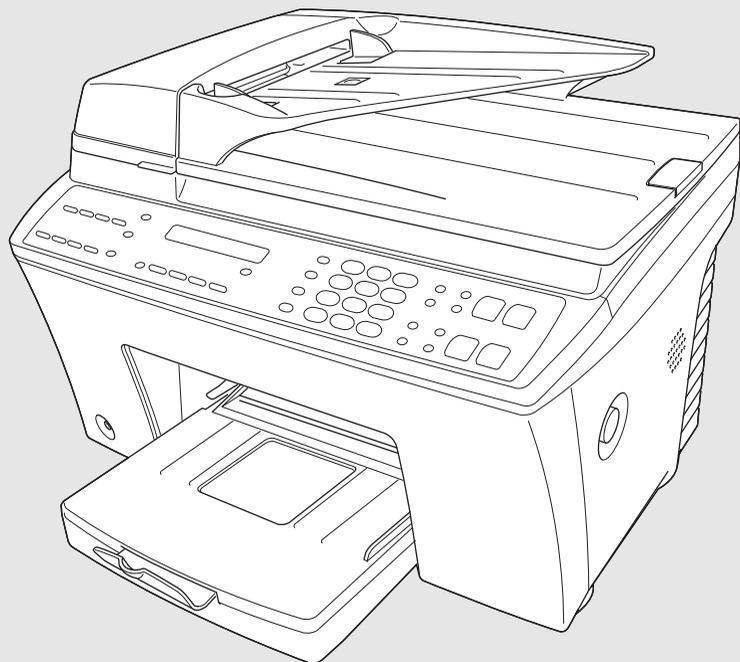


OWNER'S MANUAL



MFC 9100C

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brother.

If You Need to Call Customer Service

Please complete the following information for future reference:

Model Number: MFC 9100C

Serial Number:* _____

Date of Purchase: _____

Place of Purchase: _____

* The serial number is on the back of the unit. Retain this 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 .

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)
 1-800-947-1445 (fax)
<http://www.brothermall.com>

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

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
Transparancies	BPTRL
Print Head	HD002
Power Protector	QPD120
Telephone Line Cord	(For USA) UG1570001 (For Canada) UG3565001
IEEE-1284 Bi-directional Cable	UG4558001
Reference Guide for Improving Print Quality	(For USA) LE2532001 (For Canada) LE2556001
Owner's Manual	(For USA) LE2286001 (For Canada) LE2557001
* Brother MFC-9100 Series Software on floppy disks (Includes MFL Pro and PaperPort® Only)	DSK9131 (Floppy Disks Windows® 3.1x) DSK9195 (Floppy Disks Windows® 95/98)

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



Brother Coated Paper is Ink Jet Paper.

Notice – Disclaimer of Warranties (For USA and Canada)

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BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE

(For MFC 9100C Only)

(For USA Only)

This warranty gives you certain rights and you may also have other rights that may vary from state to state.

This warranty is given only to the end-use purchaser of the accompanying product (referred to in this warranty as "this Product").

What is covered: Brother warrants to you for the Warranty Period that there are no defects in the materials, workmanship or Year 2000 compliance of this Product. The "Warranty Period" is 1 year from the date you purchased this product. The "Warranty Period" for consumable items, such as Ink Cartridges, Print Heads, etc. is 90 days from the date of purchase, or the rated life of the Consumable item, whichever is shorter.

What is NOT covered: This warranty is VOID — that is, this Product has no warranty — if: (1) you did not purchase this Product from an authorized Brother reseller within the United States, (2) this Product has been serviced, modified or tampered with by anyone other than an Authorized Service Representative of Brother, (3) the serial number has been modified, defaced or removed from this Product, (4) this Product has been abused or damaged, (5) non Brother®-brand or non Brother approved parts, supplies, power supplies or other accessories have been used with this Product, or (6) this Product has been transported without the proper preparation and packaging.

What to do if you think your Product is defective:

Call our Customer Service Hotline at 1-800-284-4329, or if you suspect a defect in materials or workmanship in this Product, you can report it to a Brother Authorized Service Center. During the Warranty Period, supply Brother's representative with a copy of your dated bill of sale showing that this Product was purchased within the United States.

For the name of your Brother Authorized Service Center, call 1-800-521-2846. After contacting the Brother Authorized Service Center, you may be required to deliver or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale.

What Brother will do: Brother (or its Authorized Service Center) will evaluate your report of a possible defect to determine whether a defect exists, and if it does exist, Brother (or its Authorized Service Center) will repair or (at Brother's option) replace the Product with a product that performs the same functions and performs as well as the original Product. Brother reserves the right to supply refurbished or remanufactured replacement products provided that the replacement products conform to the manufacturer's specifications for new products. The repaired or replacement product will be returned to you at no cost.

Exchange Service:

Exchange service will expedite, in most instances by the next business day, the exchange of your non working Product with a refurbished or remanufactured product that conforms to the manufacturer's specifications for new products. The refurbished or remanufactured Product you receive will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Product that is sent to you and must return (or be billed up to the cost of a new product) your original non working product, which shall become the property of Brother. You must call Brother Customer Service and if the representative cannot correct the product's malfunction over the telephone and you elect the exchange service, you must provide information pertaining to this Product and you must also provide a valid major credit card number. Your credit card will be charged up to the cost of a new

**BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE
(For MFC 9100C Only)
(For USA Only)**

Product if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the malfunctions of your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The Brother Customer Service Representative will ship the exchange Product via next business day delivery courier service, with return instructions and prepaid return airbill.

Follow the return instructions. You must return the original Product in the same shipping carton in which the exchanged Product was received and include a copy of proof of purchase (bill of sale). Retain your original accessory items and a copy of the return airbill, signed by the courier.

Limitations:

Repair or replacement as described above is your sole and exclusive (that is, your only) remedy if this Product is defective. Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement, *Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.*

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

This Limited Warranty is the only warranty that Brother is giving for this Product. It is the *final expression and the exclusive and only statement* of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.

This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Product Support: Toll-free customer service and technical support is available for hardware operational assistance at [1-800-284-4329](tel:1-800-284-4329). At any time, free technical support in the form of Frequently Asked Questions, troubleshooting tips and service center locator is available through our fax back system at [1-800-521-2846](tel:1-800-521-2846) or Brother's Internet Web Site (www.brother.com). Now you can visit us on-line (www.brothermall.com), your complete source for genuine Brother Accessories and Supplies.

**BROTHER INTERNATIONAL CORPORATION
100 SOMERSET CORPORATE BLVD.
BRIDGEWATER, NEW JERSEY 08807-0911**

Please record your model and serial number and your date and location of Purchase below for your records. Keep this information with your proof of purchase (bill of sale) in case your Product is lost, stolen or requires service.

Model #

Serial #

Date of purchase:

Store where purchased:

Location of store:

Important: We recommend that you keep all original packing materials, in the event that you ship this product.

**BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE
LIMITED WARRANTY
(For Canada Only)**

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, ink cartridges and print heads) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a "Brother" Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your Operation Manual for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your Operation Manual for proper packaging.)

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Province to Province.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-800-853-6660. Within Montreal, please call 685-6464. Internet support: support@brother.ca or browse Brother's Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.
1 Rue Hôtel de Ville
Dollard-Des-Ormeaux, QC H9B 3H6

We're at your side.
brother®

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1 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]** 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, cautions to avoid damaging the machine, and warnings to avoid hurting yourself. Illustrations of some screen displays also help you choose the correct key-presses.

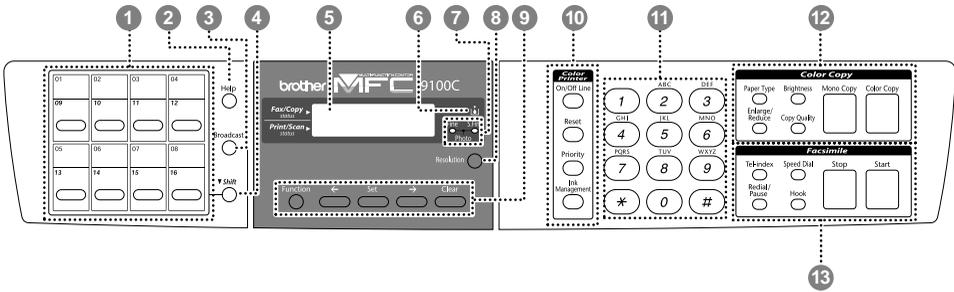
Test Sheet Procedures (For USA Only)

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. (See *Setting Station ID*, pages 4-2 to 4-3.)

