  LEASED MODE               : NO
```

Auto Dial List

The Auto Dial List shows the currently set automatic
transmission and polling jobs. Auto-transmission gives the
phone number of the receiving party, transmission time and
number of pages to be sent.

Auto-polling information is given in three items for single
station, group and daily polling, listing the polling time, phone or
group number, and security code of the party to be polled.

Figure 4-5.
Auto Dial List

Either single station or group
polling can be set at a time.
Here, auto-polling to a single
station is preset.

```
 AUTO DIAL LIST                      SEP 25 '88 21:44


 1. AUTO TRANSMISSION

      TEL NUMBER           1234567890

      TIME OF TRANS.       22:30

      NO. OF PAGES         02



 2. AUTO POLLING-SINGLE STATION

      TEL NUMBER           1234567890

      TIME OF POLLING      15:00

      SEC. CODE            1234



 3. AUTO POLLING-GROUP

      GROUP NUMBER

      TIME OF POLLING

      SEC. CODE



 4. EVERYDAY POLLING

      GROUP NO./TEL.NO.

      TIME OF POLLING

      SEC. CODE
```

Abbreviated Number List

The Abbreviated Number List shows all of the currently registered abbreviated numbers and their corresponding ID names and full telephone numbers.

Remember that the first ten abbreviated numbers are automatically assigned to one-touch keys 1 to 0 for even more convenience.

Figure 4-6.
Abbreviated Number List

Full telephone number is printed as you registered it in the FAX-1010. Pauses will appear as spaces.

```
ABBREVIATED NUMBER LIST

                                    SEP 25 '88 21:39
                                    TEL NO.: 123 456 7890
                                    ID NAME: BROTHER

      ABB. NO.        ID NAME           TEL NUMBER

        01            TUSTIN            1111111111
        02            BURLINGTON        2222222222
        03            SAN JOSE          3333333333
        04            DETROIT           4444444444
        05            CHICAGO           5555555555
        06            SAN FRAN          6666666666
        07            FAIRFIELD         ??????????
        08            ST. LOUIS         8888888888
        09            ARMONK NY         9999999999
        10            MEMPHIS           1234567890
        11
        12
        13
        14
        15
        16
        17
        18
        19
        20
        21
        22
        23
        24
        25
```

All 50 abbreviated numbers are listed sequentially, even though they may not be assigned telephone numbers.

Group Number List

The Group Number List is similar in format to the abbreviated number list but arranges registered abbreviated numbers under their currently assigned group numbers.

Figure 4-7.
Group Number List

Up to nine groups can be registered in the FAX-1010 using Group No's. 1 to 9.

Notice that the same abbreviated facsimile number can be in more than one group. Here, Abb. No. 01 is in Group No.1 and 3.

```
GROUP NUMBER LIST

                                     SEP 25 '88 21:38
                                     TEL NO.: 123 456 7890
                                     ID NAME: BROTHER


GROUP NO. = 1

ABB. NO.            ID NAME            TEL NUMBER

      01            TUSTIN             1111111111
      02            BURLINGTON         2222222222
      03            SAN JOSE           3333333333
      04            DETROIT            4444444444
      05            CHICAGO            5555555555
      06            SAN FRAN           6666666666
      07            FAIRFIELD          7777777777
      08            ST. LOUIS          8888888888
      09            ARMONK NY          9999999999
      10            MEMPHIS            1234567890

GROUP NO. = 2

ABB. NO.            ID NAME            TEL NUMBER

      11            ATLANTA            2345678901
      12            SEATTLE
      13            DENVER
      14                               3456789012
                                       4567890123
                    ASHINGTON          5678901234
                    DALLAS             6789012345
      20            WAYNE NJ           7890123456

