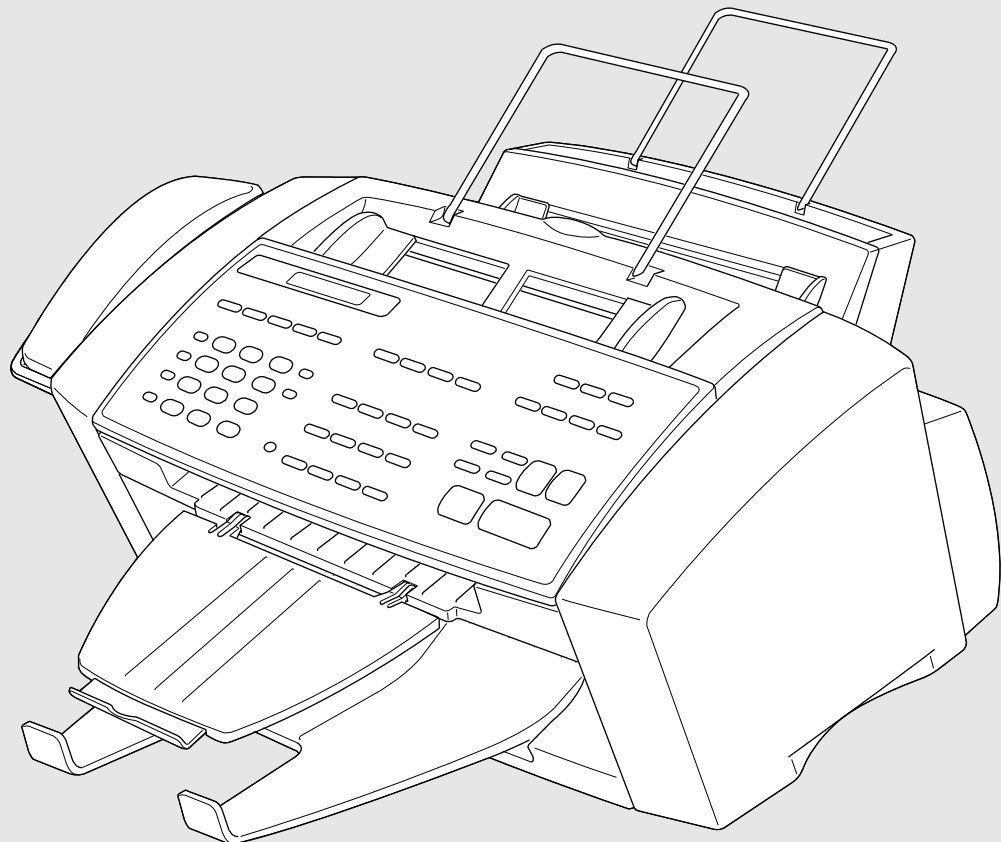


OWNER'S
MANUAL



MFC 7150C

MFC 7160C

brother®

If You Need to Call Customer Service

Please complete the following information for future reference:

Model Number: MFC 7150C MFC 7160C
(Circle your model number)

Serial Number:* _____

Date of Purchase: _____

Place of Purchase: _____

*The serial number is on the back of the unit. Retain this Owner's Manual with your *sales receipt* as a permanent record of your purchase, in the event of a theft, fire or warranty service.

Year 2000 Compliant

Brother is addressing the Year 2000 related issues for all Brother fax machines and multi-function centers. Our focus is to ensure that our bundled third party software will continue to properly process date/time data after January 1, 2000.

Brother fax machines and multi-function centers will function properly after January 1, 2000, *provided that* all non-Brother hardware, software and firmware used by our customers in connection or combination with Brother fax machines, MFCs and bundled software, accurately exchange date data with the Brother products.

Please continue to check our Web page for updates at **<http://www.brother.com>**. All remedies will be provided to individual customers via software patches through software download or from Brother Customer Service.

Brother Numbers

Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your MFC using this manual, call our Fax-Back System, and follow the voice prompts to receive faxed instructions about using the system and an index of Fax-Back subjects.

USA: 1-800-521-2846
From within Canada: 1-800-681-9838

The Brother Fax-Back System number (USA Only) has been preprogrammed on One Touch key **01**.

Brother on the World Wide Web

You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web. Visit us at

<http://www.brother.com>

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA: 1-888-298-3616
From within Canada: 1-514-685-2040

For Customer Service

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

Ordering Accessories and Supplies

For best quality results use only genuine Brother accessories, available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of Brother accessories and supplies available for purchase.

USA: 1-888-879-3232 (voice)

From within Canada: 1-800-668-2768 (voice)

1-800-947-1445 (fax)

<http://www.brothermall.com>

Description	Item
Ink Cartridge <black>	LC02BK
Ink Cartridge <cyan>(blue)	LC02C
Ink Cartridge <magenta>(red)	LC02M
Ink Cartridge <yellow>	LC02Y
360 dpi High Quality Coated Paper	BP36CL
720 dpi High Quality Coated Paper	BP72CL
Glossy Paper	BPGLL
Transparencies	BPTRL
Print Head	HD002
2MB Upgrade Memory Board (For MFC 7160C Only)	ME2000
Power Protector	QPD120
*Brother MFC-7100 Series Software on floppy disks (Includes MFL Pro and Visioneer PaperPort LE Only)	DSK7131, (Floppy Disks Windows® 3.1 or 3.11) DSK7195, (Floppy Disks Windows® 95 or 98)
Telephone Line Cord	(For USA) UG1570001 (For Canada) UG3565001
Telephone Handset	UF6857003
Handset Curled Cord	UF7204009
Dust Cover	UU1481001
Paper Wire Extension	UU1309001
Document Wire Extension	UU1309001
Document Tray	UU1248001
Paper Tray	UU1289001
IEEE-1284 Bi-directional Cable	UG4558001
Remote Control Access Card	UU1301001
Reference Guide	UU1300001
Owner's Manual	(For USA) UU1298001 (For Canada) UU1401001

*Software on Floppy disks is not available for Windows NT® Workstation Version 4.0.



Brother Coated Paper is Ink Jet Paper.

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CHAPTER ONE

Introduction

Using This Manual

Thank you for purchasing a Brother Multi-Function Center (MFC). This MFC has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your MFC to its fullest potential by taking a few minutes to read this manual.



Additionally, your MFC has a Help Key. Press **Help/Broadcast** to print a list of basic operational steps and functions.

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or function by checking the Index in the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

Test Sheet Procedures (For USA Only)

*See
Setting
Station ID
pp. 36–37*

After programming your Station ID, please fill out the TEST SHEET included with your MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your MFC is properly installed.

When this document is received, a confirmation sheet will be sent back to your MFC. In order to receive a response, be sure to set up your Station ID.

USA 1-908-685-9283 (fax)

About Fax Machines

If you're a first-time fax machine user, fax operation might seem a little mysterious. Soon, you'll recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax Tones and Handshake

When someone is sending a fax, the MFC sends fax calling tones, (CNG tones)—soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your MFC line, so you can know if you are receiving a fax message.

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

When your MFC answers in FAX/TEL mode, the MFC listens for CNG tones and then responds with receiving tones.

The fax “handshake” is the time in which the sending machine’s CNG tones and the receiving machines “chirps” overlap. This must be for at least 2 to 4 seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialed. Therefore, it’s important for the receiving machine to answer the call in as few rings as possible.



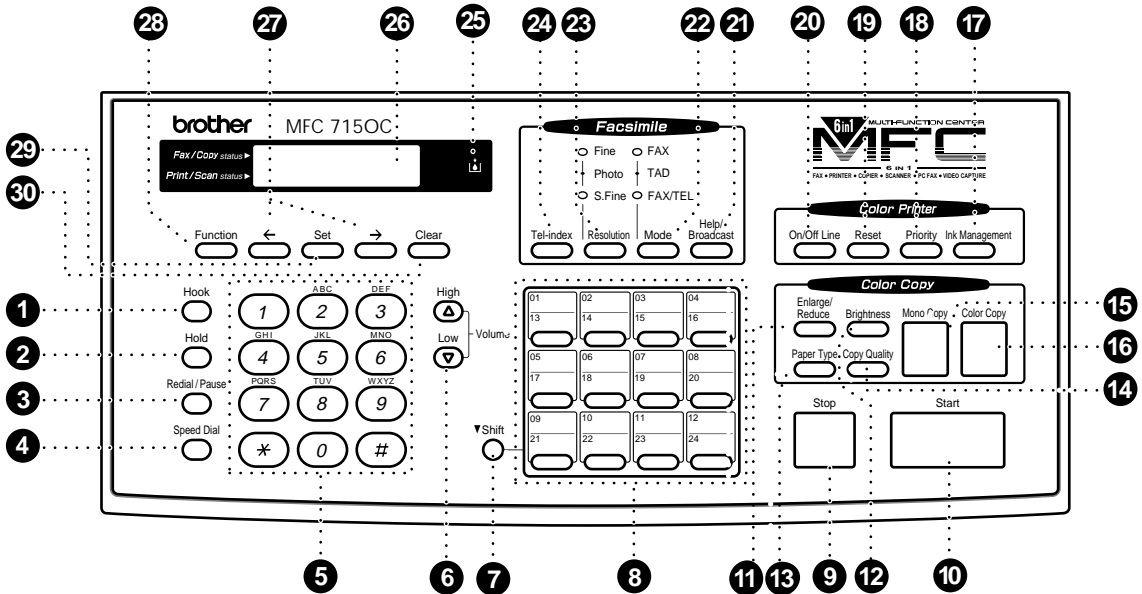
When you have an external telephone answering device (TAD) on your MFC line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Installation chapter for connecting a TAD to your MFC.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the MFC to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity.

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

MFC 7150C Control Panel Overview



1 Hook

Lets you dial telephone and fax numbers without lifting the handset.

2 Hold

Lets you put calls on hold.

3 Redial / Pause

Redials the last number called. Also inserts a pause in autodial numbers.

4 Speed Dial

Lets you dial stored phone numbers by pressing a two-digit number.

5 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC. # key lets you switch the dialling type during a telephone call from "PULSE" to "TONE".

6 Volume High / Low

Adjusts speaker, ring and handset volume.

7 Shift

To access memory locations 13 through 24 in the One Touch keys hold down the Shift key.

8 One Touch Keys

These 12 keys give you instant access to previously stored phone numbers.

9 Stop

Stops a fax, cancels an operation, or exits from function mode.

10 Start

Starts an operation, such as sending a fax.

11 Enlarge/Reduce

Lets you reduce or enlarge copies depending on the ratio you select.

12 Brightness

Lets you adjust the brightness of the whole image to be lighter or darker.

13 Paper Type

Use this key to temporarily change the paper type setting for Copy and Video Printing modes.

14 Copy Quality

Use this key to temporarily change the quality and type of original for Copy and Video Printing modes.

15 Mono Copy

Makes a black-and-white or single-color copy.

16 Color Copy

Makes a full-color copy.

17 Ink Management

Cleans the ink print heads and/or resets the ink dot counter after replacing an ink cartridge.

18 Priority

Press this key to receive all faxes in memory without first printing them.

19 Reset

Clears data from the printer memory, and then resets and restores to the factory default settings.

20 On/Off Line

Use this key to turn the printer online (ready to receive PC data) and offline (not ready to receive PC data) alternately. When the printer is online, the LCD displays ONLINE.

21 Help/Broadcast

Press this key whenever you want a quick reference Help List printed. The Help List shows how to perform functions, how to register information, and how to get basic information. Also use this key whenever you want to broadcast faxes to many different locations, maximum of 130 locations at once.

22 Mode

Use to select how the MFC will handle incoming calls.

23 Resolution

Sets the resolution when you send a fax.

24 Tel-index

Lets you look up numbers stored in the dialing memory.

25 Ink Empty Indicator

Blinks when ink cartridge is low and stays lit when ink is empty.

26 Liquid Crystal Display

LCD displays messages to help you set and operate your MFC.

27 ← (Left Arrow)

→ (Right Arrow)
Moves the LCD cursor through text and options.

28 Function

Lets you access the function and programming mode.

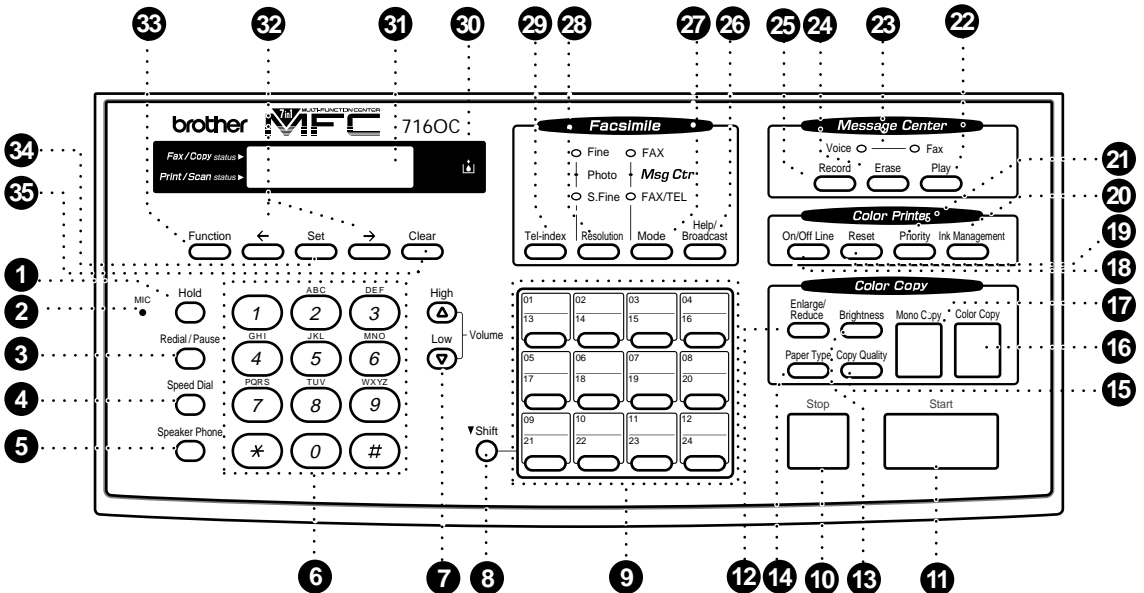
29 Set

Stores a function setting in the MFC.

30 Clear

Deletes entered data or backs up one step in function procedure.

MFC 7160C Control Panel Overview



1 Hold

Lets you put calls on hold.

2 Microphone

Picks up your voice when you speak to another party using speakerphone.

3 Redial / Pause

Redials the last number called. Also inserts a pause in autodial numbers.

4 Speed Dial

Lets you dial stored phone numbers by pressing a two-digit number.

5 Speaker Phone

Lets you speak to the person at the other end and dial telephone and fax numbers without lifting the handset.

6 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC. # key lets you switch the dialling type during a telephone call from "PULSE" to "TONE".

7 Volume High / Low

Adjust speaker, ring and handset volume. The speaker volume is for message playback and Speaker Phone conversation.

8 Shift

To access memory locations 13 through 24 in the One Touch keys hold down the Shift key.

9 One Touch Keys

These 12 keys give you instant access to previously stored phone numbers.

10 Stop

Stops a fax, cancels an operation, or exits from function mode.

11 Start

Starts an operation, such as sending a fax.

12 Enlarge/Reduce

Lets you reduce or enlarge copies depending on the ratio you select.

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Lets you adjust the brightness of the whole image to be lighter or darker.

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Use this key to temporarily change the paper type setting for Copy and Video Printing modes.

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Use this key to temporarily change the quality and type of original for Copy and Video Printing modes.

16 Color Copy

Makes a full-color copy.

17 Mono Copy

Makes a black-and-white or single-color copy.

18 On/OffLine

Use this key to turn the printer online (ready to receive PC data) and offline (not ready to receive PC data) alternately. When the printer is online, the LCD displays ONLINE.

19 Reset

Clears data from the printer memory, and then resets and restores to the factory default settings.

20 Ink Management

Cleans the ink print heads and/or resets the ink dot counter after replacing an ink cartridge.

21 Priority

Press this key to receive all faxes in memory without first printing them.

22 Play

Lets you listen to voice messages and outgoing messages.

23 Message Indicator Lights

Notify you that you have voice or fax messages in the memory.

24 Erase

Lets you delete voice messages, and/or fax messages from the memory.

25 Record

Lets you record Outgoing Messages (OGM), memos and telephone calls.

26 Help/Broadcast

Press this key whenever you want a quick reference Help List printed. The Help List shows how to perform functions, how to register information, and how to get basic information. Also use this key whenever you want to broadcast faxes to many different locations, maximum of 174.

27 Mode

Use to select how the MFC will handle incoming calls.

28 Resolution

Sets the resolution when you send a fax.

29 Tel-index

Lets you look up numbers stored in the dialing memory.

30 Ink Empty Indicator

Blinks when ink cartridge is low and stays lit when ink is empty.

31 Liquid Crystal Display

LCD displays messages to help you set and operate your MFC.

32 ← (Left Arrow)

→ (Right Arrow)
Moves the LCD cursor through text and options.

33 Function

Lets you access the function and programming mode.

34 Set

Stores a function setting in the MFC.

35 Clear

Deletes entered data or backs up one step in function procedure.

CHAPTER TWO

MFC Setup and Connections

Caution

Never install telephone wiring during a lightning storm.

We recommend that this product be used with a surge protection device to protect the product against lightning storms.

Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.

Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

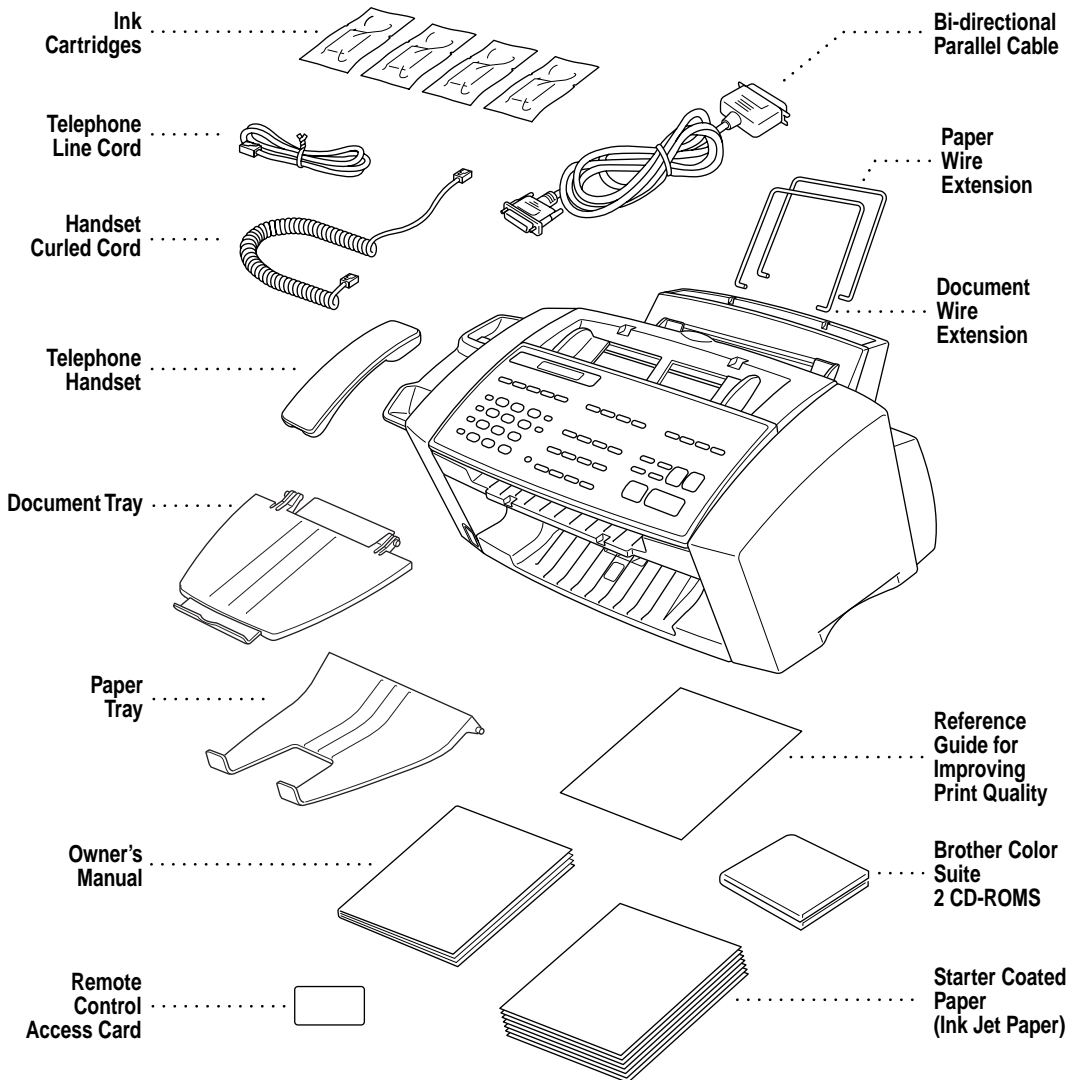
Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use the telephone to report a gas leak in the vicinity of the leak.

For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

Packing List

Make sure you have the following items:



If an item is missing, call Brother Customer Service at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal). See Ordering Accessories and Supplies on page ii for the correct item numbers.

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

Choosing a Location

Place your MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the MFC near a telephone jack and a standard, grounded power outlet. Choose a location where the temperature remains between 50°F and 95°F (10°–35°C).



Avoid placing your MFC in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the MFC to direct sunlight, excessive heat, moisture, or dust. Do not connect your MFC to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the MFC's memory. Do not connect your MFC to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.



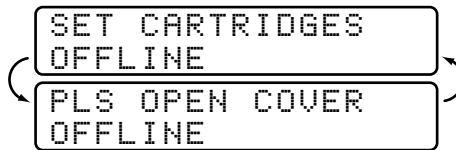
Assembly

1 Connect the handset.

Connect the longer end of the curled handset cord to the MFC and the shorter end to the handset.

2 Connect the power cord.

There is no ON/OFF switch. When you plug in the power cord, the power goes on and the screen alternately displays.



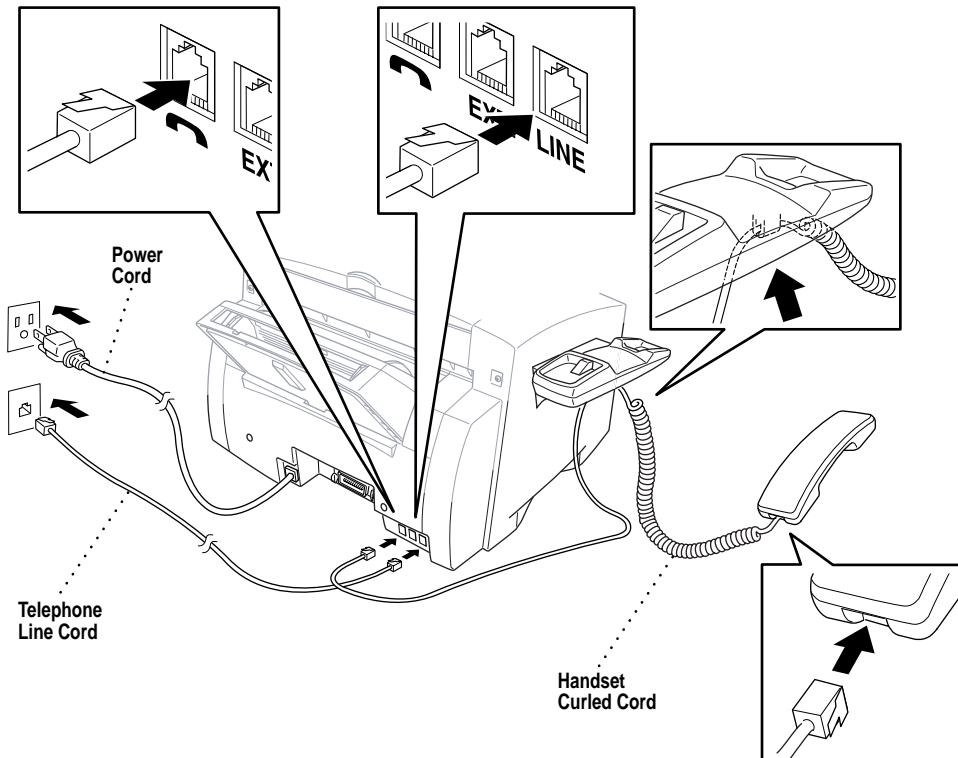
3 Connect the telephone line cord.

Connect one end of the telephone line cord to the jack on the MFC and the other end to a modular wall jack.



Caution

Operating the MFC before you install the ink cartridges will permanently damage the print head.

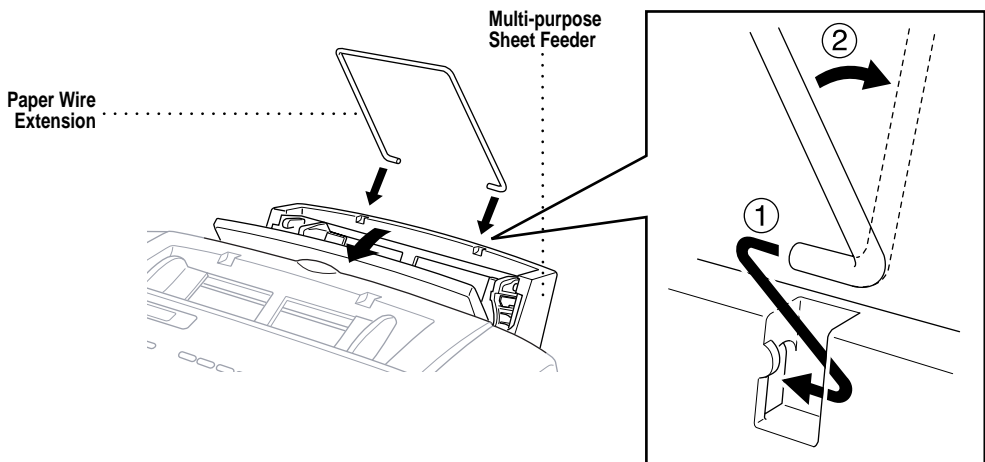




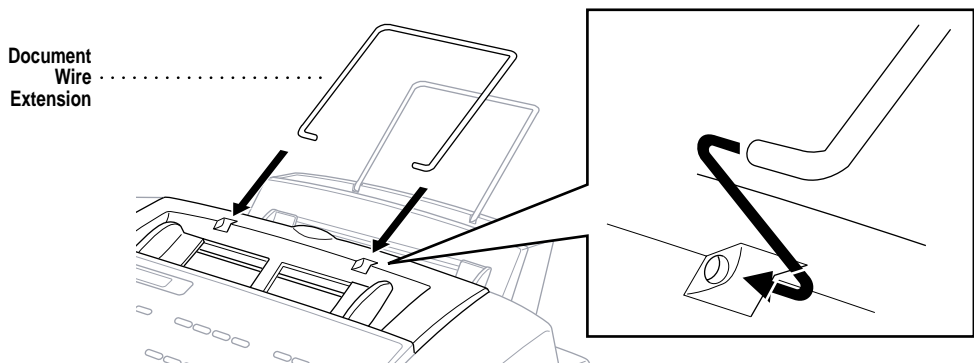
Caution

- The MFC must be grounded using a 3-prong plug.
- Since the MFC is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your MFC, by disconnecting the telephone line first, and then the power cord.
- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the lines during a lightning storm.

4 Attach the paper wire extension to the multi-purpose sheet feeder.

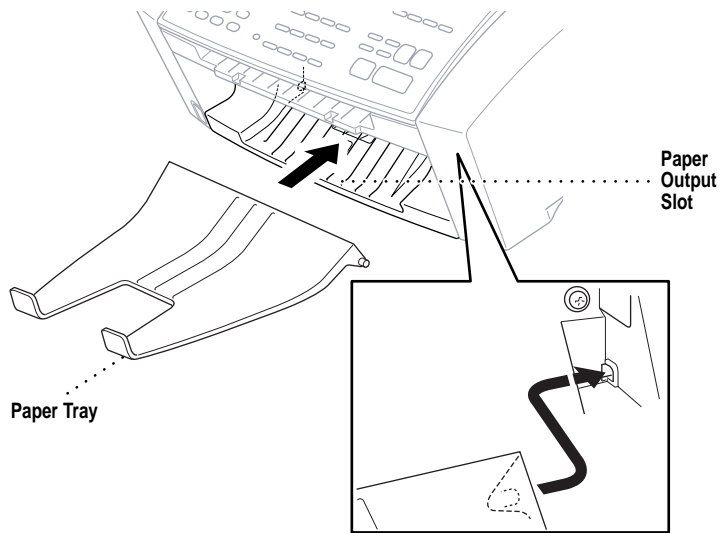
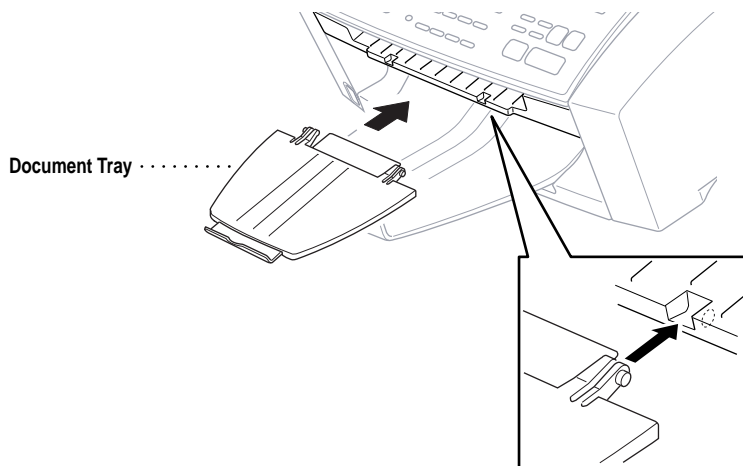


5 Attach the document wire extension.

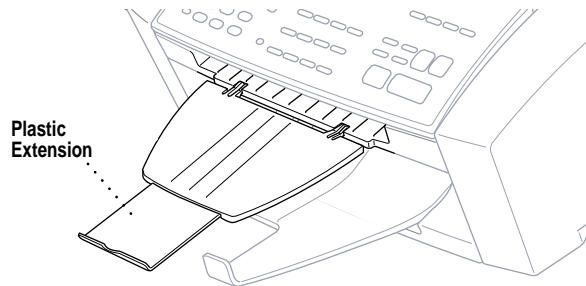


6 Attach the paper tray to the paper output slot.**Caution**

Please attach the Paper Tray to prevent paper jams and maintain print quality.

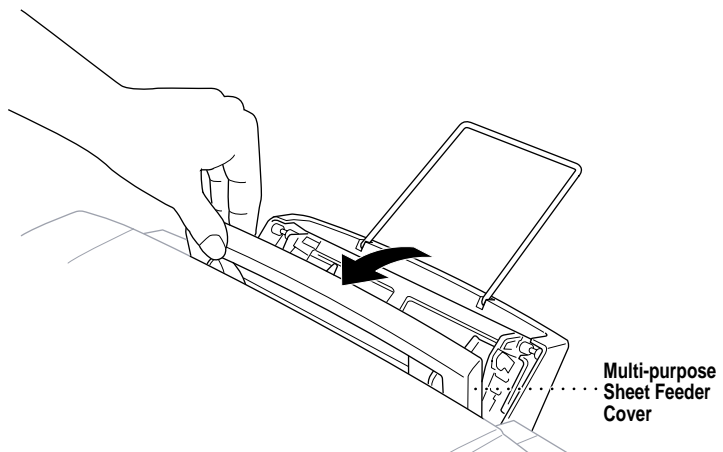
**7 Attach the document tray.**

8 Pull out the plastic extension of the document tray.

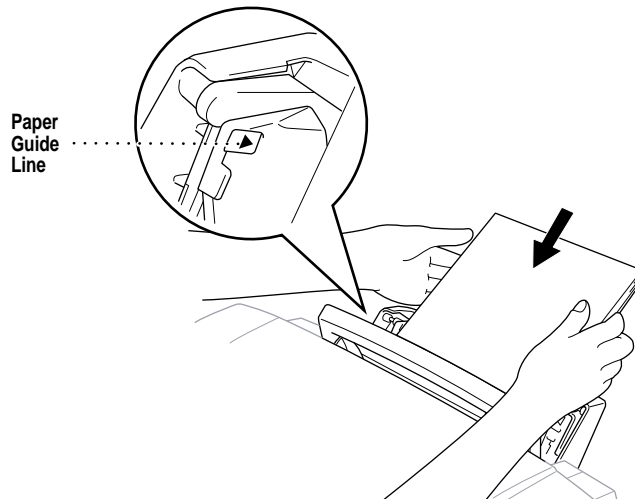


9 Load paper in the multi-purpose sheet feeder (paper cassette).

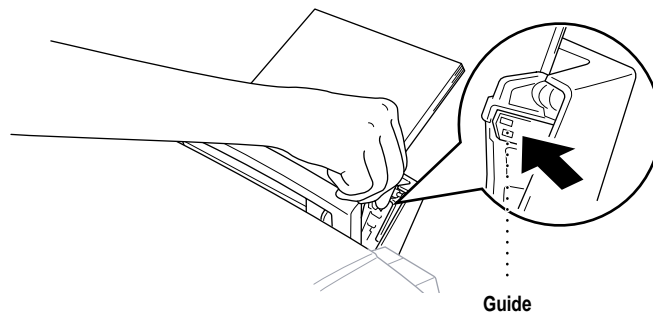
A Open the multi-purpose sheet feeder cover.



- B** Fan the paper well. Load the paper. Make sure the print side is toward you and the paper level is stacked below the paper guide line.

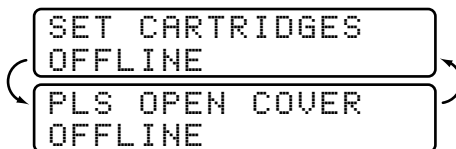


- C** Adjust the guides to fit the paper width.

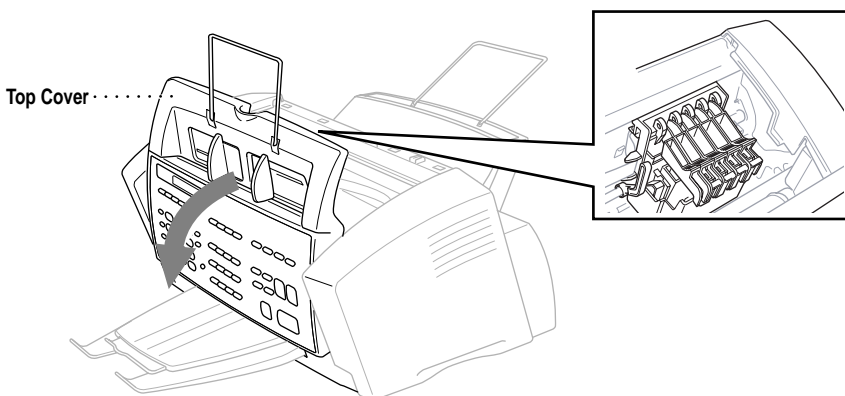


Installing the Ink Cartridges

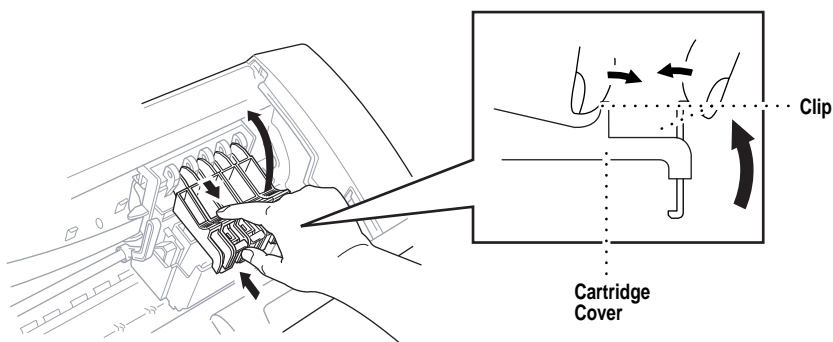
- 1 Check that you turned on the power (by plugging in the power cord).
The screen alternately displays



- 2 Open the top cover by pulling it toward you. After a few seconds, the print head will move left to its replacement position.



- 3 Open the ink cartridge covers by pressing the clips together as shown in the illustration.

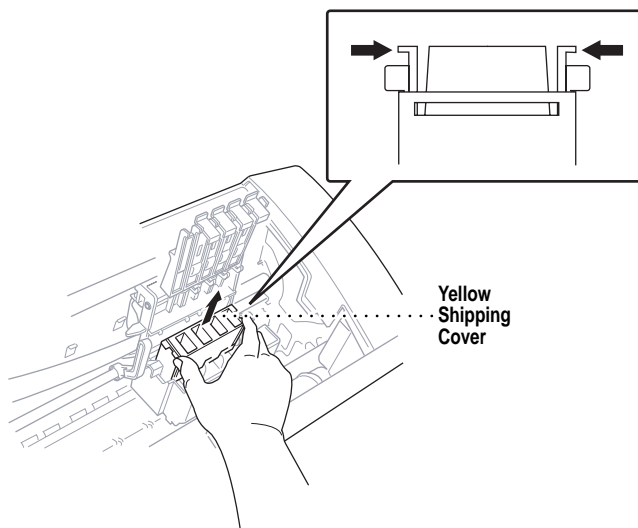


- 4 Remove the yellow shipping cover by lifting it up and out.



Caution

- The bottom of the yellow shipping cover is wet with ink that will cause stains, so wipe it clean before you place it down. Keep the yellow shipping cover in a safe place. You will need it in the future when you replace the print head.

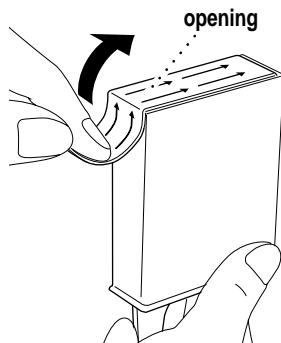


We recommend that you install the ink cartridges from left to right in this order: Black, Yellow, Cyan, Magenta.

- 5 Open the Black ink cartridge bag and remove the ink cartridge.
- 6 Carefully remove the sealing tape from the side of the ink cartridge. Be sure to peel the tape in the direction away from you.

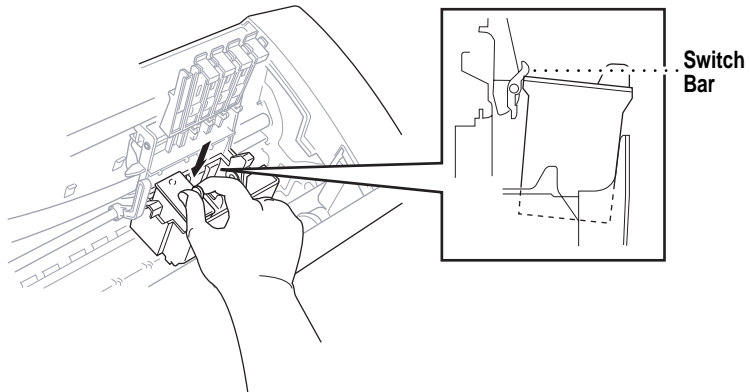
Important

To prevent spilling ink and staining your hands and clothing, peel the sealing tape gently and slowly. Do not touch the ink opening on the cartridge or the removed tape.

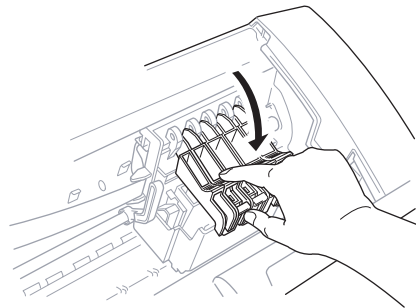


**Peel in the direction
away from you!**

- 7** Each color has its own correct position. Gently insert the Black ink cartridge, matching the markings of the color indicators on the print head as a guide. Please be careful not to press down on the switch bar (see illustration) when inserting a cartridge.



- 8** Repeat Steps 5–7 to install each color ink cartridge.
9 Close the cartridge covers until they click into place.



- 10** After installing all ink cartridges, close the top cover until it clicks into place. Your MFC now prepares for a “head cleaning” and goes online so it can set the ink dot counter. The MFC will ask you if you changed each color ink cartridge.

```
DID YOU CHANGE
BLCK?1.YES 2.NO
```


- 11** Press **[1]** on the dial pad for each color, as prompted (for initial setup only) within 1 minute. The MFC will enter a cleaning cycle for approximately 6 minutes. The screen alternately displays **CLEANING BLACK** and **PLEASE WAIT**. The ink dot counter will be set automatically for each color, so the MFC can warn you with an error message when ink is running low.