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)

MFC 9100C Control Panel Overview



- 1 One Touch Keys**
These 8 keys give you instant access to previously stored phone numbers.
- 2 Help**
Whenever the Date and Time are displayed on the LCD, you can press this key to print a quick reference Help List. The Help List shows how to program functions, register information and how to get basic information.
- 3 Broadcast**
Use this key when you want to broadcast the same fax to many different locations (maximum of 166 locations at once).
- 4 ▼ Shift**
To access memory locations 9 through 16 in the One Touch keys hold down the Shift key.
- 5 LCD (Liquid Crystal Display)**
LCD displays messages to help you set and operate your MFC.
- 6 Ink Empty Indicator**
Blinks when ink cartridge is low and stays lit when ink is empty.

- 7 Resolution Indicator Lights**
These LEDs show the resolution mode you selected.
- 8 Resolution**
Sets the resolution when you send a fax.
- 9 Programming Keys:**
 - Function**
Lets you access the function and programing mode
 - ← (Left Arrow)
 - (Right Arrow)
Moves the LCD cursor through text and options.
 - Set**
Stores a function setting in the MFC.
 - Clear**
Deletes entered data or backs up one step in function procedure.

10 Color Printer Keys:

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.

Reset

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

Priority

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

Ink Management

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

11 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC.

12 Color Copy Keys:

Paper Type

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

Brightness

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

Enlarge/Reduce

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

Copy Quality

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

Mono Copy

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

Color Copy

Makes a full-color copy.

13 Facsimile Keys:

Tel-index

Lets you look up numbers stored in the dialing memory.

Speed Dial

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

Redial / Pause

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

Hook

Lets you dial fax numbers.

Stop

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

Start

Starts an operation, such as sending a 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**.

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 last for only 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 **Assembly and Connections** chapter for connecting a TAD to your MFC.

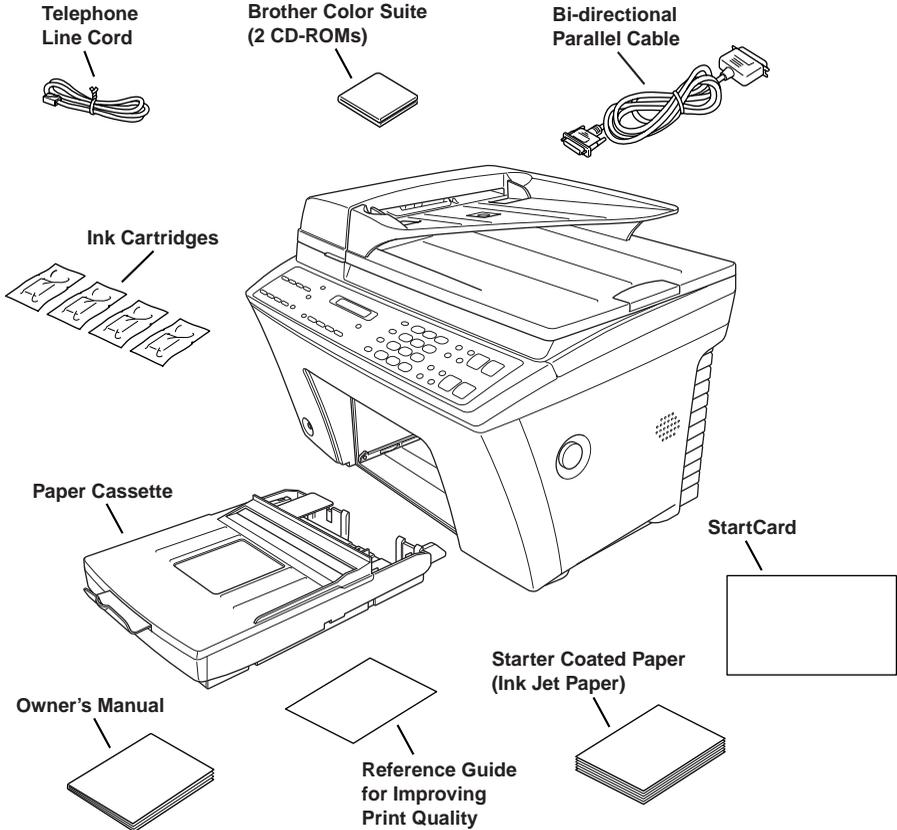
ECM (Error Correction Mode)

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

2 Assembly and Connections

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.



⚠ WARNING

- Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the wall jack. Never install telephone wiring during a lightning storm. Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the lines during a lightning storm.
- For **PLUGGABLE EQUIPMENT**, the socket-outlet should be installed near the equipment and should be easily accessible.
- To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunication line cord.

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- 1 Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- 2 Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 Do not use the telephone to report a gas leak in the vicinity of the leak.

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 paper types before purchasing large quantities. For best results, use genuine 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 it exits the machine.

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 (BPTL 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 *face down* when loading in the paper cassette, or manual feed slot.
- The coated side of glossy paper is shiny. Do not touch the shiny side. Load glossy paper in the paper cassette with the shiny side facing down.
- Do not touch either side of transparencies, because perspiration is absorbed easily and may decrease output quality.
- For optimum output quality, use paper that is appropriate for your resolution setting.
- Store paper in the original bag, and keep it sealed. Keep paper flat and away from moisture, direct sunlight and heat.

- Transparencies designed for laser printers/copiers may stain your next document. Use only recommended transparencies.
- ⊗ 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.
- ⊗ 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

Paper Specifications for Paper Cassette and Manual Feed Slot

Paper Type	Paper Size	Cassette Capacity
Cut Sheet	Letter, Executive, A4	250 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	50
Glossy Paper	Letter	20
Envelopes	DL, COM-10, C5, B5, Monarch	10
Organizer	K, L	10

Paper Capacity of Paper Cassette:

Cut Sheet Paper Weight 17 to 32 lb (64 to 120 g/m²)

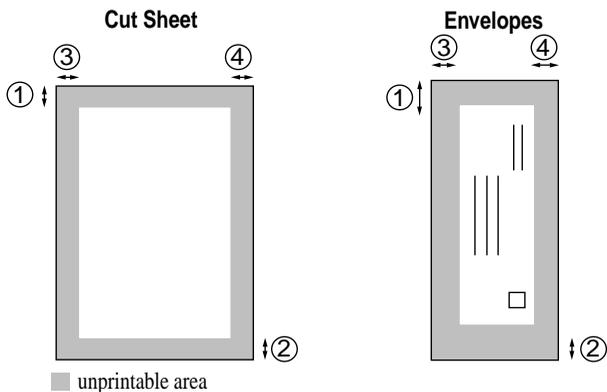
Paper Cassette: Up to 1.06 inches (27mm) / Approximately 250 sheets of 20 lb (75 g/m²)

Output Stacker: Approximately 75 Sheets of 20 lb (75 g/m²)

Retrieve transparencies and glossies as they exit the machine so they don't stack and smear.

Print Area

The Print Area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet 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					0.24
	A4	Fax	0.12	0.43	0.08	0.08	
		Mono Copy					
		Color Copy					0.13
		Printer					0.13
	Executive	Printer	0.12	0.43	0.13	0.13	
Organizer	K, L	Printer	0.12	0.43	0.13	0.13	
Envelopes	DL, C5, CM10, Monarch	Printer	0.39	0.79	0.13	0.13	

*Printer depends on the Printer driver.