GROUP NO. = 3

ABB. NO.            ID NAME            TEL NUMBER

      01            TUSTIN             8901234567
      02            BURLINGTON         9012345678
      03            SAN JOSE
      04            DETRO
      05
```

Printing Status Lists

Follow these steps to print out any of the status listings:

START ▶ ● Press the FUNCTION key and the 4 key in sequence.

OUTPUT LIST?
● Press the YES key to continue to the list names.

○ Pressing NO returns the FAX-1010 to the idle state.

FUNCTION LIST?
● Press YES to print out the system function list or the NO key to skip to the next list name.

AUTO DIAL LIST?
ABB. NO. LIST?
GROUP NO. LIST?
○ When the list you want is displayed, press the YES key to start printing.

○ If you respond NO to all list names, the FAX-1010 returns to the idle state after the GROUP NO. LIST? prompt.

PRINTING NOW
● The list you selected is now being printed.

END ▶ ● After printing, the FAX-1010 returns to the idle state.

Troubleshooting

The FAX-1010 continuously monitors its own status and displays a
message if it detects an abnormality. At the same time, it
sounds an alarm to alert the operator. The messages and the
responses you should make to them are explained below.

Error Messages

COMM ERROR

A protocol error was detected; press the RESET key and try
again.

AUTODIAL ERROR

An error occurred during automatic dialing or the called remote
facsimile remained busy on all automatic retries. Press the
RESET key and try again. If the problem persists, print the Auto
Dial List and check that the automatic dialing information has
been registered correctly.

DOCUMENT JAM

A document that you were trying to copy or send has become
jammed. Follow the procedure below. (see Figure 5-1).

1. Remove the document tray.

2. Pull out the grey document release bar above the document
   output slot. This will release the pressure on the feed rollers.

Figure 5-1.
Removing a Jammed Document

TO CHECK PAPER FEED: Press
the FUNCTION and JOURNAL
keys is sequence, and when the
Journal starts to print, press
the RESET key to abort the
printout.
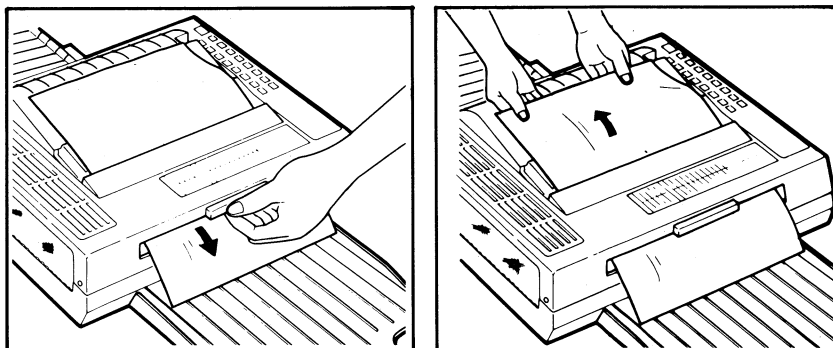
3. Grasp the jammed document firmly on both edges and pull. Make sure any small pieces of paper which may have torn off are removed; use tweezers if necessary.

4. Push the grey document release bar back into place, and replace the document tray.

5. Copy a sheet of paper to check that it feeds correctly.

OMR ERROR   The FAX-1010 detected an error while reading an OMR sheet.

1. Press the RESET key to eject the OMR sheet.

2. Check the OMR sheet for damage, smudges, or mismarking (for instance, marking both standard and fine resolution, or both light and dark contrast).

3. Mark up a new OMR sheet if necessary.

4. Reload the OMR sheet and document and try again.

PAGE # MISMATCH   The number of pages sent differs from the number of pages registered for transmission. Contact the other operator and decide which pages should be resent.

PAPER EMPTY   The FAX-1010 has run out of recording paper. Open the paper compartment cover, remove the old paper roll, and load the new paper roll as shown in the instructions printed on the inside of the cover.

PAPER JAM   The recording paper has jammed.

1. Open the paper compartment cover.

2. Pull the green paper release knob (see Figure 5-2). This will release the pressure on the feed rollers.

3. Grasp the jammed paper firmly on both edges and pull. Make sure any small pieces of paper which may have torn off are removed; use tweezers if necessary.

Figure 5-2.
Removing Jammed Recording Paper
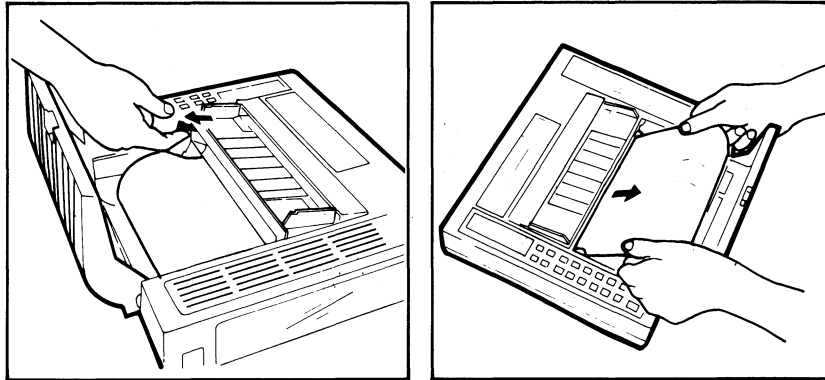
4. Cut off any wrinkled paper from the end of the roll and cut the end square and clean.

5. Turn the power off, then on again, to reset the paper cutter.

6. Reload the paper as shown in the instructions on the inside of the cover.

7. Push the green knob back into position and close the cover.

8. Print out a Journal (see page 56) to check that the paper feeds properly.

SEC. CODE ERROR

The security code entered differs from the code registered in the facsimile being polled. Also displayed if the remote facsimile does not have a document set to be polled.

Lightning Protection

This equipment is designed for safety and against damage from high voltages that might occur on the telephone network and/or the a.c. mains due to lightning.

As a further precaution against damage during local thunderstorms, the equipment can be disconnected from both the telephone network and the a.c. mains.

WARNING

Always disconnect from the telephone network first BEFORE disconnecting from the a.c. mains.

Appendix A

Mode & Error Codes

Information on the communication mode and completion status of each transaction is provided in the MODE and STATUS columns of the communications journal. This portion of the journal is highlighted in Figure A-1 below.

Figure A-1.
Mode & Error Codes on Journal