Make sure paper is loaded in the cassette, then press **[Start]** within 1 minute.

When the MFC completes the cleaning cycle, the MFC starts printing the test sheet.

- 12** Only during initial ink cartridge installation, the screen shows.

```
PRINT OK?  
1.YES 2.NO
```

Check the print quality of the test sheet. If it is not good, clean the print head again, by pressing **[2]**. The screen will ask you if the print quality is OK for each color. Press **[2]** for any color with a problem. You can choose several colors. After cleaning is finished, press **[Start]**.

The MFC starts printing Test Sheet No. 2.

- 13** Adjust the Vertical Alignment by following the instructions printed on the Test Print page.



WARNING

If ink gets in your eyes, irrigate them with water immediately and consult a doctor if you are concerned.



Caution

- DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the MFC will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges. If you do so, the ink may spill when you take off the sealing tape. If ink stains your body or clothing, wash with soap or detergent immediately.
- If you install an ink cartridge in the wrong color position, you must clean the print head several times after correcting the cartridge installation and before you start printing because the colors were mixed.

- Once you open an ink cartridge, install it in the MFC and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT refill the ink cartridges. Attempting to use refilled cartridges may cause damage to the print head and will void your warranty.

If the INK EMPTY error message is on the screen display after you have installed the ink cartridges, check and make sure that the ink cartridges are installed correctly.

Special Line Considerations

Roll Over Phone Lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to the next available line. The calls are usually passed down or “rolled over” to the next available phone line in a preset order.

Your MFC can work in a roll over system as long as it is connected to the last number in the sequence, so the call cannot roll away. Do not put the MFC on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call is transferred to a line that does not have a fax machine. Your MFC will work best on a dedicated line.

Two-Line Phone System

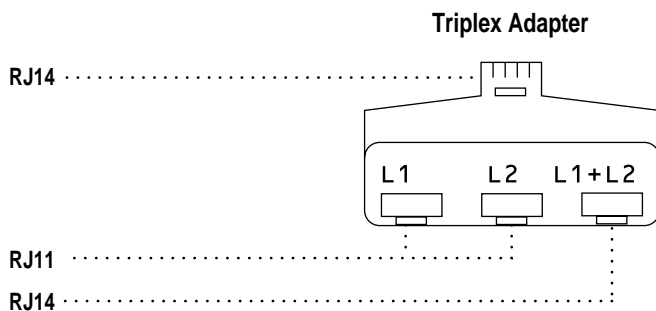
A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your MFC must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your MFC.

*See
Easy Receive
p. 44*

Converting Telephone Wall Outlets

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

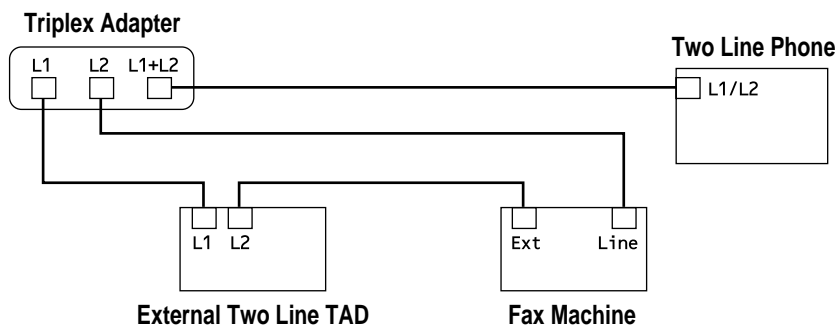
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the MFC into Line 2 of the triplex adapter.



Installing MFC, External Two-Line TAD, and Two-Line Telephone

When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the MFC on Line 2. The two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your MFC and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

- 1 Place the two-line TAD and the two-line telephone next to your MFC.
- 2 Plug one end of the telephone line cord for your MFC into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back side of the MFC.
- 3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.
- 4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the back side of the MFC.



You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the MFC's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the MFC for you. It is advisable to have a separate line for the MFC. You can then leave the MFC in FAX mode to receive faxes any time of day or night.

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



As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the MFC cannot be made.

If you are installing the MFC to work with a PBX:

- 1** It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2** If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.
- 3** The unit may be used with either pulse or tone dialing telephone service.



Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the Troubleshooting and Maintenance chapter, p. 227.

Connecting an External Telephone Answering Device (TAD)

Sequence

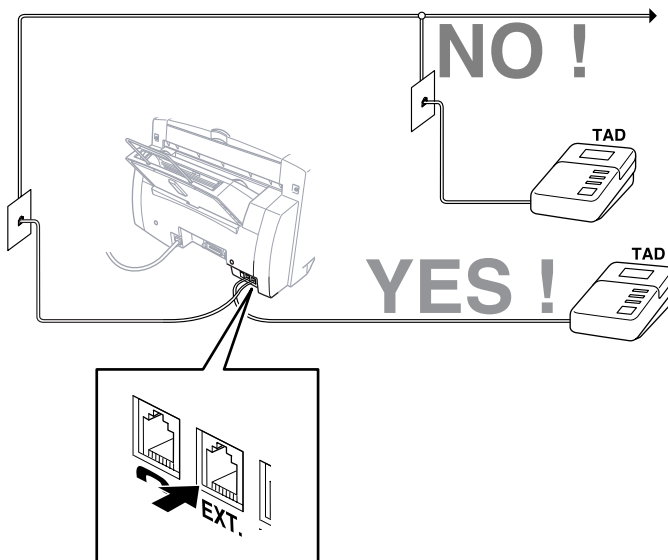
Although the MFC 7160C has a built-in answering system, you can choose to connect an additional answering system.

When you have an **external** TAD on the same telephone line as the MFC, the TAD answers all calls. The MFC “listens” for fax calling (CNG) tones. If it hears them, the MFC takes over the call and receives the fax. If it doesn’t hear CNG tones, the MFC lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax “handshake.” Make sure you carefully follow instructions in this manual for recording your outgoing message. Do not use a “toll-saver” ring setting on the TAD.



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



Connections

The external TAD **must** be plugged into the back side of the MFC, into the jack labeled EXT. Your MFC cannot work properly if you plug the TAD into a wall jack.

- 1 Plug the telephone line cord from the wall jack into the back side of the MFC, in the jack labeled LINE.
- 2 Plug the telephone line cord from your external TAD into the back side of the MFC, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)
- 3 Set your external TAD to four rings or less. (The MFC's Ring Delay setting does not apply).
- 4 Set the external TAD to answer calls.
- 5 Record the outgoing message on your external TAD (see below).
- 6 (For MFC 7160C Only) Set the MFC's Message Storage to VOICE:EXT.
- 7 Press **[Mode]** on the MFC until the FAX and FAX/TEL lights are on.

Outgoing Message (OGM)

Timing is important in recording this message.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax by pressing *51 and press Start."

Connecting an External Telephone

Your MFC is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone (or telephone answering device) directly to your MFC.

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

Whenever this phone (or TAD) is in use, the screen displays **EXT. TEL IN USE**, and, if the fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, press **Hook** or **Speaker Phone**. The external telephone cannot be used while a function is being performed on the control panel.

CHAPTER THREE

Paper

The quality of your document can be affected by the kind of paper you use in the MFC. You can use plain paper, coated paper, transparencies, glossy paper, organizer paper, and envelopes. We recommend testing various papers before purchasing large quantities. For best results, use Brother special coated paper, glossy paper, and transparencies. (See page ii for information about ordering Brother accessories).



When you print on coated paper, transparencies, and glossy paper, be sure to select the correct media in the “Quality/Color” tab in the printer driver. When using coated paper or transparencies, avoid stacking by removing each page after copying or printing.

About Brother Paper

Brother paper is manufactured specifically for this MFC, to provide you optimum print quality.

Quality Coated Paper for 360 dpi Color Ink Jet printing— normal mode (BP36CL for letter)

High Quality Coated Paper for 720 dpi Color Ink Jet printing— super fine mode (BP72CL for letter)

Color Ink Jet Transparencies— fine mode (BPTRL for letter)

Color Ink Jet Glossy Paper— superfine mode (BPGLL for letter)

- Brother coated (ink jet) paper is coated only on one side. Make sure this whiter (coated) side is facing up toward you. Therefore, when loading paper in the paper cassette, make sure that the whiter side (the coated side) is facing up.
- The coated side of glossy paper is shiny. Do not touch the shiny side. Load glossy paper in the feeder with the shiny side facing up toward you.
- DO NOT touch the coated side of the paper or both sides of Transparencies, because it absorbs water and perspiration easily, and might cause decreased output quality.
- For optimum output quality, be sure to use paper appropriate for your resolution setting.
- Store paper in the original bag, and keep it sealed. Keep the paper flat and away from moisture and direct sunlight and heat.
- Transparencies designed for laser printers/copiers may stain your next document. Use only recommended transparencies.

Paper Specifications for Cassette and Manual Feed Slot

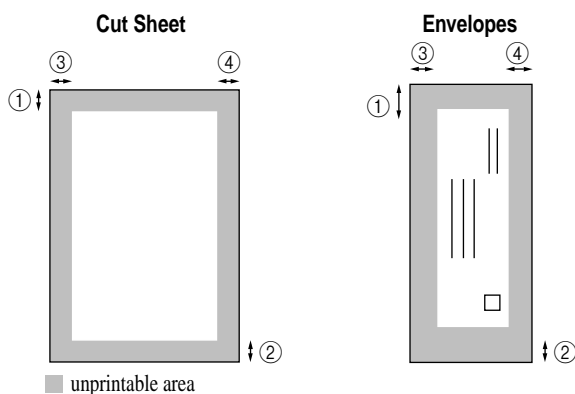
Paper Type	Paper Size	Cassette Capacity
Cut Sheet	Letter, Executive	200 Sheets of 20 lb(75 g/m ²)
	Legal	100 Sheets of 20 lb(75 g/m ²)
Coated Paper	Letter	100 Sheets
Transparencies	Letter	20
Glossy Paper	Letter	20
Envelopes	DL, COM-10, C5, B5, Monarch	10
Organizer	J(Manual Feed Slot Only), K, L	10
Paper Capacity for Feeder Cut Sheet Paper Weight 16 to 32 lb (60 to 120 g/m ²) Sheet Feeder: Up to 0.87 inches (22mm) / Approximately 200 sheets of 20 lb (75 g/m ²) Output Stacker: Approximately 75 Sheets of 20 lb (75 g/m ²) Transparencies and glossy paper must be picked up from the paper tray one page at a time.		



- Curled or damaged paper may cause paper jams and misfeeds. If the paper is curled, straighten it as much as possible by rolling it in the opposite direction of the curl.
- For optimum output quality, we recommend you use only genuine Brother paper.
- If paper will not load from the feeder, try the manual feed slot.
- For fax reception paper size, see page 45.

Print Area

The Print Area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheets and envelopes.



(inch)

Paper Type	Paper Size		①	②	③	④
Cut Sheet	Letter, Legal	Fax	0.12	0.43	0.16	0.16
		Mono Copy				
		Color Copy				
		Printer				
	Executive	Printer	0.12	0.43	0.13	0.13
Organizer	J, K, L	Printer	0.12	0.43	0.13	0.13
Envelopes		Printer	0.39	0.79	0.13	0.13

*Printer depends on the Printer driver.



Do not use the following types of paper and envelopes:

- Damaged, curled, wrinkled, or irregularly shaped paper and envelopes
- Extremely shiny or highly textured paper and envelopes
- Envelopes with clasps
- Envelopes of baggy construction
- Envelopes not sharply creased
- Embossed envelopes
- Paper and envelopes already printed with a laser printer
- Envelopes preprinted on the inside
- Paper and envelopes that cannot be arranged uniformly when stacked

CHAPTER FOUR

On-Screen Programming

User-Friendly Programming

See
Using This
Manual
p. 1

We have designed your Multi-Function Center with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your MFC has to offer.

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

Function Mode

You can access the Function Mode by pressing **[Function]**. The screen displays

1. FAX	2. PRINTER
3. COPY	4. VIDEO

Then press **[1]** for Fax Functions—**OR**—press **[2]** for Printer Functions—**OR**—press **[3]** for Copy Functions—**OR**—press **[4]** for Video Functions.

When you enter the Function Mode, your MFC displays a list of Level One Functions from which you can choose. These function options appear one after the other on the display. Select an option by pressing **[Set]** when the option appears on the LCD.

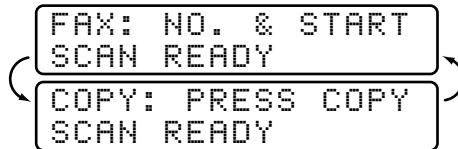
You can “scroll” more quickly through options by pressing **[→]**. When the screen displays your selection, press **[Set]**. Use **[←]** to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.

If you want to exit the Function Mode, press **[Stop]**.



Alternating Displays

When you see alternating displays, the LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you'll probably see most often is shown below, showing you, when you place a document in the feeder, that you can dial a number and send a fax, or you can make a copy.



Function Selection Table

You can probably perform most of these programming settings without the Owner's Manuals. To help you understand the function selections, options and settings that are found in the MFC programs, use the Function Selection Table below.

1. Fax Functions

1. INITIAL SETUP			
Function	Description	Factory Set	More Info
1. TONE/PULSE	Selects dialing mode.	TONE	p. 35
2. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	1999 1/1 00:00	p. 36
3. STATION ID	Program name, fax number and telephone number to appear on each transmitted page.	—	pp. 36–37
4. BEEPER	Adjust volume level of beeper.	LOW	p. 39
5. DELAYED TIMER	Sets the time of day that delayed faxes will be sent.	00:00	p. 40

1. Fax Functions (continued)

2. SETUP RECEIVE

Function	Description	Factory Set	More Info
1. RING DELAY	Number of rings before MFC answers in FAX/TEL, FAX, or MC mode.	RING DELAY: 04 TOLL SAVER: OFF (For MFC 7160C Only)	p. 42 p. 98
2. F/T RING TIME	Sets the time for “double ring” in FAX/TEL mode.	20	p. 43
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	p. 44
4. REMOTE CODE	Enter code to activate or deactivate MFC from a remote location.	ON (*51, #51)	pp. 47–48
5. REDUCTION	Reduces size of image.	AUTO	p. 45
6. PAPER	Selects size of paper for fax receiving.	LETTER	p. 46
7. POLLING RX	Sets up your MFC to poll another fax machine.	OFF	pp. 48–50
8. MF LINK	Turn on if PC is connected to MFC for PC receiving of voice and fax messages.	ON	p. 138

3. SETUP SEND

Function	Description	Factory Set	More Info
1. COVERPG SETUP	Automatically sends a cover page you program.	OFF	pp. 59–62
2. COVERPAGE MSG	Program customized message for fax cover page.	—	pp. 62–63
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	p. 63
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	pp. 68–69
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	p. 64
6. CALL RESERVE	You can send a fax, then speak.	OFF	pp. 65–66
7. DELAYED FAX	Send documents later.	—	p. 66
8. POLLED TX	Sets up your MFC with a document to be retrieved by another fax machine.	OFF	p. 69
9. REAL TIME TX	When memory is full, you can send faxes in real time.	OFF	p. 58

4. REMAINING JOBS

Function	Description	Factory Set	More Info
	Check which jobs are in memory or cancel a delayed fax or polling job.		pp. 51, 58

1. Fax Functions (continued)

5. INTERRUPT			
Function	Description	Factory Set	More Info
	Send a fax now, even if you have the MFC set to send a fax later, or if you have it set for Polling.		p. 70
6. SET AUTO DIAL			
Function	Description	Factory Set	More Info
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	pp. 71–72
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	p. 73
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	p. 75
7. PRINT REPORTS			
Function	Description	Factory Set	More Info
1. XMIT REPORT	Print lists and reports of activity. (Details in Chapter 11)	OFF	pp. 89–90
2. ACT. REPORT		INTERVAL: OFF	pp. 89–90
3. ALL DIAL		—	pp. 89–90
4. TEL. INDEX		—	pp. 89–90
5. USER SETTINGS		—	pp. 89–90
6. MEMORY STATUS		—	pp. 89–90
8. REMOTE FAX OPT (For MFC 7150C Only)			
Function	Description	Factory Set	More Info
1. FAX FWD/PAGING	Set MFC to forward fax/message –OR– to call your pager.	OFF	pp. 81–82
2. FAX STORAGE	Store incoming fax in memory for remote retrieval.	OFF	p. 83
3. REMOTE ACCESS	Set code for retrieving faxes.	159✳	p. 84
4. PRINT FAX	Print incoming faxes stored in the memory.	—	p. 48

1. Fax Functions (continued)

8. SETUP MSG CTR (For MFC 7160C Only)

Function	Description	Factory Set	More Info
1. MSG STORAGE	Select if memory will store fax, voice or both.	FAX: OFF VOICE: ON	p. 93
2. BACKUP PRINT	Prints copy of faxes received into memory.	ON	p. 96
3. OGM	Select/Record outgoing message.	MSG CTR OGM	pp. 44, 93, 94
4. ICM MAX. TIME	Select maximum length of incoming messages.	30 (seconds)	p. 97
5. ICM REC. MONITR	Adjust speaker volume for voice messages as they come in.	ON	p. 98
6. FAX FWD/PAGING	Set fax to forward fax/message –OR– to call your pager.	OFF	pp. 99–100
7. REMOTE ACCESS	Set code for retrieving messages.	159*	p. 101

0. TEL SERVICE

Function	Description	Factory Set	More Info
1. DISTINCTIVE	Use with phone company distinctive ringing service to register the ring pattern with the MFC.	OFF	pp. 51–52
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	pp. 53–54

2. Printer Functions

Function	Description	Factory Set	More Info
1. TEST PRINT	Use these functions when you need to adjust the print quality.	—	p. 236
2. VERTICAL ALIGN		—	pp. 236, 237
3. BI-DIR PRINT		ON	pp. 145, 238

3. Copy Functions

Function	Description	Factory Set	More Info
1. PAPER TYPE	Identify the type of paper in the cassette.	PLAIN PAPER	p. 112
2. QUALITY	Select Draft, Normal or High copy quality.	HIGH	p. 113
3. ORIGINAL TYPE	Select Standard for any original that is not a photograph.	STANDARD	p. 113
4. COLOR ADJUST	Adjust the amount of Red, Green, or Blue in copies.	—	p. 114
5. BRIGHTNESS	Adjust the brightness.	—	p. 114
6. CONTRAST	Adjust the contrast.	—	p. 114
7. ONE COLOR	Select a single color to use, instead of Black, when you use Mono Copy key.	OFF=Black	p. 115

4. Video Functions

Function	Description	Factory Set	More Info
1. PAPER TYPE	Identify the type of paper in the cassette.	PLAIN PAPER	p. 126
2. QUALITY	Select Normal or High print	HIGH	p. 126
3. VIDEO TYPE	Select Moving or Still video signal.	MOVING	pp. 126–127
4. PRINT SIZE	Select the size you want the captured frame to print.	5.75"x4.25"	p. 127
5. COLOR ADJUST	Adjust the amount of Red, Green, or Blue in video printing.	—	p. 128
6. BRIGHTNESS	Adjust the brightness.	—	p. 128

CHAPTER FIVE

Initial Setup

Getting Started

Setting Dialing Mode (Tone/Pulse)

Your MFC comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you need to change the dialing mode.

- 1 Press **[Function]**, **[1]**, **[1]**, **[1]**. The screen prompts you to select **TONE** or **PULSE**.



DIALING:TONE?



DIALING:PULSE?

- 2 Use **[←]** or **[→]** to select dialing mode.
- 3 Press **[Set]** when the screen displays the dialing mode you want.
- 4 Press **[Stop]** to exit.

Setting Date and Time

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

In the event of a power failure, you may have to reset the date and time. All other settings remain unaffected.

- 1 Press **[Function]**, **[1]**, **[1]**, **[2]**. The screen prompts you to enter the year.

ENTER YEAR:XX

- 2 Enter the last two digits of the year and press **[Set]**. The screen prompts you to enter the month.

ENTER MONTH:XX

- 3 Enter two digits for the month (for example, enter 09 for September, or 10 for October) and press **[Set]**. The screen prompts you to enter the day.

ENTER DAY:XX

- 4 Enter two digits for the day (for example, 06) and press **[Set]**. The screen prompts you to enter the time.

ENTER TIME:XX:XX

- 5 Enter the time in 24-hour format (for example, enter 15:25 for 3:25 PM) and press **[Set]**.

- 6 Press **[Stop]**. The screen now displays the date and time you set, and displays it whenever the MFC is standing by.

Setting Station ID

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

- 1 Press **[Function]**, **[1]**, **[1]**, **[3]**. The screen prompts you to enter your fax number.

FAX:

- 2 Enter your fax number (up to 20 digits).

- 3 Press **[Set]**. The screen prompts you to enter your telephone number.

TEL:

- 4 Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again.

*See
Composing
Electronic
Cover Page
p. 59*

*See
Entering Text
pp. 37-38*

- 5** Press **[Set]**. The screen prompts you to enter your name or your company name.

NAME :

- 6** Use the dial pad to enter your name (up to 20 characters).
- 7** Press **[Set]** to confirm.
- 8** Press **[Stop]**. The screen returns to the date and time.

Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the MFC. Most number keys have three or four letters printed above them. The keys for 0, #, and * don't have printed letters because they are used for special characters.

By pressing the appropriate number key the correct number of times, you can access the character you want.

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


Inserting spaces

If you want to enter a blank space, press **[>]** twice.

Making corrections

If you entered a letter incorrectly and want to change it, press **[←]** to move the cursor after the last correct letter. Then press **[Clear]**; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a character assigned to the same key as the previous character, press  to move the cursor to the right.

Special characters and symbols

Press * for (space)! “ # \$ % & ’ () * + , - . /

Press # for : ; < = > ? @ [] ^ _


Press Ø for É À È Ê Î Ç Ë Ö 0

NOTICE

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone MFC unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.

In order to program this information into your MFC, you should complete the steps described on page 36 and 37.



- The telephone number you enter is used only for Call Back Message and Cover Page features.
- If you do not enter a fax number, no additional information can be entered.
- To enter a space, press  once between numbers and twice between characters.
- If your Station ID has already been programmed, the screen prompts “1” to make a change, or “2” to exit without changing.

Setting Beeper Volume

You can set the beeper to LOW, HIGH or OFF. The default setting is **LOW**. When the beeper is set to LOW or HIGH, the MFC beeps every time you press a key or make an error, and at the end of fax sending or receiving.

- 1 Press **[Function]**, **[1]**, **[1]**, **[4]**.
- 2 Press **[←]** or **[→]** to select your setting.
- 3 When the screen displays the setting you want, press **[Set]**.
- 4 Press **[Stop]** to exit.

Setting the Handset Volume

You can adjust the handset volume any time you are talking on the telephone. There are two handset volume levels, LOW and HIGH. The default setting is LOW.

Press **[△]** or **[▽]** to adjust the volume level. The display shows the setting you are choosing.

The new setting will remain until you change it again.

Setting the Speaker Volume (For MFC 7160C Only)

You can adjust the speaker volume when your MFC is on **[Hook]**—OR—**[Speaker Phone]**. You can turn the speaker off or you can select a speaker volume level. The default setting is the lowest volume. (On the MFC 7150C, this will affect the volume of the one-way **[Hook]** speaker.)

Press **[△]** or **[▽]** to adjust the volume level. The display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

If you have a MFC 7160C, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages).

If you turn the Incoming Recording Monitor to **OFF** (**[Function]**, **[1]**, **[8]**, **[5]**) on the MFC 7160C, the Speaker for screening calls will be disabled and you will not be able to hear callers leaving messages. The volume for other operations can still be controlled using **[△]** and **[▽]**.



Setting the Ring Volume

You can adjust the ring volume when your MFC is idle. You can turn the ring **OFF** or you can select a ring volume level.

Press \triangle or ∇ to adjust the volume level. With each key press, the MFC rings so you can hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

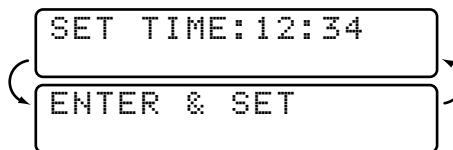
In the event of a power failure, all settings in the INITIAL SETUP, SETUP RECEIVE, SET AUTO DIAL, REMOTE FAX OPT (for MFC 7150C only), SETUP MSG CTR (for MFC 7160C only) plus the COVERPG SETUP and COVERPAGE MSG (from SETUP SEND) functions are stored permanently. You may have to reset the date and time.

Delayed Timer

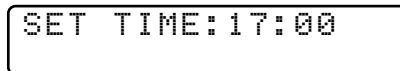
*See
Delayed Fax
p. 66*

You can set up the time of day that delayed faxes will be sent.

- 1 Press Function , 1 , 1 , 5 .
- 2 Press Set . The screen displays



- 3 Enter the time (in 24-hour format) that you want delayed faxes to be sent.



- 4 Press Set .
- 5 Press Stop to exit.

CHAPTER SIX

Setup Receive

Basic Receiving Operations

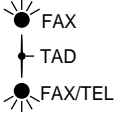
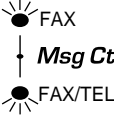
Setting the Select Answer Mode

There are different answer modes for your MFC. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use. For more detailed information about a particular mode, please refer to the page number in the right column.

The lighted indicators mean = not selected = is selected and lit.

Mode	Light	How it works	When to use it	Page #
1. MANUAL (manual receive)	<input type="radio"/> FAX <input checked="" type="radio"/> TAD (Msg Ctr) <input type="radio"/> FAX/TEL	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing.	pp. 51-52
2. FAX (automatic receive)	<input checked="" type="radio"/> FAX <input checked="" type="radio"/> TAD (Msg Ctr) <input type="radio"/> FAX/TEL	The MFC automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.	p. 2
3. FAX/TEL* (Fax/Telephone)	<input type="radio"/> FAX <input checked="" type="radio"/> TAD (Msg Ctr) <input checked="" type="radio"/> FAX/TEL	MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate wall jack on the same line. You cannot use the telephone company's Voice Mail in this mode.	pp. 43, 47

* In FAX/TEL mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, keep the Ring Delay to 4 rings.

Mode	Light	How it works	When to use it	Page #
4. TAD (External Telephone Answering Device) (For MFC 7150C Only)		The external TAD automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an external answering machine on your phone line.	pp. 22–23
5. MSG CTR (Message Center) (For MFC 7160C Only)		The MFC automatically answers every call. The messages (99 minutes or up to 300 pages) are stored in order on a first come first served basis.	Use this mode to record both voice and fax messages in the MFC's memory.	p. 91

To select or change your Answer Mode

Press **[Mode]** until the FAX and FAX/TEL lights are lit for the answer mode you want.

Setting Ring Delay

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

*See
Easy Receive
p. 44
and
Operation from
Extension
Telephone
pp. 47–48
and
For FAX/TEL
Mode Only
p. 47*

- 1** Press **[Function]**, **[1]**, **[2]**, **[1]**. If you have a MFC 7150C, go to Step 4.
- 2** Press **[←]** or **[→]** to select Ring Delay.
- 3** Press **[Set]**.
- 4** Press **[←]** or **[→]** to select how many times the line rings before the MFC answers (00–04). If you select 00, the line doesn't ring at all.
- 5** Press **[Set]** when the screen displays your selection.
- 6** Press **[Stop]** to exit.

*See
Operation from
Extension
Telephone
pp. 47-48*

Setting F/T Ring Time (For FAX/TEL Mode Only)

If you set the answer mode to FAX/TEL, you'll need to determine how long the MFC will send you its special double ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the MFC rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring. However, you can answer the call on any extension phone (in a separate wall jack) on the same line as the MFC.

- 1 Press **[Function]**, **[1]**, **[2]**, **[2]**.
- 2 Press **[←]** or **[→]** to select how long the MFC will ring to alert you that you have a voice call.
- 3 Press **[Set]** when the screen displays your selection.

RING TIME: 20 SEC

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

Now, when a call comes in and the MFC is set to FAX/TEL mode, all phones on this line will ring the number of times you selected in Ring Delay.

You can let the MFC pick up and detect if it's a fax or voice call. If it's a fax call, the MFC prints the fax. If it's a voice call, the MFC signals you with a double ring for the length of time you selected in F/T Ring Time.

Even if the caller hangs up during the double ringing, the MFC continues for the set time.



Record F/T OGM (FAX/TEL Outgoing Message) (For MFC 7160C Only)

This is the announcement played by your MFC (not an external TAD) when someone calls and your MFC is set to FAX/TEL mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions on page 94, “Erasing Outgoing Message.”

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**. The screen prompts you to choose F/T OGM or MSG CTR OGM.
- 2 Press **[←]** or **[→]** to select F/T OGM.
- 3 Press **[Set]**.
- 4 Press **[Record]**, then pick up the handset to record a message.
- 5 Replace the handset. Your OGM is played.
- 6 Press **[Stop]** to exit.

Easy Receive

*See
Operation from
Extension
Telephone
pp. 47–48
and
For FAX/TEL
Mode Only
p. 47*

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

If you’ve set the feature to **ON**, but your MFC doesn’t automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code **[*] [5] [1]**. At the MFC, lift the handset and press **[Start]**.

- 1 Press **[Function]**, **[1]**, **[2]**, **[3]**.
- 2 Use **[←]** or **[→]** to select **ON**, **SEMI** or **OFF**.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage, regardless of the size of the paper (up to legal) in your MFC. If you choose AUTO, your MFC chooses the level of reduction for you.

- 1 Press **[Function]**, **[1]**, **[2]**, **[5]**. The screen displays

5. REDUCTION

- 2 Use **[←]** or **[→]** to select the reduction ratio you want—**AUTO**, **100%**, **88%**, **83%** or **70%**. Choose 100% if you don't want a reduction.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Recommended Reductions

If your paper is letter size (8.5" x 11"), and the incoming fax is

letter size, select 88%

A4, select 83%

legal size, select 70%

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

letter size, select 100%

A4, select 100%

legal size, select 88%

Setting Paper Size

You can use two sizes of paper for printing your faxes — letter, legal, although the displays shows three selections. When you change the kind of paper you have loaded in the MFC, you will need to change the setting for paper size, so your MFC will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your MFC.

- 1 Press **[Function]**, **[1]**, **[2]**, **[6]**. The screen displays

A rectangular screen display with a black border containing the text "6. PAPER" in a monospaced font.

- 2 Use **[←]** or **[→]** to select LETTER or LEGAL.

- 3 Press **[Set]** when the screen displays your selection.

The screen displays

A screen display with two rectangular boxes. The top box contains the text "CHANGE REDUCTION". The bottom box contains the text "1. YES 2. NO". Curved arrows on the left and right sides of the boxes indicate that the user can navigate between the two options.

Press **[1]** if you need to change the reduction setting—**OR**—Press **[2]** to go to Step 6.

- 4 Use **[←]** or **[→]** to select **AUTO**, **100%**, **88%**, **83%** or **70%**.
- 5 Press **[Set]** when the screen displays your selection.
- 6 Press **[Stop]** to exit.

Advanced Receiving Operations

*See Easy
Receive
p. 44*

*See
F/T Ring Time
p. 43*

Operation from Extension Telephone

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

If the MFC answers a voice call and double-rings for you to take over, use the Telephone Answer Code **#51** to take the call at an extension phone.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the MFC phone, press **Start**, then hang up. At an extension phone, press ***51**, wait for fax receiving tones (chirps), then hang up. At an external phone, press ***51** and wait for the phone to be disconnected (the screen displays RECEIVING) before you hang up. (Your caller will have to press **Start** to send the fax.)

For FAX/TEL Mode Only

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

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and press **#51** between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the MFC by pressing ***51**.

Changing Remote Codes

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

If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from ***51** to **#555** and the Telephone Answer Code from **#51** to **999**.



To change Remote Codes

- 1 Press **[Function]**, **[1]**, **[2]**, **[4]**.
- 2 Press **[←]** or **[→]** to select ON (or OFF).

REMOTE ACT.: ON?

- 3 Press **[Set]** when the screen displays the setting you want.
- 4 If you want to, enter a new Fax Receive Code, then press **[Set]**.

FAX RECEIVE: *51

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

TEL ANSWER: #51

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

Printing a Fax in Memory (For MFC 7150C Only)

*See
Setting Fax
Storage
p. 83*

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

- 1 Press **[Function]**, **[1]**, **[8]**, **[4]**.
- 2 Press **[Start]**.
- 3 After printing is finished, press **[Stop]** to exit.

Polling

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

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

Some fax machines do not respond to the polling function.

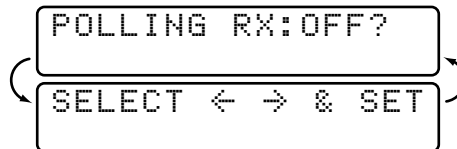


Setting Up Polling Receive

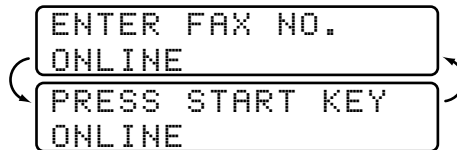
Polling Receive is when you call another fax machine to receive a fax from it.

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

The screen displays



- 2 Press **[<]** or **[>]** to choose ON.
- 3 Press **[Set]**. The screen displays



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

Setting Up Sequential Polling Receive

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

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

The screen displays:

```

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

- 2 Press **←** or **→** to select Polling ON.

```

  POLLING RX: ON?
  
```

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

```

  ENTER FAX NO.
  ONLINE
  PRESS START KEY
  ONLINE
  
```

- 4 Specify the destination fax machines you wish to poll, using One Touch, Speed Dial, a Group or the dial pad. You must press **Help/Broadcast** between each location.

- 5 Press **Start**.

