

Brother Quick Setup Guide

FAX-T84, FAX-T86

THANK YOU!

... FOR PURCHASING YOUR BROTHER MACHINE.
WE ARE SURE YOU WILL BE IMPRESSED WITH THE CONVENIENT WAY THAT YOUR NEW MACHINE PERFORMS SO MANY TASKS WITH GREAT RESULTS!

Follow these simple instructions in numerical order.

For greater detail, consult your Owner's Manual.

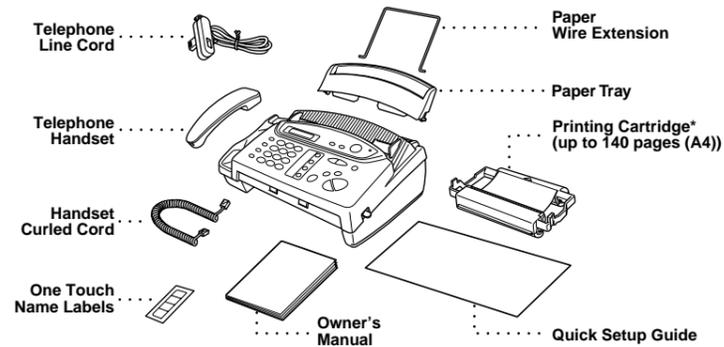
Alternatively, if you cannot solve a problem:
Refer to **Frequently Asked Questions (FAQ's)** on Brother Solutions Web Site:

URL: <http://www.brother.com>

Call Brother Customer Service at: 0870-830-4000

1 Packing List

Make sure you have the items shown below.



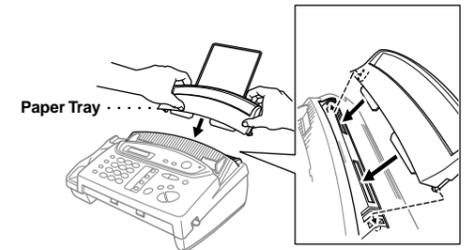
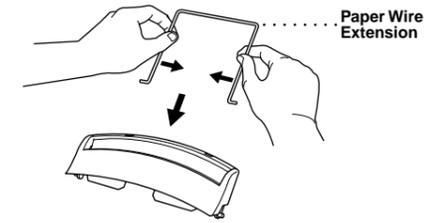
* The printing cartridge is already installed in the machine.

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

2 Attach the Paper Wire Extension and Paper Tray

A. Attach the paper wire extension.

B. Attach the paper tray.



3 Load the Paper

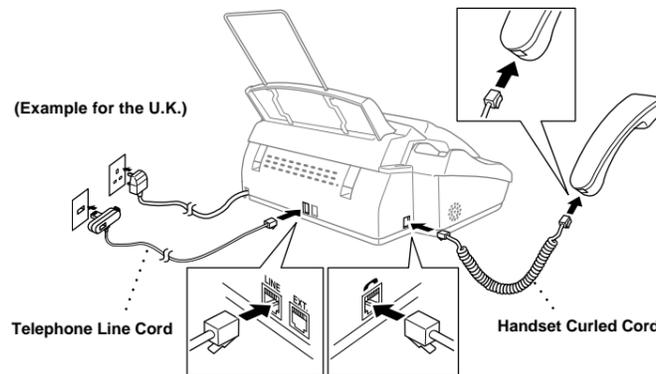
A. Place up to 30 sheets of paper in the paper tray.

Acceptable Paper

Size: A4
Weight: 64 to 90 g/m²
Thickness: 0.08 – 0.10 mm

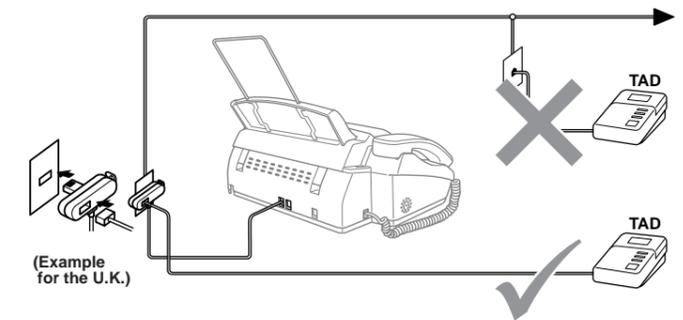


4 Connect the handset, power cord and telephone line cord



- Connect the handset.
- Connect the power cord.
- Connect the telephone line.

5 If you are sharing one phone line with an external telephone answering device, connect it now



For more details, see "Connecting an External Telephone Answering Device (TAD)" in Owner's Manual.

6 Set Date and Time

A. Press **Menu/Set**, **1**, **2**.

2. DATE/TIME

B. Enter the last two digits of the year, and then press **Menu/Set**.

ENTER YEAR:XX

C. Enter two digits for the month, and then press **Menu/Set**.

ENTER MONTH:XX

D. Enter two digits for the day, and then press **Menu/Set**.

ENTER DAY:XX

E. Enter the time in 24-hour format, and then press **Menu/Set**.

ENTER TIME:XX:XX

F. Press **Stop**.

7 Set Station ID

A. Press **Menu/Set**, **1**, **3**.

3. STATION ID

B. Enter your fax number (up to 20 digits), and then press **Menu/Set**.

FAX: _____

C. Enter your telephone number (up to 20 digits), and then press **Menu/Set**.

TEL: _____

D. Enter your name (up to 20 characters) using the dial pad and the chart, and then press **Menu/Set**.
To enter a space press **▶** twice.