Loading Paper in the Multi-Purpose Paper Cassette

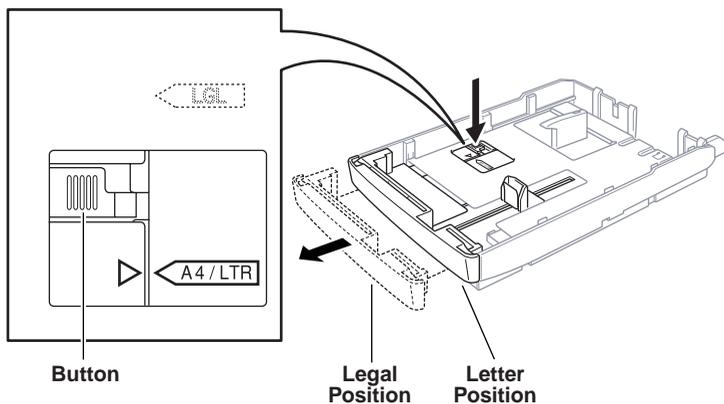
Before you install paper, please read *Paper*, pages 2-3~4.

The paper cassette can hold up to 250 sheets of paper (20 lb).

- 1) Remove the paper cassette (lift up and pull out).

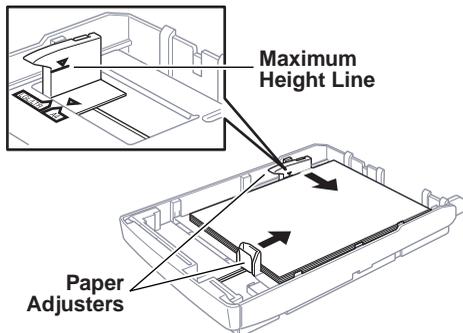


- 2) Remove the cassette cover.
- 3) Adjust the cassette to the letter (A4/LTR) or legal position for the size of paper you are using. To adjust the cassette to legal size, press the button on the left and pull out the front part of the cassette.



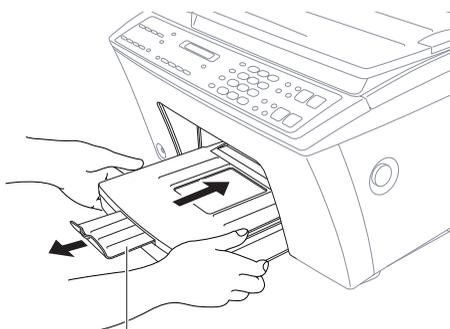
- 4) Stack up to 250 sheets of paper *face down* in the cassette and slide the width and length paper adjusters to fit around it.

Do not place paper above the maximum paper height line, or paper may jam.



- 5) Replace the cassette cover.

- 6) Slide the paper cassette into the MFC until it locks into place.
- 7) Pull out the paper output tray.

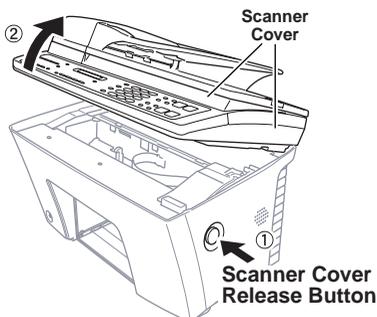


Paper Output Tray

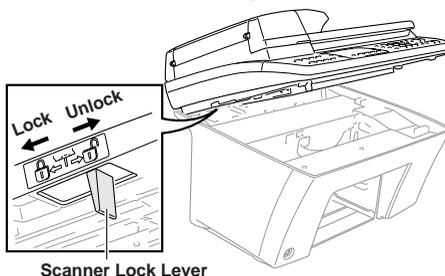
Connecting the MFC

1 Release the scanner lock lever.

- A) Press the blue Scanner Cover Release Button on the right side of the MFC and lift the scanner cover until it locks in the open position.

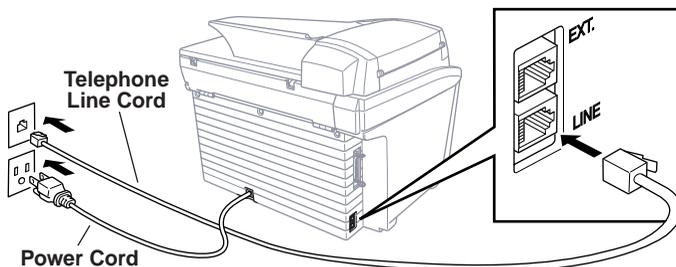


- B) The blue Scanner Lock Lever is on the back left under side of the scanner cover. Push the lever up to unlock the scanner.



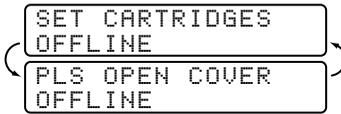
! Caution

If CHECK SCAN LOCK appears on the LCD, immediately release the scanner lock. If you see MACHINE ERROR AF (or AE), stop operation and call Customer Service for assistance. (See *Error Messages* page 21-2)



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.

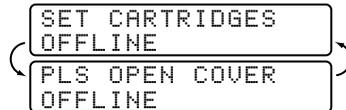
Connect one end of the telephone line cord to the jack on the MFC and the other end to a modular wall jack.

⚠ WARNING

- The MFC must be grounded using a 3-prong plug.
- Since the MFC is grounded through the power outlet, protect yourself from potentially hazardous electrical conditions on the telephone line by keeping the power to your MFC on when you connect it to a telephone line. When you want to move your MFC, protect yourself by disconnecting the telephone line first, and then the power cord.
- **Operating the MFC before you install the ink cartridges will permanently damage the print head.**

Installing the Ink Cartridges

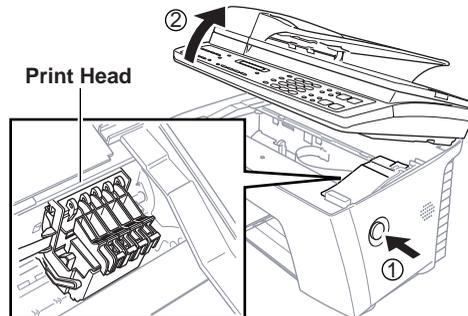
- 1 Check that you turned on the power (by plugging in the power cord). The screen alternately displays



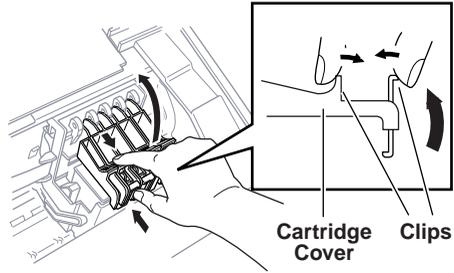
! Caution

Close the document cover *before* you open the Scanner Cover.

- 2 Press the blue Scanner Cover Release Button on the right side of the MFC and lift the scanner cover. After a few seconds, the print head will move left to its replacement position.



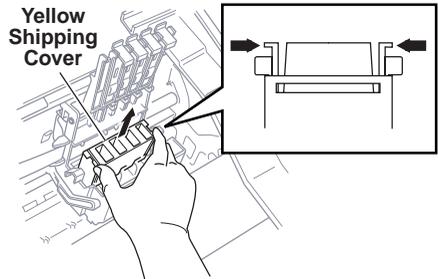
- 3 Open the ink cartridge covers by pressing the clips together as shown in the illustration.



- 4 Remove the yellow shipping cover (lift 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.

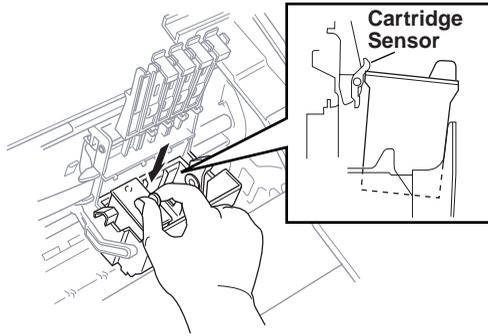
- 5 Open the Black ink cartridge bag and remove the ink cartridge.
- 6 Carefully remove the sealing tape from the side of the ink cartridge. Be sure to peel the tape in the direction away from you.

Important

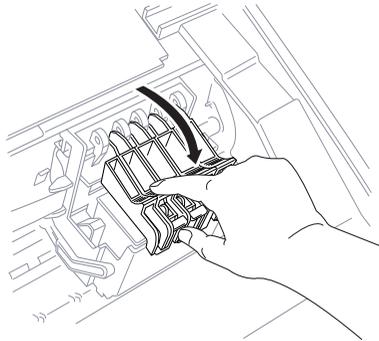
To prevent spilling ink and staining your hands and clothing, peel the sealing tape gently and slowly. Do not touch the ink opening on the cartridge or the removed tape.