```

  ACCEPTED
  ONLINE
  
```

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

```

  DIALING
  ONLINE
  
```

See
Checking
Job Status
p. 58

Canceling a Scheduled Job

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

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

4. REMAINING JOBS

- 2 If you have more than two jobs waiting, use **[←]** or **[→]** to select the job you want to cancel. Press **[Set]** when the screen displays your selection.

—OR—

If you have only one job waiting, go to step 3.

- 3 Press **[1]** to cancel—OR—Press **[2]** to exit without canceling.

To cancel another job, return to Step 2.

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

Distinctive Ringing

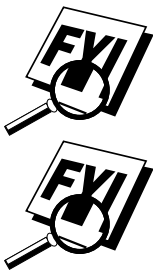
This MFC feature lets you use the Distinctive Ringing subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ringing pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your MFC.

Your MFC has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below to "register" the new Distinctive Ringing pattern, that was assigned by the Telephone Company, so your MFC can recognize its incoming calls. (Call your Telephone Company if you don't know your ring pattern.)

You can change or cancel the Distinctive Ringing pattern at any time. You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

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

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







Registering the Distinctive Ringing Pattern

If you are not sure which ring pattern you have, call your Telephone Company. Then assign that pattern in the steps below.

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

DISTINCTIVE:OFF?
DISTINCTIVE:SET?

- 5 Press **[Set]** when the screen displays DISTINCTIVE:SET ?.
- 6 Press **[←]** or **[→]** to select the prestored ring pattern you want to assign. (You will hear each pattern as you scroll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

Ring Pattern	Rings	
1	long - long	
2	short - long - short	
3	short - short - long	
4	very long (normal pattern)	

- 7 Press **[Set]**.
- 8 Press **[Stop]** to exit.

Once you've registered the Distinctive Ringing pattern in your MFC, you can turn this feature ON or OFF. To change the setting, follow steps 1 to 4 above, selecting ON or OFF.



Caller ID

The Caller ID feature of this MFC lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the screen display, the name or telephone number of your caller as the line rings.

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

- You will see the first 16 characters of the number or name.
- OUT-OF-AREA display means call originates outside your Caller ID service area.
- PRIVATE CALL display means the caller has intentionally blocked transmission of information.
- CALL PICKUP display remains on screen when no Caller ID information was transmitted.

*See
Printing Caller
ID List,
p. 54*

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your MFC.

Caller ID service varies with different carriers. Call your local phone company to determine what kind of service is available in your area.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your MFC.

- 1 Press **[Function]**, **[1]**, **[0]**, **[2]**.
- 2 Press **[←]** or **[→]** to select DISPLAY #?.
- 3 Press **[Set]**. The screen displays the ID of the most recent call. If the name was not received, it will not be displayed.
- 4 Press **[←]** or **[→]** to scroll through the Caller ID memory and select the Caller ID you want to view.
- 5 Press **[Set]** to see detailed information of the selected ID. The screen shows the caller's name and number and the date and time of the call.
- 6 Press **[←]** or **[→]** to return to the Caller ID listing—**OR**—Press **[Stop]** to exit.

Clearing a Caller ID Stored in Memory

For effective use of the memory, it is recommended that you frequently erase the caller IDs stored in memory. When the display shows the number or name, press **Clear** to delete the selected ID.

Printing Caller ID List

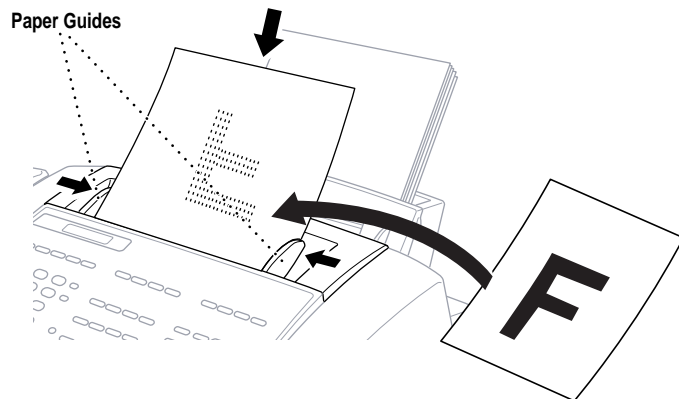
- 1** Press **Function**, **1**, **0**, **2**.
- 2** Press **←** or **→** to select PRINT REPORT?.
- 3** Press **Set**.
- 4** Press **Start**.

CHAPTER SEVEN

Setup Send

Before You Begin

- Documents must be between 2.75 and 8.5 inches wide, and 5 and 14 inches long.
- Make sure you insert documents **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.



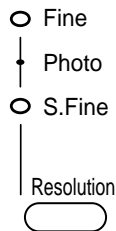
ADF (Automatic Document Feeder)

The automatic document feeder (ADF) can hold up to 20 pages, feeding each one individually through the MFC. Use standard (20 lb/75g/m²) paper when using the ADF.

Resolution

*See
Multiple
Resolution
Transmission
pp. 68–69*

- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending.



Standard—Suitable for most typed documents. (Fine and S. Fine lights are off.)

Fine—Good for small print; transmits slower than standard resolution. (Only the Fine light is on.)

Super Fine—Good for small print or artwork; transmits slower than fine resolution. (Only the S. Fine light is on.)

Photo—Use when document has varying shades of gray; slowest transmission time. (Both Fine and S. Fine lights are on.)

- **DO NOT** use curled, wrinkled, folded, or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper, or fabric.
- Make sure documents written with ink are completely dry.



*See
One-Touch
Dialing
p. 78*

Manual Transmission

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

- 1 Insert the document face down in the feeder.
- 2 Pick up the handset and listen for a dial tone
—OR—press **Hook** or **Speaker Phone** and listen for a dial tone.
- 3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).
- 4 When you hear the fax tone, press **Start**.
- 5 If you're using the handset, hang up.

Automatic Transmission

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

*See
Speed Dialing
p. 78*

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

Manual and Automatic Fax Redial

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

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

Dual Access

If the document feeder is empty, you can place a document in the feeder, set temporary settings, dial a number, and begin scanning the fax into memory, even when the MFC is receiving a fax, sending a fax, or printing a fax from memory. The screen displays the new job number and how much memory is available.

If you get a MEMORY FULL message while scanning the first page of a fax press **Stop** to cancel the scan. If you get a MEMORY FULL message while scanning in a subsequent page, you'll have the option to press **Start** to transmit the pages scanned so far, or to press **Stop** to cancel the operation.

Real Time Transmission

When memory is full, the MFC cannot continue scanning documents into memory before sending. However, you can turn on REALTIME TX.

- 1 Insert the document in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[9]**.
- 3 The screen displays

9. REAL TIME TX

- 4 Press **[←]** or **[→]** to choose NEXT FAX ONLY or ON.
- 5 Press **[Set]**.
- 6 Press **[Stop]** to exit.
- 7 Enter the fax number and press **[Start]**.
- 8 As soon as the phone line is free, the MFC starts dialing and sending the fax.

Checking Job Status

*See
Canceling Jobs
in Memory
below*

You can check which jobs are in memory waiting to be sent. Press **[Function]**, **[1]**, **[4]** to check it. While the MFC is sending or receiving a fax, press **[Stop]**. The screen displays job numbers. Press **[←]** or **[→]** to see them.

Canceling Jobs in Memory

*See
Checking Job
Status
above*

You can cancel tasks you've scheduled, such as Polling Transmit, as well as all faxes waiting in Memory to be sent.

- 1 Press **[Function]**, **[1]**, **[4]**. Any waiting jobs appear on the display. If nothing is waiting, the screen displays NO JOB WAITING.

4. REMAINING JOBS

- 2 If you have more than two jobs waiting, use **[←]** or **[→]** to select the job you want to cancel. Press **[Set]** when the screen displays your selection.

—OR—

If you have only one job waiting, go to step 3.

- 3 Press **[1]** to cancel—OR—Press **[2]** to exit without canceling.
- 4 Press **[Stop]** to exit.

Basic Sending Operations

*See
One Touch
Dialing p. 78
and
Speed Dialing
p. 78*

*See
Setting Station
ID
pp. 36–37*

Composing Electronic Cover Page

The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank.

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

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

You can select a comment to include on your cover page.

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 37 to help enter characters.

Cover Page for Next Fax Only

Make sure the Station ID is set up (pp. 36–37). This feature does not work without the Station ID.

You can set the fax to send a cover page with a particular document. This cover page will include the number of pages in your document.

- 1 Insert the document in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[1]**.
- 3 When the screen displays NEXT FAX ONLY?, press **[Set]**.
- 4 Press **[←]** or **[→]** to select ON.
- 5 Press **[Set]**.
- 6 Press **[←]** or **[→]** to view the comment selections.

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

5. <USER DEFINED>

6. <USER DEFINED>

- 7 Press **[Set]** when the screen displays your selection.
- 8 Enter two digits to indicate the number of pages you are sending. (Enter **[0]** **[0]** to leave the number of pages blank.) If you make a mistake, press **[←]** to back up and reenter the number of pages.
- 9 Press **[Set]**. The screen displays:

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

- 10** Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings, and go to step 11.
- 11** Enter the fax number you're calling.
- 12** Press **[Start]**.

Always Send Cover Page

Make sure Station ID is set up (pp. 36–37). This feature does not work without the Station ID.

You can set the MFC to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

- 1** Press **[Function]**, **[1]**, **[3]**, **[1]**.
- 2** Press **[←]** or **[→]** to select.

COVERPAGE: OFF?

COVERPAGE: ON?

- 3** Press **[Set]** when the screen displays COVERPAGE: ON?. (If you select ON, a coverpage is always sent when you send a fax.)
- 4** If you selected ON, you must select a comment. Use **[←]** or **[→]** to view possible selections. (You can select your custom comment.)

1. COMMENT OFF

2. PLEASE CALL

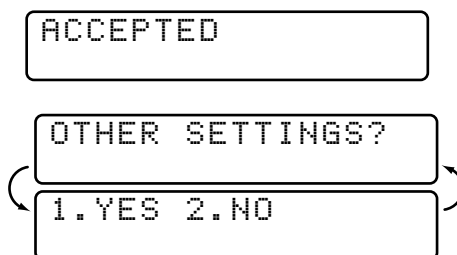
3. URGENT

4. CONFIDENTIAL

5. (USER DEFINED)

6. (USER DEFINED)

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

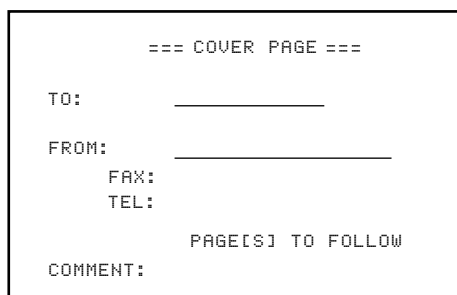


- 6 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—OR—Press **2** to exit if you are finished choosing settings.

Using a Printed Cover Page

If you prefer using a printed cover page that you can write on, you can print the sample page and attach it to your fax.

- 1 Press **Function**, **1**, **3**, **1**.
- 2 Press **←** or **→** to select PRINT SAMPLE?.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Start**. Your MFC prints a copy of your cover page.



Cover Page Message

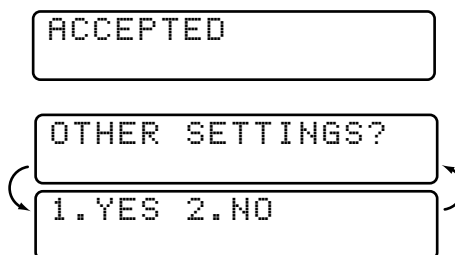
You can set up two custom comments.

Composing Your Own Comments

- 1 Press **Function**, **1**, **3**, **2**. The screen displays: COVERPAGE MSG.
- 2 Use **←** or **→** to choose position 5 or 6 for your customized comment.

See
Entering Text
p. 37

- 3 Press **Set**.
- 4 Use the dial pad to enter your customized comment.
- 5 Press **Set**. The screen displays:

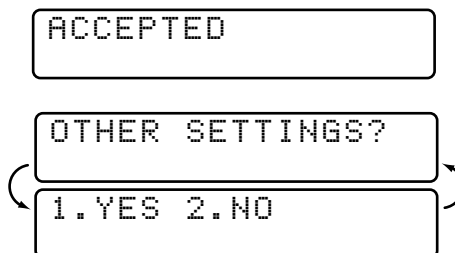


- 6 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** to exit.

Contrast

If your document is very light or very dark, you might want to set the contrast accordingly. Use S.LIGHT to send a very light document. Use S.DARK to send a very dark document.

- 1 Insert the document, face down, in the feeder.
- 2 Press **Function**, **1**, **3**, **3**.
- 3 Use **←** or **→** to select AUTO, S.LIGHT or S.DARK.
- 4 When the screen displays your selection, press **Set**. The screen displays:



- 5 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to step 6.
- 6 Enter a fax number and press **Start** to send a fax.

Advanced Sending Operations

Overseas Mode

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

1 Insert document.

2 Press **Function**, **1**, **3**, **5**.



5. OVERSEAS MODE

3 Press **←** or **→** to select ON (or OFF).

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



ACCEPTED



OTHER SETTINGS?



1. YES 2. NO

5 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to step 6.

6 Enter the fax number you're calling.

7 Press **Start**.

Call Reservation

You can send a fax and let the other party know that you want to speak to him after the fax transmission is complete. The other fax machine will ring as if it were receiving a telephone call; if the other party picks up the handset, your MFC will ring. Lift the handset to have a conversation.

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

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

CALL RESERVE: OFF

CALL RESERVE: ON

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

CALL BACK: OFF?

CALL BACK: ON?

- 5 Press **[←]** or **[→]** to select ON (or OFF).
- 6 Press **[Set]** when the screen displays your selection. The screen displays

ACCEPTED

OTHER SETTINGS?

1. YES 2. NO

- 7 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings, and go to step 8. The screen prompts you to enter the fax number you want to call.
- 8 Enter the fax number.
- 9 Press **[Start]**.
- 10 If you've set Call Reservation to ON, pick up your handset if the MFC rings.



You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

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

Delayed FAX

*See
Delayed Timer
p. 40*

After you have preset the time of day for delayed faxes (in Delayed Timer), you can use this function up to 50 times each day to set up delayed faxes.

- 1 Insert the document in the feeder.
- 2 Press **[Function]**, **[1]**, **[3]**, **[7]**.
- 3 Press **[Set]**. The screen displays

```
1. DOC      2. MEMORY
```

- 4 Press **[1]** to leave the originals waiting in the document feeder—**OR**—Press **[2]** to scan the document into memory.

```
ACCEPTED
```

```
OTHER SETTINGS?
```

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

- 5 Press **[1]** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **[2]** if you are finished choosing settings and go to Step 6. The screen prompts you to enter the fax number.

```
ENTER FAX NO.  
ONLINE
```

```
PRESS START KEY  
ONLINE
```

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

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **[Help/Broadcast]** key, you can include Groups, One Touch locations, Speed Dial locations and up to 50 manually dialed numbers. If you did not use up any locations for Groups, access codes or credit card numbers, you can “broadcast” faxes automatically to up to 130 different locations from the MFC 7150C and up to 174 locations from the MFC 7160C. However, available memory will vary with all types of jobs in memory and numbers of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to setup transmissions using dual access and the timer.

*See
Setting Up
Groups for
Broadcasting
p. 75*

Although the easiest way to broadcast is to press Group keys, you can include One Touch, Speed Dial, and manually dialed numbers in the same broadcast. You must press **[Help/Broadcast]** between each of these locations. Use the Telephone Index to help you choose the numbers easily.

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

- To stop the broadcasting in progress, press **[Stop]**. The LCD display asks if you want to cancel all locations or only the location that is being sent.
- Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited.
- If the line is busy or for some other reasons a connection could not be made while broadcasting, the MFC will redial the number automatically.
- If the memory is full, press **[Stop]** to abort the job or press **[Start]** to send the portion that is in the memory (if more than one page has been scanned.)

- 1 Insert the document into the feeder.
- 2 Enter a number using One Touch, Speed Dial, Group number, Tel-index or the dial pad.
Example: Group number
- 3 Press **[Help/Broadcast]**. You will be prompted to press the next number.
- 4 Enter the next number.
Example: Speed Dial
- 5 Press **[Help/Broadcast]**.
- 6 Enter the fax number.
Example: Manual dialing, using the dial pad.
- 7 Press **[Start]**.

Your MFC will read the documents into memory and then start sending faxes to the numbers you entered.

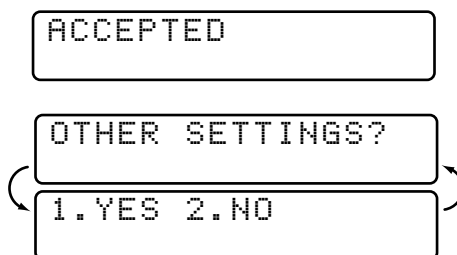
Previously entered jobs still in memory will be sent first.



Multiple Resolution Transmission

Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to STANDARD after the fax is sent.

- 1 Insert documents in the feeder, then press **[Function]**, **[1]**, **[3]**, **[4]**.
- 2 Use **[←]** or **[→]** to select resolution for page 1, then press **[Set]**.
- 3 Repeat Step 2 for subsequent pages.
- 4 Press **[Stop]** when you're finished. The screen displays

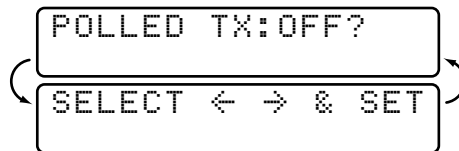


- 5 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to step 6. The screen prompts you to enter the fax number you want to call.
- 6 Enter the fax number you're calling.
- 7 Press **Start**.

Setting Up for Polling Transmit

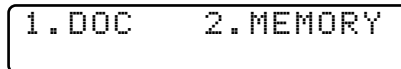
Polling Transmit is when you set up your MFC to wait with a document so another fax machine can retrieve it.

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



POLLED TX: OFF?
SELECT ← → & SET

- 4 Press **←** or **→** to choose ON.
- 5 Press **Set**. The screen displays



1. DOC 2. MEMORY

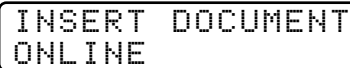
- 6 Press **1** or **2** to make your selection.
- 7 Press **Stop**.
- 8 Press **Start** and wait for the fax to be polled.

Once you set this feature, you will have to interrupt the timer to send a fax (**Function**, **1**, **5**).

Interrupting Delayed Fax and Polling Transmit Jobs

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

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



INSERT DOCUMENT
ONLINE

- 3 Place the document you want to send now in the feeder.
- 4 Enter the number for the fax you want to send now.
- 5 Press **Start**.
- 6 After the transmission is finished, return the first document to the feeder.
- 7 Press **Function**, **1**, **5** to restore the Delayed Fax or Polling Transmit.

CHAPTER EIGHT

Setup Auto Dial Numbers

Storing Numbers for Easy Dialing

You can set up your MFC to do three types of easy dialing: One Touch, Speed Dial, and Groups for Broadcasting of faxes.

Storing One Touch Dial Numbers

*See
One Touch
Dialing
p. 78*

You can store 24 fax/phone numbers that you can dial by pressing one key. You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed.

One Touch keys are not the dial pad keys. They are the 12 keys (numbers 01–24) located to the right of the dial pad.

Number 13–24 are accessed by holding down shift while you press the appropriate One Touch key.

- 1** Press **[Function]**, **[1]**, **[6]**, **[1]**.
- 2** Press the One Touch key where you want to store a number. To store a number in locations 13–24, press shift (**▼Shift**), then press a key. (One-Touch key **[01]** is pre-programmed for Brother Fax-Back System, USA only. You can override it if you wish.) The screen displays the location you selected.
- 3** Enter a number (up to 20 digits). If you want to enter a pause in the dialing sequence (to wait for an “outside line,” for example), press **[Redial/Pause]** as you’re entering digits. Pressing **[Redial/Pause]** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.
- 4** Press **[Set]**. The screen prompts you to enter a name for this number.

NAME :

- 5 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 37 to help you enter letters—**OR**—Press **[Set]** and go to Step 6 to store the number without a name.
- 6 Press **[Set]**. The screen prompts you to select the type of number this is. Use **[←]** or **[→]** to select the type you want.
 - FAX** a fax only number
 - TEL** a telephone (voice) number
 - FAX/TEL** both a fax and telephone (voice) number
- 7 Press **[Set]**.
- 8 Return to Step 2 to store another One Touch number—**OR**—Press **[Stop]** to exit.

When you dial an AUTO DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.



If you need to store a pause longer than 3.5 seconds, please call Brother Customer Service at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada), or 1-514-685-6464 (from within Montreal).

You can use two or more One Touch keys to store a long dialing sequence. For example, to store **9 1 201 555 1234 987 65 4321**, divide the number into two parts. Store the first part on one key

9 1 201 555 1234

and the last part of the number on another key.

987 65 4321

Now, when you dial, just press the two One Touch keys (one after the other, in order) where you've stored the two parts of the number.

*See
Speed Dialing
p. 78*

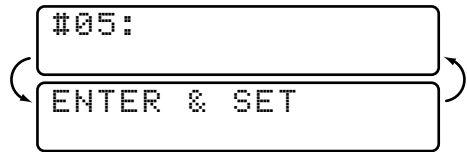
Storing Speed Dial Numbers

You can store Speed Dial numbers, so when you dial you only have to press three keys. The MFC 7150C has 56 Speed Dial locations and the MFC 7160C has 100 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

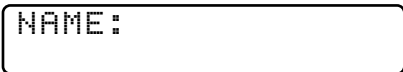
- 1 Press **[Function]**, **[1]**, **[6]**, **[2]**. The screen prompts you to enter a location.



- 2 Use the dial pad to enter a two-digit location.
(use numbers 01-56 for the MFC 7150C or 00-99 for the MFC 7160C.)
- 3 Press **[Set]**. The screen displays your entry, then prompts you to enter the number you're storing.



- 4 Enter the number (up to 20 digits).
- 5 Press **[Set]**. The screen now prompts you to store a name with this number.



- 6 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 37 to help you enter letters—**OR**—Press **[Set]** and go to Step 8 to store the number without a name.
- 7 Press **[Set]**.
- 8 The screen prompts you to select the type of number this is. Use **[←]** or **[→]** to select the type you want.
 - FAX** A fax number
 - TEL** A telephone (voice) number
 - FAX/TEL** Both a fax and telephone number
- 9 Press **[Set]**.
- 10 Return to Step 2 to store another Speed Dial number—**OR**—Press **[Stop]** to exit.

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either

1. CHANGE—OR—2. EXIT.

- 1 Press **[1]** to change the number stored, or press **[2]** to exit without making a change.
- 2 Enter a new number.
 - If you want to erase the whole number, press **[Clear]** when the cursor is to the left of the digits. The letters above and to the right of the cursor are deleted.
 - If you want to change a digit, use **[←]** or **[→]** to position the cursor under the digit you want to change, then type over it.
- 3 Follow the directions beginning at Step 4 in Storing One Touch Numbers or Step 5 in Storing Speed Dial Numbers.

See
*Storing
 One Touch Dial
 Numbers*
 p. 71
 and
*Storing Speed Dial
 Numbers*
 p. 73
 and
Broadcasting
 pp. 67-68

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. Finally, you can have up to six small Groups, or you can assign up to 79 numbers (for MFC 7150C) or 123 numbers (for MFC 7160C) to one large Group.

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

SELECT ONE-TOUCH

- 2 Select a One Touch key where you wish to store the Group number. (For example, press One Touch key **[02]**.)

SETUP GROUP:GO
 ENTER & SET

- 3 Use the dial pad to enter the Group number (for example, press **[1]** for Group 1).
- 4 Press **[Set]**.
- 5 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch number 5, press One Touch key **[05]**. For Speed Dial location 09, press the Speed Dial button, then press **[0]**, **[9]** on the dial pad. The LCD shows *05, #09.

G01:*05#09_

- 6 Press **[Set]**. The screen prompts you to enter a name.

NAME:
 ENTER & SET

- 7 Use the dial pad and the chart on page 37 to enter a name for the group (for example, NEW CLIENTS).
- 8 Press **[Set]**.
- 9 Press **[Stop]** to exit.

You can print a list of all One Touch and Speed Dial numbers. See Chapter 11, Printing Reports.



CHAPTER NINE

Telephone (Voice) Operation

Dialing Options

You can use your MFC to make voice telephone calls, by dialing manually, or by using Tel-index, One Touch or Speed Dial memory. You can use the handset, or, if you have the MFC 7160C, you can use the Speakerphone to make and receive calls.

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

Manual Dialing

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

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 2 When you hear a dial tone, dial the call, using the dial pad.
- 3 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)

On the MFC 7160C, you can switch from handset to Speaker Phone by pressing **[Speaker Phone]**, then replacing the handset. You can switch from Speaker Phone to handset by lifting the handset.

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

*See
Storing
one Touch Dial
Numbers
p. 71*



*See
Storing Speed
Dial Numbers
p. 73*



One Touch Dialing

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 2 When you hear a dial tone, press the One Touch key of the location you want to call.
- 3 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up, replace the handset—**OR**—Press **[Speaker Phone]**.

If you try to use a One Touch location with no number stored in it, you hear a warning sound, and screen displays NOT REGISTERED. The display returns to normal after 2 seconds.

If you are sending a fax, press **[Start]** after pressing the One Touch key. If you picked up the handset, press **[Start]** when the receiving fax machine answers with fax tones.

Speed Dialing

- 1 Pick up the handset—**OR**—Press **[Hook]** or **[Speaker Phone]**.
- 2 When you hear a dial tone, press **[Speed Dial]**, then press the two-digit Speed Dial number.
- 3 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up, replace the handset—**OR**—Press **[Speaker Phone]**.

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

*See
Storing
one Touch Dial
Numbers
p. 71*



Access Codes and Credit Card Numbers

Sometimes you may want to choose from among several long distance carriers when you make a call. Rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as One Touch numbers. You can store these long dialing sequences by dividing them and setting them up on separate keys in any combination. You can even include manual dialing using the dial pad. The combined number will be dialed in the order you entered it. as soon as you press **[Start]**.

You can store "555" on One Touch key **[03]** and "7000" on One Touch key **[02]**. If you press One Touch **[03]**, **[02]**, and **[Start]**, you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press One Touch **[03]** and press **[7]**, **[0]**, **[0]**, **[1]** using the dialing pad.

If you must wait for another dial tone at any point in the dialing sequence, stare a pause at that point in the number by pressing **[Redial/Pause]**. Each key press adds a 3.5 second delay.

Hold

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

Pause

Press **[Redial/Pause]** to insert a 3.5 second pause between numbers. If you are dialing overseas, you can press **[Redial/Pause]** as many times as needed to increase the length of the pause.

Tone/Pulse

If you have pulse dialing service, but need to send tone signals (for telephone banking, for example), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

- 1 Lift the handset.
- 2 Press **[#]**. Any digits dialed after this send tone signals.
- 3 When you hang up, the MFC returns to pulse dialing service.

Searching Telephone Index

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically.

- 1 Press **[Tel-index]**, then enter the first letter of the name you're looking for.
- 2 Press **[←]** or **[→]** to search the memory.
- 3 When the screen displays the name you want to call, pick up the handset or press **[Hook]** or **[Speaker Phone]**.
- 4 Press **[Start]** to begin dialing.
- 5 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)
- 6 When the call is over, hang up—**OR**—Press **[Speaker Phone]** to cancel the call.

Answering Calls with the Speaker Phone (For MFC 7160C Only)

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

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

*See
Storing One
Touch Dial
Numbers
p. 71
and
Storing Speed
Dial Numbers
p. 73*

CHAPTER TEN

Remote Fax Options

(For MFC 7150C Only)

This chapter is for Model MFC 7150C. If you have model MFC 7160C, your remote fax options are handled by the Message Center, Chapter 12.

Fax Forwarding/Paging



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

You cannot use Paging and Fax Forwarding when Fax Storage is set to OFF.

Programming a Fax Forwarding Number

When Fax Forwarding is set to ON, your MFC stores the received fax in memory, then dials the fax number you've programmed, and forwards the fax message.

- 1 Press [Function], [1], [8], [1].
- 2 Press [←] or [→] until the screen displays

FAX FORWARD?

- 3 Press [Set]. The screen prompts you to enter the number of the fax machine where faxes will be forwarded.

FWD#:

ENTER & SET

- 4 Enter the forwarding number (up to 20 digits).
- 5 Press **Set**.
- 6 Press **Stop** to exit.

Programming Paging Number

When Paging is selected, your MFC dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax message in the memory.

- 1 Press **Function**, **1**, **8**, **1**.
- 2 Press **←** or **→** until the screen displays

PAGING?

- 3 Press **Set**. The screen prompts you to enter your pager number.

PAG#:
ENTER & SET

- 4 Enter your pager phone number (up to 20 digits) followed by **#** **#**. Do not include the area code if it is the same as that of your MFC. *For example*, **1** **8** **0** **0** **5** **5** **5** **1** **2** **3** **4** **#** **#**.
- 5 Press **Set**.
- 6 If your pager requires a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your MFC telephone number, then press **#** **#**. *For example*, **1** **2** **3** **4** **5** **#** **Redial/Pause** **1** **8** **0** **0** **5** **2** **1** **2** **8** **4** **6** **#** **#**.
—OR—
If you do not need a PIN, press **Redial/Pause**, enter the fax number of your MFC, then press **#** **#**. *For example*, **Redial/Pause** **1** **8** **0** **0** **5** **2** **1** **2** **8** **4** **6** **#** **#**.
- 7 Press **Set**.
- 8 Press **Stop** to exit.

You cannot change a Paging number or PIN remotely.

Press **Redial/Pause** for each 3.5 second delay, as needed.



Setting Fax Storage

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory. The memory can store up to 100 pages of faxes.

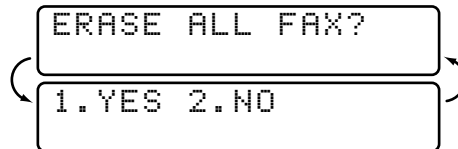
- 1 Press **[Function]**, **[1]**, **[8]**, **[2]**. The screen prompts you to choose a fax setting.



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



If there are faxes in memory when you turn the Fax Storage OFF, the screen prompts you to erase any faxes in memory.



If you press **[1]**, all fax data is erased and Fax Storage is turned off. If you press **[2]**, data is not erased, and Fax Storage remains on.

See
*Printing a
 Fax in Memory*
 p. 48

Changing Remote Access Code

Enter your Remote Access Code when the MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 *, but you can change this.

*See
Operation
from Extension
Telephone
pp. 47-48*

- 1 Press **Function**, **1**, **8**, **3**.
- 2 Enter a three-digit number from 000 to 999. The “*” cannot be changed. Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

Remote Retrieval

You can call your MFC from any fax machine using touch tone, then use the Remote Access Code and other button presses to retrieve fax messages.

Using Remote Access Code

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



If your MFC is set to Manual mode, you can access it by waiting about 2 minutes, then entering the Remote Access Code within 30 seconds.

Remote Commands

Follow the commands below to access features remotely. When you call the MFC and enter your Remote Access Code (1 5 9 ✳), the system will signal you with two short beeps to enter a remote control command.

Remote Control Commands	Details Operation
95 Changing Fax Forwarding /Paging setting 1 OFF 2 Fax Forwarding 3 Paging 4 FAX FWD No. 6 Fax Storage ON 7 Fax Storage OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see page 87). Once you have registered the number, the MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see page 87) to make sure that the Fax Forwarding number you registered is correct in the List. You can turn FAX STORAGE ON or OFF.
96 Retrieve FAX 1 Memory Status List 2 Retrieve all faxes 3 Erase fax from the memory	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 86.) If you hear one long beep, you can erase fax message(s) from the memory.
97 Check the receiving status 1 FAX	You can check whether your MFC has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
98 Change Answer Mode 1 TAD 2 FAX/TEL 3 FAX	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.
90 Exit	After a long beep, you can exit remote control.

Retrieving Memory Status List

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

- 1** Dial your MFC's number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** When you hear two short beeps, use the dial pad to press 9 6 1.
- 4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want the Memory Status List forwarded, and then press # #.



You cannot use * and # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

- 1** Dial your MFC's number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** As soon as you hear two short beeps, use the dial pad to press 9 6 2.
- 4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press # #.



You cannot use * and # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

- 1** Dial your MFC's number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** When you hear two short beeps, use the dial pad to press 9 5 4.
- 4** Enter the new number of the remote fax machine where you want your fax messages forwarded, and then press ##.



You cannot use * and ## as dial numbers. However, if you want to store a pause, press ##.

- 5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press 9 6 1.
- 6** Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press ##.
- 7** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints the Memory Status List showing the new forwarding number.
- 8** Check the forwarding number.

If the forwarding number is incorrect, return to Step 1 to reset it.

CHAPTER ELEVEN

Printing Reports

MFC Settings and Activity

You can print the following lists and reports:

1. XMIT REPORT

Choose if you would like a Transmission Verification Report printed after all faxes you send.

2. ACT. REPORT

Activity Report lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive.

3. ALL DIAL

Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.

4. TEL. INDEX

ALL DIAL list (above), alphabetically.

5. USER SETTINGS

Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, and TEL SERVICE. The settings for REMOTE FAX OPT (for MFC 7150C only) and SETUP MSG CTR (for MFC 7160C only) are included.

6. MEMORY STATUS

Lists summary information and amount of occupied memory.

*See
Printing
Reports
p. 89*

To Print a Report

- 1 Press **Function**, **1**, **7**.
- 2 Enter the number of the report you want to print. For example, press **4** to print the TEL-INDEX.
- 3 Press **Start**.
- 4 Press **Stop** to exit.

Transmission Verification (Xmit) Report

You can use the Xmit Report as proof that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and if the transmission was successful.

When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates NG, send the document again.

When the feature is ON, the report is printed with every fax you send.

- 1 Press **Function**, **1**, **7**, **1**.
- 2 Press **←** or **→** to select ON or OFF.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

Activity Report Interval

You can set the MFC to print activity reports at a specific interval (6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section.

- 1 Press **Function**, **1**, **7**, **2**.
- 2 Press **←** or **→** to display:

INTERVAL?

- 3 Press **Set**.
- 4 Press **←** or **→** to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.
- 5 When the screen displays the setting you want, press **Set**.
- 6 Enter the time to begin printing, in 24-hour format. (For example, enter 19:45 for 7:45 PM).
- 7 Press **Set**.
- 8 Press **Stop** to exit.

CHAPTER TWELVE

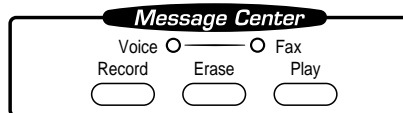
Message Center

(For MFC 7160C Only)

Introduction

This section explains about how to operate the Message Center features of your MFC 7160C.

Your MFC has been designed to be user-friendly. You will find a function chart on page 33 that shows you the easy button presses you can perform to access all programmed features.



Message Center Mode

*See
Recording
Message Center
Outgoing
Message
pp. 93-94*

Message Center Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores 99 minutes of voice messages, or up to 300 pages of fax memory. Any voice or fax message can be retrieved remotely. Memory is shared between fax and voice messages, which are stored on a “first-come, first-served” basis.

You must record an outgoing message in order to use the Message Center Mode.

Flexible Memory Settings (Message Storage)

Message Center Mode offers you six flexible memory settings, so that you can decide which kinds of messages you want to receive.

- 1. FAX:ON VOICE:ON** Both voice and fax messages are stored. You can use the Fax Forwarding or Paging features and retrieve voice and fax messages remotely.
- 2. FAX:ON VOICE:EXT** You need an external answering machine connected to the EXT jack for this setting. Fax messages are stored in the message center memory, but voice messages are stored in your external answering machine. Retrieve messages from the external answering machine. You cannot use the Paging feature for voice messages with this setting.
- 3. FAX:ON VOICE:OFF** All memory is used to store fax messages—no voice messages will be stored.
- 4. FAX:OFF VOICE:ON** All memory is used to store voice messages—no fax messages will be stored. Incoming faxes will be printed on paper. You can use the Paging feature, and retrieve voice messages remotely.
- 5. FAX:OFF VOICE:EXT** You need an external answering machine connected to the EXT jack for this setting. Incoming faxes are not stored in memory, but will be printed on paper. Voice messages are stored in the external answering machine.
- 6. FAX:OFF VOICE:OFF** Incoming faxes are not stored in memory, but will be printed on paper. Voice calls are not stored in memory.

Setting Up Message Center

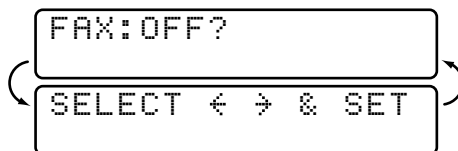
You must set up Message Center in the following order :

- 1** Turn Message Storage ON. (See p. 93.)
- 2** Record Message Center Outgoing Message (MSG CTR OGM). (See pp. 93–94.)
- 3** Activate Message Center Mode. (See p. 94.)

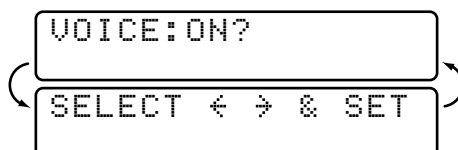
Setting Message Storage

Select the setting from the descriptions on page 92.

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



- 2 Press **[<]** or **[>]** to select ON (or OFF).
- 3 Press **[Set]**. The screen prompts you to choose a VOICE setting.

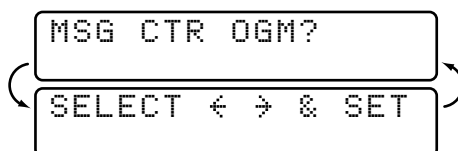


- 4 Press **[<]** or **[>]** to select your setting from the list on page 92 (ON, OFF, EXT).
- 5 Press **[Set]** when the screen displays your selection.
- 6 Press **[Stop]** to exit.

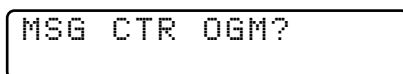
Recording Message Center Outgoing Message (OGM)

Recording the Message Center Outgoing Message (MSG CTR OGM) is the second step you need to follow before you can turn on the Message Center. Make sure your OGM is less than 20 seconds long.

- 1 Press **[Function]**, **[1]**, **[8]**, **[3]**. The screen prompts you to choose an OGM.



- 2 Press **[<]** or **[>]** to reach



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



See
Record F/T
OGM
(FAX/TEL
Outgoing
Message)
p. 44

- 3 Press **Set**.
- 4 Press **Record**, then pick up the handset to record a message.
For example: *Hello. We are unable to take your call at this time. Please leave a message after the signal. If you wish to send a fax, please press * 5 1, wait for fax tones, then press Start on your fax machine.*
- 5 Replace the handset. The Message Center plays your OGM.
- 6 Press **Stop** to exit.

Listening to Outgoing Message (OGM)

- 1 Press **Function**, **1**, **8**, **3**.
- 2 Press **←** or **→** to select MSG CTR OGM (or F/T OGM).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Play** to hear the OGM. Adjust volume by pressing Volume **△** or **▽**.
- 5 Press **Stop** to exit.

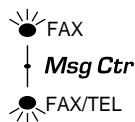
Erasing Outgoing Message (OGM)

- 1 Press **Function**, **1**, **8**, **3**.
- 2 Press **←** or **→** to select MSG CTR OGM (or F/T OGM).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Erase**.
- 5 Press **1** to erase the OGM—**OR**—Press **2** to exit without erasing.
- 6 Press **Stop** to exit.

See
Setting Up
Message Center
p. 92

Activating Message Center Mode

Press **Mode** on the control panel until both the FAX and FAX/TEL lights are on.



Message Indicators

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

If the VOICE and/or Fax Indicator lights are flashing, there is a new message stored. Once a new voice message is played, the VOICE indicator light stops flashing and stays on. And once a new fax message is printed, the Fax indicator light will turn off.

Voice  ———  Fax

The LCD display will indicate the total number of incoming VOICE and/or FAX messages stored in Message Center memory. The number of VOICE includes the Memo messages.



VOICE:03 FAX:02
ONLINE

Playing Voice Messages and Memos






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

- 1 Press . Adjust Volume by pressing  or .

All messages and memos are played in the order they were recorded. The display shows the number of the current message, and the total number of messages.


If Caller ID information was received, the MFC beeps during the message and displays the Caller ID information for one second.

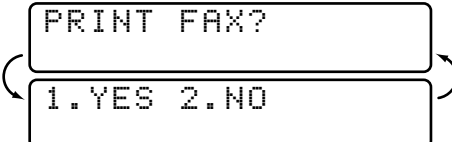
During playback, the screen displays the time and date the message was recorded.

- 2 Press  at the end of the message to repeat a message. Press  to skip to the next message. You can press  and  repeatedly until you reach the message you want to play.
- 3 Press  to exit.

Printing a Fax Message

Once you print a new fax message stored in memory, it is erased from the memory automatically.

- 1 Press . After two seconds, the MFC begins to play voice messages.
- 2 After playing voice messages, the display asks if you want to print fax messages that are in the memory. There is no display message if there are no faxes.



PRINT FAX?
1.YES 2.NO

- 3 To print the faxes in memory, press **[1]**

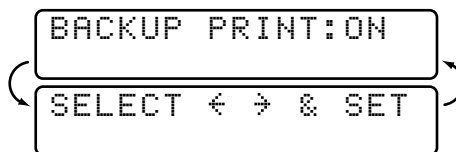
—OR—

Press **[2]** to exit without printing.

Backup Printing Option

When you choose FAX: ON in the Message Center mode, all incoming fax messages are stored in the available memory for retrieval. To print a backup copy automatically, turn this option on.

- 1 Press **[Function]**, **[1]**, **[8]**, **[2]**. The screen prompts you to select a setting.



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

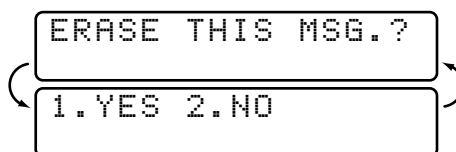
Erasing Messages

If you choose to erase all fax messages, the MFC will print any previously unprinted fax messages before erasing them from memory. Fax messages cannot be erased individually.

You can erase voice messages and memos individually, or all at once.

To erase voice messages individually

- 1 Press **[Play]**. After two seconds, the MFC beeps and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.
- 2 To erase a specific message, press **[Erase]** immediately after the two short beeps, or while the message is playing. The screen prompts



3 Press **[1]** to erase the message

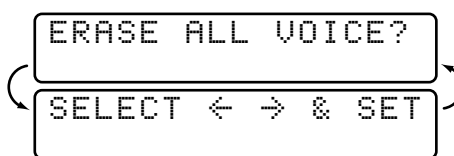
—OR—

Press **[2]** to cancel.

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

To erase messages all at once

1 Press **[Erase]**. The screen displays



2 Press **[<]** or **[>]** to select erasing all voice messages (**VOICE**), all document messages (**FAX**), or all messages—both voice and fax—(**MSG**).

3 Press **[Set]**.

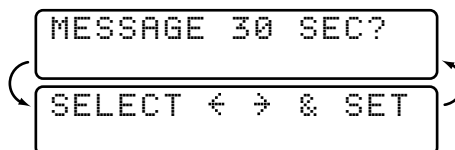
4 Press **[1]** to erase —OR—

Press **[2]** to cancel.

Setting Maximum Time for Incoming Messages

Your MFC comes set to receive voice messages up to 30 seconds long. You can change this setting to any length from 20 seconds to 60 seconds, in 5-second increments. This setting also applies to Memo.

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



2 Press **[<]** or **[>]** to select the maximum time setting for incoming messages.

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

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

See
Setting
Ring Delay
p. 42



Setting Toll Saver

When you set the toll saver feature, the MFC answers after four rings if you *don't* have messages, and after two rings if you *do* have messages. This way, when you call the MFC, if it rings three times, you know you have no messages, and can hang up, avoiding any toll charge.

When Toll Saver is ON, it overrides your Ring Delay setting. Toll Saver must be off for the MFC to operate using your Ring Delay setting.

- 1 Press **[Function]**, **[1]**, **[2]**, **[1]**.
- 2 Press **[←]** or **[→]** to select TOLL SAVER (or RING DELAY).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[←]** or **[→]** to select ON.
- 5 Press **[Set]**.
- 6 Press **[Stop]** to exit.

ICM Recording Monitor

This feature lets you turn OFF (or ON) the speaker volume for voice messages. When you turn the monitor OFF, you will not hear messages as they come in.

- 1 Press **[Function]**, **[1]**, **[8]**, **[5]**.
- 2 Use **[←]** or **[→]** to select OFF (or ON).
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

Recording a Memo

A memo is stored and played as a voice message.

- 1 Press **[Record]**.
- 2 When the display prompts you to pick up the handset, speak into the handset to record your memo. Your recording can be as long as the Incoming Message Maximum Time (**[Function]**, **[1]**, **[8]**, **[4]**).
- 3 Press **[Stop]** or replace the handset when you're finished.

Recording a Conversation

You can record a telephone conversation by pressing **Record** during the conversation. Your recording can be as long as the Incoming Message Maximum Time. You and the other party will hear a beep every 15 seconds while recording. You cannot record a conversation using the Speaker Phone.

Fax Forwarding/Paging

When Paging is set to ON, your MFC dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax or voice message in the Message Center memory.

When Fax Forwarding is set to ON, your MFC dials the fax number you've programmed, and forwards any faxes you've received.



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

Programming a Fax Forwarding Number

1 Press **Function**, **1**, **8**, **6**.

2 Press **←** or **→** until the screen displays

FAX FORWARD?

3 Press **Set**. The screen prompts you to enter the number of the fax machine where faxes will be forwarded.

FWD#:

ENTER & SET

4 Enter the forwarding number (up to 20 digits).

5 Press **Set**.

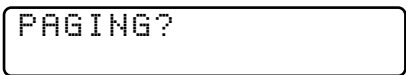
6 Press **Stop** to exit.



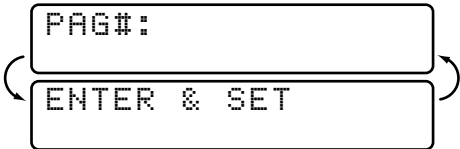
You can change a Fax Forwarding number remotely (See page 104).

Programming Paging Number

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



- 3 Press **[Set]**. The screen prompts you to enter your pager number.



- 4 Enter your pager phone number (up to 20 digits) followed by **[#]** **[#]**. Do not include the area code if it is the same as that of your MFC. For example, **[1]****[8]****[0]****[0]****[5]****[5]****[5]****[1]****[2]****[3]****[4]****[#]****[#]**.
- 5 Press **[Set]**.
- 6 If your pager requires a PIN, enter the PIN, press **[#]**, press **[Redial/Pause]**, enter your MFC telephone number, then press **[#]** **[#]**. For example, **[1]****[2]****[3]****[4]****[5]****[#]****[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****[#]****[#]**.

—OR—

If you do not need a PIN, press **[Redial/Pause]**, enter the telephone number of your MFC, then press **[#]** **[#]**. For example, **[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****[#]****[#]**.

- 7 Press **[Set]**.
- 8 Press **[Stop]** to exit.

You cannot change a Paging number or PIN remotely.



Remote Retrieval

This section is for the MFC 7160C. (If you have the MFC 7150C, please see Chapter 10 for your remote fax options.) You can call your MFC from a fax machine using touch tone and use the Remote Access Code and other button presses to retrieve voice (and fax) messages. You can also program and change some settings for your Message Center.

Using Remote Access Code

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



See
Operation from
Extension
Telephone
pp. 47–48

If your MFC is set to MANUAL mode, you can access the Message Center by waiting about 2 minutes, then entering the Remote Access Code within 30 seconds.

Changing Remote Access Code

Enter your Remote Access Code when the MFC picks up your call, so you can access features remotely. The access code is preset to 159*, but you can change this.

- 1** Press **[Function]**, **[1]**, **[8]**, **[7]**.
- 2** Enter a three-digit number from 000 to 999. The “*” cannot be changed. Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.
- 3** Press **[Set]**.
- 4** Press **[Stop]** to exit.

Remote Control Commands

Follow the commands below to access features remotely. When you call the MFC and enter your Remote Access Code (159*), the system will signal you with two short beeps to enter a remote control command.

Remote Control Commands		Details Operation
91	Playing voice messages	After one long beep, the MFC plays ICMs and Memos.
	1 ← (Skip back)	Press 1 while listening to an ICM or Memo message to play it again. If you press 1 before a message, you will reply the previous message.
	2 → (Skip next)	While playing an ICM or Memo, you can skip to next message.
	9 Stop Playing	Stop playing the ICM and Memo.
92	Record Memo	After one long beep, you can record a memo. You can stop recording by pressing 9.
93	Erase all ICM & Memo	If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.
94	Play and Record OGM in memory	
	1 Play	1 MSG CTR OGM 2 F/T OGM
	2 Record	1 MSG CTR OGM 2 F/T OGM
95	Changing Fax Forwarding/Paging setting	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see page 104). Once you have registered the number, the MFC will automatically change to "FAXFWD:ON" mode. Then retrieve a Memory Status List by entering 961 (see page 103) to make sure that the Fax Forwarding number you registered is correct in the List.
	1 OFF	
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD NO.	
96	Retrieve Fax	
	1 Memory Status List	Enter the number of a remote fax machine to receive a report or stored fax messages. (See page 103.)
	2 Retrieve all FAX	
	3 Erase FAX in the memory	If you hear one long beep, you can erase the fax message from the memory.
97	Check the receiving status	You can check whether your MFC has received any FAX or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 FAX	
	2 VOICE	
98	Change Answer Mode	If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it (For example: When there is no MSG CTR OGM and you tried to change to MSG CTR mode.)
	1 MSG CTR	
	2 FAX/TEL	
	3 FAX	
90	Exit	After a long beep, you can exit remote control.

Retrieving Memory Status List

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

- 1** Dial your MFC number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** When you hear two short beeps, use the dial pad to press 9 6 1.
- 4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want the Memory Status List forwarded, and then press # #.



You cannot use * and # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

- 1** Dial your MFC number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** As soon as you hear two short beeps, use the dial pad to press 9 6 2.
- 4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press # #.



You cannot use * and # as dial numbers. However, if you want to store a pause, press #.

- 5** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

- 1** Dial your MFC number.
- 2** When you hear the beep, immediately enter your Remote Access Code (1 5 9 *).
- 3** When you hear two short beeps, use the dial pad to press 9 5 4.
- 4** Enter the new number of the remote fax machine where you want your fax messages forwarded, and then press ##.



You cannot use * and # as dial numbers. However, if you want to store a pause, press ##.

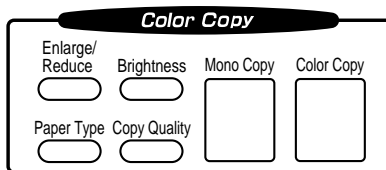
- 5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press 9 6 1.
- 6** Use the dial pad to enter the number (up to 20 digits) of the remote fax machine, and then press ##.
- 7** After you hear your MFC beep, hang up and wait.
Your MFC calls the remote fax machine. The remote fax machine prints the Memory Status List showing the new forwarding number.
- 8** Check the forwarding number.

If the new number is incorrect, return to Step 1 to reset it.

CHAPTER THIRTEEN

Copy Operations

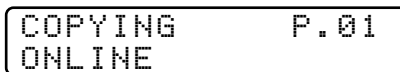
Your Multi-Function Center allows you to make high-quality photocopies and transparencies. Copies can be in black and white, one color, or full color. Always make sure you have paper in the cassette before making copies. Do not pull on the paper while copying is in progress.



Basic Copy Operations

Copying One Page

- 1 Insert the document face down in the feeder.
- 2 Press **[Mono Copy]** or **[Color Copy]** (If you have a MFC7150C, go to Step 4.) to copy.
- 3 Press **[Mono Copy]** or **[Color Copy]** again. (Make sure it's the same key you pressed in Step 2.) The screen displays



- 4 To stop, press **[Stop]**. Press **[Stop]** again to release the original document.

See
Memory Full
Message
p. 116

Making Multiple Copies

You can make multiple copies in black and white or one color using your MFC. When you use **[Mono Copy]**, you can choose whether the copies will be **STACKED** (all copies of page 1, then all copies of page 2, etc.) or **SORTED** (collated). The Multiple full color copies feature is available on the MFC 7160C only. The **SORT** option is not available when you use **[Color Copy]**.

- 1 Place the document face down in the feeder.
- 2 Press **[Mono Copy]**. For the MFC 7160C only, you can press **[Color Copy]**.
- 3 Using the dial pad, enter the number of copies you want (up to 99). For example, press **[3]**, **[8]** for 38 copies.
- 4 Press **[Mono Copy]**. For the MFC 7160C only, you can press **[Color Copy]**.
NOTE: You must press the same button you pressed in Step 2.
- 5 If you pressed **[Mono Copy]**, the screen displays