NAME: _____

E. Press **Stop**.

Press 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	7	P
8	T	U	V	8	T
9	W	X	Y	9	W

8 Select Receive Mode

Choose the mode that best suits your needs by pressing **Mode** repeatedly until the screen displays the setting you want to use.

- FAX ONLY** For use with a dedicated fax line. Every call is answered as a fax.
- FAX/TEL** For receiving fax and voice calls on one line.
- TAD: ANSWER MACH.** (FAX-T84 only) For use with an external answering device. The TAD answers every call and stores voice messages. Fax messages are printed.
- MANUAL** For receiving fax and voice calls on one line. You control the phone line and must answer every call yourself.

Once an Outgoing message has been recorded, you can choose the mode below by pressing **Ⓜ** until it lights. (FAX-T86 only)

- TAD: MSG MGR** A built-in answering machine answers every call and stores voice and fax messages. For details, see chapter 11 of the Owner's Manual.

For more details, see "Answer Mode Settings" in Owner's Manual.

Quick Reference Card

For complete instructions about all the features and operations of your fax machine, be sure to read your Owner's Manual.

Sending Faxes

Automatic Transmission

- 1 Insert the document face down in the ADF.
- 2 Enter the fax number using the dial pad, One Touch, Speed Dial or Search.
- 3 Press **Start**.

Manual Transmission

Manual transmission lets you hear the dial tone, ringing and fax receiving tones before sending the fax.

- 1 Insert the document face down in the ADF.
- 2 Pick up the handset and listen for a dial tone.
—OR—
Press **Speaker Phone** (FAX-T86).
- 3 Enter the fax number using the dial pad, One Touch, Speed Dial or Search.
- 4 When you hear the fax tone, press **Start**. If you are using the handset, hang up.

Receiving Faxes

For a detailed explanation about receiving faxes please see Chapter 3 and 8 of the Owner's Manual.

Manual Reception

- 1 Pick up the handset.
- 2 Press **Start** if you hear fax tones (beeps).

Note: If you set Fax Detect to ON, you don't have to press **Start**. Just wait until the machine takes over the call automatically. (See *Fax Detect* in the Owner's Manual.)

- 3 When the LCD shows **RECEIVE**, replace the handset.

Making Copies

Making a Single Copy

- 1 Insert the document face down in the ADF.
- 2 Press **Copy/Help** twice.
To cancel, press **Stop**.
Do NOT pull on the paper while copying is in progress.

Setup Auto Dial Numbers

Storing One-Touch Dial Numbers

- 1 Press **Menu/Set**, 6, 1.
- 2 Press the One Touch key where you want to store the number.
- 3 Enter a number (up to 20 digits), and then press **Menu/Set**.
- 4 Enter a name (up to 15 characters), and then press **Menu/Set**.
- 5 Press ◀ or ▶ to select **FAX**, **TEL** or **F/T** (according to the type of number you stored), and then press **Menu/Set**.
- 6 Press **Stop**.

Storing Speed Dial Numbers

- 1 Press **Menu/Set**, 6, 2.
- 2 Enter a two-digit speed dial number, and then press **Menu/Set**.
- 3 Enter a number (up to 20 digits), and then press **Menu/Set**.
- 4 Enter a name (up to 15 characters), and then press **Menu/Set**.
- 5 Press ◀ or ▶ to select **FAX**, **TEL** or **F/T** (according to the type of number you stored), and then press **Menu/Set**.
- 6 Press **Stop**.

Dialling Options

One-Touch Dialling

- 1 Pick up the handset.
Press the One Touch key of the location you want to call.
- 2 To hang up, replace the handset.

Speed Dialling

- 1 Pick up the handset.
Press **Mute/Search**, press #, and then press the two-digit Speed Dial number.
- 2 To hang up, replace the handset.

Searching the Auto Dial Numbers

- 1 Press **Mute/Search**, and then enter the first letter of the name you are looking for.
- 2 Press ◀ or ▶ to search the memory.
- 3 When the name is displayed, lift the handset for a voice call.
—OR—
Press **Speaker phone** (FAX-T86).
- 4 Press **Start** to begin dialling.

Message Manager (FAX-T86 Only)

Turning ON Message Manager Mode

For a more detailed explanation please see Chapter 11 of the Owner's Manual.

- 1 Record the Outgoing Message (**TAD MESSAGE**).
- 2 Press  until it lights.

Recording OGM

- 1 Press **Menu/Set**, 8, 3.
- 2 Press ◀ or ▶ to reach **TAD MESSAGE**, and then press **Menu/Set**.
- 3 Press ◀ or ▶ to select **RECORD MSG**, and then press **Menu/Set**.
- 4 Pick up the handset to record a message.
- 5 Replace the handset.

Playing a Voice Message

- 1 Press **Play/Record**.
- 2 Use * (RWD) to repeat a message.
Use # (FWD) to skip a message.
- 3 Press **Stop**.

Printing a Fax Message

- 1 Press **Play/Record**.
- 2 After voice messages have played, press 1.

Erasing Messages

To erase voice messages individually

- 1 Press **Play/Record**.
- 2 Press **Erase** after the two short beeps or while the message is playing.
- 3 Press 1.
- 4 Press **Stop**.

To erase messages all at once

- 1 Press **Erase**.
- 2 Press ◀ or ▶ to select **VOICE**, **DOC** or **MSG.**, and then press **Menu/Set**.
- 3 Press 1.