```
COMMUNICATIONS-JOURNAL


                                      SEP 25 '88 21:44
                                      TEL NO.: 123 456 7890
                                      ID NAME: BROTHER

TRANSMISSION RECORD               TOTAL PGS : 0019


   NO.  DATE   TIME  MIN/SEC PGS          TO            MODE  STATUS

   001  SEP.25 19:59 00/59   03      123 456 8902        HS  0  OK
   002  SEP.25 20:09 02/53   04      123 456 1044        G3  9  OK
   003  SEP.25 20:15 05/19   02                          G2     OK
   004  SEP.25 20:23 01/28   02      206 52
        SEP.25 20:25 00/53   02
```

The **communication mode** identifies the modem speed, resolution, and compression coding scheme. The **error code** defines the cause of any error occurring during the communication. These codes are marked on the journal in the following positions:

MODE   STATUS

☐☐☐ ☐☐ ☐   ☐☐ ☐☐

O when OMR sheet is used

Transmission mode
(HS, G3, G2)

—P for polling

Communication mode
(See table A-1.)

Completion status
(OK or NG)

Error code
(See table A-1.)
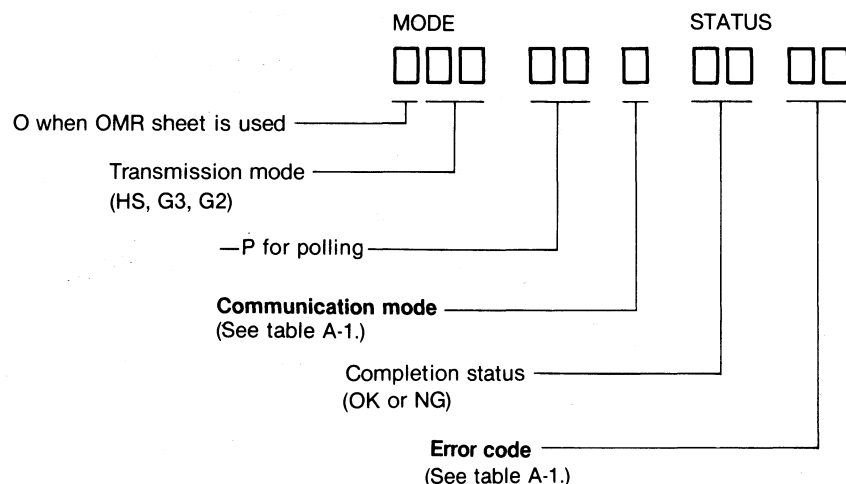
This table defines the communication mode and error codes that are printed on the journal.

Table A-1.
Mode & Error Code List

Communication Mode			Error Code	
Code	Meaning		Code	Meaning
0	9600/STD/MR		00	Successful completion
1	9600/STD/MH		01	Pre-communication handshake error
2	9600/FINE/MR		02	Security code mismatch
3	9600/FINE/MH		03	Training or phase error
4	7200/STD/MR		04	Post-communication handshake error
5	7200/STD/MH		05	Receive picture error
6	7200/FINE/MR		06	Unanswered voice call
7	7200/FINE/MH		07	Carrier off during recepton
8	4800/STD/MR		08	Paper empty
9	4800/STD/MH		09	Paper jam
A	4800/FINE/MR		0A	Document jam
B	4800/FINE/MH		0B	—not used—
C	2400/STD/MR		0C	Page number mismatch
D	2400/STD/MH		0D	—not used—
E	2400/FINE/MR		0E	—not used—
F	2400/FINE/MH		0F	RESET switch pressed
			10	Auto dial error

Note:
9600, 7200, 4800, 2400 are baud rates. STD, FINE is the resolution. MR, MH is the coding scheme.

Function Codes

The following table is a summary of single key functions and