```
MULTI COPY: STACK
ONLINE
```

Press **[→]** to select **SORT** (or **STACK**),

```
MULTI COPY: SORT
ONLINE
```

then press **[Mono Copy]** again.

You cannot make multiple color copies when you are using MFC memory for Memory Transmission or have incoming messages in the Message Center. If you get a MEMORY FULL error message, you may be able to make multiple copies if you first print incoming faxes in memory and restore the memory to 100%.

When making multiple copies, set the paper size to LETTER (**[Function]**, **[1]**, **[2]**, **[6]**). If you set it to LEGAL, you will still get only letter size printouts.

Making Enlarged or Reduced Copies (Temporary Setting)

- 1 Insert the document face down in the feeder.
- 2 Press **[Enlarge/Reduce]**. The screen displays

```
ELG/RDC: 100%
ONLINE
```

```
SELECT ← → & SET
ONLINE
```



- 3** Press \leftarrow or \rightarrow to choose an enlargement or reduction ratio.
You can reduce to **93%**, **87%**, **75%**, or **50%** of the original size
—OR—
You can enlarge to **120%**, **125%**, **150%**, or **200%**
—OR—
You can select **MANUAL** and press Set , then use the dial pad to enter an enlargement or reduction ratio between **50%** and **200%**. For example, press 5 , 3 to enter **53%**.
- 4** Press Set .
- 5** Press Mono Copy or Color Copy .
- 6** Using the dial pad, enter the number of copies
—OR—
Keep the default (01).
- 7** Press Set .
- 8** If you pressed Mono Copy in Step 5, you can select **SORT** by pressing \rightarrow .
(Only for multiple copies)
- 9** Press Set .

When selecting Fixed Reduction, you need to know the size of the recording paper as registered in Function 1-2-6.



If you make a copy the same size as the original document size, you should choose a reduction of 93%. (For example, if you make a copy from letter to letter, you should choose a reduction of 93%.)

Selecting the Ratios of Fixed Reduction

Original Document the size of...	Paper size is...	Recommended reduction ratio is...
LETTER DOCUMENT	LETTER	93%
	LEGAL	100%
A4 DOCUMENT	LETTER	87%
LEGAL DOCUMENT	LETTER	75%
	LEGAL	93%

Copy Quality – Temporary Settings

You can quickly improve the copy quality by using the Copy Quality Paper Type and Brightness keys. These settings are temporary, and the MFC returns to its default settings when you finish copying. You might want to try different combinations of settings to see which best suits your needs.

Using the Copy Quality Key

The Copy Quality key changes the settings for quality (NORMAL, HIGH, or DRAFT) and type of original document (STANDARD or PHOTO). Select DRAFT when you want a color copy at the fastest speed. NORMAL is a higher quality than DRAFT and prints faster than HIGH. HIGH quality is the highest resolution and slowest to print. For type of original, choose PHOTO only for photographs. If line art, graphs, or text are included, choose STANDARD. You can make multiple copies, and if you use **[Mono Copy]** you can sort them.

- 1 Place the document to be copied in the feeder.
- 2 Press **[Copy Quality]**. The screen displays the default setting, for example:

```
QUALITY:HIGH
ONLINE
```

```
SELECT ← → & SET
ONLINE
```




- 3 Press **[←]** or **[→]** to select copy quality resolution.

```
QUALITY:NORMAL
QUALITY:HIGH
QUALITY:DRAFT
```

- 4 When the screen displays your selection, press **[Set]**. The screen displays a setting for the original, for example:


```
ORIGINAL:STD
ONLINE
```

```
SELECT ← → & SET
ONLINE
```

- 5 Press  or  to select the kind of image you're copying.
- ORIGINAL:STD** (text, line art, graphs, or any combination including photographs)
- ORIGINAL:PHOTO** (photographs only)
- 6 When the screen displays your selection, press .

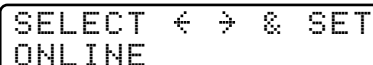
Using the Paper Type Key

If you use premium paper, the copy quality is improved. You can choose PLAIN PAPER, INK JET PAPER, GLOSSY PAPER, and TRANSPARENCY. For best results, we recommend using Brother Special paper.



- 1 Insert the document face down in the feeder.
- 2 Press . The screen displays the default setting, for example:



PAPER:PLAIN
ONLINE







SELECT < > & SET
ONLINE

- 3 Press  or  to select a paper type.

PAPER:PLAIN
PAPER:INK JET
PAPER:GLOSSY
PAPER:TRNSPRNCY

If you are using Brother coated paper for 360 dpi (BP36CL) or 720 dpi (BP72CL) or if you are using non-Brother ink jet paper, select **INK JET**.

- 4 Press . If you did not select INK JET, skip to Step 6.
- 5 If you selected INK JET, press  or  to select **360DPI** (Brother 360 x 360), **720DPI** (Brother 720 x 720) or **OTHER** (non-Brother ink jet) paper type.
- 6 Press .

Using the Brightness Key

You can choose brightness setting before making a copy.

- 1 Insert the document face down in the feeder.
- 2 Press **Brightness**.
- 3 Press **←** to make a darker copy.
—OR—
press **→** to make a lighter copy.
- 4 Press **Set** when the screen displays your setting.

Copy Quality – Default Settings

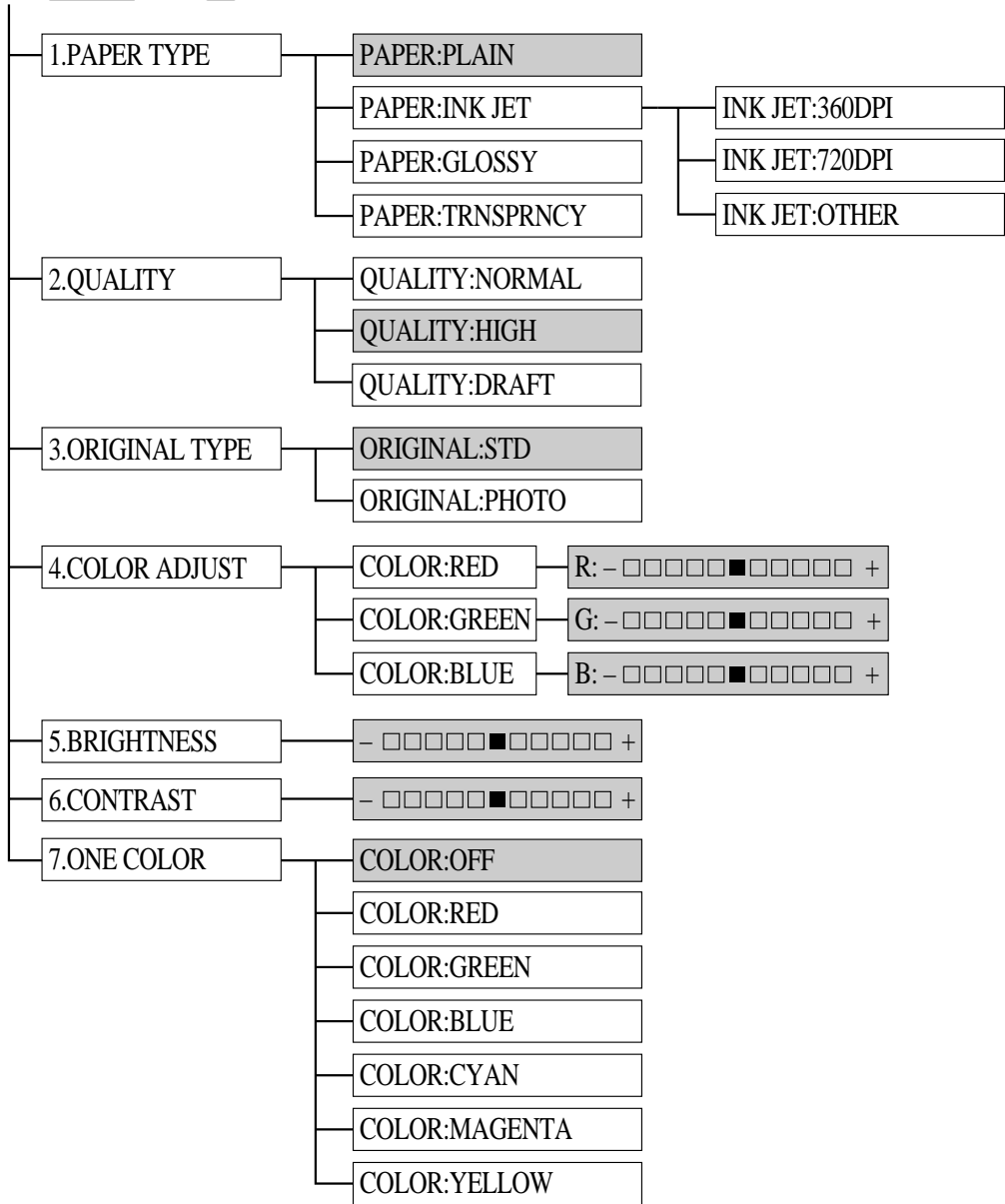
Changing Default Settings

Press **Function**, **3** to change default settings for Copy mode. These settings will remain until you change them again by pressing **Function**. Adjust the colors using the Color Adjustment, Brightness, and Contrast settings.

By pressing a number, you can adjust copy settings as shown in the following chart. Press **←** or **→** to move through the selections for each setting. Press **Set** to save your selection. Press **Stop** to exit—OR—Press **→** to select the next setting you want to change.

FACTORY DEFAULT SETTINGS	
1 Paper Type	: PLAIN PAPER
2 Quality	: HIGH
3 Original Type	: STANDARD
4 Color Adjust	: R: -□□□□□■□□□□□ + : G: -□□□□□■□□□□□ + : B: -□□□□□■□□□□□ +
5 Brightness	: -□□□□□■□□□□□ +
6 Contrast	: -□□□□□■□□□□□ +
7 One Color	: OFF = Black

Press [Function] and [3].



 is default

Select Paper Type

- 1 Press **Function**, **3**, **1**. The screen displays

1. PAPER TYPE

- 2 Press **Set**.
- 3 Press **←** or **→** to select your paper setting.

PAPER: PLAIN

PAPER: INK JET

PAPER: GLOSSY

PAPER: TRNSPRNCY

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

If you use Brother coated paper for 360 dpi (BP36CL) or 720 dpi (BP72CL), select **INK JET**, then select **360DPI** or **720DPI**. If you use non-Brother ink jet paper, select **INK JET**, then select **OTHER**. If you did not select **INK JET**, skip to step 7. (For information on ordering Brother paper, see p. ii.)

- 5 Press **←** or **→** to select **360DPI**, **720DPI**, or **OTHER**.
- 6 Press **Set**.
- 7 Press **Stop** to exit.



The MFC ejects paper with printed surfaces face up into the paper tray at the front of the MFC. When you use transparencies, remove each sheet immediately, to prevent a paper jam or curled sheets.

Select Copy Quality

- 1 Press **[Function]**, **[3]**, **[2]**.
- 2 Press **[←]** or **[→]** to select copy quality.

QUALITY: NORMAL

QUALITY: HIGH

QUALITY: DRAFT

- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

This feature is available only for color copying.

Select Type of Original

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

3. ORIGINAL TYPE

- 2 Press **[←]** or **[→]** to select your original type.

ORIGINAL: STD

ORIGINAL: PHOTO

- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

This feature is available only for color copying.

Color Adjustment

- 1 Press **Function**, **[3]**, **[4]**.
- 2 Press **[←]** or **[→]** to select RED, GREEN, or BLUE.
- 3 Press **Set**.

Light	Dark
R: - □ □ □ □ □ ■ □ □ □ □ □ +	
G: - □ □ □ □ □ ■ □ □ □ □ □ +	
B: - □ □ □ □ □ ■ □ □ □ □ □ +	

- 4 Press **[←]** or **[→]** to adjust the degree of color.
- 5 Press **Set**.
- 6 Return to Step 2 to select the next color —**OR**—
Press **Stop** to exit.

Copy Brightness

You can choose brightness setting before making a copy.

- 1 Press **Function**, **[3]**, **[5]**.
- 2 Press **[←]** to make a darker copy
—**OR**—
Press **[→]** to make a lighter copy.
- 3 Press **Set** when the screen displays your setting.
- 4 Press **Stop** to exit.

Copy Contrast

You can choose the contrast setting for a copy. Greater contrast can help an image look sharper and more vivid. This feature is available only for color copying.

- 1 Press **Function**, **[3]**, **[6]**.
- 2 Press **[←]** to decrease contrast
—**OR**—
Press **[→]** to increase contrast.
- 3 When the screen displays your setting, press **Set**.
- 4 Press **Stop** to exit.

Selecting a Single Color (One Color)

For black and white originals, you can select a single color, instead of black, as the default to be used when you press **[Mono Copy]**. **OFF** is the setting for Black.

1 Press **[Function]**, **[3]**, **[7]**.

2 Press **[←]** or **[→]** to select a copy color:

COLOR: OFF

COLOR: RED

COLOR: GREEN

COLOR: BLUE

COLOR: CYAN

COLOR: MAGENTA

COLOR: YELLOW

3 When the screen displays your selection, press **[Set]**.

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

Memory Full Message

If the memory becomes full while you're making copies, the screen displays

```
MEMORY FULL P.01  
ONLINE
```

followed by

```
COPY TO COPY  
ONLINE  
STOP TO ABORT  
ONLINE
```

If you were scanning the first page of your document, press **[Stop]** to cancel the job and then restart it to make a single copy. If you were scanning a subsequent page, press **[Copy]** to print the pages already scanned—**OR**—Press **[Stop]** to cancel.

You'll need to clear some fax or voice messages before you can continue.



To gain extra memory, you can erase any of the following types of messages:

- To erase incoming messages (ICMs) and memos (7160C), see pp. 96-97.
- To turn off Fax Storage (7150C), see p.83.
- To print fax message stored in memory (7160C), see pp. 95-96.

Legal Limitations

Color reproductions of certain documents are illegal and may result in either criminal or civil liability. This memorandum is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt, we suggest that you check with counsel as to any particular questionable documents.

The following documents issued by the United States/Canadian Government or any of its Agencies may not be copied:

- Paper money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Passports
- United States/Canadian Postage Stamps (canceled or uncanceled)
- Food Stamps
- Immigration Papers
- Checks or drafts drawn by Governmental agencies
- Identifying badges or insignias

Copyrighted works cannot be copied; however, sections of a copyrighted work can be copied for “fair use.” Multiple copies would indicate improper use.

Works of art should be considered the equivalent of copyrighted works.

Licenses and Certificates of Title to motor vehicles may not be copied under certain state/provincial laws.

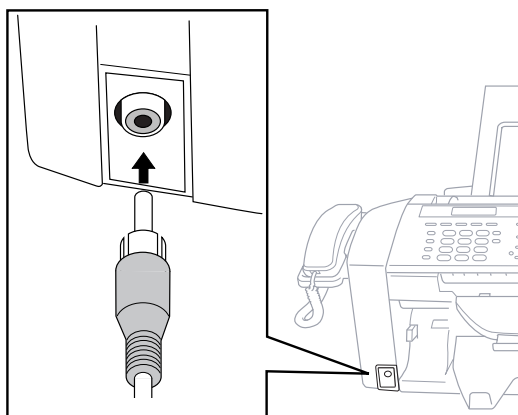
CHAPTER FOURTEEN

Walk-Up Video Printing

Walk-Up Video Printing lets you use your MFC, connected to your camcorder, digital camera, video game, or VCR, to view a video on the attached equipment. The video signal and the output you create are NTSC (National Television System Committee). This is not compatible with any other standard.

Getting Started

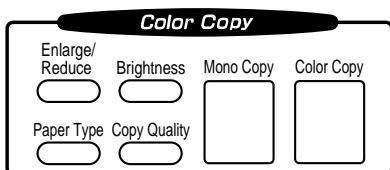
With no documents in the feeder, plug the cable from you video camera's Video Out jack into the MFC's RCA pin jack. Play the video.



Some camcorders, digital cameras, video games or VCRs do not **correctly** conform with NTSC standards. Then you would not be able to capture video signals.

Auto Switch

Whenever you connect video equipment to the MFC and turn the video signal on, the MFC **[Paper Type]** and **[Copy Quality]** keys automatically switch to video printing mode



and the screen displays



As soon as you turn off the video equipment or disconnect it, the MFC returns to normal copy mode for **[Paper Type]** and **[Copy Quality]**.

The Auto Switch will not work if you have too much in memory.

Color Video Printing

- 1 With no documents in the feeder, plug the cable from your video camera's Video Out jack into the MFC's RCA pin jack.
- 2 Play the video. When the MFC begins receiving the video signals, the MFC screen displays



- 3 Press **[Color Copy]** when you see the picture you want to capture and print. The MFC begins printing, and beeps when printing is complete.

If the MFC is not receiving video signals, **[Color Copy]** will not work. However, if there is a document in the feeder, the MFC will print a color copy of the document.



Black & White Video Printing

For Black and white video printing, follow the steps for Color Video Printing, using **[Mono Copy]** instead of **[Color Copy]**.

Video Print Quality – Temporary Settings

You can quickly improve the copy quality of video printouts by using the Copy Quality, Paper Type and Brightness keys. These settings are temporary, and the MFC returns to its default settings when you finish printing. You might want to try different combinations of settings to see which best suits your needs.

Using the Copy Quality Key

Your MFC allows you to customize the quality of your video copies by letting you select the video print quality and paper type. You might want to try different combinations of settings to see which best suits your needs. The settings are temporary.

- 1** **Make sure there is no document in the feeder.** Plug the cable from your video camera's Out jack into the MFC's RCA pin jack.
- 2** Press **[Copy Quality]**. The screen displays the current setting, for example:

```
QUALITY: NORMAL
ONLINE
```

- 3** Use **[←]** or **[→]** to select copy quality.

```
QUALITY: NORMAL
QUALITY: HIGH
```

If there is too much in memory, the print quality will change.



- 4 When the screen displays your selection, press **Set**. The screen displays a video type setting, for example:

```
VIDEO:MOVING
ONLINE
```

- 5 Press **←** or **→** to select the video type.

```
VIDEO:MOVING
VIDEO:STILL
```

- 6 When the screen displays your selection, press **Set**. The screen displays

```
PRESS COPY KEY
ONLINE
```

- 7 Press **Mono Copy** or **Color Copy**.

The screen shows

```
PRINTING
ONLINE
```

Using the Paper Type Key

If you use premium paper, video print quality is improved.

- 1 With no documents in the feeder, plug the cable from your video camera's Out jack into the MFC's RCA pin jack.
- 2 Press **Paper Type**. The screen displays the current setting, for example:

```
PAPER:PLAIN
ONLINE
SELECT ← → & SET
ONLINE
```

- 3 Press **←** or **→** to select paper type.