- 7** Each color has its own correct position. Gently insert the Black ink cartridge, matching the color of the cartridge covers. Please be careful not to press down on the cartridge sensor (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 scanner cover. 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.

Connections

Connecting an External Telephone

Although your MFC does not have a handset, you can 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 left side of the MFC.

Whenever this phone (or TAD) is in use, the screen displays TELEPHONE. To disconnect the call on the external phone and switch to the MFC, press **[Hook]**.

Connecting an External TAD (Telephone Answering Device)

Sequence

You might choose to connect an answering system. When you have an **external** TAD on the same telephone line as the MFC, the TAD answers all calls. The machine "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 the instructions in this manual for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds 4 rings.

Connections

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



If You Subscribe to your Telephone Company's Distinctive Ring Service:

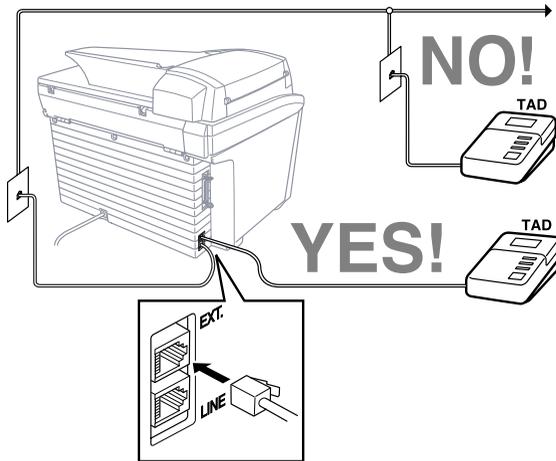
You may connect an external TAD to a separate wall jack *only* if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, use that number as a fax number and set your MFC's Answer mode to MANUAL.



If You Do NOT Subscribe to Distinctive Ring Service:

You must plug your TAD into the EXT. jack of your MFC. If your TAD is plugged into a wall jack, both your MFC and the TAD will try to control the phone line. (See illustration on page 2-7.)

- ⊘ Do not connect a TAD elsewhere on the same phone line.



- 1 Plug the telephone line cord from the wall jack into the left side of the MFC, in the jack labeled LINE.
- 2 Plug the telephone line cord from your TAD into the left 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 Record the outgoing message. (See below.)
- 5 Set the Answer mode to EXT. TEL/TAD (Function 1, 2, 1, page 5-1).

Recording Outgoing Message (OGM)

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic reception.

- 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. (See *Easy Receive*, page 5-2.)
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: “**After the beep, leave a message or send a fax by pressing * 5 1 and Start.**”



We recommend beginning your OGM with an initial 5-second silence because the MFC cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your MFC has trouble receiving, then you must rerecord the OGM to include it.

Special Line Considerations

Roll Over Phone Lines

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

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

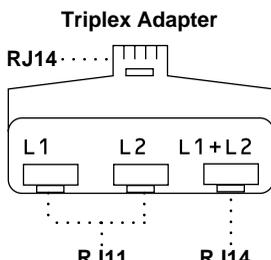
Two-Line Phone System

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.

Converting Telephone Wall Outlets

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

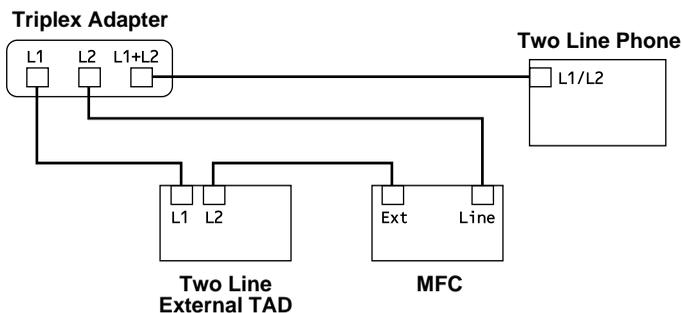
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your MFC is on Line 1, plug the MFC into L1 of the triplex adapter. If your MFC is on Line 2, plug it into L2 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, which is our assumption in the following steps.* The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your 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 left 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 left 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 MFC to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the 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 MFC 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 MFC 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 Routine Maintenance* chapter, page 21-1.

3

On-Screen Programming

User-Friendly Programming

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 Function Mode, your MFC scrolls a list of main menu options from which you can choose. These menu options appear one after the other on the display. Select a menu by pressing **[Set]** when the option appears on the LCD. The LCD will scroll the options within that menu.

You can scroll more quickly through options by pressing **[→]**. Use **[←]** to scroll backward if you passed your choice or to see options in the opposite order. When the screen displays your selection, press **[Set]**.

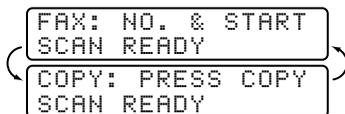


When you finish a function, the screen displays ACCEPTED.

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

Alternating Displays

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



Function Selection Table

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	Page
1. TONE/PULSE	Selects dialing mode.	TONE	4-1
2. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	2000 1/1 00:00	4-1
3. STATION ID	Program name, fax number and telephone number to appear on each transmitted page.	—	4-2
4. BEEPER	Adjust volume level of beeper.	LOW	4-3
5. DELAYED TIMER	Sets the time of day for delayed faxes. You can accept it or enter another time when you scan each fax into memory in "Delayed Fax"	00:00	4-4
6. SPEAKER VOLUME	Adjust speaker volume.	LOW	4-4
7. RING VOLUME	Adjust volume of ringer.	LOW	4-4

1. Fax Functions (continued)

2. SETUP RECEIVE			
Function	Description	Factory Set	Page
1. ANSWER MODE	Choose the mode that best suits your needs: FAX, EXT. TEL/TAD, MANUAL.	FAX	5-1
2. RING DELAY	Number of rings before MFC answers.	RING DELAY: 04	5-2
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	5-2
4. REMOTE CODE	Enter code to activate the MFC from a remote location.	ON (*51)	5-4
5. REDUCTION	Reduces size of image.	AUTO	5-2
6. PAPER	Selects size of paper for fax receiving.	LETTER	5-3
7. POLLING RX	Sets up your MFC to poll another fax machine.	OFF	5-5
8. MF LINK	Turn on if PC is connected to MFC for PC receiving of fax messages.	ON	12-8

3. SETUP SEND			
Function	Description	Factory Set	Page
1. COVERPG SETUP	Automatically sends a cover page you program.	OFF	6-7- 9
2. COVERPAGE MSG	Program customized message for fax cover page.	—	6-8
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	6-3
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	6-11
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	6-10
6. DELAYED FAX	Send documents later.	—	6-10
7. POLLED TX	Sets up your MFC with a document to be retrieved by another fax machine.	OFF	6-11
8. REAL TIME TX	When memory is full, you can send faxes in real time.	OFF	6-6

1. Fax Functions (continued)

4. REMAINING JOBS			
Function	Description	Factory Set	Page
	Check which jobs are in memory or cancel a delayed fax or polling job.		5-6, 6-6, 7

5. SET AUTO DIAL			
Function	Description	Factory Set	Page
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	7-1
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	7-2
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	7-3

6. PRINT REPORTS			
Function	Description	Factory Set	Page
1. XMIT REPORT		OFF	9-2
2. ACT. REPORT	Print lists and reports of activity. (Details in Chapter 9)	INTERVAL: OFF	9-2
3. ALL DIAL		—	9-1
4. TEL. INDEX		—	9-1
5. USER SETTINGS		—	9-1
6. MEMORY STATUS		—	9-1

7. REMOTE FAX OPT			
Function	Description	Factory Set	Page
1. FAX FWD/PAGING	Set MFC to forward fax -OR- to call your pager.	OFF	8-1
2. FAX STORAGE	Store incoming fax in memory for remote retrieval.	OFF	8-2
3. REMOTE ACCESS	Set code for retrieving faxes.	159*	8-3
4. PRINT FAX	Print incoming faxes stored in the memory.	—	5-4

1. Fax Functions (continued)

0. TEL SERVICE			
Function	Description	Factory Set	Page
1. DISTINCTIVE	Use with phone company Distinctive Ring service to register the ring pattern with the MFC.	OFF	5-8
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	5-9