FUNCTION key combinations that begin the various procedures
of your FAX-1010. This information is also on a quick reference
label on the machine. See the pages referenced for each
procedure for more information.

Table B-1.
Function Code List

Key Combination	Label Description	Display	See Page
✳	AUTO DIAL	NO. =	33
Yes	SET MODE	(Resolution changes)	30
No	SET CONTRAST	(Contrast changes)	30
FUNCTION 1	SEND LATER	AUTO TRANSMIT?	34
FUNCTION 2	POLL LATER	AUTO POLLING?	43
FUNCTION 3	SET ABBR. #	SET ABB. NO?	21
FUNCTION 4	SYSTEM LIST PRINT	OUTPUT LIST?	62
FUNCTION 5	INITIAL SETTING	SET UP SYSTEM?	16
FUNCTION 6	SEC. CODE POLLING	SET POLLING?	39
FUNCTION 7	OPERATOR CALL	CALL (at end of display)	52
FUNCTION 8	COPY MODE	COPY	31
FUNCTION 9	JOURNAL PRINT	JOURNAL?	55
FUNCTION 0	MANUAL/AUTO ANSWER	(No display changes)	38
FUNCTION #	SET PAGE#	NO. OF PAGES	32

Specifications

Type	Desktop facsimile transceiver
Usable Circuits	PSTN (Public Switched Telephone Network) or 2-wire leased line
Communication Modes	CCITT G3 or G2 Brother High Speed (HS)
Communication Speed	9600, 7200, 4800, 2400 bps
Transmission Speed	15 seconds/page approx.
Data Compression	Modified Huffman (MH) Modified Read (MR)
Scanner Type	CCD image sensor
Scanning Density	Horizontal: 8 dots/mm (203 pels/inch) Vertical: 7.7 or 3.85 lines/mm (196 or 98 lines/inch)
Printer Type	Thermal, fixed flatbed
Document Width	216 mm (8.5 inches) maximum
Printing Width	216 mm (8.5 inches) maximum
Recording Paper Size	Roll: 216 mm × 100 m (8.5 inches × 328 feet)
Power Supply	115 VAC, 2A max, 60Hz

Power Consumption	Operating: 130W maximum
	Standby: 30W maximum
Memory Backup	Battery backup: 20 days
Operating Environment	Temperature: 10 to 30 deg. C
	(50 to 86 deg. F)
	Humidity: 35 to 85%

Dimensions

Width	Depth	Height
293	340	130 mm
11.5	13.4	5.1 inches

(Excluding document and recording paper trays)

Weight	6.1 kg (13 lb.) without paper roll
Consumable and Replacement Parts	Recording paper
	OMR sheets
	Carrier sheets
	Fluorescent lamp
	ADF roller
	ADF rubber board

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