```
PAPER:PLAIN
PAPER:INK JET
PAPER:GLOSSY
PAPER:TRNSPRNCY
```

If you are using Brother coated paper for 360 dpi (BP36CL) or 720 dpi (BP72CL), select **INK JET**, then select **360DPI** or **720DPI**. If you are using non-Brother ink jet paper, select **OTHER**.

- 4 When the screen displays your selection, press **Set**.
The screen displays

PRESS COPY KEY
ONLINE

- 5 Press **Mono Copy** or **Color Copy**.
The screen shows

PRINTING
ONLINE

Using the Brightness Key

You can increase or decrease the brightness setting before making a video copy.

- 1 With no documents in the feeder, plug the cable from your video camera's Out jack into the MFC's RCA pin jack.
- 2 Press **Brightness**.
- 3 Press **←** to make a darker copy.
—OR—
Press **→** to make a lighter copy.
- 4 Press **Set** when the screen displays your setting.

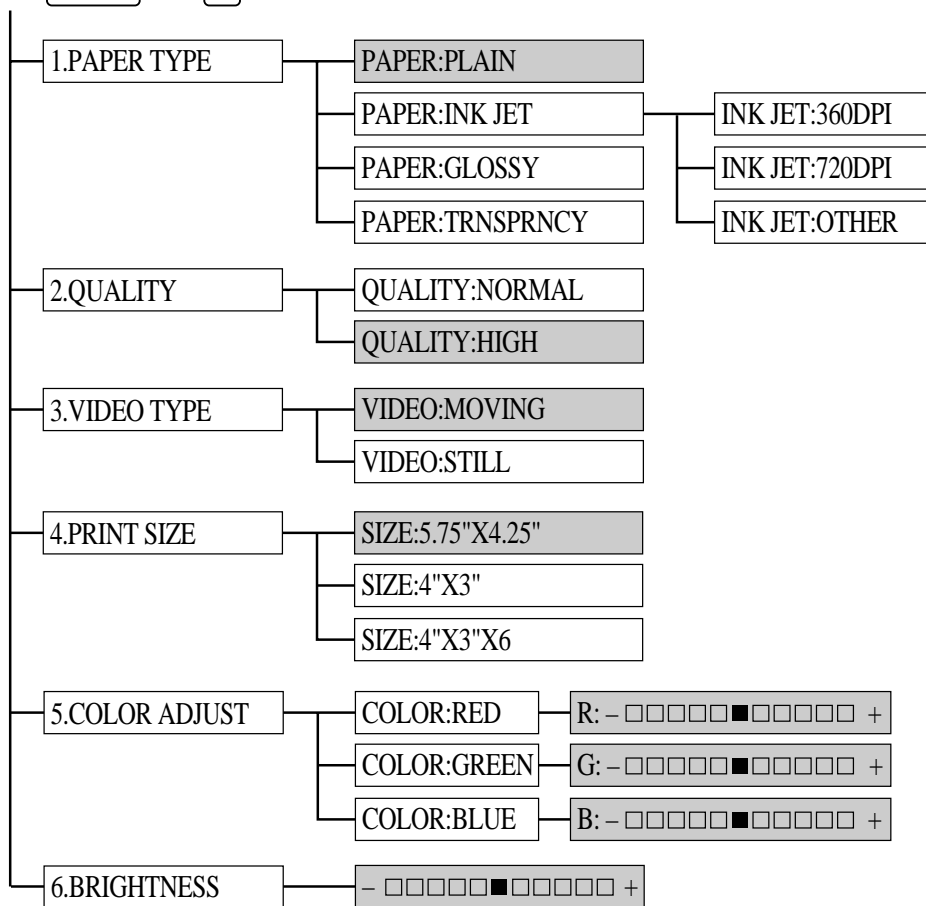
Changing Default Settings

Press **[Function]** and **[4]** to change default settings for video printing.

DEFAULT SETTINGS	
1. Paper Type	PLAIN PAPER
2. Quality	HIGH
3. Video Type	MOVING
4. Print Size	5.75" x 4.25"
5. Color Adjust	:R:-□□□□■□□□□ + :G:-□□□□■□□□□ + :B:-□□□□■□□□□ +
6. Brightness	: -□□□□■□□□□ +

By pressing **[Function]**, **[4]** and a number, you can adjust video printing settings as shown in the following chart. Press **[←]** or **[→]** to move through the selection for each setting. Press **[Set]** to save your selection.

Press [Function] and [4].



 is default

Setting Paper Type

1 Press **Function**, **4**, **1**.

2 The screen displays

PAPER:PLAIN

PAPER:INK JET

PAPER:GLOSSY

PAPER:TRNSPRNCY

3 Press **←** or **→** to select a paper type.

If you are using Brother coated paper for 360 dpi (BP36CL) or 720 dpi (BP72CL), select **INK JET**, then select **360DPI** or **720DPI** (in Step 4).

If you are using non-Brother ink jet paper, select **OTHER** (in Step 4).

4 When the screen displays your selection, press **Set**.

5 Press **Stop** to exit.

Setting Video Printing Quality

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

The screen displays **2. QUALITY**.

2 Press **←** or **→** to select a quality.

QUALITY:NORMAL

QUALITY:HIGH

3 Press **Set** when the screen displays your selection.

4 Press **Stop** to exit.

Setting Video Type

Before you turn on the video signal, you must set the MFC to receive either a moving or a still image. You can watch the video play on the video camera and press **Copy** when you see the frame you want to print.

1 Press **Function**, **4**, **3**. The screen displays

3.VIDEO TYPE

- 2 Press \leftarrow or \rightarrow to select video type.

VIDEO: STILL

VIDEO: MOVING

- 3 Press Set when the screen displays your selection.

- 4 Press Stop to exit.

You can press Clear in steps 2 and 3 return to the previous step.



If you don't have enough memory to process the selected video image, the print quality may be poor even for a still frame.

Setting Print Size

- 1 Press Function , 4 , 4 .

- 2 Press \leftarrow or \rightarrow to select print size:

SIZE: 5.75" X 4.25"

SIZE: 4" X 3"

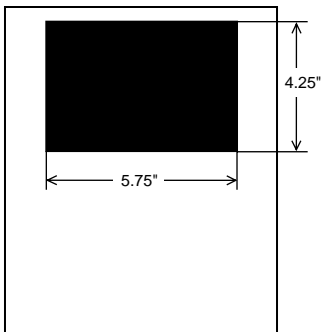
SIZE: 4" X 3" X 6

- 3 Press Set when the screen displays your selection.

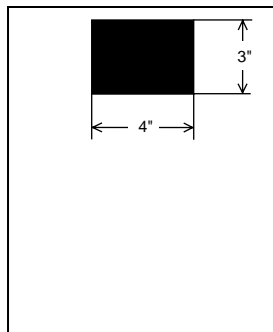
- 4 Press Stop to exit.

Printed Position

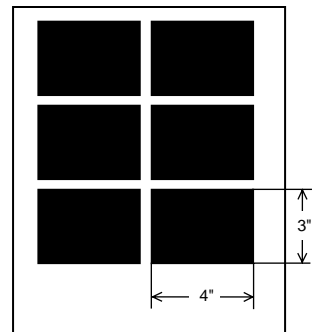
① 5.75" x 4.25"



② 4" x 3"



③ 4" x 3" x 6



Video Printing Color Adjustment

- 1 Press **Function**, **4**, **5**.
- 2 Press **←** or **→** to select **RED**, **GREEN**, or **BLUE**.
- 3 Press **Set**.

Light	Dark
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> R: -□□□□□■□□□□□+ </div>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> G: -□□□□□■□□□□□+ </div>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> B: -□□□□□■□□□□□+ </div>	

- 4 Press **←** or **→** to adjust the degree of color.
- 5 Press **Set**.
- 6 Return to Step 2 to select the next color —**OR**—
Press **Stop** to exit.

Video Printing Brightness

You can increase or decrease the brightness setting before making a copy.

- 1 Press **Function**, **4**, **6**.
- 2 Press **←** to make a darker copy.
—**OR**—
Press **→** to make a lighter copy.
- 3 Press **Set** when the screen displays your setting.
- 4 Press **Stop** to exit.

Video Capture to PC

Please see Video Capture from your PC, pp. 173–176 or the Multi-Function Link Pro On-Line Documentation (on CD-ROM 1) for complete instructions on using your MFC and computer for video frame capture.

Setting Up the MFC and Computer to Work Together

Before You Install Multi-Function Link Pro Software

Your MFC and computer can work together only if you install the Brother Multi-Function Link Pro Software. Multi-Function Link Pro turns your machine into a multi-function center, by using it as a color printer and a color scanner and enabling PC faxing from Windows® applications in your computer. In addition, the included 3D FaxSpeed software enables you to fax color images and files. Multi-Function Link Pro does all this without taking over your personal computer. Multi-Function Link Pro operations run in the background of your PC memory, keeping your personal computer free for other tasks.



WARNING

It is important that you hook up your MFC to your computer before you install the software.

Before you install the Multi-Function Link Pro, you must read the README.WRI file in the root directory of the CD-ROM (or Floppy Disks) for important installation and troubleshooting information.

If You Don't Have a CD-ROM Drive

All software is supplied on CD-ROM. If you need a Floppy Diskette version (only Multi-Function Link Pro and Visioneer PaperPort LE are available on Floppy Disks, item numbers DSK7131 (for Windows® 3.1 or 3.11) and DSK7195 (for Windows® 95 or 98). If you are using Windows NT® Workstation Version 4.0, the software is not available on Floppy Diskette.). You must tell the Brother Representative the version of Windows® that you are using and your MFC model number. To order, call Brother at 1-888-879-3232 (USA), 1-800-668-2768 (from within Canada) or 1-514-685-6464 (from within Montreal).

Computer Requirements

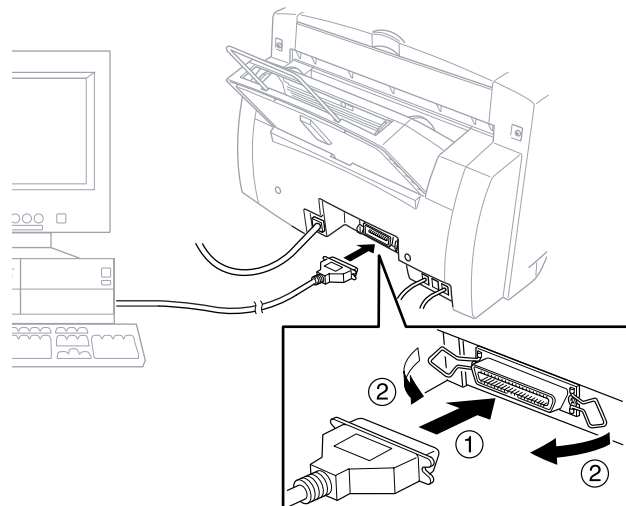
The following are the minimum computer requirements you need to set up and operate the MFC as a printer. Use only a shielded interface cable that is IEEE-1284 compliant, and that is less than 6.5 feet (2 meters) long.

CPU	Pentium 75 or Higher
RAM	8MB or greater for Windows® 3.1 or 3.11 8MB or greater for Windows® 95 or 98 (16MB recommended) 16MB or greater for Windows NT® Workstation Version 4.0 (32MB recommended)
Hard Disk Drive	50MB CD-ROM 1 250MB CD-ROM 1 & 2
Operating System	Windows® 3.1, 3.11, 95, 98 or NT® Workstation Version 4.0, DOS environment compatible with your Windows® version

..... *Connecting the MFC to the Computer*

When you connect the MFC to your computer, you must use the included Brother bi-directional IEEE-1284 compliant parallel cable.

- 1** Unplug the MFC power cord from the electrical outlet before connecting the parallel interface cable.
- 2** Make sure the computer is turned off and unplugged from the electrical power before you connect the interface cable.
- 3** Connect the parallel interface cable to the parallel interface port of the MFC and secure the wire clips.
- 4** Connect the interface cable to the printer port of the computer and secure with the two screws.



For the location of your computer's parallel printer port, see the User's Guide for your computer.

- 5** Before plugging in the electrical cord of the MFC, plug in your computer and turn it on.

Installing Multi-Function Link Pro Software (CD-ROM 1)

IMPORTANT

To install the software using Windows NT® Workstation Version 4.0, you must be logged on as the Administrator. After Multi-Function Link Pro is installed, restart Windows NT® a second time and again log in as the Administrator, so you can complete the Remote Setup application. After you have completed Remote Setup, log in using your normal User name.

Overview of Basic Steps

- 1** Insert the Brother CD-ROM into your CD-ROM drive.
- 2** Enter the command for your version of Windows®, if needed.
- 3** Select the software option that suits your needs.
- 4** Follow the installation instructions.

*See
Installing the
Brother Software
p. 134*

Choosing the Software to Install

Install Multi-Function Link Pro Software

The complete set of software will be installed: Multi-Function Link Pro, Visioneer PaperPort™ LE viewer, and Brother scanner driver, printer drivers and True Type Compatible fonts, install:

- Install Multi-Function Link Pro

Install NetCentric™ FaxStorm

If you want to be able to do Internet faxing from your computer anytime, anywhere without using your MFC, install:

- NetCentric™ FaxStorm

Install Automatic E-Mail Printing

If you want your e-mail messages automatically to be retrieved from your POP3 server and printed on the MFC, install:

- Automatic E-Mail Printing

Install 3D FaxSpeed

If you want to be able to send color files by fax, install:

- 3D FaxSpeed

Install MFC 7100 Series Drivers Only

If you only want to print and scan, you can install only the Brother MFC drivers, install:

- Brother MFC 7100 Series Drivers

Other Options

View On-Line Documentation

All instructions are in the On-Line Documentation and Help files on CD-ROM 1.

View Product Support Information

This is a page of all Brother support numbers.

Brother Web Link

Brother Web Link visits the Internet Brother Home Page on the World Wide Web. You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQ's). You must have service with an Internet service provider.

Exit

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

Installing the Brother Software

- 1 Insert the Brother CD-ROM into your CD-ROM drive.
- 2 Enter the command for your version of Windows®, if needed:

After you insert the Brother CD-ROM, you must type the appropriate command for your version of Windows®:

- If you are using Windows® 3.1 or 3.11, from the Program Manager, click File, then Run. Then type **x:\SETUP.EXE**. (“x” is the drive letter for your CD-ROM drive.) This will start the Software Installation program.
- If you are using Windows® 95, 98 or Windows NT® Workstation Version 4.0, the Software Installation program appears automatically when you insert the Brother CD-ROM.
- For Windows® 95, 98 and Windows NT® Workstation Version 4.0, you can also click on Start at the Desktop, select Run and then enter **x:\SETUP.EXE**.

The Brother LOGO will be displayed on the screen.



If you are using Windows NT® 3.51 or earlier, the following error message will appear on the screen: *You are running Windows NT® 3.51 or earlier. Brother MFL Pro does not support this version of Windows NT®. YOU MUST UPGRADE TO WINDOWS NT 4.0 AND REINSTALL MFL Pro!!*



If you are using Windows NT® Workstation 4.0 and you are not logged-in as the Administrator, an error message will appear explaining the problem.

A window will appear listing the options:



For each application you install, click on its name in the Software Installation window and follow the instructions on the screen. The last step will be to restart Windows® and access the Software Installation window again to install the next application.

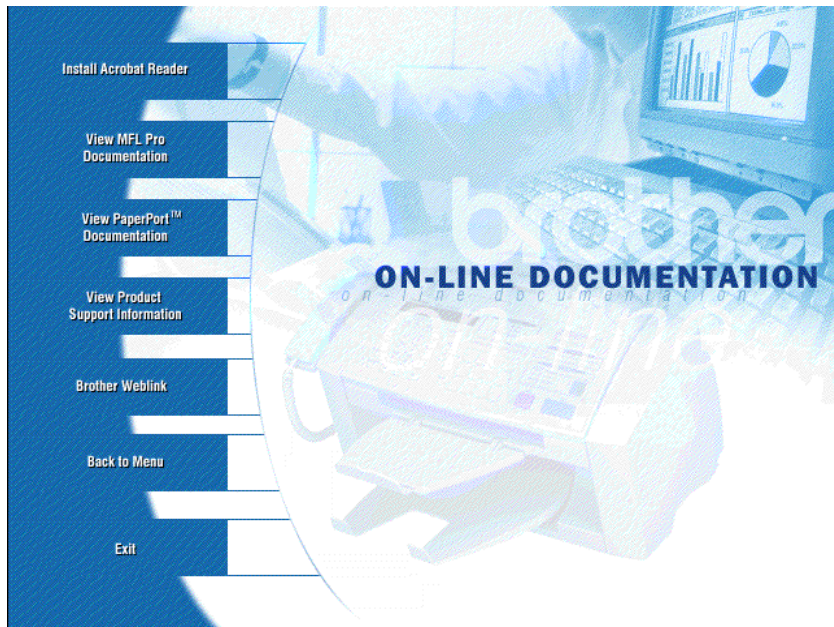
- 3 Click on “Install Multi-Function Link Pro Software” and follow the prompts on the screen.



If you are using Windows® 95 or 98, after you install the Multi-Function Link Pro Software you may see “New Hardware Found Brother MFC XXXX” during startup. You can select “Do not install a driver (Windows® will not prompt you again).” and click OK, so Windows® will not display this dialog box again.

If you see the “Update Device Driver Wizard” during startup, follow the instructions from the installer, then click Next. Click **Finish** when it appears on the screen.

- 4 After you finish installing the software, you can click on “On-Line Documentation” to access on-line documentation for Multi-Function Link Pro and Visioneer PaperPort LE. The On-Line Documentation window will appear:



- 5 In the On-Line Documentation window, click on “Install Acrobat Reader” and follow the prompts on the screen. You must install Acrobat Reader before you can view on-line documentation. You can print the On-Line Documentation by selecting *Print* from the *File* pull-down menu.

Helpful Hints for Windows® 3.1, 3.11, 95 and 98

- The installer automatically updates your SYSTEM.INI Windows® file by adding DEVICE=bi-di.386 under the [386Enh] section. If any bi-directional parallel communications device driver has previously been installed, it will be deactivated by this new driver. If you want to use the driver that was previously installed, you should first install this driver, then reinstall your previous driver. However, reinstalling the previous driver will make the MFC driver inactive.
- The installer makes the installed printer driver the Windows® default.
- The installer automatically sets the printer port to the parallel interface, LPT1 (for Windows® 3.1 or 3.11) and BRMFC (for Windows® 95 or 98) and BMFC (for Windows NT® Workstation 4.0).
- During this installation, changes have been made to the **SYSTEM.INI** file. It is necessary to restart Windows® so the changes become effective and the installed bi-directional parallel communications device driver can take effect.

IMPORTANT

Please see the **README.WRI** file in the root directory of the CD-ROM (or diskette) for last minute important installation and troubleshooting information.

Receiving Messages into the PC

*See
Connecting the
MFC to the
Computer
p. 131*

*See
Installing
Multi-Function
Link Pro
Software
(CD-ROM 1)
p. 132*

To receive faxes into your PC through the MFC:

- 1 Make sure the MFC is connected to the PC. The PC and the Multi-Function Link Pro Main Menu must be running at all times.
- 2 Load the Multi-Function Link Pro software into you PC.
- 3 On your PC in the Multi-Function Link Pro software:
 - A Select Setup from the Preferences... pull-down menu in the Main Menu.
 - B Under Answer Mode select Fax only.
 - C Click the OK button.
- 4 Check that the Multi-Function Link Pro mode is ON (see below).

*See
On-Line
Documentation
for
Multi-Function
Link Pro
on the Brother
CD-ROM
and
Using the
Multi-Function
Link Pro
Software
Chapter 18
p. 161*

Multi-Function Link Pro Mode

You can switch Multi-Function Link Pro Mode on and off as needed. If you want your fax messages to go directly into your PC, make sure the MF Link setting is ON. If you want faxes to print on your MFC when they arrive, you can switch MF Link mode to OFF.

- 1 Press **[Function]**, **[1]**, **[2]**, **[8]**.
- 2 Press **[←]** or **[→]** to select ON (or OFF).
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

CHAPTER SIXTEEN

Using MFC as Printer

Features

The Multi-Function Center offers you many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Draft mode, you can print 4 pages per minute in full color.

Brilliant 4-Color Output at 360 dpi—Printing at 360 dpi resolution on special coated paper or glossy paper gives you normal resolution output.

Brilliant 4-Color Output at 720 dpi—Printing at 720 dpi resolution on special coated paper or glossy paper gives you high resolution output.

Brilliant 4-Color Output at 1440 dpi—Printing at 1440 dpi resolution on special coated paper or glossy paper gives you highest resolution output.

Low Running Cost—Whenever you run out of a particular color ink, you'll replace only the cartridge that's empty.

Suitable Uses—You can print from both Windows and DOS operating systems. When you print from DOS, the MFC uses ESC/P2.

Bi-directional Parallel Interface—The parallel interface allows bi-directional (IEEE 1284 compliant) communication with your computer. This interface allows the MFC to communicate useful information, such as the amount of memory installed and other printing setup conditions, as the supplied Windows 3.1, 3.11, 95, 98 or NT® Workstation Version 4.0 drivers support bi-directional mode. Printer status is also reported.

Straight Paper Path—The MFC can use various types of paper: plain paper, coated paper, glossy paper, transparencies, and envelopes. Using the appropriate paper reduces the occurrence of paper jams. For complete information about what kinds of paper to use with the MFC, please read Chapter 3 in this manual.

Printer Driver

You can change the following printer settings when you print from your computer:

- Quality - Speed/Media Setting
- Color Correction Control
- Color Adjustment
- Brightness/Contrast Adjustment/Halftone Selection
- Start Maintenance Program

(See Chapter 17, PC Printing.)

Choosing the Right Kind of Paper

To achieve high quality printing using your MFC, it's very important to select the right kind of paper. Be sure to read "About Brother Paper" on p. 25 of Chapter 3 in this manual before selecting and purchasing paper for the MFC.

Multi-purpose Sheet Feeder

The multi-purpose sheet feeder can feed plain paper, coated paper, glossy paper, transparencies, envelopes, and organizer paper (K, L). When the MFC receives data from your computer, it begins the print process by loading paper from the multi-purpose sheet feeder.

- 1 Select the print command from your PC.
- 2 Your PC sends a print command and data to the MFC. The screen displays the date and time, and RECEIVING DATA.
- 3 If there are more pages, the MFC begins to print the next page automatically.
- 4 When the MFC finishes printing all data, it returns to online status.

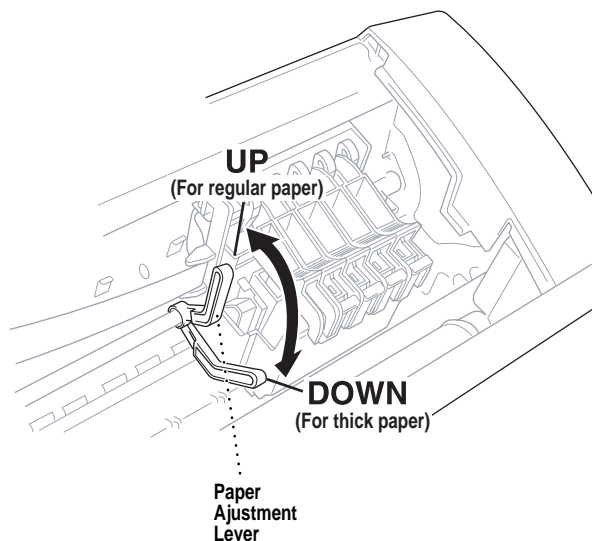


You can select paper source, paper size, and orientation in your application software. If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

Loading Paper

You can use plain paper, coated paper, transparencies, glossy paper, envelopes and organizer (K, L) in the multi-purpose sheet feeder. (See Chapter 3 for more information about paper types.)

- 1 Open the top cover of the MFC. Turn the purple paper thickness adjustment lever down. When you want to print on regular paper, keep the lever up. When you want to use thick paper, press the lever down. Then, close the top cover.



- 2** Open the feeder. Remove any paper in the feeder, and load the new paper. Fan the stack of paper before loading.
- 3** Load the paper stack with the printing (coated) side facing up. Adjust the paper guide. Make sure the paper is stacked below the arrow. You can load up to approximately 200 sheets of 20 lb (75g/m²). plain paper.
- 4** Close the feeder cover.

Manual Feed Slot

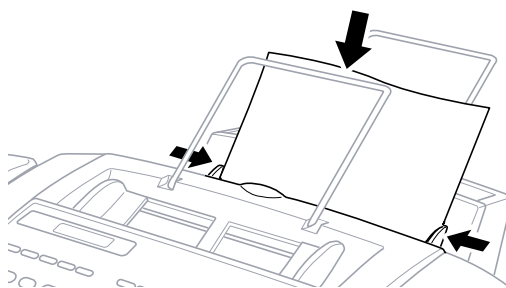
You can use only one sheet at a time in the Manual Feed Slot. Paper loaded in the Manual Feed Slot is printed first, even when there is paper in the multi-purpose sheet feeder.

If you want to print more than one page using the Manual Feed Slot, on your PC, in the printer driver Properties Paper tab, select “manual feed”.

- 1** Load one sheet of paper in the Manual Feed Slot, holding it with both hands. Align the paper in the center of the feeder.
- 2** Gently push the paper all the way down in the slot.
- 3** Adjust the guides to make sure the paper is straight and centered to prevent a paper jam or misfeed.



If you forget to insert paper in the manual feed slot, the MFC will print from the cassette.

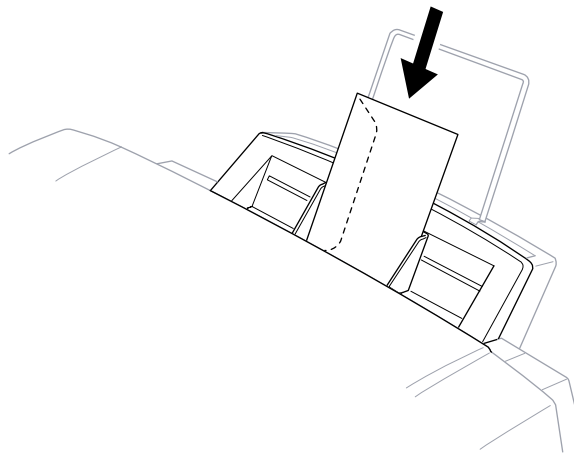


Setup for Envelopes

*See
The Paper Tab
p. 149*

You can use the manual feed slot to print one envelope at a time.

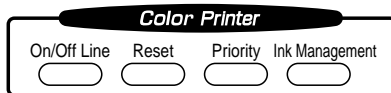
- 1** Select the paper size setting in the printer driver Properties window.
- 2** Open the top cover.
- 3** Press the purple paper thickness adjustment lever down.
- 4** Close the top cover.
- 5** Insert an envelope into the manual feed slot sideways, with the print side face up.
- 6** From your PC application, tell the MFC to begin printing. On completion, you can place another envelope in the manual feed slot.



Simultaneous Printing/Fax

Your MFC can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the MFC is copying or receiving a fax on paper, it pauses the PC printing operation, and resumes when copying or fax receiving is complete. Fax sending will continue during PC printing.

Printer Operation Keys



On/OffLine Key

This key toggles the MFC's OnLine and OffLine print status, which appears on the display. If you press this key while printing, the MFC immediately stops printing and goes offline. Press **On/Off Line** again to resume printing.

Reset Key

If the screen displays REMAINED DATA, you can clear data remaining in the printer memory by pressing **On/Off Line**, then pressing **Reset**.

Priority Key

When you press **Priority**, the MFC enters printer mode, and will not print faxes on paper. Instead, faxes are stored in the memory until you press **Priority** again.

*See
How to
Improve
Print Quality
pp. 236-238*

Ink Management Key

When you press **Ink Management**, the screen displays

1. CLEANING

2. REPLACE INK

If you are having trouble with one of the ink colors, you may need to clean the print head, page 236.

If you got an error message NEAR EMPTY or INK EMPTY, you will need to replace the ink cartridge for the appropriate color. (See pages 243-246 in Chapter 25, Troubleshooting and Maintenance.)

Turning Off Bi-directional Printing

You can further improve print quality by turning off bi-directional printing and setting the MFC to print in one direction only. However, this will reduce print speed by one half.

1 Press **Function**, **2**, **3**. The screen displays

3. BI-DIR PRINT

2 Press **2** to select OFF (or **1** to select ON).

CHAPTER SEVENTEEN

PC Printing

Printer Emulation



If you are printing from the Windows® environment, it is best to choose the GDI **Brother MFC-7100 Series** printer driver. Other emulations may reduce performance. If you need to print from DOS, the MFC 7150C and MFC 7160C will emulate EPSON LQ-510, LQ-850 and LQ-2550.

Using the Maintenance Utility Program for Printing from DOS

Before printing from DOS applications, you must use this DOS utility and select the paper size. You can make the following selections through the utility program.

Maintenance

Cleaning

Black

Yellow

Cyan

Magenta

Data 1

Quality
Page Length
Character Set
Auto LF
Text Print Direction
Condensed

Data 2

Character Pitch
LF Pitch
Auto CR
Zero Font
Paper Size
Black Emphasis
Code Page

Installing the Brother MFC-7100 Series DOS Tools

Use these tools only in the DOS environment. When you print in DOS mode, select an **EPSON ESC/P** (LQ-510, LQ-850, LQ-2550) compatible emulation driver in your application.

1 Insert the supplied CD-ROM labeled “CD-ROM 1” into your CD-ROM drive.

2 Type **CD x:\BY-II\WIN3X\MFLPRO\FULL\DISK5\DOSTOOL**

Substitute the drive letter of your CD-ROM drive for “X”. (“3X” is Windows® 3.1 or 3.11.)

3 Type **DOSETUP**, then press **Enter**. The main screen appears on your computer.

4 Make your selection from the list above.

Before printing, you must set the paper size in this utility **and** in your DOS application.



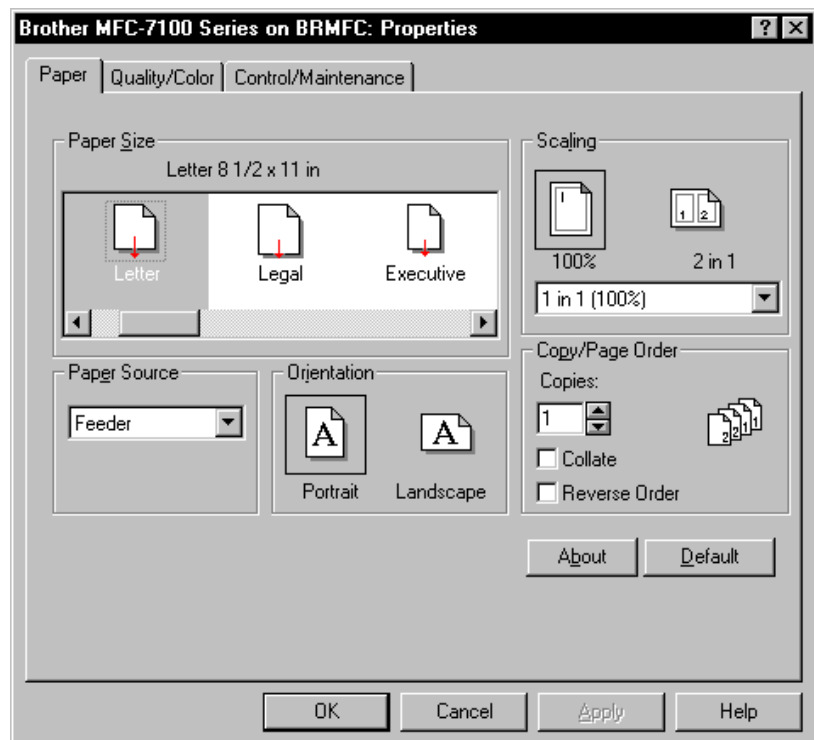
Using the Brother MFC-7100 Series Printer Driver

The Brother MFC-7100 Series printer driver enables you to change settings and override defaults as you change your paper, document type, and colors for printing. In the Brother MFC-7100 Series on BRMFC: Properties dialog box there are three tabs: Paper, Quality/Color, and Control/Maintenance, so you can change print properties as needed.

The Paper Tab

The paper tab screen allows you to set up the Paper Size, Paper Source, Orientation, Scaling, and Copies.

To access the Brother printer driver, select **Print** from the File menu. In the Print dialog box, select **Brother MFC-7100 Series** from the Name drop down list. Click the Properties button. The Brother MFC-7100 Series on BRMFC: Properties dialog box will appear:



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

Paper Size

You can select the size of paper and envelopes and also define other sizes of paper.

Letter (US)	8 1/2 x 11 inches (215.9 x 279.4 mm)
Legal (US)	8 1/2 x 14 inches (215.9 x 355.6 mm)
Executive (US)	7 1/4 x 10 1/2 inches (184.2 x 266.7 mm)
A5 (International)	5.8 x 8.3 inches (148 x 210 mm)
Envelopes	
B5 (International envelope)	6.9 x 9.8 inches (176 x 250 mm)
C5 (International envelope)	6.4 x 9 inches (162 x 229 mm)
COM-10	4 1/8 x 9 1/2 inches (104.8 x 241 mm)
DL (International envelope)	4.3 x 8.7 inches (110 x 220 mm)
Monarch (US envelope)	3 7/8 x 7 1/2 inches (98.4 x 190.5 mm)
Organizer J	2 3/4 x 5 inches (69.8 x 127 mm)
Organizer K	3 3/4 x 6 3/4 inches (95.3 x 171.5 mm)
Organizer L	5 1/2 x 8 1/2 inches (139.7 x 215.9 mm)

User Defined Paper Size

The printer can handle any paper size within the following range.

Minimum 2.75 x 5 inches (69.8 x 127 mm)

Maximum 8.5 x 14.02 inches (215.9 x 356 mm)

In this option, you can specify a custom-sized paper and save it by following this procedure:

- 1** Measure the paper size you want to use.
- 2** Select User Defined... in the paper size option.
- 3** Enter a unique name for your paper in the Custom Paper Size Name box.
- 4** Select either inch or mm for the unit of measure.
- 5** Type in the length and width.
- 6** Click the **Save** button to store the size. If necessary, you can delete a preset size by choosing the Delete button.



Your Windows application software may override this setting. Make sure you have set the proper paper size in your application software. In addition, check the margin settings when you select the smallest paper size. If they are too large, it may result in nothing being printed.

Paper Source

For the MFC, you can choose Feeder or Manual.

Feeder

The **multi-purpose sheet feeder** is primarily used for printing on standard-size paper and envelopes.

Manual Feed

If your paper has difficulty feeding from the sheet feeder, we recommend using the Manual paper feed method. You will have to load paper sheet by sheet. The MFC stops before printing and the Printer Driver shows “Please load one sheet...” message. Insert a sheet into the manual feed slot and click “OK” to resume printing.

Orientation

Print orientation may be **Portrait** or **Landscape**. Portrait orientation means the page is taller than it is wide when you view the printed text upright. Landscape orientation means the page is wider than it is tall when you view the printed text upright.

Scaling

Use this function to reduce or enlarge your document, from 50% to 200%. We recommend the following percentages for the paper types shown.

2 in 1

Two pages are printed on one sheet at a reduced size. If you checked the “2 in 1 box”, you cannot specify the scaling percentage manually.



If your application software contains a similar function to this, both settings will be effective. **Do not use the two selections simultaneously.**

Copies

The **Copies** selection tells Windows how many copies you want to print from a software application.

This setting is independent of the “copies selection” that may be available within the print menus of your software application.

Do not use the two selections simultaneously.



Collate

In multiple page jobs that are **uncollated**, several copies of Page 1 are printed followed by several copies of Page 2, followed by several copies of Page 3, etc. For example, for 2 copies of a 3 page document, the MFC prints Page 1, Page 1, Page 2, Page 2, Page 3, and Page 3 in order.

In multiple page jobs that are **collated**, a complete set of pages in a job are printed followed by another complete set of pages. For example, printing 2 copies of a 3 page document, the MFC prints Page 1, Page 2, Page 3, then Page 1, Page 2, and Page 3 in order. In this case, the MFC starts printing after processing all the print data so that it takes a longer time for collated printing than uncollated printing.

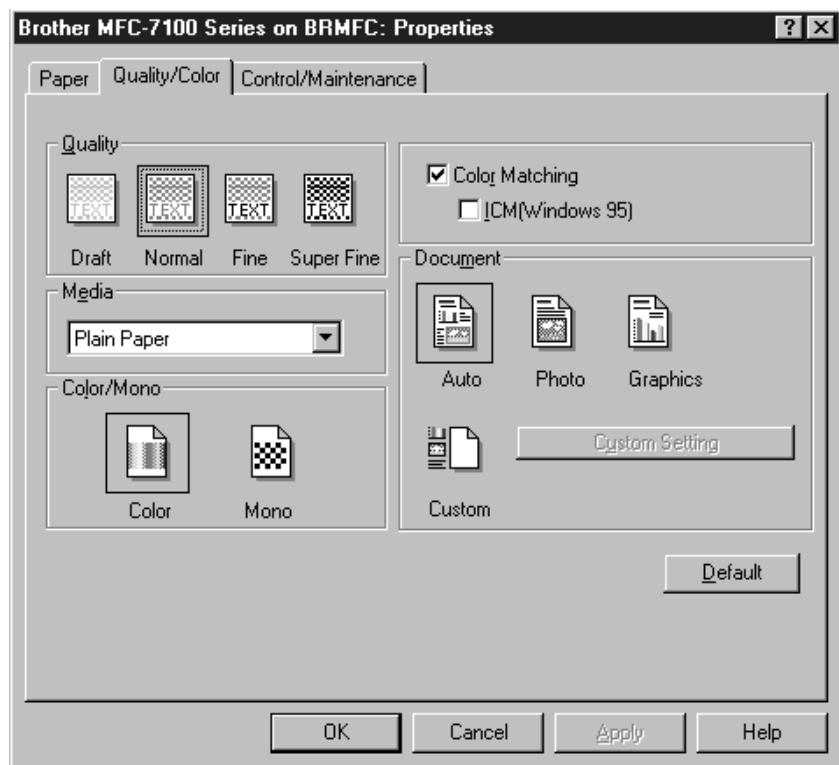
Reverse Order

The MFC normally prints Page 1 and ejects it face-up so that the following pages are stacked on top of previous pages. (Page 5, Page 4, Page 3 Page 1) When you want to get correct-ordered printouts, use this function. The MFC spools the job in your computer and sends the data starting from the last page to the printer. Since the MFC prints from the last page forward, the printouts are stacked Page 1, 2, 3, ...Page 5. Please note that this function takes more time.

The Quality/Color Tab

The Quality/Color tab enables you to select the print quality, media, colors (matched to PC monitor, custom colors, or mono), and document type.

Click the Quality/Color tab to display this screen:



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

Quality

Select the print quality. The print quality and speed are related. Higher quality takes a longer time to print.

- Draft :** 360 x 180 dpi. The fastest print mode (approximately two to four times faster than normal mode) and gives lower ink consumption. Use this mode to print large volume documents or a document for proofing.
- Normal :** 360 x 360 dpi. Recommended mode for ordinary printouts. Good print quality with comfortable printing speed.
- Fine :** 720 x 720 dpi. Better print quality than normal and faster print speed than Super Fine.
- Super Fine :** 1440 x 720 dpi. Use this mode to print precise images such as photographs. Since the print data is much larger than normal mode, processing time, data transfer time, and printing time will be longer.

Media

Select the media (type of paper). The MFC changes the way it places dots depending on the selected media type. To get good print output, make sure to select the correct media type.

Selecting media type changes the print quality selection to the most suitable one as listed below. We recommend that you print with the preset quality for best printing result.

Paper Type	Suitable print quality
Plain Paper	Normal
Coated(360) Paper	Normal
Coated(720) Paper	Fine
Glossy Paper	Super Fine
Transparency	Normal
Transparency (mirror)	Normal



Use only genuine Brother Coated Paper (Ink Jet), Glossy Paper, or Transparencies to get the best print quality. Non-Brother special paper may not produce the best quality.

Color/Mono

Color

When your document contains color and you want to print it in color, select this mode. Only generic colors will appear on the printout (unless you also select color matching).

Mono

Select this mode if your document has only black and gray scale text and/or objects. Mono mode makes the print processing speed faster than color mode. If your document contains color, selecting Mono mode prints your document in 256 levels of gray scale.

Controlling the Color

To get accurate color matched output between the monitor and MFC, the color data should be adjusted for the MFC before printing.

Color adjustment is provided by both Windows® 95 and 98 and this printer driver. Using this feature, the color data is adjusted by Win95 and 98 ICM or the Brother MFC-7100 series printer driver and you can get colors more closely matching those appearing on the PC monitor.

When you are using a software application that has its own color matching engine, turn this setting off. The color matching system from that application is then used.

Windows® 95 and 98 have color matching engines called ICM - Image Color Matching in its Operating System. ICM uses a profile of each device (monitor, scanner, printer, MFC) to know the characteristics of individual devices and correct the difference between them. When this is set to off, the Brother MFC-7100 Series printer driver will do the color adjustment. At present, the ICM feature is not supported by all the monitor and printer vendors and if ICM does not have your PC monitor's profile, then ICM cannot work correctly. Moreover, ICM takes a longer time.

When using Windows® 3.1 or 3.11, this selection is grayed (dimmed).

Document

The printer driver will select the most suitable color matching method depending on your document type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto**

The printer driver automatically selects the document type. In most cases, we recommend using the Auto setting.

- **Photo**

Select this mode for Photographic images.

- **Graphics**

Select this mode for documents that contain text or business graphics such as charts or clip art.

- **Custom**

If you want to select the color matching method and halftone method manually, select this mode and press the Custom Setting button to access further settings.

Custom Setting

You can customize your settings by selecting the type of color matching, half tone, and effect that will be used.

Color Matching

You can select the color matching method manually. Since the way of reproducing color and the reproducible range of color between the monitor and the MFC are different, color matching adjusts this difference. There are several ways to adjust color for your MFC. Select the best one for your document. Execute PC monitor calibration to make these settings and make the result effective.

- **Photo** (Available only when ICM is turned On.)

Suitable for photographic images. When adjusting color, color tone is kept as original as possible. All colors are adjusted evenly, so you can get natural color tones.

- **Graphics** (Available only when ICM is turned On.)

Suitable for Graphics and text. When adjusting color, color vividness is kept as much as possible. You can get vivid and clear color.

- **Logo** (Available only when ICM is turned On.)

When you need an exact color match such as for company logos etc., use this selection.

- **Match Monitor** (Available only when ICM is turned Off.)
Suitable for photographic images. Color is adjusted to get the closest color match to the PC monitor.
- **Vivid Color** (Available only when ICM is turned Off.)
Suitable for business graphics such as charts, graphs, and text. The color is adjusted to give more vivid color.