2. Printer Functions

Function	Description	Factory Set	Page
1. TEST PRINT	Use these functions when you need to adjust the print quality.	—	21-10
2. VERTICAL ALIGN		—	21-11
3. BI-DIR PRINT		ON	21-12

3. Copy Functions

Function	Description	Factory Set	Page
1. PAPER TYPE	Identify the type of paper in the cassette.	PLAIN PAPER	10-8
2. QUALITY	Select Draft, Normal or High copy quality.	HIGH	10-8
3. COLOR ADJUST	Adjust the amount of Red, Green, or Blue in copies.	—	10-9
4. BRIGHTNESS	Adjust the brightness.	—	10-9
5. CONTRAST	Adjust the contrast.	—	10-9
6. ONE COLOR	Select a single color to use, instead of Black, when you use Mono Copy key.	OFF=Black	10-9

4. Video Functions

Function	Description	Factory Set	Page
1. PAPER TYPE	Identify the type of paper in the cassette.	PLAIN PAPER	11-6
2. QUALITY	Select Normal or High print.	HIGH	11-6
3. VIDEO TYPE	Select Moving or Still video signal.	MOVING	11-6
4. PRINT SIZE	Select the size you want the captured frame to print.	5.75"x4.25"	11-7
5. COLOR ADJUST	Adjust the amount of Red, Green, or Blue in video printing.	—	11-7
6. BRIGHTNESS	Adjust the brightness.	—	11-8

4 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**.
- 2 Use **←** or **→** to select **TONE** or **PULSE** dialing mode and press **Set**.
- 3 Press **Stop** to exit.

DIALING:TONE?

DIALING:PULSE?

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**.
- 2 Enter the last two digits of the year and press **Set**.
For example, enter 00 for the year 2000.
- 3 Enter two digits for the month and press **Set**.
For example, enter 09 for September, or 10 for October.
- 4 Enter two digits for the day and press **Set**.
For example, 06
- 5 Enter the time in 24-hour format and press **Set**.
For example, enter 15:25 for 3:25 PM.
- 6 Press **Stop**.
The screen now displays the date and time you set, and displays it whenever the MFC is standing by.

ENTER YEAR:XX

ENTER MONTH:XX

ENTER DAY:XX

ENTER TIME:XX:XX

Setting Station ID

You can store your name, fax number, and telephone number to be printed on all fax pages you send. (See *Composing Electronic Cover Page*, page 6-7.)

1 Press **Function**, **1**, **1**, **3**.

2 Enter your fax number (up to 20 digits) and press **Set**.
(You must enter a fax number to proceed.)

FAX:

3 Enter your telephone number (up to 20 digits) and press **Set**. If your telephone number and fax number are the same, enter the same number again.
(This number appears on Cover pages.)

TEL:

4 Press **Set**.

5 Use the dial pad to enter your name or your company name (up to 20 characters) and press **Set**.
(See *Entering Text*, below.)

NAME:

6 Press **Stop**.

The screen returns to the date and time.



If your Station ID has already been programmed, the screen prompts “1” to make a change, or “2” to exit without changing.

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.

Key	once	twice	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 ; 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  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 pages 4-1 and 4-2.

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 , , , .
- 2 Press  or  to select your setting and press .
- 3 Press  to exit.

Speaker Volume

You can set the volume of the MFC speaker.

- 1 Press **Function**, **1**, **1**, **6**.
- 2 Press **←** or **→** to select your volume setting (OFF, LOW, MEDIUM, or HIGH) and press **Set**.
- 3 Press **Stop** to exit.

In the OFF setting the speaker defaults to LOW when you press **Hook**.

Ring Volume

You can set how loudly, or if, the MFC rings.

- 1 Press **Function**, **1**, **1**, **7**.
- 2 Press **←** or **→** to select OFF, LOW, MEDIUM, or HIGH and press **Set**.
- 3 Press **Stop** to exit.

Memory Storage

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

Delayed Timer

You can set up the time of day that delayed faxes will be sent. This time will be displayed for acceptance or override when you scan faxes into memory in *Delayed Fax*, page 6-10.

- 1 Press **Function**, **1**, **1**, **5**.
- 2 Enter the time (in 24-hour format) that you want delayed faxes to be sent and press **Set**.
- 3 Press **Stop** to exit.

```
graph TD; A[SET TIME:12:34] --> B[ENTER & SET];
```

```
graph TD; C[SET TIME:17:00];
```

5 Setup Receive

Basic Receiving Operations

Mode	How it works	When to use it	Page
MANUAL	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.	5-8
FAX	The MFC automatically answers every call as a fax.	For dedicated fax line. You cannot receive a voice call but you can call out from an external or extension telephone.	1-4
EXT.TEL/TAD	<p>If an external telephone is connected to the EXT. jack you control the phone line and must answer every call yourself.</p> <p>If an external TAD (telephone answering device) is connected to the EXT. jack, the TAD automatically answers every call. Voice messages are stored in external TAD. Fax messages are printed.</p>	<p>Use this mode if you receive very few faxes.</p> <p>Use this mode if you have an answering machine on your phone line.</p>	2-12 2-13

Setting or Changing the Answer Mode

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

1. ANSWER MODE

- 2 Press **←** or **→** to select MANUAL, EXTERNAL TEL/TAD or FAX mode and press **Set**.

FAX?

MANUAL?

EXT. TEL/TAD?

- 3 Press **Stop** to exit.

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*, below and *Operation from Extension Telephones*, page 5-4.)

- 1 Press **Function**, **1**, **2**, **2**.
- 2 Press **←** or **→** to select how many times the line rings before the MFC answers (00–04) and press **Set**. If you select 00, the line doesn't ring at all.
- 3 Press **Stop** to exit.

Easy Receive

When you use this feature, you don't have to press **Start** when you answer a fax call. Selecting **ON** allows the MFC to receive fax calls automatically, even if you lift the handset of an extension or external phone. 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 **OFF** means you'll have to activate the MFC yourself, by pressing **Hook**, then **Start**, then **2** to receive. (See Manual Transmission, page 6-5.)—**OR**—by pressing *** 5 1** if you are not at your MFC. (See *Operation from Extension Telephones*, page 5-4.)

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**.



If you send faxes from a computer on the same phone line and the MFC intercepts them, set Easy Receive to OFF.

- 1 Press **Function**, **1**, **2**, **3**.
- 2 Use **←** or **→** to select **ON** or **OFF** and press **Set**.
- 3 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**.
- 2 Use **←** or **→** to select the reduction ratio you want (**AUTO**, **100%**, **88%**, **83%** or **70%**) and press **Set**. Choose 100% if you don't want a reduction.

5. REDUCTION

- 3 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

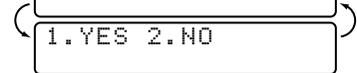
You can use three sizes of paper for printing your faxes — letter, legal, and A4. When you change the paper in the MFC, you must change the setting for paper size, so your MFC will know how to fit the incoming faxes on the paper. You can also select a reduction ratio.

- 1 Press **[Function]**, **[1]**, **[2]**, **[6]**.
- 2 Use **[←]** or **[→]** to select **LETTER**, **LEGAL** or **A4** and press **[Set]**.
- 3 Press **[1]** if you need to change the reduction setting—**OR**—Press **[2]** to go to Step 5.
- 4 Use **[←]** or **[→]** to select **AUTO**, **100%**, **88%**, **83%** or **70%** and press **[Set]**.
- 5 Press **[Stop]** to exit.

6.PAPER

CHANGE REDUCTION

1.YES 2.NO



Advanced Receiving Operations

Operation from Extension Telephones

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 **[*] [5] [1]**, the MFC starts to receive a fax. (See *Easy Receive*, page 5-2.)

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

Changing the Fax Receive Code

The preset Fax Receive Code (**[*] [5] [1]**) may not work with some telephone systems.

If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from **[*] [5] [1]** to **[#] [#] [#]**.

- 1 Press **[Function]**, **[1]**, **[2]**, **[4]**.
- 2 Press **[←]** or **[→]** to select ON (or OFF) and press **[Set]**.
- 3 If you want to, enter a new Fax Receive Code and press **[Set]**.
- 4 Press **[Stop]** to exit.