Halftone Pattern

The MFC can use several methods to arrange where to place dots to express halftones. There are some predefined patterns used to place dots and you can select which one is used for your document. Select the appropriate method.

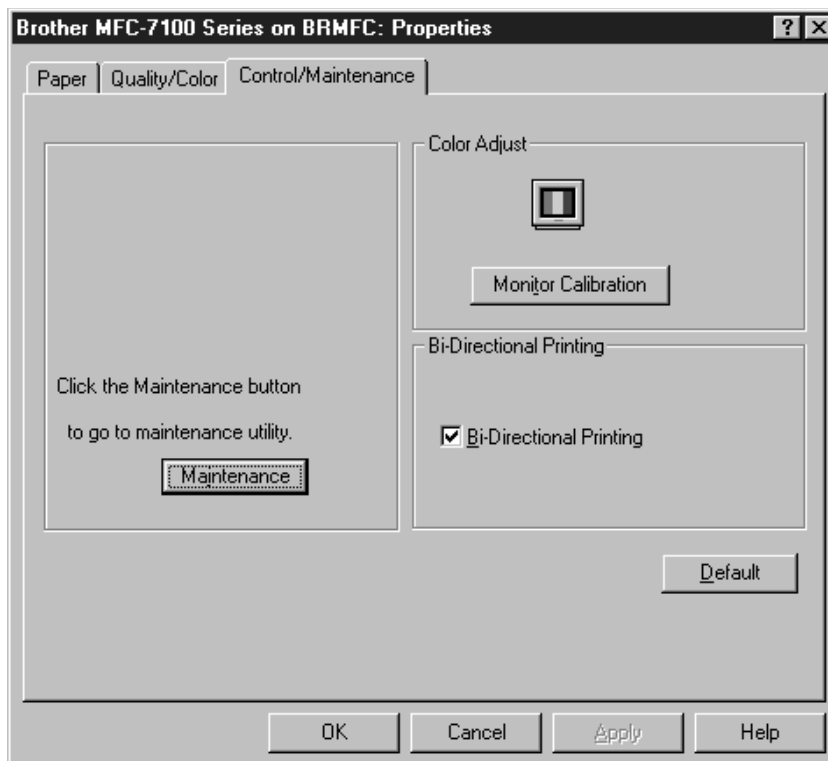
- **Cluster**
This is suitable for business graphics such as charts, graphs and drawings, since this creates more sharp printouts. Moreover, the processing time is shorter.
- **Photo**
This method creates smooth halftones so that this is suitable for photographic images. It takes more time to process data, but this can express more levels of halftones and creates more natural images.

Effect

- **Brightness**
Change the brightness of the whole image lighter or darker. Moving the scroll bar to the left makes your image darker and moving the scroll bar to the right makes your image lighter.
- **Contrast**
Change the contrast of an image. Darker sections will be more dark and lighter sections will be more light as you increase the contrast. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.
- **Red**
Increase the intensity of the Red color to add red to the whole image.
- **Green**
Increase the intensity of the Green color to add green to the whole image.
- **Blue**
Increase the intensity of the Blue color to add blue to the whole image.

The Control/Maintenance Tab

Select the Control/Maintenance tab from the Brother MFC-7100 Series printer driver dialog box:



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

Monitor Calibration

If you want to get the closest color to your PC monitor on the printouts, calibrate your monitor by clicking this button.

The method used to express color is different between monitors and the MFC. The PC monitor uses the three primary colors—Red, Green, Blue—to create full colors and the MFC uses four colors—Cyan, Magenta, Yellow, and Black—to create full colors.

To get the closest color match, the color matching system should adjust the color by referring to the monitor's characteristics and MFC's characteristics. To discover the monitor's characteristics, this monitor calibration program is used. As the printer driver knows the MFC's characteristics, it converts the color on the monitor for the MFC.

Bi-Directional Printing

The MFC prints by moving its print head. Normally, it prints in both directions. By turning this option OFF (default setting is ON), the MFC prints (uni-directional) so that the print speed will be reduced to half.

Sometimes the moving speed of the print head may not be stable due to temperature changes, etc., and the printed vertical line may not be aligned exactly. If you encounter this problem, turn this option off or use the Maintenance menu and adjust the vertical line.

Maintenance

Select the Maintenance button to display the Maintenance screen, where you can do a test print on the MFC to check the colors. If the test print shows a problem, you can clean the print head on the MFC.

The Cleaning Tab

Test Print

When you see problems on printouts, click the **Test Print** button to print the test page and check if any dots are missing or ink cartridges are empty.

Before printing the test page, load Letter size paper in the MFC. Press the **Test Print** button to start printing the test page.

Cleaning

If you see dots are missing on the printout, clean the print head. Print the test page and to see which color has problems.

1 Select the color to be cleaned.

2 Press the **Clean** button.

The MFC starts cleaning.

Wait until **Online** shows again on the MFC display.

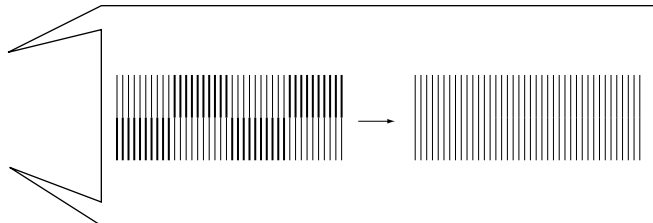
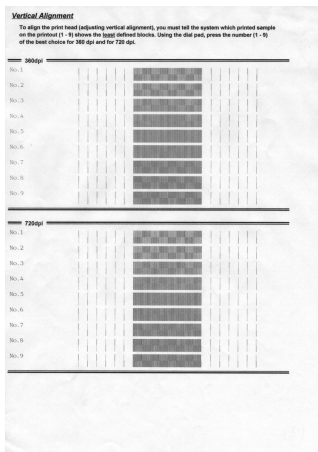
The Printer Adjustment Tab

Vertical Alignment

If you see poor print quality,

1 Please check that the printer is connected to the PC, turned **ON** and loaded with Letter size paper.

2 Click the **Vertical Alignment** button to print a set of Vertical Alignment test patterns.



3 Using the Up/Down scroll control, select the best aligned print sample (1 to 9) for 360 and 720 dpi.

The best aligned sample is where the printed vertical line is straight and the upper and lower shaded squares are the same.

CHAPTER EIGHTEEN
.....

Using the Multi-Function Link Pro Software

.....

Introduction

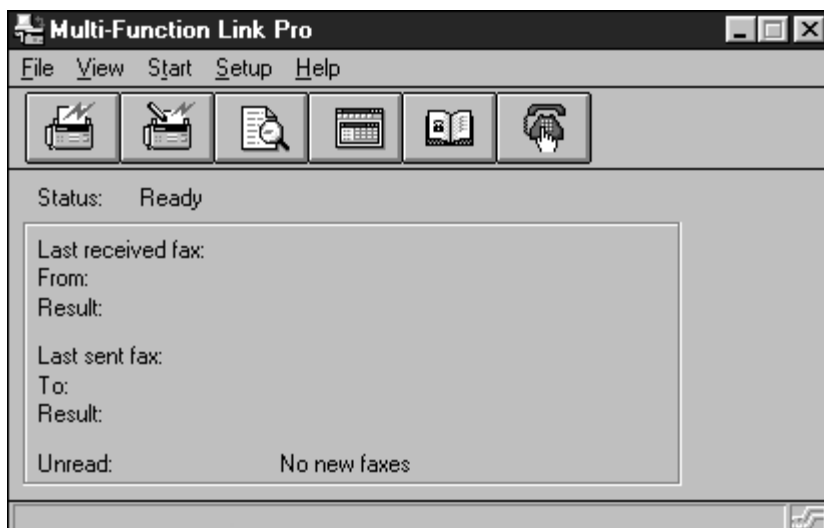
This chapter outlines the basics of the Brother software, so you can get started using the Multi-Function Link Pro software. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM 1 that is included with your MFC.

Check the online README.WRI file in the root directory of the CD-ROM 1 for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

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

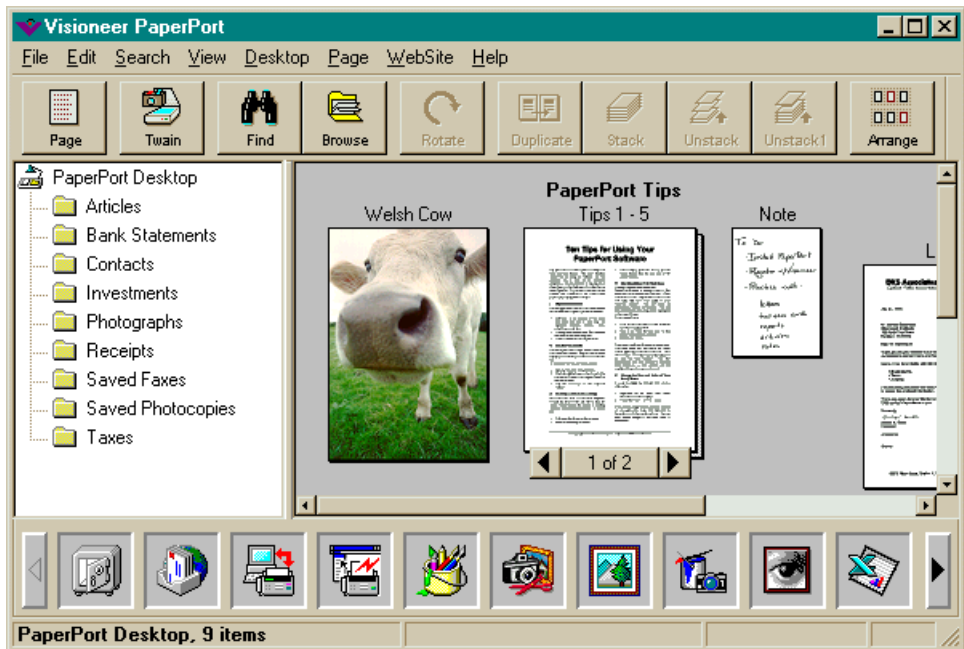
Multi-Function Link Pro

The Multi-Function Link Pro Main Menu is the application used for all fax sending and receiving operations. It also contains an electronic Phone Book program and a Log Manager that maintains a record of all PC fax transactions. The Main Menu can be accessed through the Brother Multi-Function Link Pro program group.



Visioneer PaperPort™ LE


Visioneer PaperPort™ LE for Brother is a document management application. You will use PaperPort to view incoming faxes and scanned documents and to scan paper documents into your computer. PaperPort has a sophisticated, yet easy to use filing system that will help you organize your documents. It allows you to combine or “stack” documents of different formats for printing, faxing, or filing. PaperPort can be accessed through the PaperPort program group.



Sending a Fax from Your PC


Sending a Quick Fax

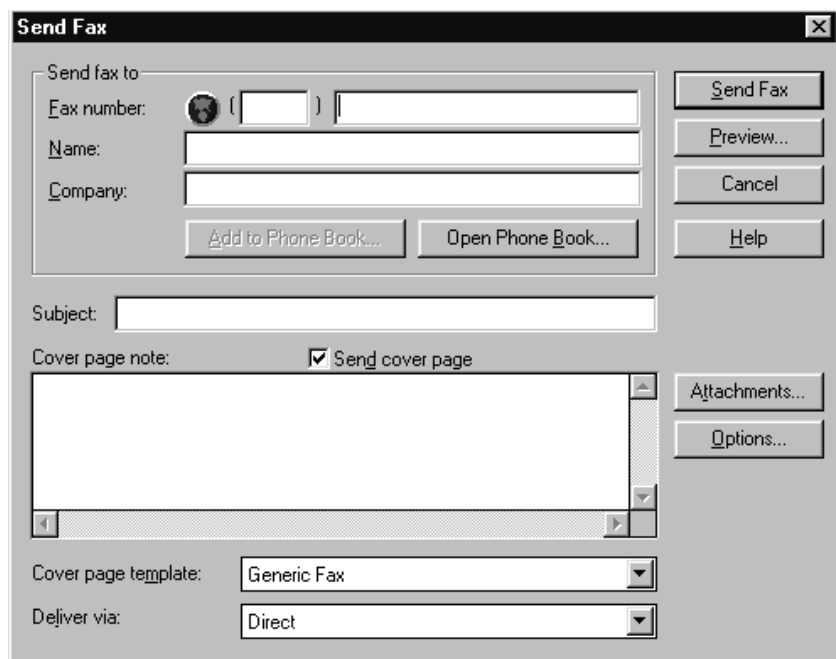
A QuickFax is a cover page only fax with a message. This option is very useful when you want to fax a quick, short message from your PC.

- 1** From the Main Menu, select the QuickFax  button—**OR**—Select QuickFax from the Start pull-down menu. The QuickFax screen will appear.
- 2** Enter the Fax number, Name, and Company information in the appropriate fields on the screen—**OR**—Select the Open Phone Book... button to choose someone from your phone book.
- 3** Complete the Subject and QuickFax note fields.
- 4** Click the Send Fax button.

Sending a Fax from the Main Menu

You can send a fax from the Main Menu and attach multiple files. The “attachments” can even be in different file formats.

- 1 From the Main Menu window, select the Send Fax  button—
OR—Select Send Fax from the Start pull-down menu. The Send Fax window will appear:



The screenshot shows the 'Send Fax' dialog box. It has a title bar with 'Send Fax' and a close button. The main area contains several input fields: 'Send fax to' (with a globe icon), 'Fax number:' (with a globe icon and a small input box), 'Name:', 'Company:', 'Subject:', and 'Cover page note:'. There are also two buttons: 'Add to Phone Book...' and 'Open Phone Book...'. On the right side, there are buttons for 'Send Fax', 'Preview...', 'Cancel', 'Help', 'Attachments...', and 'Options...'. At the bottom, there are dropdown menus for 'Cover page template:' (set to 'Generic Fax') and 'Deliver via:' (set to 'Direct'). A checkbox 'Send cover page' is checked.

- 2 Enter the Fax number, Name, and Company information in these fields—**OR**—Select the Open Phone Book button to choose someone from your phone book.
- 3 Complete the Subject and Cover page note fields.
- 4 Click on the Attachments... button to add any file(s) you want to fax with it.
- 5 Click the Send Fax button.

Sending a Fax from a Windows® Application

You can send a fax directly from any Windows® application using the following steps:

- 1 Create the document in a Windows® application.
- 2 Select Brother MFL Pro Fax as your printer.
- 3 Select the Print command to begin the fax transmission. The Fax Sending dialog box will appear :
- 4 Enter the name and fax number of the recipient—**OR**—Select the Open Phone Book... button and choose a name. Select Close to return to the Send Fax dialog box.
- 5 Select the Send cover page check box to include a cover page.
- 6 Select the Send Fax button.

Receiving Faxes into the PC

*See
Setting Up the
MFC and
Computer to
Work Together
p. 129*

To receive faxes into your PC through the MFC, you must first have connected your MFC to your computer. Then, you can load the Multi-Function Link Pro software.

Use the following checklists for the MFC and PC, to make sure you have properly set up the MFC and PC to work together.

Checklist for the MFC


- 1 To make sure the MF Link mode is active, press **[Function]**, **[1]**, **[2]**, **[8]**.
- 2 Use **[←]** or **[→]** to select ON (not OFF).
- 3 Press **[Set]**.

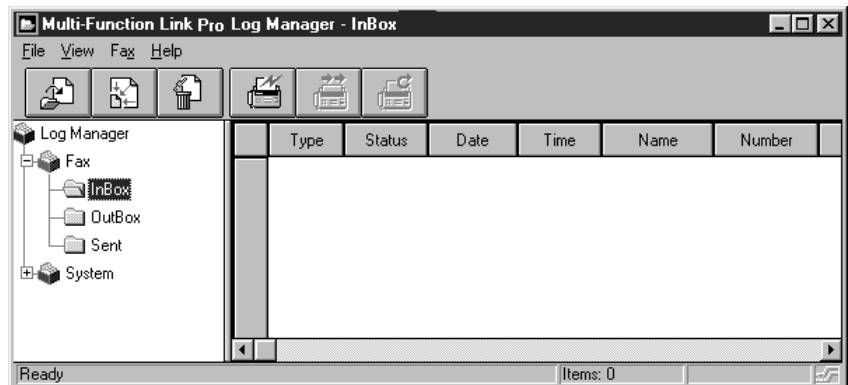
Checklist for Your PC

- 1 In the Main Menu, select the Setup pull-down menu.
- 2 Select Preferences...
- 3 Under Answer Mode, select Fax only.
- 4 Click the OK button.
- 5 Make sure the MFC is connected to the PC.
- 6 Keep the PC and the Multi-Function Link Pro Main Menu running at all times.

Viewing Received Faxes

Faxes that are received into the PC will appear in the InBox of the Log Manager. To access the Log Manager, from the Main Menu click the

Log Manager  button—**OR**—From the Start pull-down menu, select Mail/Log.



- 1 In the Log Manager, select the Fax folder.
- 2 Then select the InBox folder. A listing of your incoming messages will appear on the right side of the window.
- 3 Double-click on the fax you wish to view.
The Visioneer PaperPort Viewer will run automatically and the fax you selected from the list will be displayed.

Scanning a Document

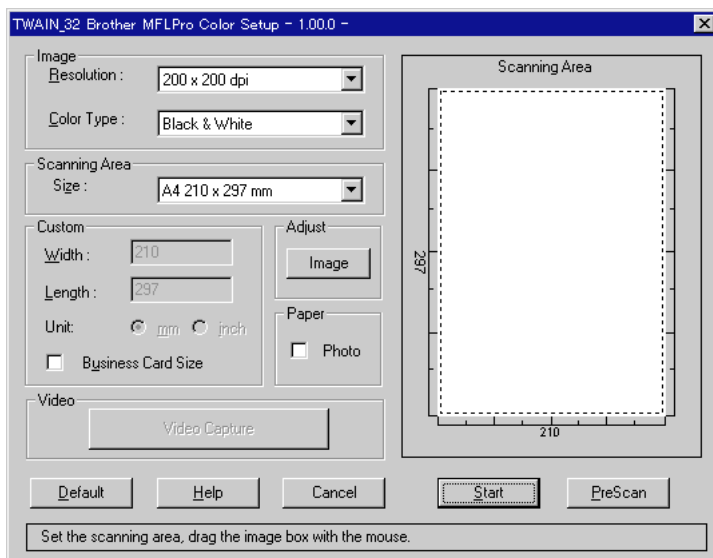
TWAIN COMPLIANT

The Brother Multi-Function Link Pro software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort viewer that Brother included with your MFC, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe Photoshop, Adobe PageMaker, CorelDraw and many more.

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

Accessing the Scanner

From the PaperPort™ window, select the **Scan** or **Twain** button or from the File drop-down menu choose Acquire. Multi-Function Link Pro's Twain dialog box will appear:



Scanning a Document into the PC

- 1** Insert the document(s) face down in the document feeder of the MFC.
- 2** Adjust the following settings, if needed, in the Scanner window:
 - Resolution
 - Color Type (Black & White, Gray [Error Diffusion], True Gray, 256 Color, 24 bit color or 24 bit color [Fast])
 - Size
- 3** Select the **Start** button from the scanner window.

When scanning is completed, press Cancel to return to the PaperPort window.

Settings in the Scanner Window

Resolution:

Resolution: Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. You can choose:

- 100 x 100 dpi
- 150 x 150 dpi
- 200 x 100 dpi (Black & White, Gray [Error Diffusion] only)
- 200 x 200 dpi
- 200 x 400 dpi (Black & White, Gray [Error Diffusion] only)
- 300 x 300 dpi
- 400 x 400 dpi
- 600 x 600 dpi
- 1200 x 1200 dpi (Black & white, Gray [Error Diffusion]. True Gray, 24 bit color and 24 bit color [Fast] only)

Color Type:

Black & White: Set the Color Type to Black & White for text or line art.

Gray Scale: For photographic images, set the Color Type to Gray (Error Diffusion) or True Gray.

Gray (Error Diffusion) is used for documents that contain photographic images or graphics.

True gray mode is used for documents that contain photographic images or graphics. This mode requires the most memory and the longest transfer time.

Colors: Choose either 256 Color, which scans up to 256 colors, 24 bit color 24 bit color [Fast], which scans up to 16.8 million colors. Although using 24 bit color or 24 bit color [Fast] creates an image with the most accurate colors, the image file will be approximately nine times larger than a file created with 256 Color. You have a choice of faster scanning with 24 bit color [Fast] or using the Brother Color Matching Technology with 24 bit color.

Size:

Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm.)
- Legal (8 1/2 x 14 in.)
- A5 (148 x 210 mm.)
- B5 (182 x 257 mm.)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (60 x 90 mm.)
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in.)

After you select a size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is useful when you want to crop an image when scanning.

To scan business cards, select the Business Card (60 x 90 mm.) size setting and place the business card at the top center of a carrier sheet.

Carrier sheets are available from your Dealer.

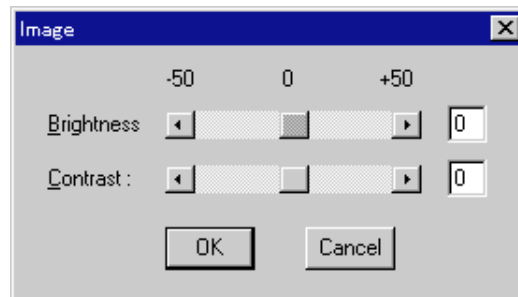
When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

Custom:

This section displays the size you selected. To adjust the scanning area size to business card size automatically, check the Business Card Size box.

Adjust:

In the Adjust section, click the **Image** button. The Image screen will appear:



Use the cursor to drag the indicator buttons to the left or right to adjust the Brightness and the Contrast, as needed.

Paper:

Check the Photo box if the image is a photograph.

Video Capture:

The Video Capture button displays the video frame grabber window. (See chapter Video Capture for details.)

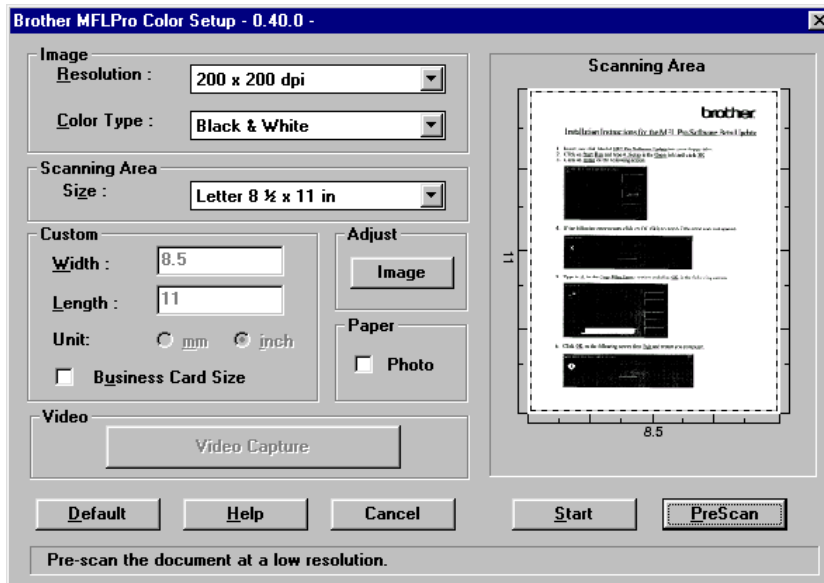
PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the Scanning Area. This is only a preview of the image so you can see how it will look. The PreScan button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button from the scanner window to scan the image.

How to use PreScan to adjust an Image:

- 1 Insert the document face down in the document feeder of your MFC.
- 2 Select the **PreScan** button.

The entire document will be scanned into the PC and will appear in the Scanning Area of the Scanner window.



- 3 To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.
- 4 Place the document in the document feeder of the MFC again.
- 5 Adjust the settings for Resolution, Color Type (Gray Scale) and Size in the Scanner window, as needed.
- 6 Select the **Start** button.
This time only the selected area of the document will appear in the PaperPort window.
- 7 In the PaperPort window, use the options available to refine the image. (See PaperPort for Brother online documentation for details.)

Brother Resource Manager

The Brother Resource Manager application must be running for you to use your MFC with your Windows® computer. Multi-Function Link Pro software and the MFL Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the MFC to simulate a Communications port for faxing and scanning and to simulate a Parallel port for Windows® GDI printing. The MFC also can use Epson LQ-510, LQ-850 and LQ-2550 printer emulation, which do not require the Resource Manager.

Video Capture from the PC

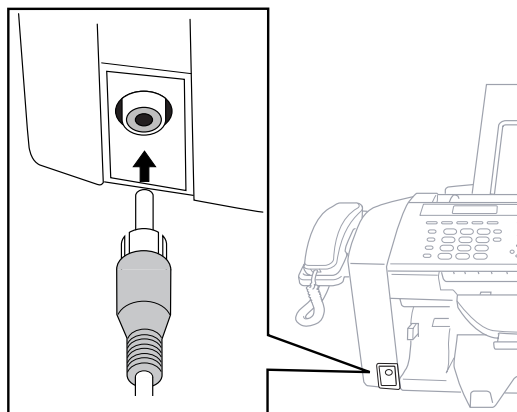
Video Capture is the process of isolating a single frame (or picture) from media played on video equipment (such as a video camera or VCR) and then converting that frame into an image file on your PC. Once the frame is an image file, it can be saved, printed, faxed, and inserted into other files.

Connecting Your Video Equipment

Before you can begin to capture a video frame, you must first connect your video equipment to the MFC.

To connect your video equipment:

- 1 Connect your video cable into the jack on your video equipment labeled **VIDEO OUT**.
- 2 Connect the RCA male plug on the other end of the video cable into the RCA female jack on the front of the MFC.




Capturing An Image

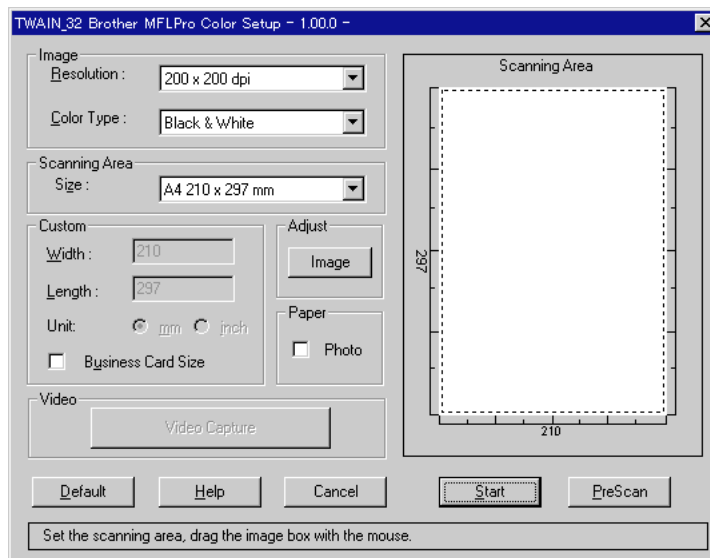
You can access Multi-Function Link Pro's Twain dialog box from the PaperPort for Brother viewer or from any application that is compatible with Twain scanning devices.

To capture a frame as an image:

- 1 Connect your video equipment to the MFC.
- 2 From PaperPort, select **Acquire** from the **File** menu, or click on the

Scan (Twain)  icon.

Multi-Function Link Pro's Twain dialog box will appear:



- 3 To access the Video Capture button, you must first select 24bit Color from **Color Type** drop down menu.
- 4 In the Multi-Function Link Pro Setup (Twain) dialog box, click the **Video Capture** button.

The Video Capture dialog box will appear.



- 5 Select the **Source** of the video:
 - Live Camera
 - Tape/VCR
 - Laser Disc®
 - Digital Camera
- 6 Select the **Type** of video:
 - Auto-is the most common choice, since the system will determine the Type for you.
 - Moving
 - Still
 - High Quality
 - Pro Quality-is the highest quality.
- 7 Select the **Preview** type:
 - B & W-Black and White displays approximately four frames per second.
 - Color-displays approximately one frame every two seconds because color images contain much more data.
- 8 Select the **Size** (dots per inch) of the image file to be created:
 - 1280 x 960-is the best quality. The image file will be large and take more space on your PC.
 - 750 x 562
 - 640 x 480-is suitable for most images.
 - 320 x 240

- 9** Turn on your video equipment and start running the video.
- 10** When you see the frame you want to capture, click the **Pause** button.
The frame will be displayed in the viewer screen section of Multi-Function Link Pro's Twain dialog box.
- 11** If you wish to capture the displayed frame, click the **OK** button, **-OR-**
If you are not satisfied with the frame that is displayed, resume running the video by clicking the **Pause** button a second time.
The video will resume running.
- 12** Click the **Quit** button to exit the Video Capture dialog box.
- 13** Run PaperPort, where a thumbnail image of your frame will be displayed. (See PaperPort online documentation for details).

Using Internet Faxing with NetCentric™ FaxStorm

NetCentric Internet Fax

Internet faxing (**NetCentric FaxStorm**) brings together the power of the PC and the economy of the Internet. Outgoing faxes are relayed from your desktop to a network provider's fax server over an IP connection. From the server, the fax job is transmitted across the Internet using sophisticated least-cost-routing algorithms, then delivered to a fax machine using local phone lines, or to another computer as an e-mail attachment. Faxes can be sent to a single recipient or to multiple recipients. NetCentric™ FaxStorm tracks your faxes to their destinations, and informs you of their status. When servers are down due to Internet outages, NetCentric™ FaxStorm re-routes your fax jobs and requests for account status.

You can access incoming faxes from any web-connected desktop and even forward them to others directly from the Inbox account.

For more information about how to use NetCentric™ FaxStorm, see the **online HELP** files after you install NetCentric™ FaxStorm on your computer. Use the *Help* pull down menu to access HELP.

Before You Begin

Compatible Operating Systems

NetCentric™ FaxStorm can be used with Windows® 3.1, 3.11, Windows® 95, 98 and Windows NT® Workstation Version 4.0 operating systems to integrate with your Internet fax account.

Your Fax Service Account

Before you can install NetCentric™ FaxStorm, you must use your established Internet Service Provider to go to <http://www.faxstorm.com> and set up an account with one of the Fax Service Providers. You will be given an Account Name and Password, which you will need to install NetCentric™ FaxStorm from the Brother CD-ROM.

A fax account is available to any person or company who has Internet access. *There is no charge for creating an account. You are charged only for use of services.*

A user account grants you access to many account features accessible from a web browser. You will have your own personal accounting and management web pages located on your local POPware server. These web pages will help you manage your account, view your account balance, pay invoices, check on the status of your faxes, and send faxes directly from a web form.

Receiving Faxes

The Fax Inbox receives faxes at your account on the POPserver. You can view faxes you receive. In order to use the Fax Inbox, you must establish an Inbound account on your primary POPserver.

If your fax account is a subaccount of a corporate account, you cannot change the services available to your account. Contact the administrator of your corporate account for information about changing account services.

The Inbox Detail window provides additional information on each fax job that is sent to your Inbox. To display the Inbox Detail window, double click on a fax job in the Inbox window.

The Inbox Detail window displays:

FaxID—Identification string set on the transmitting fax machine.

Quality—Image quality of the fax file.



Dialed#—The phone number that the sender dialed. This should be your inbound fax number.

File Size—Number of bytes in the fax file.

Received Time—Time at which the fax was received on the server.

Transmit Rate—Transmission speed used to transmit the file to the server.

From—Person or organization that sent the fax.

JobID—Number that uniquely identifies the fax job. The JobID is comprised of the identification number of the server to which the fax was sent and a unique number that identifies the fax itself.

Pages—Number of pages in the fax.

Status—Final status of the fax job. Either DONE or FAILED.

Creating An Inbound Account

- 1 Log on to your account home page using a web browser or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the **Options** button on the left-hand side of your account home page.
- 3 Click the **Inbox** icon. The Inbox frame appears within the browser.
- 4 Choose two (2) items, one from each drop-down list:
 - The server where you want to receive inbound faxes on the Internet Service Provider you use
 - The notification method you want (Notify by Email, Forward by Email, or No Notification or Delivery)

You will be provided with the telephone number of your fax Inbox. Give this number to people sending faxes to your fax Inbox.

Installing NetCentric™ FaxStorm

Before you begin, you must be connected to the Internet with your Browser running and be connected to your existing web-based NetCentric™ account.

- 1 Login to your web-based NetCentric™ account.
- 2 Insert the Brother CD-ROM into your computer CD-ROM drive.
- 3 Click on the NetCentric™ FaxStorm button to install the software and follow the prompts on the screen.



If you are using a Proxy server, you must enter the server name and address on the second page of the Account Setup Wizard. See your Account Administrator for this information.

Overview of Utilities

NetCentric™ FaxStorm includes the following related utilities to help you manage your faxing activities:

Contact Manager

Use Contact Manager to organize your contacts and import database files of existing address books.

Cover Page Builder

Cover Page Builder is your creative tool to build a personal cover page. You can arrange fax merge fields to organize your own cover pages.

You can build a cover page by using a fax file for a backdrop that you have created with the Print Driver. Using the Print Driver, you can convert a document created in any Windows® application into a fax file.

Print Driver

Use Print Driver to fax from any Windows® application through your fax account.

The Print Driver also enables you to convert files to image files for use as attachments and send them as faxes from NetCentric™ FaxStorm. Once you convert and save a file as an attachment, it is always listed as an attachment in your Attachment List.

Status Manager

Use Status Manager to work with your fax account and manage your incoming and outgoing faxes.

Viewfax (A Fax File Viewing Application)

Use ViewFax to view your completed fax at any time, before, or after, you send it from NetCentric™ FaxStorm. You can also use ViewFax to view fax files that you receive through your fax account, and to view other image files on your system. You can run ViewFax from Status Manager or as a separate application.

When you run ViewFax as a separate application, you can open any image file on your hard drive. In the Viewfax window, you can save an image file on your hard drive as an attachment, TIFF image, or cover page.

Accessing NetCentric™ FaxStorm

Select the NetCentric program group, then select FaxStorm. The NetCentric FaxStorm window appears.

Sending Faxes

You can send a fax directly from the NetCentric™ FaxStorm, or use the Print Driver to send a fax from any Windows® application or as e-mail.

The Send Fax dialog box has three tabs: *General* tab, *Attachments* tab and *Options/Sender* tab.

To access the Send Fax Window, in the NetCentric™ FaxStorm window, select *Send Fax* from the *Fax* menu—**OR**—Click the **Send Fax** button.

The Send Fax window appears:

The screenshot shows the 'Send Fax' dialog box with the following details:

- Lookup By:** Name/Company, Group
- First Name:** [Empty]
- Last Name:** [Empty]
- Company:** [Empty]
- Location:** Country, Area, Local #, Ext.
- Fax #:** 1 [Empty] [Empty] [Empty]
- Phone #:** 1 [Empty] [Empty] [Empty]
- Email:** [Empty]
- Send As:** Fax
- Buttons:** New Contact..., Clear, Add To List >
- Subject:** [Empty]
- Cover Page:** Cover Page: Generic with graphics
- Text:** [Empty text area]
- Recipient List:** [Empty list area] with Remove and Detail... buttons
- Bottom Buttons:** Preview, Send, Cancel, Help

General tab

In the *General* tab you can address a fax to one or more recipients, choose a cover page, and determine the method for sending the fax. The only information required to address a fax is the destination fax number. However, to send a fax, you must send either a cover page or an attachment to the fax.

Addressing A Fax

To address a fax, complete the contact information on the left side of the screen. If you make a mistake, you can delete all the contact information by pressing the **Clear** button.

To address the fax, enter recipient information in the address fields

—**OR**—Select a recipient from your contact database

—**OR**—Click the **Group** button to broadcast to multiple recipients.

Adding Contacts One at a Time

- Enter the recipient's information in the First Name, Last Name, or Company Name fields. The Contact Manager searches for the contact and fills in the rest of the recipient's information—**OR**—
- If the recipient is not in its database, enter the information.
- If you do not want to save this recipient in your contact database, click the **Add to List >** button. The recipient's name appears in the Recipient List box. (To delete a recipient from the list, click the **Remove** button.)

You can broadcast a fax to multiple recipients by adding them to the Recipient List. You can add multiple recipients to your recipient list in one of two ways:

- Add each recipient manually (by name or company)
- Add groups from your Contact Manager database

Selecting a Group (or a Contact from a Group)

- 1** Click the **Group** button to display groups and contacts within the Groups.
- 2** Click a group name to select it.
- 3** Click the **Add Group** button to add that group to the Recipient List—**OR**—To add a single contact within the group, click the contact name, then click the **Add Contact** button.



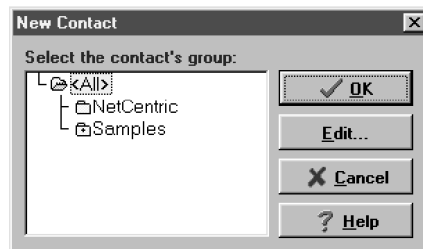
- 4 To view the details about a recipient, select the recipient from the Recipient List. Then click the **Detail** button.
- 5 Use the *Send As* drop down list to choose how faxes are sent to a group or to a contact.
 - Selecting Fax sends the selected file to the fax number shown in the Fax # field. For convenience, you can use the country code lookup.
 - Selecting E-mail sends the file to the e-mail address shown in the E-mail field.

Saving a New Contact from the Fax Send Window

After entering the recipient information for the fax, you can add the entry to your Contact Manager database:

- 1 Click on the **New Contact** button.

The New Contact window appears:



- 2 In the New Contact window, click the group in which you wish to place the contact.
- 3 To add more information about the new contact, click the **Edit** button to go to the *Contact Detail* window—**OR**—To save the new contact without opening the Contact Detail window, click the **OK** button in the *New Contact* window.

Specifying a Cover Page

- 1 Click the Cover Page check box to select the default cover page—**OR**—Change your cover page by clicking on the ... button to open the *Cover Page* window.
- 2 Click the browse button in the Send Fax window.
- 3 Select the name of the cover page in the cover page window.
- 4 Select the default checkbox.
- 5 Click OK to close the window.

About Sending a Fax as E-mail

You can send fax files and attachments to a recipient's e-mail address rather than to a fax number. When fax files are sent by e-mail, they arrive as TIFF file attachments to the e-mail message. The recipient can then view the TIFF files with an e-mail utility or an external image viewing application. The e-mail message to which the TIFF files are attached includes a URL to a web page that instructs the recipient how to configure the e-mail application to view the TIFF file attachments.

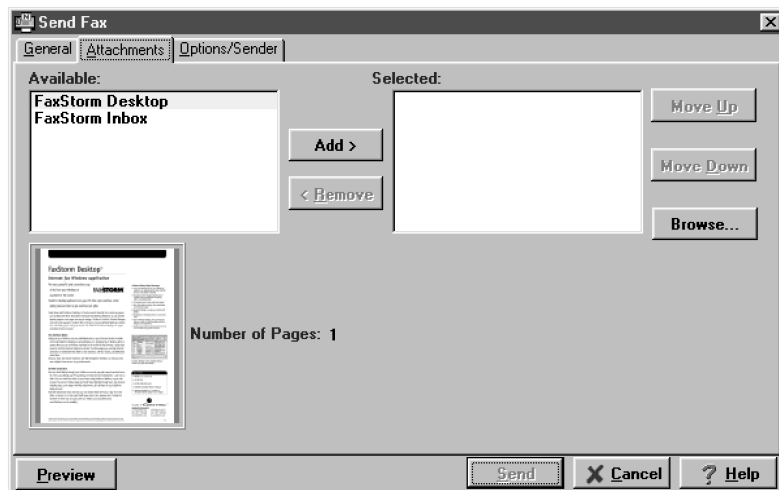
Most of the steps for sending fax files to an e-mail address are the same as for sending fax files to a fax number. The main difference is that you choose E-mail from the *Send As* options. You must specify a valid e-mail address for the recipient. Fax files that you have sent to an e-mail address appear in Status Manager as job type E-mail.

If you are sending a fax to more than one recipient, choose E-mail from the Send As options. The application sends the selected files to the e-mail address of each person in the recipient list. If you have not provided an e-mail address for a recipient, the fax job to that recipient is not sent.

Attachments Tab

Use the *Attachments* tab to attach documents to your fax from your hard drive or from your Attachments list. Attachments must be image files, which you create from any Windows® application with the Print Driver. Attachments can be files with the following extensions: TIFF, ASCII, BMP, JPEG, GIF, PCX, ICON, PDF, and PSD.

- 1 Select the *Attachments* tab from the Send Fax window.
- 2 The Attachments window appears, and displays the files that are available:



- 3 To place an Attachment in the selected window, click the name the Attachment, then click the **Add** button—**OR**—To select an attachment from your hard drive that is not in your Attachment List, click **Browse** to locate the file.

Attachments you add from your hard drive in the Send Fax window are included only for that particular fax.

Options/Sender Tab

Use the *Options/Sender* tab to specify the billing code, resolution, request e-mail notification, when to send the fax and a change to the sender information.

To set the defaults of *all* your faxes, click the **Set Defaults** button in the lower left-hand corner. Options modified in the Send Fax window apply to this fax only and appear on the cover sheet of your fax.

Sending a Fax from Other Windows® Applications

When you install the Print Driver (included with NetCentric™ FaxStorm) onto your computer, it will be available in your list of printers to use for faxing from any Windows® application.

If You Are Using Windows® 95 or 98

- 1 Open the document you wish to fax.
- 2 Select *Print* from the *File* menu.



- 3 Select **NetCentric™ FaxStorm** from the list of printers.
- 4 Click *Properties* (or click the button that displays the properties of the printer in the application you are using).
- 5 Select *Print to Fax* and click OK to close the *Properties* dialog box.
The Print Driver saves these properties until you change them again.
If you are printing to a file rather than faxing, open the *Properties* dialog box to select *Print2File*.
- 6 Click OK to print the document.
The Send Fax dialog box appears.
- 7 Enter the recipient's fax number, select a cover page and any options, if desired.

If You Are Using Windows NT® Workstation Version 4.0

- 1 In your Windows® application, open the document you wish to convert.
- 2 Select *Print* from the *File* menu.
- 3 In the Print dialog window, select **NetCentric™ FaxStorm** from your list of printers.
- 4 Click *Properties* (or click the button that displays the properties of the printer in the application you are using).
- 5 Select the *Document* tab and click the *Print2File* radio button.
- 6 Select the *File Options* tab and click the *Manual, prompt each time for file name* radio button.
- 7 Click the *Programs* tab and click the *Run program after creating image file* radio button.

The Program Exec text box should contain the path to the quickfax executable. If the text box is empty, enter the path to the quickfax executable. It is located in the bin directory beneath the directory in which you installed the application.

- 8 Click OK to close the *Properties* dialog box.
- 9 Click OK on the *Print* dialog box.
The file is now converted to a FAX file and the Send Fax application is launched, allowing you to fax the document you have converted.

Setting Up Contacts in the Contact Manager

In addition to saving recipient information when you address a fax in the Send Fax window, you can add contacts manually in the Contact Manager window. When adding a contact, you are creating an entry in an existing group in your Contact Manager database. You can add the contact to a subgroup that you have already created. However, if you do not select a group, then your contact is added to the top-level group *All*. After you have added a contact to Contact Manager, you can add or move it to different groups.

You can create more than one address for each person, and Contact Manager treats each address as a separate entry in its database, even allowing you to place them in separate recipient groups. Each address can be viewed and edited in that contact's Contact Detail Window.