REMOTE ACT.:ON?

FAX RECEIVE:*51

Printing a Fax in Memory

If you have Fax Storage ON for remote retrieval, you can still print a fax from memory when you are at your MFC. (See *Setting Fax Storage*, page 8-2.)

- 1 Press **[Function]**, **[1]**, **[7]**, **[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 must 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]**.
- 2 Press **[←]** or **[→]** to choose **ON** and press **[Set]**.
- 3 Enter the fax number you’re polling.
- 4 Press **[Start]**.
The screen displays **DIALING**.

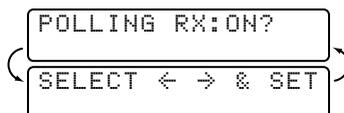
POLLING RX:OFF?
SELECT ← → & SET

ENTER FAX NO.
ONLINE
PRESS START KEY
ONLINE

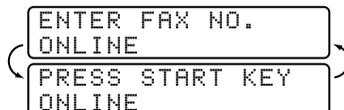
Setting Up Sequential Polling Receive

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

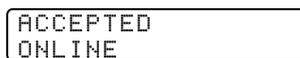
- 1 Press **Function**, **1**, **2**, **7**.
- 2 Press **←** or **→** to select Polling **ON** and press **Set**.
- 3 Specify the destination fax machines you wish to poll, using One Touch, Speed Dial, Groups or the dial pad. You must press **Broadcast** between each location.
- 4 Press **Start**.



POLLING RX:ON?
SELECT ← → & SET

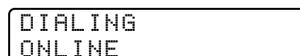


ENTER FAX NO.
ONLINE
PRESS START KEY
ONLINE



ACCEPTED
ONLINE

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

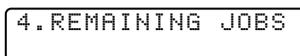


DIALING
ONLINE

Canceling a Scheduled Job

You can cancel tasks you've scheduled, such as Delayed Fax or Polling Transmit. (See *Checking Job Status*, page 6-5.)

- 1 Press **Function**, **1**, **4**.
Jobs waiting to be sent from memory appear on the display. If there are no jobs, the screen displays NO JOB WAITING.
- 2 If you have more than two jobs waiting, press **←** or **→** to select the job you want to cancel and press **Set**.
—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.



4. REMAINING JOBS

Telephone Services

Distinctive Ring

This feature lets you use the Distinctive Ring 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 Ring 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 Ring 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 Ring pattern, that was assigned by the Telephone Company, so your MFC can recognize its incoming calls.



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

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

- The MFC will answer only calls to its registered number.
- You will not hear the first two rings of all incoming calls on the MFC.
- To have your external TAD answer only the main number, the MFC must be in MANUAL Mode.
- In FAX mode, the MFC will answer all numbers on the phone line.

Registering your Distinctive Ring Pattern

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

- 1 Set the machine to **MANUAL** mode.
- 2 Press **Function**, **1**, **0**, **1**.
The screen displays the current setting of this feature.
- 3 Press **←** or **→** to select the SET Mode.
- 4 Press **Set** when the screen displays DISTINCTIVE:SET?
- 5 Press **←** or **→** to select the prestored ring pattern you want to assign and press **Set**. (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)	

- 6 Press **Stop** to exit.

Once you've registered the Distinctive Ring pattern in your machine, you can turn this feature on or off. To change the setting, follow Steps 1 to 5 above, selecting ON (or OFF).

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local phone companies. Subscriber services send the name or telephone number of your caller as the line rings.

When a call comes in, after a few rings the MFC displays the telephone number of your caller (or name, if available). Once the call is answered, 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.



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

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service 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, 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 #? and press **[Set]**.
If the name was not received, it will not be displayed.
- 3 Press **[←]** or **[→]** to scroll through the Caller ID memory to select the Caller ID you want to view and press **[Set]**.
The screen shows the caller's name and number, date and time of the call.
- 4 Press **[←]** or **[→]** to return to the Caller ID listing—**OR**—Press **[Stop]** to exit.

Printing Caller ID List

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

Clearing a Caller ID Stored in Memory

For effective use of the memory, we recommend that you clear the Caller IDs from memory, by pressing **[Clear]** when the display shows the number or name.

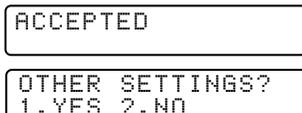
6 Setup Send

Before You Begin

You can send a fax from the ADF (Automatic Document Feeder) or from the scanner glass.

Sending Faxes Using Multiple Settings

When you send a fax you can choose any combination of the available settings: add a cover page and select a comment; set the contrast or resolution; send using overseas mode, or delayed fax timer, polling transmission or real time transmission. After each function is accepted, the display will ask if you want to enter other settings:



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 the next step.

Faxing from the Document Feeder

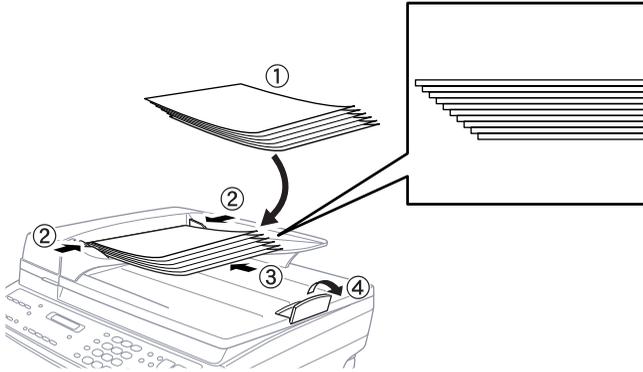
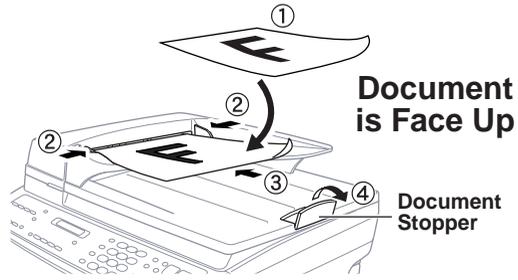
ADF (Automatic Document Feeder)

The automatic document feeder (ADF) can hold up to 50 pages, feeding each one individually through the MFC. Use standard (20 lb/75g/m²) paper when using the ADF. Always fan the pages well before placing them in the feeder.

Temperature: 68°F – 86°F (20°C – 30°C)
Humidity: 50% – 70%
Paper: Xerox 4200 (20LB/LTR),
Xerox 4024 (24LB/LTR),

- ⊘ **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. (To fax this kind of document, see *Scan Fax*, page 6-3.)
- Make sure documents written with ink are completely dry.

- Documents to be faxed must be from 5.8 to 8.5 inches wide, and from 5 to 14 inches long.
- Insert documents *face up, top edge first*. (①)
- Adjust the paper guides to fit the width of your document. (②)
- Pull up the document stopper. (④)

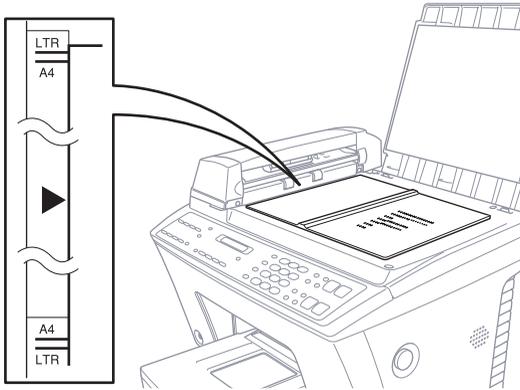


- Stagger the pages. Then place them in the ADF, until you feel the first page lightly touch the feed roller.

Faxing from the Scanner Glass

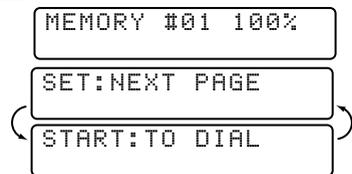
Scan Fax

You can fax pages from a book using the scanner glass. Documents are sent from memory; they can be letter or A4 size (8.5 inches to 11.7 inches). To use the Scanner glass, the ADF must be empty.



**Document is
Face Down**

- 1 Lift the document cover.
- 2 Using the document guidelines on the left, center the document *face down* on the scanner glass.
- 3 Close the document cover.
- ! If the document is a book or is thick, do not slam the cover or press on it.
- 4 Dial the fax number, then press **Start**.
The MFC starts scanning the first page.
- 5 To send a single page, go to Step 7—**OR**—
To send multiple pages, go to Step 6.



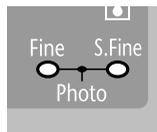
- 6 Place the next page on the scanner glass and press **Set**. The MFC starts scanning. (Repeat Step 6 for each additional page.)
- 7 Press **Start** to begin dialing.
- ! Press **Stop** to cancel. If the document was scanned into memory, press **1** to CLEAR it—**OR**—**2** to EXIT.
- ! If memory is full, and you are faxing a single page, it will be sent in real time.



You cannot use Scan Fax when the MFC is sending, receiving or printing a fax.

Resolution

- Press **Resolution** before you send the fax to select the resolution for the document you're sending. (See *Multiple Resolution Transmission*, page 6-11.)



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.)

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 documents. Use S.DARK to send a very dark document.

- 1 Insert the document in the feeder or on the scanner glass.
- 2 Press **Function**, **1**, **3**, **3**.
- 3 Use **←** or **→** to select AUTO, S.LIGHT or S.DARK and press **Set**.
- 4 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 5.
- 5 Enter a fax number and press **Start** to send a fax.

Automatic Transmission

This is the easiest way to send a fax. **IMPORTANT:** Do **not** press **Hook**.

- 1 Insert the document in the feeder or on the scanner glass.
- 2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad. See *Speed Dialing*, page 7-4.
- 3 Press **Start**.

Manual Transmission (ADF)

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

- 1 Insert the document in the feeder or on the scanner glass.
- 2 Press **[Hook]** 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). (See *Auto Dial Numbers and Dialing Options*, page 7-1.)
- 4 When you hear the fax tone, press **[Start]**.
- 5 Press **[1]** to begin sending.

1. SEND 2. RECEIVE

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 (using the ADF) 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 and 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 available memory.



You cannot use Scan Fax when the MFC is sending, receiving or printing a fax.

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.



The number of documents you can scan into memory varies with the data they contain.

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 or on the scanner glass.
- 2 Press **Function**, **1**, **3**, **8**.

8. REAL TIME TX

- 3 To change the default setting, press **←** or **→** to select ON (or OFF) and press **Set**. Go to Step 5—**OR**—For the next fax transmission only, press **←** or **→** to select NEXT FAX ONLY and press **Set**.

REAL TIME: ON?

- 4 For the next fax only, press **←** or **→** to select ON (or OFF) and press **Set**.
- 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 fax number and press **Start**.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.) (See *Canceling Jobs in Memory*, page 6-7.)

- 1 If the machine is idle, press **Function**, **1**, **4**.

—**OR**—

If the MFC is busy, press **Stop**.

- 2 If you have multiple jobs waiting, use **←** or **→** to scroll through the list.
- 3 Press **Stop** to exit.

Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Polling Transmit, as well as all faxes waiting in Memory to be sent. If jobs are waiting, they appear on the display; otherwise, the screen displays NO JOB WAITING.

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

4. REMAINING JOBS

- 2 If you have more than two jobs waiting, use **[←]** or **[→]** to select the job you want to cancel and press **[Set]**.

—OR—

If you have only one job waiting, press **[Stop]**.

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

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



If the fax machine is busy, press **[Stop]**, then follow Steps 2 through 4 to cancel a job.

Basic Sending Operations

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. (See *One Touch Dialing* and *Speed Dialing*, page 7-4.)

The cover page indicates 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. (See *Setting Station ID*, page 4-2.)

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 4-2 to help enter characters. (See *Composing Your Own Comments*, page 6-8.)

5. <USER DEFINED>

6. <USER DEFINED>

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 in advance, the Cover Page Setup and Cover Page Message functions change the default settings.

Composing Your Own Comments

You can set up two custom comments.

- 1 Press **Function**, **1**, **3**, **2**.
- 2 Press **←** or **→** to choose position 5 or 6 for your customized comment and press **Set**.
- 3 Use the dial pad to enter your customized comment and press **Set**. (See *Entering Text*, page 4-2.)
- 4 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** to exit.

Cover Page for Next Fax Only

Make sure the Station ID is set up. (See page 4-2.) 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 or on the scanner glass.
- 2 Press **Function**, **1**, **3**, **1**.
- 3 When the screen displays **NEXT FAX ONLY?**, press **Set**.
- 4 Press **←** or **→** to select **ON** (or **OFF**) and press **Set**.
- 5 Press **←** or **→** to select one of the standard or custom comments and press **Set**.
- 6 Enter two digits to indicate the number of pages you are sending and press **Set**. (Enter **00** to leave the number of pages blank.) If you make a mistake, press **←** to back up and reenter the number of pages.

- 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.
- 8 Enter the fax number you're calling.
- 9 Press **[Start]**.

Always Send Cover Page

Make sure Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-2.)

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

- 1 Press **[Function]**, **[1]**, **[3]**, **[1]**.
- 2 Press **[←]** or **[→]** to select **COVERPAGE: ON?** and press **[Set]**.

COVERPAGE: OFF?

COVERPAGE: ON?

- 3 If you selected ON, press **[←]** or **[→]** to select one of the standard or custom comments and press **[Set]**.
- 4 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?** and press **[Set]**.
- 3 Press **[Start]**. Your machine prints a copy of your cover page.

```

      === COVER PAGE ===

TO:      _____

FROM:    _____

FAX:
TEL:

      PAGE[S] TO FOLLOW

COMMENT:
  
```

Advanced Sending Operations

Overseas Mode

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

- 1 Insert document in the feeder or on the scanner glass.
- 2 Press **[Function]**, **[1]**, **[3]**, **[5]**.

5.OVERSEAS MODE

- 3 Press **[←]** or **[→]** to select ON (or OFF) and press **[Set]**.
- 4 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 5.
- 5 Enter the fax number you're calling.
- 6 Press **[Start]**.

Delayed Fax

During the day you can store up to 50 documents in memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up a time of day in the Delayed Timer function, page 4-4, you can accept it or enter another time for this fax.

- 1 Insert the document in the feeder, or on the scanner glass.
- 2 Press **[Function]**, **[1]**, **[3]**, **[6]**.

6.DELAYED FAX

- 3 Accept the displayed time or enter another time for this fax and press **[Set]**. (For example, enter 19:45 for 7:45 PM.)
- 4 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.
- 5 Enter the fax number.
- 6 Press **[Start]**.

The MFC starts scanning the document into memory. It will wait until the time you have entered to send the fax.



The number of documents you can scan into memory varies with the data they contain.

Multiple Resolution Transmission

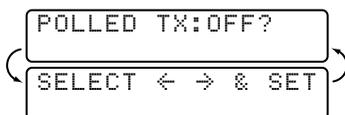
Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to STANDARD after the fax is sent.

- 1 Insert documents in the feeder or on the scanner glass.
- 2 Press **Function**, **1**, **3**, **4**.
- 3 Press **←** or **→** to select resolution for page 1, and press **Set**.
- 4 Repeat Step 3 for subsequent pages.
- 5 Press **Stop** when you're finished.
- 6 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 7. The screen prompts you to enter the fax number you want to call.
- 7 Enter the fax number you're calling.
- 8 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**, **7**.



- 3 Press **←** or **→** to choose ON and press **Set**.
- 4 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 5.
- 5 Press **Start** and wait for the fax to be polled.

7 Auto Dial Numbers and Dialing Options

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. You can store names with these numbers for easy identification.



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

Storing One Touch Dial Numbers

You can store 16 fax/phone numbers that you can dial by pressing one key (and **[Start]**). To access numbers 9 to 16, hold down the **Shift** key. When you press a One Touch dial location, the screen displays the name or number as the call is dialed. (See *One Touch Dialing*, page 7-4.)

One Touch keys are not the dial pad keys. They are the 8 keys (numbers 01–16) located on the left side of the control panel.

1 Press **[Function]**, **[1]**, **[5]**, **[1]**.

2 Press the One Touch key where you want to store a number.



(One Touch key **[01]** has been pre-programmed for the 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) and press **[Set]**.