You can add, arrange, and delete contacts and groups of contacts. To view the contacts within each group, select the folder of that group. You can navigate through a group using alphabetic tabs. To view details of a contact, double-click on the name of the contact.

To add a New Contact to the All Group:

- 1 In the NetCentric FaxStorm window, Select *New Contact* from the *Contact* menu. The Contact Detail window appears:

Contact Detail

General | Notes | User Fields

First: Prefix: Suffix:

Middle: Title:

Last: Company:

Location:

Address 1:

Address 2:

City:

State: Zip Code:

Country:

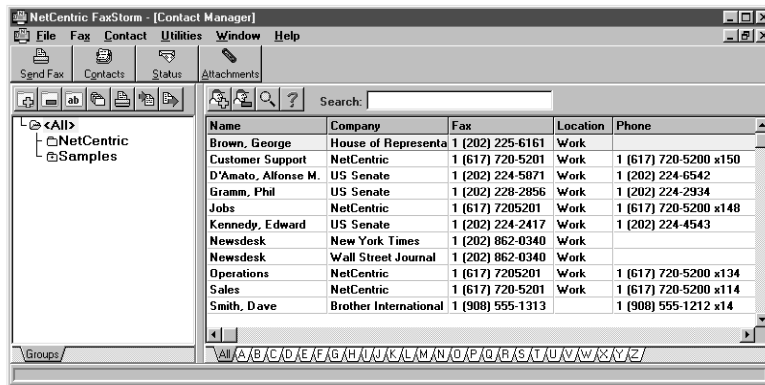
	Country	Area	Local	Extension
Fax #:	<input type="text" value="1"/>	<input type="text" value="617"/>	<input type="text" value="720-5201"/>	<input type="text"/>
Phone #:	<input type="text" value="1"/>	<input type="text" value="617"/>	<input type="text" value="720-5200"/>	<input type="text" value="150"/>

Email:

URL:

Send As:

- 2 Enter additional information about the contact in the *Contact Detail* window.
- 3 Click the **OK** button to save the new contact. The *Contact Manager* window appears listing the new contact in the *All* group:



You can move the new contact to another group by selecting it and dragging it into that folder.

- 4 Close the *Contact Manager* window, to return to the *NetCentric FaxStorm* window.

To add a New Contact to Another Group:

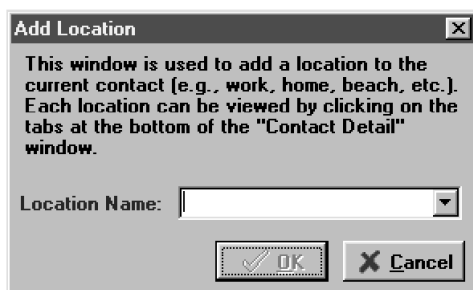
- 1 In the NetCentric FaxStorm window, click on the **Contacts** button—**OR**—Select *Contact Manager* from the Contact menu. The Contact Manager window appears.
- 2 Click the folder where you want to place the new contact and click the New Contact button. The Contact Detail window appears.
- 3 Enter the information about the contact in the *Contact Detail* window.
- 4 Click the **OK** button to save the new contact. The *Contact Manager* window appears listing the new contact in the group you selected.
- 5 Close the *Contact Manager* window to return to the NetCentric FaxStorm window.

Changing Contact Detail

Each contact has one Contact Detail window for all addresses, or locations, of that particular contact, even if the locations appear in different groups within the Contact Manager.

To edit the information of an existing contact, open the Contact Detail window for that contact:

- 1 In the Contact Manager window, double-click on the contact
—OR—
Select the contact in the Contact Manager window and select *Edit/View* from the Contact menu, or click the **Edit/View** button.
- 2 When the Contact Detail window appears, enter the additional information and changes, as needed. If you are ready to accept your changes, skip to Step 5.
- 3 To add another location for this contact, select the Add... button. The Add Location window will appear:



- 4 Enter the name of the new location and click the OK button. The Contact Detail window reappears and you will be prompted to enter the new location information.
- 5 When you are ready to accept the information in the Contact Detail window, click the **OK** button to save your changes.
- 6 When the Contact Manager window re-appears, close it.

Setting Up Multiple Addresses

The *Contact Detail* window has three tabs: *General*, *Notes* and *User Fields*. The *General* tab of the *Contact Detail* window has a separate sub-tab for each address or location. On the *General* tab you can modify the contact information, add and delete addresses, launch a web browser to view that contact's URL, specify the contact's default medium for file delivery (either fax or e-mail) and go to the Country Lookup utility to look up country codes. See the online *Help* for more information.

On the *Notes* tab, you can enter personal notes to the contact's record.

On the *User Fields* tab, you can define user fields for adding additional information about the contact.

Moving or Copying a Contact to Another Group

In the *Contact Manager* window, you can move a contact from one group to another, or copy a contact from one group into another group.

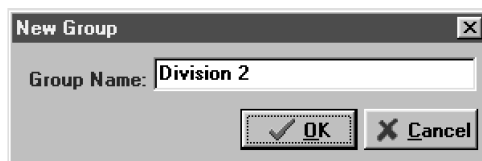
- To **move** a contact from one group to another, select a contact and drag it into the destination group. A dialog box asks you to confirm the move.
- To **copy** a contact from one group to another, press the Control key, select a contact, and drag it into the destination group. A dialog box asks you to confirm the copy.

Creating a Group for Broadcasting

You can create groups in the Contact Manager so you can quickly address a fax to all the recipients in that group. If you create a new group without initially opening the Contact Manager window, then the top-level group *All* is selected by default.

To set up a group to broadcast to multiple recipients:

- 1 In the *Contact Manager* window, select the group folder under which you wish to assign the new group.
- 2 Select *New Group* from the *Contact* menu—**OR**—Click on the **New Group** button in the Contact Manager window. The New Group window appears:



- 3 Enter a name (up to 25 characters) for the new group.
- 4 Click the **OK** button.

Managing Your Faxes in the Status Manager

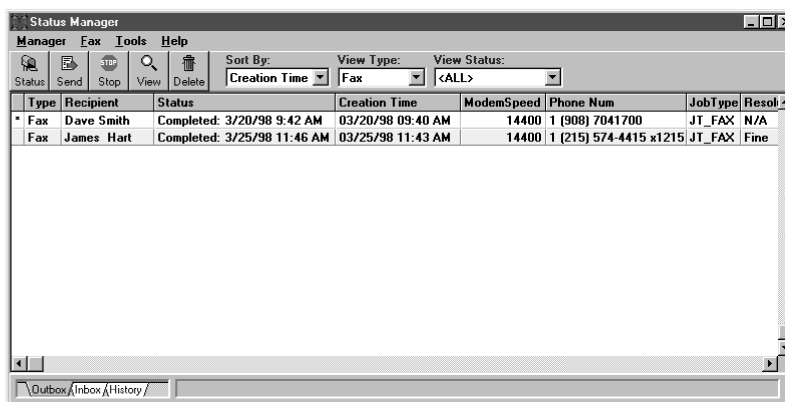
The Status Manager connects to your account, retrieves your sent and received faxes and displays their status. You can open the Status Manager to check your faxes, or you can set the Status Manager's options so that Status Manager checks the status at an interval you choose.

The Outbox lists the faxes you have sent from your faxing account. Each fax is identified by the type (fax or broadcast), recipient name, subject, status, recipient phone number and fax number, creation time, and the type of the data transmission and speed of transmission. Faxes that were not sent from NetCentric™ FaxStorm are shown with an asterisk in the first column. Fax status might be stopped, completed, processing, queued, failed, scheduled, or sending to server.

You can delete, move, sort, and manipulate the records of your faxes in Status Manager after they have been sent. You can move a fax to the History tab by clicking the Delete button and selecting that option.

Accessing the Status Manager

- Click the **Status** button—**OR**—select *Status* from the *Fax* menu—**OR**—Select Status Manager from the Utilities menu. You will be prompted to enter your account name and password. The Status Manager window appears:



Checking the Status of Sent Faxes (Outbox)

- 1 Click the **Outbox** tab at the bottom left-hand side of the Status Manager window.
- 2 Double-click the fax to view the *Inbox Detail* window for status information.

- 3 Click on a fax to select it, and click the **View** button to view the file. To delete a fax, click the **Delete** button.

Viewing Faxes You Received (Inbox)

- 1 Click the **Inbox** tab at the bottom left-hand side of the Status Manager window. FaxStorm downloads all faxes that have been sent to your Inbox.
- 2 Click on a fax to select it, and click the **View** button to view the file.
- 3 Double-click the fax to view the *Inbox Detail* window for status information. To delete a fax, click the **Delete** button.

Managing Faxes from Your Account Page

Your Fax Service Provider Account is a directory on the POPserver to which you were assigned when you created your account.

Accessing Your Account Page

You can access your account through a web browser home page using a URL similar to *http://www.server.net/~accountID/* where *www.server.net* is your primary POPserver, and *accountID/* is your account name or account ID

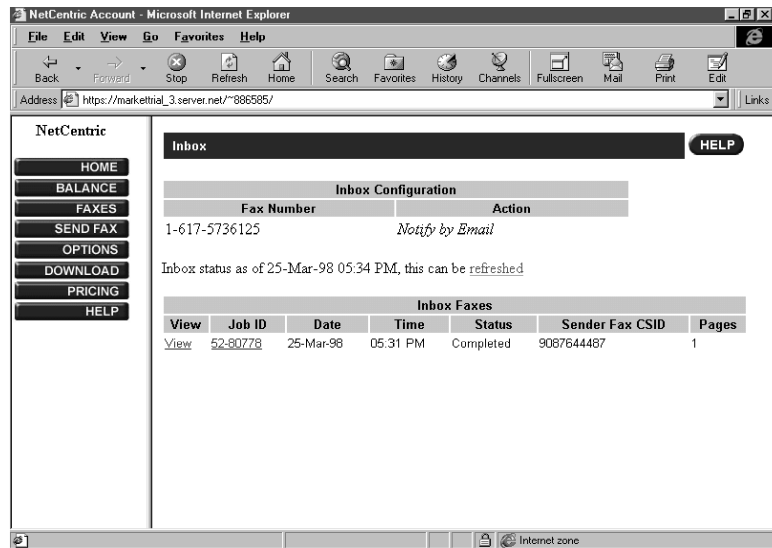
—OR—

You can access your account directly from NetCentric™ FaxStorm by selecting *Account Home Page* from the *Utilities* menu. Each time you connect to your account home page, you must enter the account name and password.

Viewing Received Faxes in Your Account Page Inbox

Faxes that are sent to your fax Inbox can be viewed from your account home page, as well as from NetCentric™ FaxStorm. *See online HELP if you need more information.*

- 1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the *Faxes* link on the left side of your account home page. The *Faxes* frame appears within the browser.
- 3 Click the *Inbox* hypertext link. Your *Account Page Inbox* will be displayed, listing your received faxes.

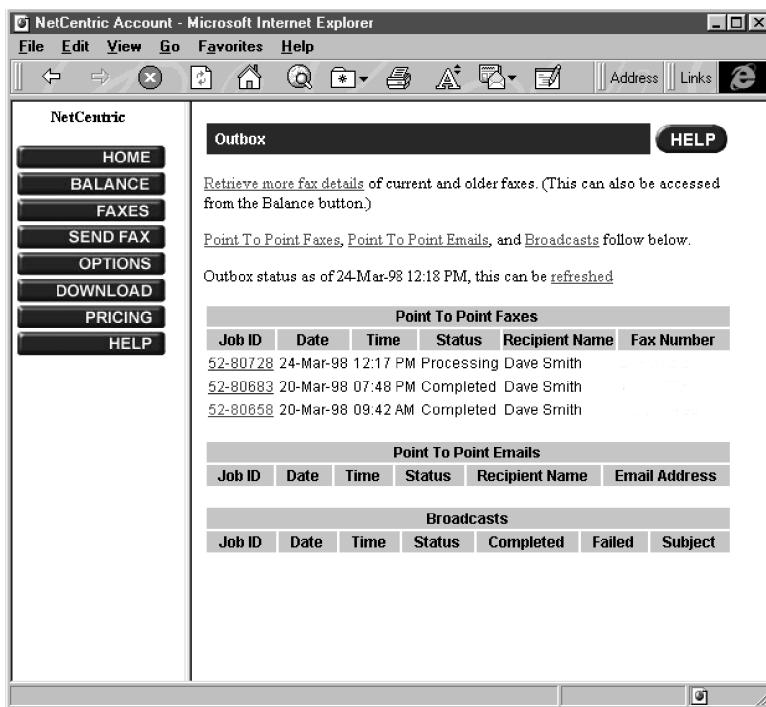


Checking Sent Faxes in Your Account Page Outbox

You can check the faxes you sent from your account home page, as well as from NetCentric™ FaxStorm.

- 1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the *Faxes* link on the left side of your account home page. The *Faxes* frame appears within the browser.

- 3 Click the Outbox hypertext link. Your Account Page Outbox will be displayed, listing you sent faxes:



Customer Support

You can select *Web Problem Reports* from the *Utilities* menu of the NetCentric™ FaxStorm window. Your web browser will open the problem report page of NetCentric Corporation. Use this to send your problem directly to Customer Support at NetCentric Corporation, or

Contact NetCentric Corporation at

28 Crosby Drive
Bedford, MA 01730 USA

1 (781) 685-5200 (voice)

9 a.m. to 6 p.m., EST,
Monday through Friday

1 (781) 685-5600 (fax)

E-mail: Support@netcentric.com 24 hours a day 7 days a week

Using Automatic E-Mail Printing

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Automatic E-Mail Printing (For Windows® 95 and 98 Only)

The Brother Automatic E-Mail Printing software is a utility program that reads your E-mail messages from a specified POP3 server and automatically prints to a printer.



Please read this section before using the software.

Check the online README.WRI file in the root directory of CD-ROM 1 for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

Main Features

- You can use Automatic E-Mail Printing with other E-mail software: Brother Automatic E-Mail Printing has some extra functions that other E-mail software, such as Netscape Navigator™ or MS Internet Mail, do not support.
- Automatic E-Mail Printing can be configured for a multiple user account: In Brother Automatic E-Mail Printing you can set more than one e-mail account on a single PC so you can print e-mail in each account automatically.
- Automatic access to your specified POP3 server at the specified time: You can specify the time when the Brother Automatic E-Mail Printing accesses the server to check for new mail.
- Provides an “In Memory” printer driver: You can receive and print e-mail data at the same time, by searching for a specified character string in the mail header. It allows you to see the sender, subject and relevant part of the mail content.

Automatic E-Mail Printing is for Windows® 95 and 98 Only

Automatic E-Mail Printing is a 32 bit software application. It cannot run on Windows® 3.1 or 3.11, even if Win32 is installed on your computer.

You Cannot Use a 16 bit TCP/IP Stack

To run Automatic E-Mail Printing, you MUST have a 32-bit TCP/IP stack. Windows® 95 or 98 provides built-in 32bit TCP/IP stacks that you can set up.

If You Are Using Korean Windows® 95 or 98

If you are using Korean Windows® 95 or 98, you must choose *English* in the Language menu of the installer.

Setting Up Automatic E-Mail Printing

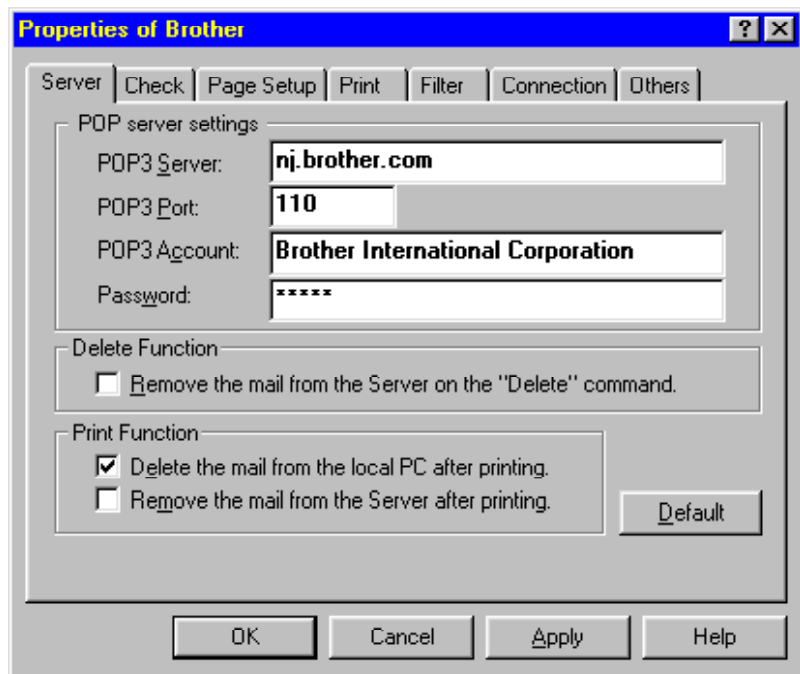
To access the Properties of Brother window and set up your options:

- 1 From the Automatic E-Mail Printing window, select *Properties* from the *Mail* pull down menu.

The User Settings window will appear.

- 2 Select the User you want to set up and click the *Properties* button.

The Properties of Brother window will appear:

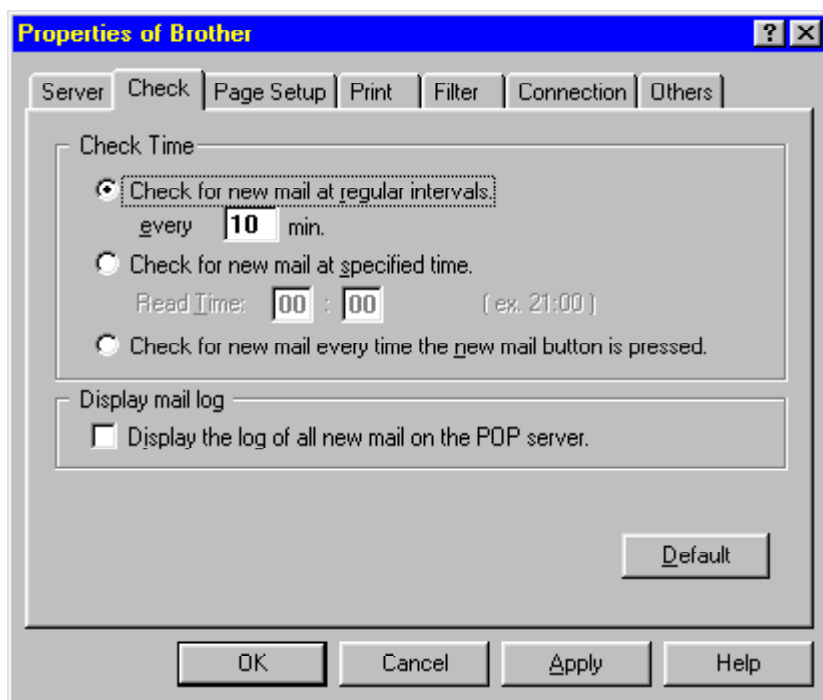


Setting Up the Server

In the Server tab of the Properties of Brother window, you must enter your POP3 Server, POP3 Port, POP3 Account name, and Password. Check the Delete Function and Print Function options as desired.

Setting the Check Time

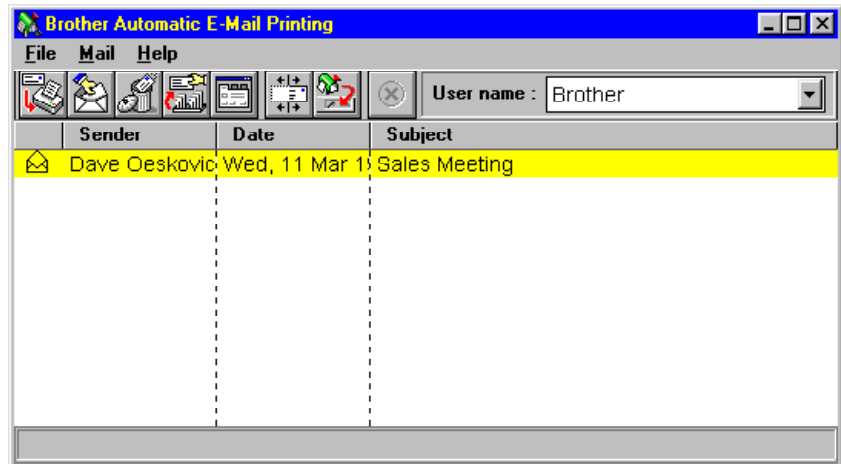
In the *Check* tab of the Properties of Brother window, you can set up Automatic E-Mail Printing to check for new mail at specified intervals—**OR**—at a specified time—**OR**—every time you click the New Mail icon. Check the *Display mail log* checkbox if you want your log to show all new mail.



Continue to set up the *Page Setup*, *Print*, *Filter*, *Correction* and *Others* (applications where you want to be able to view new e-mail messages) as needed. Please see Online Documentation and Help files on CD-ROM 1 if you need more detailed information.

Using Automatic E-Mail Printing

In the Automatic E-Mail Printing window click the icon buttons for the following options: New Mail, Print, View, Delete, Properties, Hide your log information and Add to Task Tray.



Uninstalling Automatic E-Mail Printing from Windows® 95 or 98

You can delete the Automatic E-Mail Printing software, using the *Add/Remove Program* in Windows® 95 or 98.

If the Uninstall Program Displays An Error Message

When you install the Automatic E-Mail Printing software and create a user, a directory name is created for that user. The uninstall utility program has no knowledge of this user directory. So, when you run the uninstall utility program to remove the Automatic E-Mail Printing software, the uninstall program displays an error message. To resolve this difficulty, delete the “inetprn” directory and any sub-directories that the Automatic E-Mail Printing software created on your hard disc drive.

To Access the Add/Remove Programs Properties Window:

- 1** Close the Automatic E-Mail Printing application.
- 2** Click the **Start** button in the Taskbar.
- 3** Select *Settings*, then *Control Panel*.
The Control Panel window appears.
- 4** Double-click the *Add/Remove Program* icon in this window to run the Add/Remove Programs Properties utility program.
- 5** In the *Install/Uninstall* tab, select *Automatic E-Mail Printing* from the list of programs.
- 6** Click the **Add/Remove** button.
- 7** Then follow the prompts on your computer screen.

Color Faxing with 3D FaxSpeed (For Windows® 3.1, 3.11, 95 and 98 Only)

How 3D FaxSpeed Works

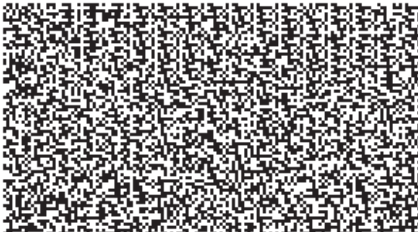
3D FaxSpeed is a Windows® color PC fax software application that allows you to convert color image files so you can fax them to the receiving party's PC. (The receiving party must be able to receive faxes and must have the free 3D FaxSpeed Reader program.)

Because 3D FaxSpeed is a binary file transfer application, you can send, receive and store documents (including scanned documents) containing confidential information on plain paper in a special coded format (InfoImage). Transmission is through Multi-Function Link Pro software on your computer and reception can be either into your Multi-Function Link Pro Log Manager on your computer or on paper on your Brother MFC. Receiving parties that do not have an MFC and Multi-Function Link Pro software may receive InfoImages from you via their fax-modem or fax machine and scanner.

The maximum InfoImage file size that can be transmitted is 32K.

Special Coded Format (InfoImage)

A 3D FaxSpeed InfoImage is a graphic image representation of digital computer files, generated by a proprietary procedure. On paper, an InfoImage is composed of block(s) of very small black and white squares:



This chapter is only an Introduction to 3D FaxSpeed. After you install 3D FaxSpeed on your computer, check the README.WRI file in the root directory of CD-ROM 1 for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation. Use the Help pull down menu in 3D FaxSpeed to access HELP, as needed, to learn the many features and functions available in 3D FaxSpeed.

Installing 3D FaxSpeed



In the CD-ROM window, click the **Install 3D FaxSpeed** button and follow the prompts on each screen.

If your Windows® Display System Settings (Windows® Setup) is set to a Large Font display, then there may be irregularities in the appearance of 3D FaxSpeed screens. 3D FaxSpeed cannot be used at all with Large Fonts and 640x480 display resolution.

- 1** Run Windows®, then insert the Brother CD-ROM #1 into your CD-ROM drive.
- 2** When you insert the CD-ROM into the PC with Windows® 95 or 98, the screen appears automatically. (You can also run: **x:SETUP.EXE** from Explorer.) With Windows® 3.1 or 3.11, from the File menu run **x:SETUP.EXE**.
- 3** Click on the 3D FaxSpeed button to start the install program.
- 4** Type in your name or the name of your company. This name will be appended to each InfoImage to identify you as the sender.
- 5** Click the **Continue** button.

The second installation window appears with the path displayed as **c:\FaxSpeed**.

- 6 Click the **Continue** button to accept it.

The third installation window appears with 3D FaxSpeed Standard as the name of the program group.

- 7 Click the **Create** button to accept it.

- 8 At the end of the installation, a success message should be displayed. Click the **OK** button to proceed.

After installation is finished, a new 3D FaxSpeed program group containing the 3D FaxSpeed icons will appear in Windows®:

3D FaxSpeed Standard Send: Activates the 3D FaxSpeed Send module.

3D FaxSpeed Read: Activates the 3D FAX Read module.

3D FaxSpeed Help: Activates the 3D FaxSpeed Online Help.

3D FaxSpeed Macro Installer: Enables you to install a 3D FaxSpeed macro into your word processors. (See 3D FaxSpeed Macro on the following pages.)

Create Read Module Install Disk: Enables you to create an installation disk of the Read Module for free distribution to recipients of your InfoImages.

3D FaxSpeed Release Notes: Describes some undocumented features and special notes for 3D FaxSpeed. It is important that you print this file for reference.

- 9 To start 3D FaxSpeed, select the 3D FaxSpeed icon of your choice.

NOTE: Do not export or save files into any of the directories or subdirectories. Do not try to erase any 3D FaxSpeed directory or hidden file.

Selecting Multi-Function Link Pro As Your Fax Application

After installation, the first time you start the 3D FaxSpeed Send module, automatically you will be asked to specify the fax application to which 3D FaxSpeed will send the InfoImages. The 3D FaxSpeed Setup window will be displayed, listing all the fax applications, printers and other output devices found on your disk.

Select the Brother MFC-7100 Series Fax driver and click the **OK** button.

NOTE: An InfoImage is always in Portrait orientation.

Creating 3D FaxSpeed Read Module Disks for Recipients

You can create a disk of the Read module to give to recipients of your InfoImages, so they can convert and read them on their computer.

- 1 Select the Create Read Module Install Disk icon from the Multi-Function Link Pro program group.

The 3D FaxSpeed Copy Wizard window appears with the following message:

Please insert 3D FaxSpeed Installation disk into drive a: or b: and press OK.

Copy Wizard will help you to create a free distribution of 3D FaxSpeed Read Module.

- 2 Insert your Brother Color MFC Suite CD#1 into your CD-ROM drive.
- 3 Select the **OK** button. The Copy Wizard will not be able to locate the correct files. Select the **BROWSE** button and select the X:\3D directory of CD#1. Select the **OK** button.

The following message will be displayed:

Please insert clean, formatted disk in drive a: or b: and press OK.

- 4 Insert a blank disk into your a: or b: drive.
- 5 Select the **OK** button.

After the disk has been created, you can choose to create another disk at the following message:

3D FaxSpeed free distribution disk was successfully created.

Do you want to create another one?

- 6 Select the **YES** button to create another Read Module disk, or Select the **NO** button to exit.

Quick Start Procedures

If you want to start sending and reading InfoImages immediately, these are the basic procedures.

How to Send an InfoImage

You must be in the 3D FaxSpeed application to select the file(s) you wish to send as an InfoImage.

To Send an InfoImage with 3D FaxSpeed Standard Send:

- 1** From the 3D FaxSpeed program group, select the 3D FaxSpeed Standard Send icon.

The 3D FaxSpeed Send dialog box appears.

- 2** Select the drive and directory where the files you want to send are stored.

- 3** Highlight the file(s) to be converted to the InfoImage format.

NOTE: The InfoImage file size can not exceed 32K. You can monitor the file size during this file selection process by checking the Total Size (Kb) field in the InfoImage Contents section of this dialog box.

- 4** Select the **Add** button.

The selected files will be displayed in the InfoImage Contents dialog box.

- 5** Select the **Send** button.

The Sending InfoImage window appears.

Then the Multi-Function Link Pro Send Fax dialog box appears.

- 6** Enter the required information in the Send fax to field. You can select a fax number from your Multi-Function Link Pro Phone Book. (See your Multi-Function Link Pro Owner's Manual for details).

- 7** Select the **Send Fax** button.

The Document Conversion window appears.

Through the speaker of your MFC, you will hear the fax number being dialed and the fax transmission being sent.

Using the 3D FaxSpeed Macro

To print the current document in your word processor directly to 3D FaxSpeed:

- 1 Open your word processor application, and open or create the required document.
- 2 Select the Run 3D FaxSpeed option from the File menu.
The current file will be generated into an InfoImage.
Then the 3D FaxSpeed Setup dialog box will appear.
- 3 Specify the required settings in this dialog box.
- 4 To change additional settings, select the Fax/Printer... button. The 3D FaxSpeed Setup dialog box will appear (see Selecting Multi-Function Link Pro as Your Printer).
- 5 Select OK to send the InfoImage to Multi-Function Link Pro.

How to Read an Infolmage that Was Printed at Your MFC

If your system is set up to print received faxes at the MFC, the incoming InfoImage will be printed at the MFC. To read the printed InfoImage, you must first scan it into your computer so 3D FaxSpeed can read the file.

Follow these steps when a received Infolmage printed at the MFC:

- 1 After the InfoImage is received and printed by the MFC, place the printed InfoImage page(s) into the MFC's document feeder.
- 2 On your computer, open 3D FaxSpeed Read module and select the Brother MFL Pro Color driver to scan the InfoImage into your computer. 3D FaxSpeed will run the Multi-Function Link Pro Scanner application automatically.
 - As each page is scanned, 3D FaxSpeed shows you how many InfoImage blocks have been read and how many are still unread. 3D FaxSpeed will not accept a page from a different InfoImage.
- 3 After all the pages of the InfoImage have been scanned, 3D FaxSpeed automatically retrieves and decompresses the original files from the InfoImage and saves them in a Log file.
- 4 3D FaxSpeed displays a list of the retrieved files and lets you save each one as a file.

NOTE: Even though the list of files and their content can be viewed, the actual files represented by the InfoImage are not saved unless you have saved them to disk.

How to Read an InfoImage that Was Received Into MFL Pro

When the Multi-Function Link Pro Message Center Counter is displayed and shows that you have received a new fax, you can skip going to the Multi-Function Link Pro Log Manager by clicking on the Fax counter. The Multi-Function Link Pro Viewer/Editor will be run automatically and your new fax will be displayed. If you view the fax and see that it is an InfoImage, remember the file name that appears in the title bar. It will include the path and file name, for example:

C:\BRMFLPRO\FAXMANG\INBOX\FAX00001.HFX

Now that you know the path and file name, you can exit Multi-Function Link Pro and go directly into 3D FaxSpeed to read the InfoImage file. Reading a file means to convert the file into its original file format, as follows.

To read an InfoImage after viewing it in the MFL Pro Viewer/Editor:

- 1 Close the Multi-Function Link Pro ViewerEditor.
- 2 Run the 3D FaxSpeed Read module. The 3D FaxSpeed Read dialog box appears.
- 3 Click the **Select** button. The Select dialog box appears.
- 4 From the File Name list box, select the file name (that you saw in the ViewerEditor).
- 5 Select the **OK** button.
- 6 In the 3D FaxSpeed Read dialog box, select the **Read** button. The InfoImage Reader will look at the .HFX fax file and try to find the InfoImage data. If it sees a cover page (that is not included in the InfoImage data), the InfoImage Read Problem window appears with the message:
Cannot read InfoImage page. File: fax?????.hfx page skipped.
- 7 Click the **OK** button to proceed. 3D FaxSpeed will read each block in the InfoImage. You will see the name of the file(s) that were included in the InfoImage displayed in the InfoImage Contents list box.
- 8 To view or save the file(s), select the **View** or **Save** button.

NOTE: Even though the list of files and their content can be viewed, the actual files represented by the InfoImage are not saved unless you have saved them to disk.

If the Recipient Uses Another Fax Application

The recipient may use a PC modem and another fax application to receive faxes directly into a computer. As soon as the fax is an InfoImage on the computer, the recipient can go directly to 3D FaxSpeed to read it.

3D FaxSpeed Read Module for Recipients

To decompress and read your InfoImages, the recipient's computer must have the 3D FaxSpeed Read Module Install Disk that you can create for them. (See Creating Read Module Disks for Recipients.)

For recipients of your InfoImage who are using another fax application:

- 1** The InfoImage is received into the recipient's computer through another fax application.
- 2** In the fax application, the recipient must save or export the InfoImage into a selected directory as a BMP, PCX, TIFF or DCX file:
 - BMP, PCX and TIFF formats save each InfoImage page in a separate file.
 - DCX format saves the entire InfoImage in a single file, even if it is more than one page.
- 3** Select the 3D FaxSpeed Read icon to open the 3D FaxSpeed Read window.
- 4** Select all the files that belong to a single InfoImage and activate the Read function to retrieve and decompress the files.
 - 3D FaxSpeed shows which blocks have been read and which blocks are still missing.
 - The retrieved files are saved automatically in the Log file.
- 5** In the 3D FaxSpeed Read window, a list of the retrieved files is displayed. You can view each file in its appropriate application.
- 6** In 3D FaxSpeed, save the retrieved files.

NOTE: Even though the list of files and their content can be viewed, the actual files represented by the InfoImage are not saved unless you have saved them to disk.

If the Recipient Uses a Fax Machine and Scanner

Recipients who receive fax transmissions on paper at a fax machine must use a scanner to scan the image into their computer.

3D FaxSpeed Read Module for Recipients

To decompress and read your InfoImages, the recipient's computer must have the 3D FaxSpeed Read Module Install Disk that you can create for them. (See Creating Read Module Disks for Recipients.)

For recipients of your InfoImage who are using a fax machine and scanner:

- 1 The InfoImage is printed on the receiving party's fax machine.
- 2 Fax Machine / Scanner Requirements:
 - The retrieved files are saved automatically in the Log file.
 - **Medium density format** — If you sent the InfoImage in Medium density format, the recipient must scan the fax printout of the InfoImage into the computer using a 300x300 or 400x400 dpi scanner. For Twain-supported scanners, 3D FaxSpeed automatically will open the scanner application of the recipient's choice. As the recipient scans each page, 3D FaxSpeed shows how many InfoImage blocks have been read and how many are still unread. 3D FaxSpeed will not accept a page from a different InfoImage.
 - **Low density format** — If you sent the InfoImage in Low density format, the recipient can scan the InfoImage into the computer using a 200x200 or 300x300 dpi scanner.

If a recipient's scanner is not Twain compatible, the InfoImage can be scanned by its scanner application, saved to disk as a file, and retrieved by 3D FaxSpeed using the Read from file option.
- 3 After all the pages of the InfoImage have been scanned, 3D FaxSpeed automatically retrieves and decompresses the original files from the InfoImage and saves them in a Log file.
- 4 3D FaxSpeed then displays a list of the retrieved files and lets the recipient view each one in its appropriate application (if that application exists on the computer).
- 5 In 3D FaxSpeed, the recipient must save the retrieved files.

NOTE: Even though the list of files and their content can be viewed, the actual files of the InfoImage are not saved unless they have saved to disk.

CHAPTER TWENTY TWO

Optional Accessories

(For MFC 7160C Only)

Memory Board

The memory board is installed on the main controller board inside the MFC. When you add the optional memory board, it increases the performance for fax operations.

Optional Memory for the Fax Operations

The MFC 7160C can recognize 2MB (ME2000) of Optional Memory. Be careful to purchase the appropriate memory board.

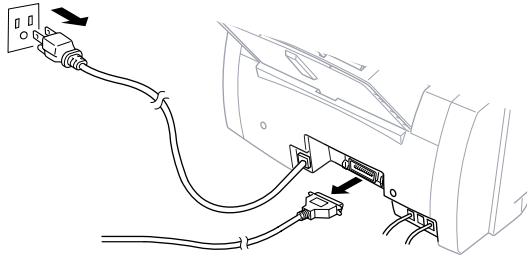
Additional memory for the fax will expand the memory used for sending and receiving faxes.

Model Name	Optional Memory	Total
MFC 7150C 2 MB (up to 100 pages)	N/A	2 MB (up to 100 pages)
MFC 7160C 4 MB (up to 300 pages)	2 MB (for Fax)	6 MB (up to 500 pages)

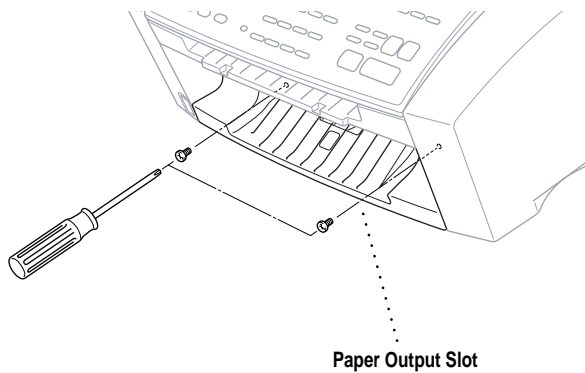
Using Brother #1 chart, with MMR coding and Standard Resolution.

Installing the Optional Memory Board

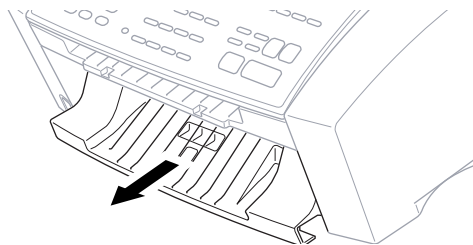
- 1 Unplug the power cord from the AC outlet and disconnect the interface cable.



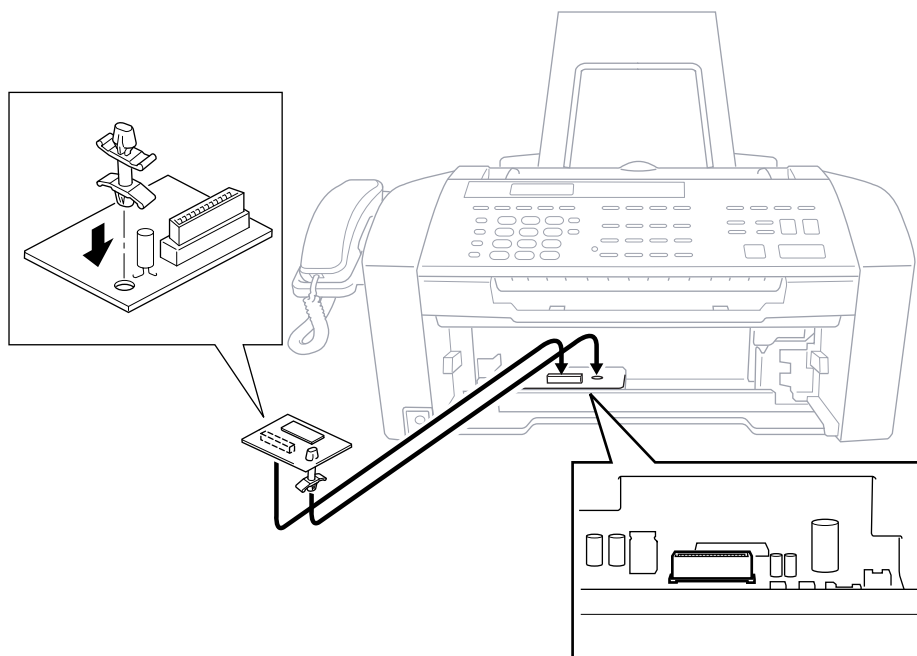
- 2 Remove the two screws securing the paper output slot in the front of the MFC.



- 3 Pull out the paper output slot.



- 4 Hold the edge of the memory board and do not touch its surface. Insert the memory board into the connector on the Main Board and make sure it is securely seated.



- 5 Return the paper output slot to its normal position.
- 6 Secure it with the two screws.
- 7 Reconnect the interface cable.
- 8 Plug the power cord into the AC outlet.

CHAPTER TWENTY THREE

Important Information

Standard Telephone and FCC Notices

These notices are in effect on models sold and used in the United States only.

This equipment is hearing aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform these activities in the off-peak hours, such as early morning or late evening.

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

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premises wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your MFC 7150C or MFC 7160C damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

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

If you experience trouble with your MFC 7150C or MFC 7160C, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your MFC, contact Brother at

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

**WARNING**

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

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

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

**Important—About the Interface Cable**

This machine has been certified to comply with FCC standards, which are applied to the USA only. The shielded interface cable supplied with your MFC should be used according to FCC 15.27 (C). In addition, a grounded plug should be plugged into a grounded AC outlet after checking the rating of the local power supply for the printer to operate properly and safely.

**Federal Communications Commission (FCC)
Declaration of Conformity (For USA Only)**

Responsible Party: Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA
TEL: (908) 704-1700

declares, that the products

Product Name: MFC 7150C, MFC 7160C

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesirable operation.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Attention

The MFC 7160C that you purchased contains a rechargeable internal battery (Ni-MN). At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details of recycling options in your area and proper disposal.

If you have a problem, contact Brother service at

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

1-908-575-8790 (fax)

BBS: 1-714-859-2610 (voice)

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

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

International Energy Star Compliance Statement

The purpose of the International Energy Star Program is to promote the development and popularization of energy-efficient office equipment, which includes computers, monitors, printers, facsimile receivers and copy machines world-wide. As an International Energy Star partner, Brother Industries, Ltd. has decided that this product meets the guidelines of the program.



Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not use this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.
- 9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).
- 12** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.

- 14** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Authorized Service Personnel. A list of Authorized Service Centers has been included for your convenience, or you may contact the following Customer Service Numbers for your nearest Authorized Service Center:
- USA:** 1-800-284-4329 (voice)
1-908-575-8790 (fax)
1-800-521-2846 (Fax-Back System)
- From within Canada:** 1-800-853-6660 (voice)
1-514-685-4898 (fax)
1-800-681-9838 (Fax-Back System)
- From within Montreal:** 1-514-685-6464 (voice)
- 16** This product does not have an ON/OFF switch. Therefore, it is very important that you have easy access to the main plug and the main socket to which the plug is connected, in case the main power to the MFC must be disconnected quickly.
- 17** Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:
- A** When the power cord is damaged or frayed.
 - B** If liquid has been spilled into the product.
 - C** If the product has been exposed to rain or water.
 - D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E** If the product has been dropped or the cabinet has been damaged.
 - F** If the product exhibits a distinct change in performance, indicating a need for service.
- 18** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

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CHAPTER TWENTY FOURS

Specifications

Product Description

The MFC 7150C is a 6 in 1 Multi-Function Center: Color Printer, Color Copier (single copies), Color Scanner, Plain Paper Fax, Color PC Fax (via your PC) and Video Capture. The MFC 7160C is a 7 in 1 Multi-Function Center: Color Printer, Color Copier (multiple copies), Color Scanner, Plain Paper Fax, Message Center, Color PC Fax (via your PC) and Video Capture.

Fax Specifications

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR
Modem Speed	14400/12000/9600/7200/4800/2400 Automatic Fallback
Cut Sheet Size	Min. 2.75" (W) x 5.0" (L) Max. 8.5" (W) x 14.0" (L)
Scanning/Printing Width	8.2 inches (208 mm)
Paper Cassette	200 Sheets (20 lbs.)
Printer Type	Ink Jet
Gray Scale	256 levels (Error Diffusion)
Display	LCD, 16 characters x 2
Polling Types	Standard, Sequential
Contrast Control	Automatic/Super Light/Super Dark (manual setting)

Resolution	<ul style="list-style-type: none"> • Horizontal 203 dot/inch (8 dot/mm) • Vertical Standard—98 line/inch (3.85 line/mm) <li style="padding-left: 2.5em;">Fine, Photo—196 line/inch (7.7 line/mm) <li style="padding-left: 2.5em;">Superfine, Photo—392 line/inch (15.4 line/mm)
Memory Capacity	MFC 7150C—2 MB (up to 100 pages) MFC 7160C—4 MB (up to 300 pages/up to 99 minutes)
One Touch Dial	12 x 2
Speed Dial	56 stations (MFC 7150C) 100 stations (MFC 7160C)
Automatic Redial	3 times at 5 minute intervals
Speaker Type	Full Duplex (For MFC 7160C Only)
Auto Answer	0, 1, 2, 3 or 4 rings
Communication Source	Public switched telephone network
Operating Environment	50–95° F (10–35° C)
Best Print Quality	68–91° F (20–33° C)
Power Source	120V AC 50/60Hz (USA, Canadian Version Only)
Power Consumption	Standby: under 10 watts Peak: under 75 watts
Dimensions	21.3 x 15.4 x 9.7 (inches) 540 x 390 x 247 (mm)
Weight	20lb/9kg

* “Pages” refers to the “Brother Standard Chart No. 1” (a typical business letter, Standard resolution). Specifications and printed materials are subject to change for improvement without prior notice.

Printer Specifications

Printing

Print Method	Piezo with 64 x 4 nozzles
Resolution	1440 x 720 dots per inch (DPI) 720 x 720 dots per inch (DPI) 360 x 360 dots per inch (DPI) 360 x 180 dots per inch (DPI)
Print Speed	up to 6 pages/minute (Mono) up to 4 pages/minute (Color)
Print Width	8 inches (203.2 mm)
Resident Fonts	Bitmap fonts ■ Roman 10, 12, 15, PS
Disk-Based Fonts	35

Controller

Emulations	GDI/EPSON ESC/P (LQ-510, LQ-850, LQ-2550)
Interface	A shielded cable to IEEE 1284 (bi-directional) specification less than 6.5 feet (2 m) long should be used.

Print Media

Paper Input

Automatic loading from the Multi-Purpose Sheet Feeder or manual loading from the Manual Feed Slot

- Paper type:
Plain paper, coated paper, glossy paper, transparencies, organizer paper (J (from the Manual Feed Slot only), K, L) and envelopes
- Paper size:
Letter, Legal, A5, B5, Executive, envelopes (commercial No. 10, DL, C5) organizer (J (from the Manual Feed Slot only), K, L)

Width	2.75–8.5" (70–216 mm)
Length	5–14" (127–356 mm)
Weight	16–32 lb (60–120 g/m ²)

- Maximum feeder capacity: Approx. 200 sheets of 20 lb (75 g/m²) plain paper.

Paper Output

Approximately 75 sheets of plain paper (Face up print delivery to the paper output tray) It is recommended that printed sheets are taken from the paper output tray immediately after printing.

Ink

Black and 3 individual color ink cartridges separate from the print head

Service Life of Ink Cartridge

Approximately 750 page/Black cartridge at 5% coverage

Approximately 400 page/Color cartridge at 5% coverage

Troubleshooting and Maintenance

Troubleshooting

Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your MFC using this manual, call our Fax-Back System and follow the voice prompts to receive faxed instructions about using the system, and an index of Fax-Back subjects.

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

The Brother USA Fax-Back System number (USA only) has been preprogrammed on One Touch key .

Brother on the World Wide Web

You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web. Visit us at

<http://www.brother.com>

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA: 1-888-298-3616

From within Canada: 1-514-685-2040

Error Messages

As with any sophisticated office product, errors may sometimes occur. If this happens, your MFC often identifies the problem and displays an error message. The table below explains the most common error messages.

You can correct most problems by yourself. If you need additional help, call the Brother Fax-Back System.

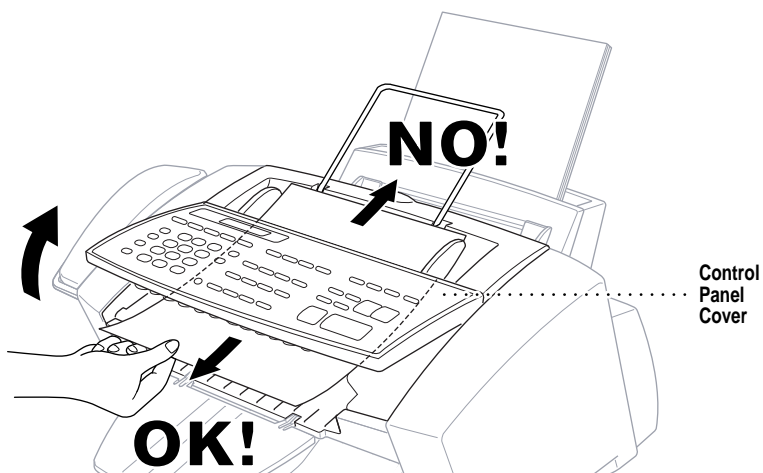
USA: 1-800-521-2846


From within Canada: 1-800-681-9838

ERROR MESSAGE	CAUSE	ACTION
CHECK CASSETTE	MFC cassette cover is open or MFC cassette is not installed properly.	Close cassette cover or install cassette properly.
CHECK PAPER	MFC is out of paper.	Add paper to cassette.
CHECK PAPER SIZE	Your Paper Size setting may not match the size of paper in the cassette.	Change either paper in cassette or change Paper Size setting.
COMM. ERROR	Poor phone line quality caused communication error.	Try the call again. If problem continues, call Telephone Company to check your phone line.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN	The print head has overheated.	Unplug the MFC and wait 30 minutes for it to cool.
COVER OPEN	Top cover is not closed completely.	Open, then close, the cover.
DISCONNECTED	The other party or other party's fax machine terminated the call.	Try to transmit or receive again.
DOCUMENT JAM	Documents were not inserted or fed properly, or document was longer than about 40" inches (90cm).	See p. 229.
INK EMPTY	One or more of the ink cartridges is out of ink.	Replace the ink cartridges. See pp. 243–246.
MACHINE ERROR XX	MFC has a mechanical problem	Call Brother Customer Service. USA: 1-800-284-4329 From within Canada: 1-800-853-6660 From within Montreal: 1-514-685-6464
MEMORY FULL	You can't store data in the memory.	See p. 116.
NEAR EMPTY	One or more of the ink cartridges is running out of ink.	Order a new ink cartridge. See pp. ii.
NO RESPONSE/BUSY	The number you dialed does not answer or is busy.	Verify the number and try again.
NOT REGISTERED	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. See pp. 71–73.
PRINTER JAM	The paper is jammed in the MFC.	See pp. 230–233.
SET CARTRIDGES	An ink cartridge is not installed properly.	Re-install the ink, seating it properly. See pp. 243–246.
WARMING UP	The print head detects low temperature.	Wait until the MFC warms up.

Document Jam

If the original document is jammed, follow the steps as below.

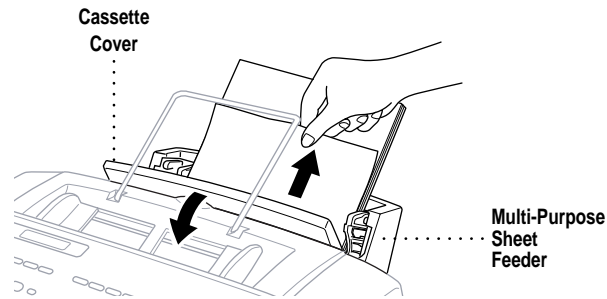


- 1 Remove any paper from the document feeder that is not jammed.
- 2 Lift the control panel cover.
- 3 Pull the jammed document out toward the front of the MFC.
- 4 Close the control panel cover.
- 5 Press .

Printer Jam or Paper Jam

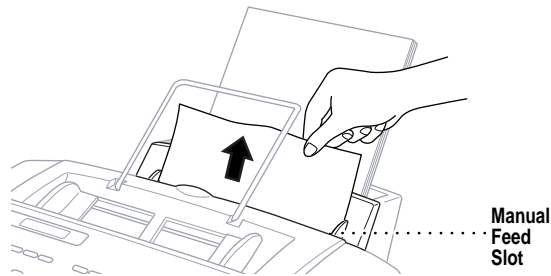
Remove the jammed paper depending on where it is jammed in the MFC.

Paper is jammed in the multi-purpose sheet feeder.



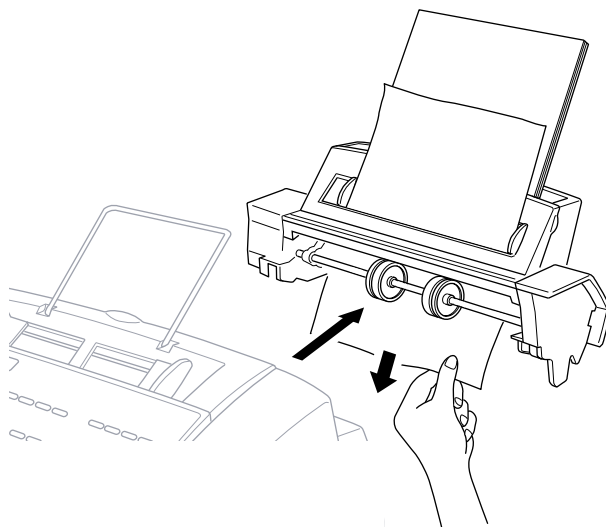
- 1 Open the cassette cover and pull the jammed paper upwards and remove it.
- 2 If the paper can't be pulled out easily, remove the multi-purpose sheet feeder.
- 3 Open the cassette and remove the paper from the multi-purpose sheet feeder in the easiest direction.

Paper is jammed in the manual feed slot.



- 1 Pull the jammed paper upward and remove it.

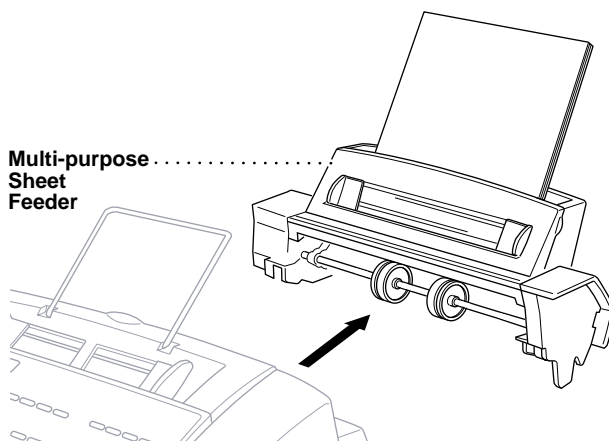
- 2 If the paper can't be pulled out easily, remove the multi-purpose sheet feeder.



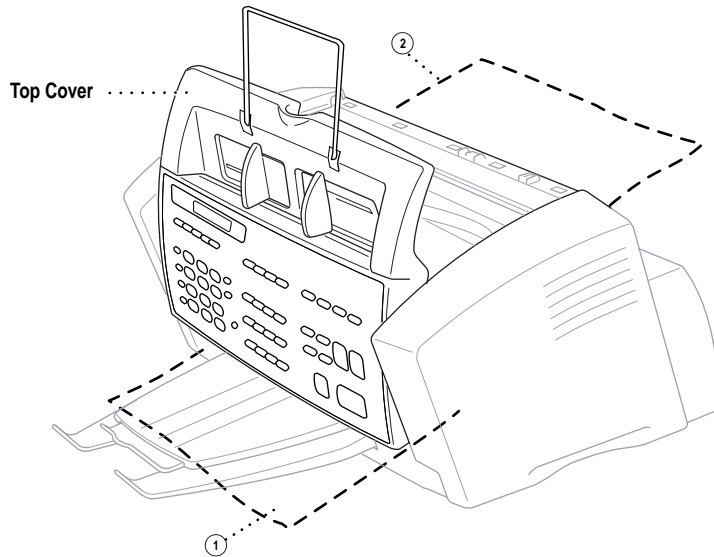
- 3 Holding the cassette, pull the jammed paper out of the multi-purpose sheet feeder from underneath the cassette.

Paper is jammed inside the MFC.

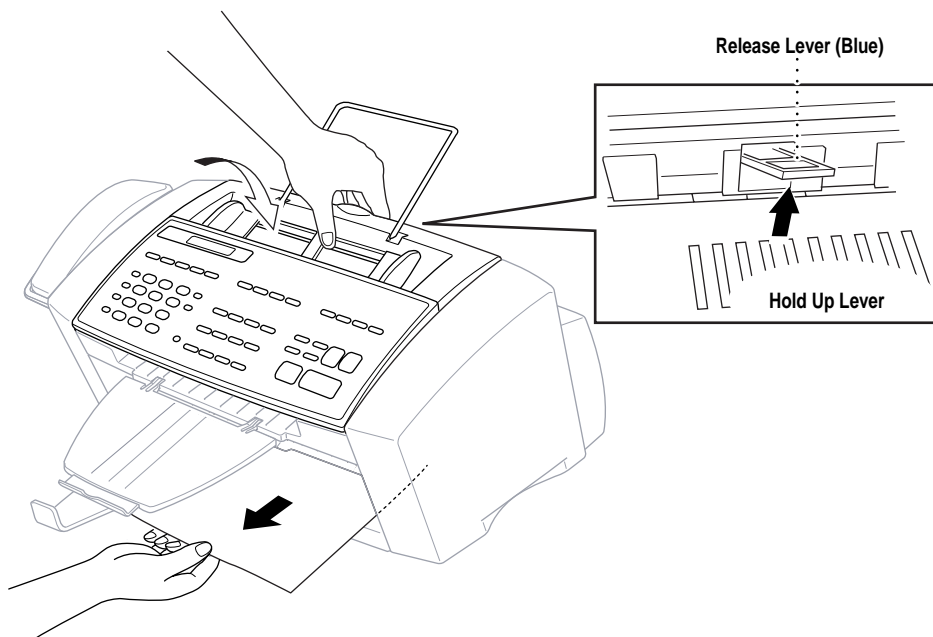
- 1 Remove the multi-purpose sheet feeder.



- 2 Lift the top cover to see where the paper is jammed.



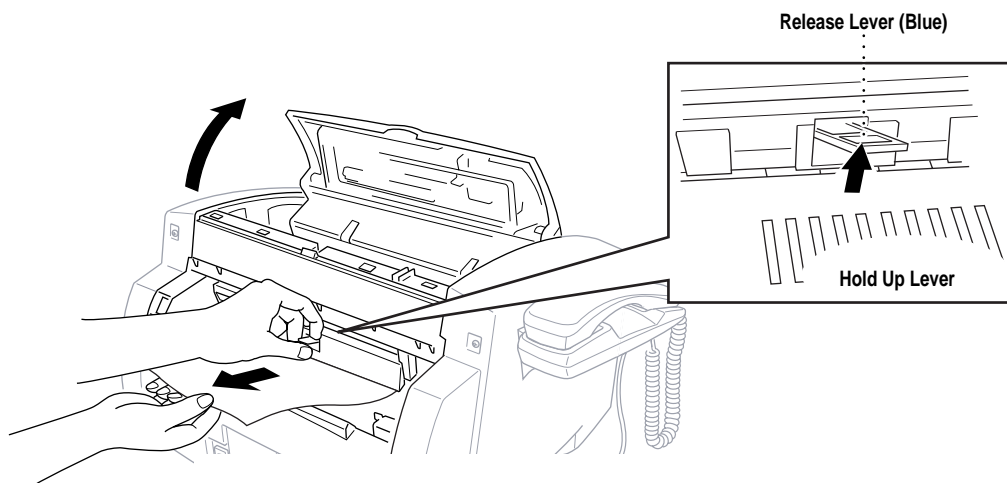
- 1 Paper is jammed inside front of MFC.



- 1 Close the top cover.
- 2 Pull the paper toward you while you hold up the blue release lever at the rear of the MFC.

3 Replace the multi-purpose sheet feeder.

2 Paper is jammed inside back of MFC.



1 Pull the paper out of the back of the MFC while holding up the blue release lever at the rear of the MFC.

2 Close the top cover.

3 Replace the multi-purpose sheet feeder.

If You Are Having Difficulty with Your MFC

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

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
Condensed Print and Horizontal Streaks / Top and Bottom of Sentences Are Cut Off	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, call Brother Customer Service at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal).
Poor Quality Print	Make sure the Printer Driver matches the type of paper you are using (see Print Media on p. 226). If you are using plain paper, try using recommended special paper (see Chapter 3). Don't handle the paper until the ink is dry. Adjust the Vertical Alignment (see p. 237).
Printing Too Dark or Too Light	Make sure your ink cartridges are fresh. Cartridges are good up to two years, after that the ink may become clogged. Cartridge expiration dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using (see Print Media on p. 226). Try using recommended special paper (see Chapter 3). The recommended environment for your MFC is between 50° F to 95° F.
Printing Appears Dirty or Ink Seems to Run	Make sure you are using the recommended paper (see Chapter 3). Don't handle the paper until the ink is dry. The recommended environment for your MFC is between 50° F to 95° F.
White Lines in Text or Graphics	Clean the print head (see Cleaning the Print Head on p. 236).
Stains Appear on the Reverse Side or at the Bottom of the Page	Make sure the Printer Platen and Pick Up Roller are not dirty with ink mist. (See pp.242–243).
Vertical Black Lines When Receiving	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at 1-800-284-4329 (USA).

DIFFICULTY	SUGGESTIONS
Phone Line or Connections	
MFC Does Not Answer When Called	Make sure the MFC is in the correct receiving mode for your setup (either FAX, FAX/TEL or MSG CTR). Check for dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the MFC telephone jack. If there is no ringing when you call your MFC, call your Telephone Company to check the line.
No Dial Tone on the Handset	Press [Hook] or [Speaker Phone] . If you hear no dial tone, check telephone line cord connections at the MFC and wall jack. Check that the handset is connected to the MFC's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
Sending Faxes	
Poor Transmitting Quality	Try changing your resolution to FINE or SUPERFINE. Make a copy to verify your MFC's scanner operation.
Transmission Verification Report says "Result:NG"	There is probably temporary noise or static on the line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
Vertical Black Lines When Sending	If the copy you made shows the same problem, your scanner is dirty (see Cleaning the Scanner p. 242).
Handling Incoming Calls	
Double Ring in FAX/TEL Mode	The MFC knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the MFC handset or answer from an extension phone and press your MFC's Telephone Answer Code (default setting is #51).
Transferring a Fax Call to the MFC	If you answered at the MFC, press [Start] and hang up immediately. If you answered at an extension phone, press your Fax Receive Code (default setting is *51). When your MFC answers, hang up.
Custom Features on a Single Line	If you have Call Waiting, Caller ID, Call Waiting/Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your MFC, it may create a problem sending or receiving fax data. For example: If you are sending or receiving a fax message while a custom feature signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.
Printer Difficulties	
Horizontal lines appear in Text or Graphics.	Clean the print head (see Cleaning the Print Head on p. 236). If you clean the print heads five times and the print has not improved, call Brother Customer Service at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal).
You see the "New Hardware Found" message on your PC screen (although you have already installed the drivers in Windows 95 or 98).	Click on the 'Do not install a driver. (Windows will not prompt you again)' and click 'OK'.
The MFC does not print data in the correct position.	Select the correct paper size using the DOS Utility program. Since paper adjustment is different between ESC/P (right) and the MFC (center), the printing position should be adjusted for the MFC.
Cannot perform '2 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Cannot print when using Paint Brush.	Try setting the Display setting to '256 colors'.

DIFFICULTY	SUGGESTIONS
Printer Difficulties (Continued)	
Cannot print when using Adobe Illustrator.	Try to reduce the printing resolution.
Thick line and thin line appear alternately. (banding)	Turn OFF 'Bi-Directional Printing' from the 'Control/Maintenance' tab in the printer driver.
There are some dense lines.	Turn ON 'Reverse Order' from the 'Paper' tab in the printer driver.
When using ATM fonts, some characters are missing or some characters are printed in the same place.	If you are using Windows 95 or 98, select 'Printer Settings' from the 'Start' menu. Open 'Brother MFC-7100' properties. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format'. Do NOT clean the print head by touching it with your hand or a cloth (see p. 236).
When using Power Point or Excel, hatch pattern is not what you are expecting.	Open the 'Quality/Colour' tab in the printer driver, and change the 'Document Type' to 'Photo'.
Video Capture	
LCD does not show "Video: Press Copy Capture Ready"	Check the video cable connection to the MFC's RCA pin jack. Check that the video equipment is sending a signal (video equipment is turned on and set to the correct setting).

How to Improve Print Quality

Test Print

If the quality is not satisfactory, first print a test page to help you identify settings you may want to change.

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

1. TEST PRINT

- 2 Press **[Set]**.
- 3 Press **[Start]**. The MFC begins printing.
- 4 Press **[Stop]** to exit.

Cleaning the Print Head

Clean the print head if you get a horizontal line in the text or graphics on your printed documents. You can clean the four color (black, cyan, yellow, magenta) print heads (or a single color) by using **[Ink Management]** or from the printer driver.



Caution

Do NOT clean the print head by touching it with your hand or a cloth.

- 1 Press **Ink Management**.
- 2 Press **1** to choose **1.CLEANING**.
- 3 Press **←** or **→** to choose the color you want to clean.
- 4 Press **Set** to clean the print head automatically.

When cleaning is finished, the MFC will go back online automatically.



Caution

If you clean the print head at least five times and the print has not improved, call Brother Customer Service for assistance at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada), or 1-514-685-6464 (from within Montreal). You may have to replace the print head. (Replacement instructions are included with the HD002, print head accessory).



WARNING

Do NOT touch the print head unless you are replacing it. Touching the print head may cause permanent damage and may void the print head's warranty.

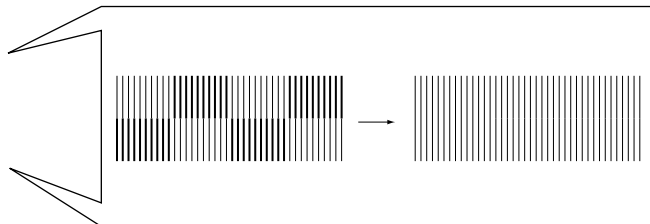
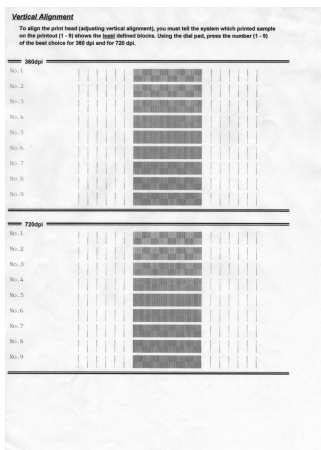
Aligning Ink Cartridges

This feature allows you to check and align the ink cartridges to assure best print quality. Make sure there is paper in the cassette before you start the alignment procedure.

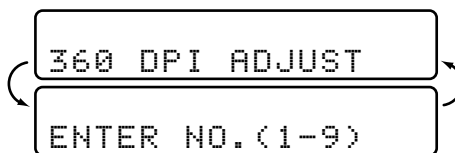
- 1 Press **Function**, **2**, **2**. The screen displays

2.VERTICAL ALIGN

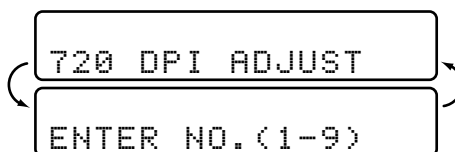
- 2 Press **[Start]**. The MFC prints a sample page.



Study the alignment page and decide which sample numbers show the most evenly printed ink lines for 360 and 720 dpi. The screen displays



- 3 Using the dial pad, enter the level of adjustment needed for 360 dpi (1 to 9).
 4 The screen displays

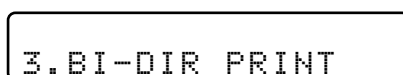


- 5 Using the dial pad, enter the level of adjustment needed for 720 dpi (1 to 9).
 6 Print another sample Test Print and check it (see p. 159).
 7 Press **[Stop]** to exit.

Turning Off Bi-directional Printing

You can further improve print quality by turning off bi-directional printing and setting the MFC to print in one direction only. However, this will reduce print speed by one half.

- 1 Press **[Function]**, **[2]**, **[3]**. The screen displays



- 2 Press **2** to select **OFF** (or **1** to select **ON**).

Don't handle the paper until the ink is dry

Special ink jet, glossy and transparency paper will take longer to dry than plain paper, so do not touch the printed copy until the ink has dried.

Packing and Shipping the MFC

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

- 1 Unplug the MFC from the telephone wall socket.
- 2 Unplug the MFC from the AC outlet.



WARNING

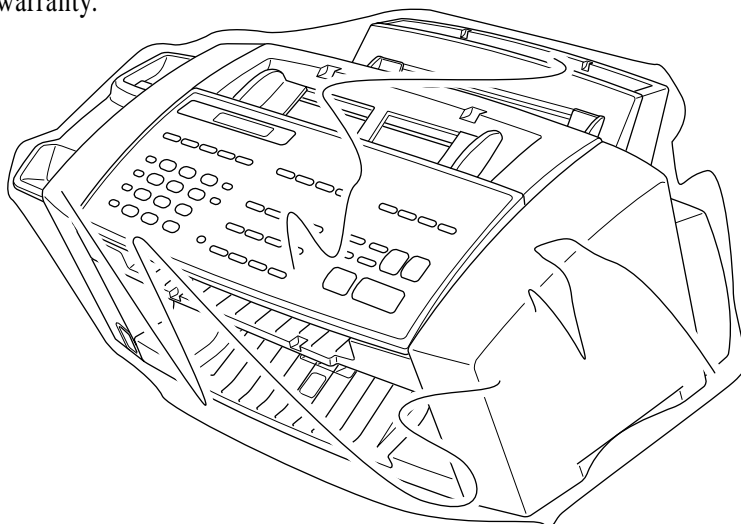
Do not unplug the MFC after a print job until you hear the final click.

- 3 Remove the paper wire extension, paper tray, document tray, document wire extension, and handset, and pack them.

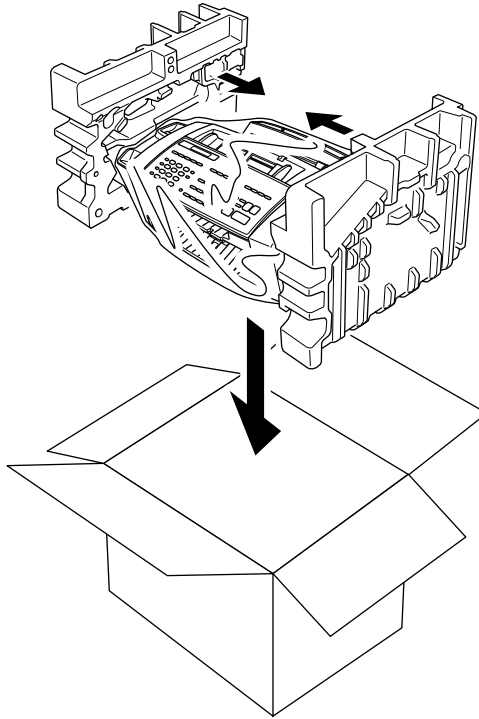


WARNING

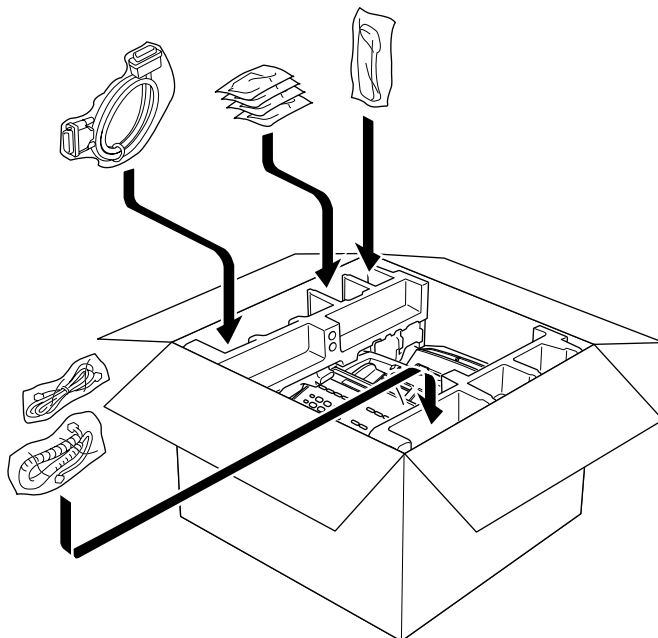
Please remove the ink cartridges and fit the yellow shipping cover. Damage to your print head resulting from packing without the yellow shipping cover will void your warranty.

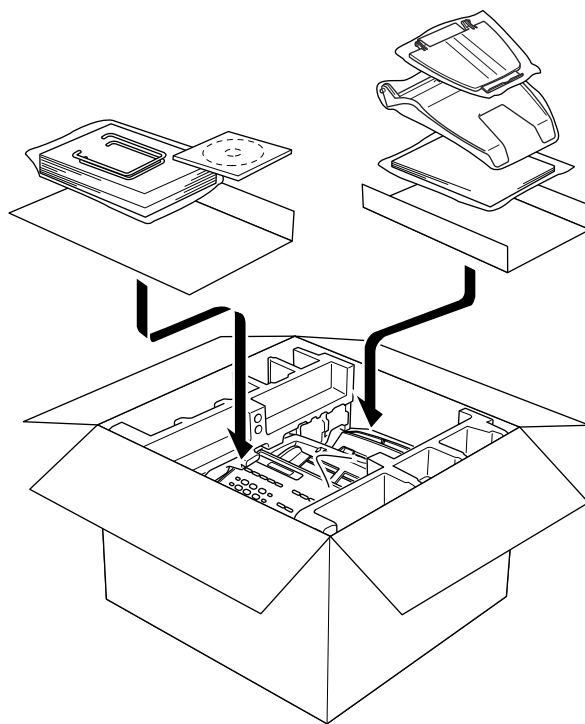


- 4 Wrap the MFC in the plastic bag and place it in the original carton with the original packing material.



- 5 Place additional parts (such as cords and trays) and documents (such as your manual) into the carton.



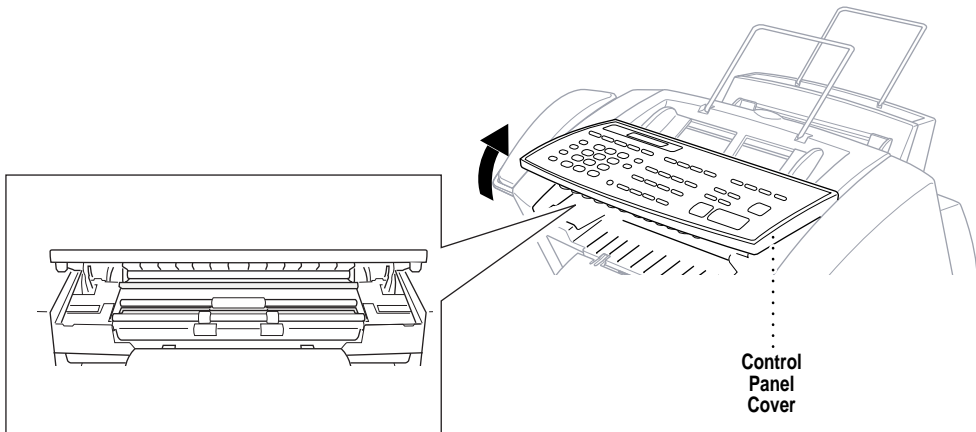


6 Close the carton.

Regular Maintenance

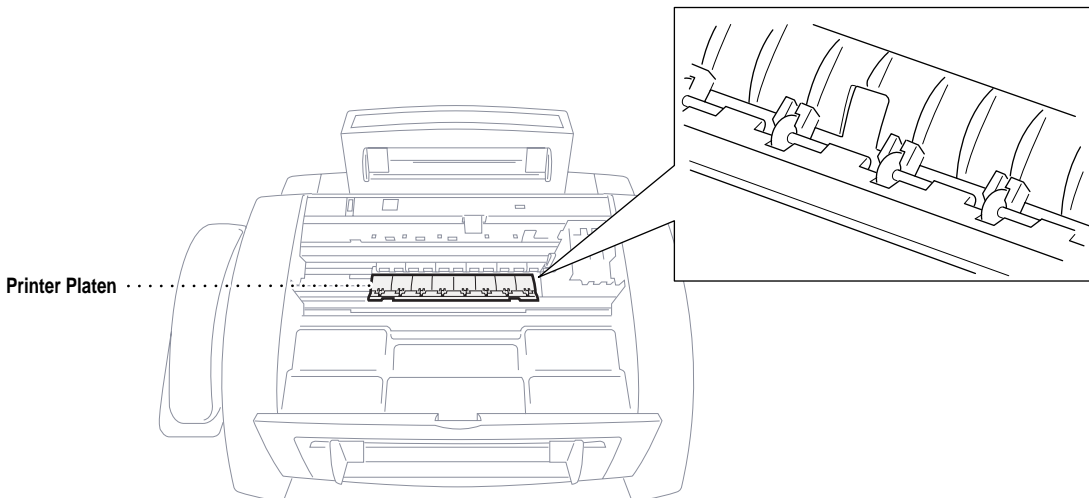
Cleaning the Scanner

Unplug the MFC and open the control panel cover. Clean the flat white pressure bar and the glass strip under the bar with isopropyl alcohol on a lint-free cloth. If the screen still displays a scanner error, call Brother Customer Service, see p. i.



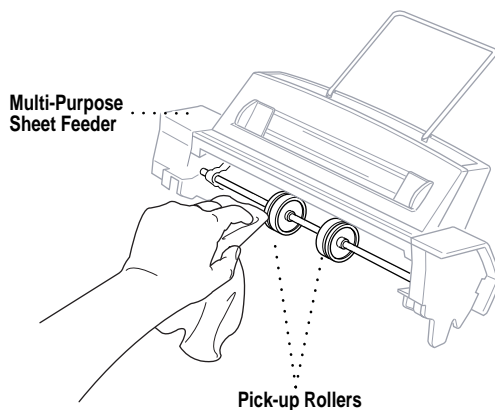
Cleaning the MFC Printer Platen

When you want to clean your MFC printer platen, wipe it with a lint free cloth that is dry or lightly moistened with isopropyl alcohol.



Cleaning the Pick-up Roller

- 1 Remove the Multi-Purpose Sheet Feeder from the printer platen.
- 2 Wipe the pick-up rollers with a cloth moistened with isopropyl alcohol.



- 3 Refit the Feeder to the printer platen.



WARNING

- Be sure to unplug the MFC from the main power outlet before cleaning the printer platen and pick-up rollers.
- Be careful not to touch the paper feed star wheels and flat cable.

Replacing the Ink Cartridges

Your MFC is equipped with an ink dot counter that automatically monitors the ink level in each color cartridge. When the counter detects an ink cartridge is running out of ink, the MFC will notify you by lighting the “Ink Empty” LED.

Ink Empty LED Blinking = One or more Ink Cartridges are low.

Ink Empty LED On = One or more Ink Cartridges are empty.

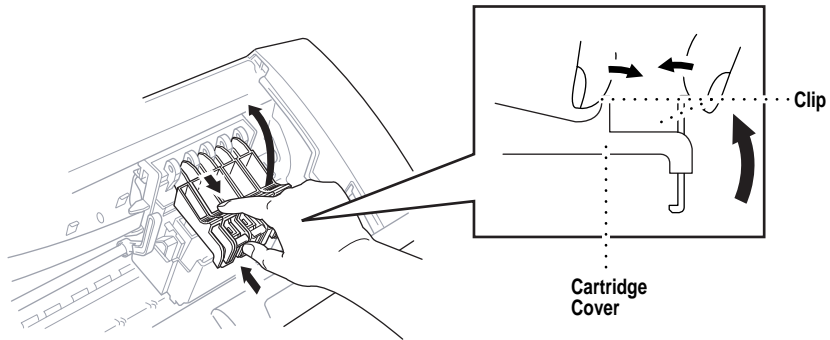
The display shows you which color cartridges are low or empty. Be sure to follow the display prompts so you replace the color cartridges in the appropriate order.

When the ink cartridges are running low, you must use [Ink Management](#) to begin the cartridge replacement (Steps 1–3). If the ink is empty, skip to Step 4.

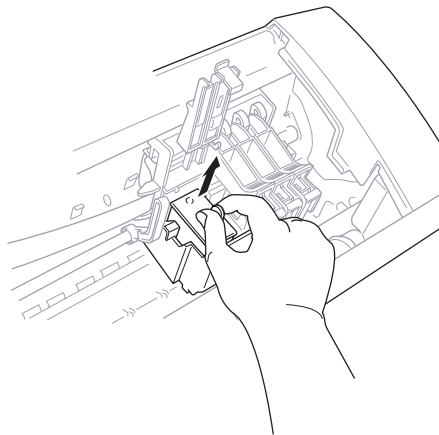
- 1 Press **Ink Management**.
- 2 Press **←** or **→** to choose **2. REPLACE INK**.
- 3 Press **Set**.

If one or more ink cartridges are empty, for example Black, the screen displays **INK EMPTY BLACK** and **PLS OPEN COVER**.

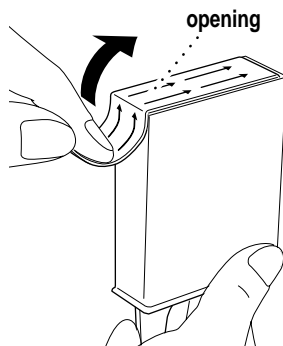
- 4 Open the top cover.
- 5 Open the ink cartridge covers by pressing the clips together as shown in the illustration.



- 6 Remove the ink cartridge by lifting it up and out of the print head.



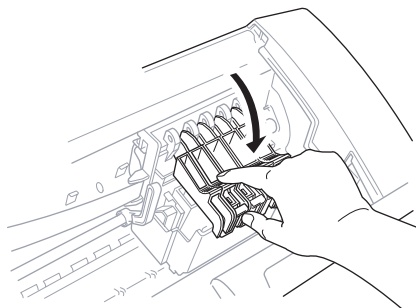
- 7 Open the new ink cartridge bag for the color on the display and remove the ink cartridge.
- 8 Hold the new ink cartridge as shown in the illustration, and peel the sealing tape from the side of the ink cartridge. Carefully peel the tape in the direction away from you.



**Peel in the direction
away from you!**

IMPORTANT: To prevent spilling ink and staining your hands and clothing, remove the sealing tape gently.

- 9 Each color has its own correct position. Insert each new ink cartridge into the carriage using the color indicator on the print head as a guide. Please be careful not to press down on the switch bar.
- 10 Close the cartridge cover until it clicks into place.



- 11 After installing the ink cartridges, close the top cover. Your MFC prepares for a “head cleaning” and goes online. The display screen prompts you to verify a new ink cartridge was inserted for each color you removed. Example: **DID YOU CHANGE BLCK 1. YES 2. NO.** If the ink cartridge you installed is not a brand new one, please make sure to select 2.
- 12 For each new cartridge, Press on the dial pad to reset the ink dot counter for that color automatically. (The ink dot counter enables the MFC to notify you when a color is running low.)

The MFC will enter a cleaning cycle for approximately two minutes for each replaced cartridge. The display screen alternately shows **CLEANING** and **PLEASE WAIT**.

When the MFC completes the cleaning cycle, the display returns to Standby mode (date and time).



WARNING

If ink gets in your eyes, irrigate them with water immediately and consult a doctor if you are concerned.



Caution

- DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the printer will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges, because the ink may spill when you take off the sealing tape.
- If ink stains your body or clothing, wash with soap or detergent immediately.
- If you install an ink cartridge in the wrong color position, you must clean the print head several times before you start printing, after correcting the cartridge installation, because the colors were mixed.
- Once you open an ink cartridge, install it in the MFC and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT refill the ink cartridges. Attempting to use refilled cartridges may cause damage to the print head and will void your warranty.

NOTE: If the INK EMPTY error message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.

For Customer Service

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

Glossary

Activity Report Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

ADF (Automatic Document Feed) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

All Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Automatic E-Mail Printing Software application that automatically prints incoming e-mail messages on the MFC (on CD-ROM 1).

automatic fax transmission Sending a fax without picking up the handset or pressing **[Hook]** or **[Speaker Phone]**.

Automatic Redial A feature that enables your MFC to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

Backup Print Sets your MFC to print a copy of faxes that are received and stored in memory.

beeper The sound the keys make when they are pressed, an error occurs or a document has been received or transmitted.

beeper volume Volume setting for the beep when you press a key or make an error.

Brightness Changing the Brightness makes the whole image lighter or darker.

broadcasting The ability to send the same fax message to more than one location.

Call Back Message Allows you to send a fax and then leave a message for the other party to call you back.

Call Reservation Allows you send a fax and then at the end of transmission, you can talk with the other party.

Caller ID A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

- CNG tones** The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.
- communication error (or Comm. Error)** An error during fax sending or receiving, usually caused by line noise or static.
- Coding Method** Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your fax machine is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.
- Compatibility Group** The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.
- Contrast** Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.
- Cover Page** Prints a page at the other party's machine, that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.
- Cover Page Message** The comment that is on the Cover Page. This is a programmable feature.
- Delayed Fax** Sends your fax at a later time that day.
- Delayed Timer** You can program a certain time each day that all delayed faxes will be sent on a first come/first served basis.
- Distinctive Ring** A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother MFC uses the new number to simulate a dedicated fax line.
- Dual Access** Your MFC can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.
- Easy Receive** Enables your MFC to respond to CNG tones if you interrupt a fax call by answering it.
- ECM (Error Correction Mode)** Detects errors during fax transmission and resends the page(s) of the document that had an error.
- Electronic Cover Page** A preprogrammed cover page that is transmitted from the fax machine's memory, eliminating the need for making up cover pages manually.

- E-Mail Printing** Software application that automatically retrieves your e-mail messages from your POP3 server and prints them on your MFC.
- extension phone** A telephone on the fax number that is plugged into a separate wall jack.
- external phone** A TAD (telephone answering device) or telephone that is plugged into the EXT jack of your MFC.
- F/T Ring Time** The length of time the MFC rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.
- FAX/TEL mode** You can receive faxes and telephone calls. Do not use FAX/TEL if you are using an external answering machine.
- Fax Forwarding** Sends a fax received in memory to another preprogrammed fax number.
- Fax Storage (For MFC 7150C Only)** The MFC 7150C can save up to 100 fax pages in memory. You can print stored faxes later, or retrieve them from another location using Fax Forwarding, Paging, or Remote Retrieval functions. Remote fax options for the MFC 7160C are handled by the Message Center.
- fax tones** The signals sent by sending and receiving fax machines while communicating information.
- Fine Mode** Resolution is 196 x 203 dpi. It is used for small print and graphs.
- Function Mode** The programming mode for changing the settings of your MFC.
- gray scale** The shades of gray available for copying and faxing photographs.
- group number** A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.
- ICM (incoming message)** A recorded voice message received into an external answering machine or the MFC's digital Message Center.
- Ink Management button** Cleans the print head and/or resets the ink dot counter after replacing an ink cartridge.
- Interrupt** Temporarily puts a waiting job on hold while you perform another operation.
- interval** The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

- LCD (liquid crystal display)** The display screen on the MFC that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.
- manual fax** When you press **[Hook]**—OR—**[Speaker Phone]**—OR—lift the handset so you can hear the receiving fax machine answer before you press Start to begin transmission.
- Memory Status Report** Shows how much memory is being used, how much is left, and the type of messages in memory.
- memory usage** Instructs the MFC how to allocate the memory.
- Message Center Mode (For MFC 7160C Only)** You can set up your MFC to receive voice and/or fax messages into its memory so you can retrieve them remotely.
- Multi-Function Link Pro Software application** Turns your MFC into a printer and a scanner and enables PC faxing using the MFC. (Optional Brother Software application)
- NetCentric FaxStorm Software application** Brings together the power of the Internet and the reliability of fax using Internet faxing from your desktop.
- Next Fax Reservation** Accepts the next document in the document feeder for transmission while the Memory is full.
- OGM (Out-Going Message)** The message callers hear when you call your Message Center or external answering machine.
- One Touch** Keys on the MFC control panel where you can store numbers for easy dialing. You must use a separate key for each number.
- Out of Paper Reception** Receives faxes into the MFC's memory when the machine is out of paper.
- Overseas Mode** Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.
- Paging** Feature enables your fax unit to call your pager when a fax and/or a voice message is received into its memory.
- Pause** Allows you to place a 3.5 second delay in the dialing sequence stored on One Touch and Speed Dial numbers.
- Photo Mode** A resolution setting that uses varying shades of gray for the best representation of photographs.
- polling** The process of a fax machine calling another fax machine to retrieve waiting fax messages.

- printer alarm** Audible alarm when the printer is not able to print.
- print reduction** reduces the size of incoming faxes.
- Pulse** A form of dialing on a telephone line.
- Real Time Transmission** When memory is full, you can send documents in real time.
- remote access** The ability to access your Message Center remotely from a touch tone phone.
- remaining jobs** You can check which jobs are waiting in memory and cancel jobs individually.
- remote access code** The four-digit code that allows you to call and access your Message Center from a remote location.
- remote activation** allows you to transfer a fax call, answered at an extension phone, to the MFC.
- resolution** The number of vertical and horizontal lines per inch. See: Standard, Super Fine and Photo.
- Ring Delay** The number of rings before the MFC answers in FAX, FAX/TEL or MC mode.
- Ring Volume** Volume setting for the MFC's ring.
- Rotary** A form of dialing on a telephone line.
- scanning** The process of sending an electronic image of an original paper document into your computer.
- Speaker Volume** You can set the volume of the **Hook** and **Speaker Phone** keys.
- speed dial** A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.
- Standard resolution** 98 x 203 dpi. It is used for regular size text and quickest transmission.
- Station ID** The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.
- super fine resolution** 392 x 203 dpi. Best for very small print and line art.
- TAD (telephone answering device)** You can connect an external TAD to the EXT. jack of the MFC 7150C for TAD mode or to the MFC 7160C as one of the Message Center mode options

Tel-index An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Temporary Setting You can select certain options for each fax transmission without changing the default settings.

Toll Saver (For MFC 7160C Only) A Message Center setting that allows the MFC to answer after one ring when a message(s) was received and after three rings when there are no messages. The caller can hang up (after two rings) without paying for the call if there are no messages to retrieve.

Tone A form of dialing on the telephone line used for Touch Tone telephones.

transmission The process of sending documents over the phone lines from your MFC to the receiving fax machine.

User Option List A printed report that shows the current settings of your MFC.

Visionner PaperPort™ LE for Brother A document management application that enables you to view incoming faxes and scanned documents.

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

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Year 2000 Compliant

Brother is addressing the Year 2000 related issues for all Brother fax machines and multi-function centers. Our focus is to ensure that our bundled third party software will continue to properly process date/time data after January 1, 2000.

Brother fax machines and multi-function centers will function properly after January 1, 2000, *provided that* all non-Brother hardware, software and firmware used by our customers in connection or combination with Brother fax machines, MFCs and bundled software, accurately exchange date data with the Brother products.

Please continue to check our Web page for updates at **<http://www.brother.com>**. All remedies will be provided to individual customers via software patches through software download or from Brother Customer Service.

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Visit us on the World Wide Web
<http://www.brother.com>

These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your Multi-Function Center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**

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