(See *Changing One Touch and Speed Dial Numbers*, page 7-2.)



If you want to enter a pause in the dialing sequence (for example, to access an outside line), press **[Redial/Pause]** as you're entering digits. Each key press of **[Redial/Pause]** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.

4 Use the dial pad to enter the name (up to 15 characters) and press **[Set]**—**OR**—

NAME :

Press **[Set]** to store the number without a name.

(See *Entering Text*, page 4-2.)

5 Press **[←]** or **[→]** to select the type of number and press **[Set]**.

FAX a fax number

TEL a telephone (voice) number

FAX/TEL both fax and telephone number

6 Return to Step 2 to store another number—**OR**—Press **[Stop]** to exit.



If you lose electrical power, numbers stored in memory will *not* be lost.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only three keys (and **Start**). There are 100 Speed Dial locations. (See *Speed Dialing*, page 7-4.)

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

2 Use the dial pad to enter a two-digit location (00–99) and press **Set**.

SPEED-DIAL? #

3 Enter the number (up to 20 digits) and press **Set**.

#05:

4 Use the dial pad to enter the name (up to 15 characters) and press **Set**.

NAME:

You can use the chart on page 4-2 to help you enter letters—**OR**—Press **Set** to store the number without a name.

5 Press **Left Arrow** or **Right Arrow** to select the type of number and press **Set**:

FAX a fax number

TEL a telephone (voice) number

FAX/TEL both fax and telephone number

6 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.



Even if you lose electrical power, numbers stored in memory will *not* be lost.

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 2.EXIT

1 Press **1** to change the number, or press **2** to exit without changing it.

2 Enter a new number and press **Set**.

■ If you want to erase the number, press **Clear** when the cursor is to the left of the digits.

■ If you want to change a digit, use **Left Arrow** or **Right Arrow** to position the cursor under the digit you want to change, then type over it.

3 Follow the directions from Step 4 for *Storing One Touch Numbers* or *Storing Speed Dial Numbers*.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch Group key (and **Start**). **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 115 numbers to one large Group. (See *Broadcasting*, page 7-5.)



You can include *up to* 16 One Touch numbers, and *up to* 100 Speed Dial numbers. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

(See *Storing One Touch Dial Numbers*, page 7-1 and *Storing Speed Dial Numbers*, page 7-2.)

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

2 Select a One Touch key where you wish to store the Group number.
For example, press One Touch key **02** for Group 1.

SELECT ONE-TOUCH

3 Use the dial pad to enter the Group number and press **Set**.
For example, press **1** for Group 1.

SETUP GROUP:G0

4 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key **05**, press One Touch key **05**. For Speed Dial location 09, press **Speed Dial**, then press **0**, **9** on the dial pad. The display shows ***05, #09**.

G01:*05#09_

5 When you're finished adding numbers, press **Set**.

6 Use the dial pad and the chart on page 4-2 to enter a name for the group and press **Set**.
For example, NEW CLIENTS

NAME:
ENTER & SET

7 Press **Stop** to exit.



You can print a list of all One Touch and Speed Dial numbers. (See Chapter 9, *Printing Reports*.)



If you lose electrical power, numbers stored in memory will *not* be lost.

Dialing Options



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

Searching Telephone Index

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically. (See *Storing One Touch Dial Numbers*, page 7-1 and *Storing Speed Dial Numbers*, page 7-2.)

- 1 Insert the document(s) in the feeder, or on the scanner glass.
- 2 Press **[Tel-index]**, then enter the first letter of the name you're looking for.
- 3 Press **[←]** or **[→]** to search the memory.
- 4 When the screen displays the name you want to call, press **[Start]** to begin dialing.

One Touch Dialing

- 1 Insert the document(s) in the feeder, or on the scanner glass.
- 2 Press the One Touch key of the location you want to call.
- 3 Press **[Start]**.



If you try to use a One Touch or Speed Dial 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.

Speed Dialing

- 1 Insert the document(s) in the feeder, or on the scanner glass.
- 2 Press **[Speed Dial]**, then press the two-digit Speed Dial number.
- 3 Press **[Start]**.

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.

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 (using the ADF) and the line is busy, the machine will redial automatically up to three times at 5 minute intervals.

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **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 166 locations. 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 set up transmissions using dual access and the timer.

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 **Broadcast** between each of these locations. Use the Telephone Index to help you choose the numbers easily. (See *Setting Up Groups for Broadcasting*, page 7-3.) 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 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 in the feeder or on the scanner glass.
 - 2 Enter a number using One Touch, Speed Dial, Group number, Tel-index or the dial pad.
(Example: Group number)
 - 3 Press **Broadcast**. You will be prompted to press the next number.
 - 4 Enter the fax number.
(Example: Speed Dial)
 - 5 Press **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.

Dialing 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 and Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up separately 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]**. (See *Storing One Touch Dial Numbers*, page 7-1.)

For example:

You 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.



Pause after dialing Speed Dial numbers for the name to be displayed before you enter the next portion of the dialing sequence.

8 Remote Fax Options

Paging and Fax Forwarding



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

To use Paging or Fax Forwarding you must set Fax Storage to ON.

Programming a 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]**, **[7]**, **[1]**.
- 2 Press **[←]** or **[→]** until the screen displays **PAGING?** and press **[Set]**.
- 3 Enter your pager phone number (up to 20 digits) followed by **[#]** **[#]** and press **[Set]**. Do not include the area code if it is the same as that of your MFC.

PAGING?

For example,

[1]**[8]****[0]****[0]****[5]****[5]****[5]****[1]****[2]****[3]****[4]****[#]****[#]**.

- 4 If your pager requires a PIN, enter the PIN, press **[#]**, press **[Redial/Pause]**, enter your MFC telephone number followed by **[#]** **[#]** and press **[Set]**.

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 **[#]** **[#]** and press **[Set]**.

For example,

[Redial/Pause]**[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****[#]****[#]**.

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



You cannot change a Paging number or PIN remotely.

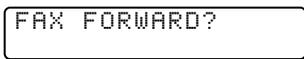
Press **[Redial/Pause]** for each 3.5 second delay, as needed.

PAG#:
ENTER & SET

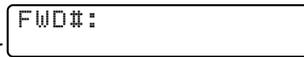
Programming a Fax Forwarding Number

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**, **7**, **1**.
- 2 Press **←** or **→** until the screen displays **FAX FORWARD?** and press **Set**.
- 3 Enter the forwarding number (up to 20 digits) and press **Set**.
- 4 Press **Stop** to exit.



FAX FORWARD?



FWD#:



ENTER & SET

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 600 pages of faxes.

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



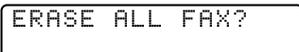
FAX STORAGE:OFF?



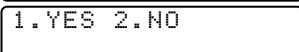
SELECT ← → & SET

 If there are faxes in memory when you turn Fax Storage OFF, you must choose to delete them or exit without turning Fax Storage on.

- 4 Press **1**, to erase faxes from memory and to turn Fax Storage off
—**OR**—
Press **2**, to exit without deleting faxes or changing this setting.
(See *Printing a Fax in Memory*, page 5-4.)



ERASE ALL FAX?



1.YES 2.NO

Remote Retrieval

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

Changing Remote Retrieval Access Code

Enter your Remote Retrieval 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 Telephones*, page 5-4.)

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

Using Remote Retrieval 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 Retrieval Access Code (1 5 9 *).
 - 3 The MFC signals the kinds of messages received:
 - 1 long beep — Fax 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'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 Retrieval Access Code within 30 seconds.

Remote Commands

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

Remote Commands	Operation Details												
<p>95 Changing Fax Forwarding/Paging setting</p> <table border="1" data-bbox="219 363 516 834"> <tr> <td data-bbox="219 363 516 403">1</td> <td data-bbox="219 363 516 403">OFF</td> </tr> <tr> <td data-bbox="219 403 516 443">2</td> <td data-bbox="219 403 516 443">Fax Forwarding</td> </tr> <tr> <td data-bbox="219 443 516 483">3</td> <td data-bbox="219 443 516 483">Paging</td> </tr> <tr> <td data-bbox="219 483 516 754">4</td> <td data-bbox="219 483 516 754">FAX FWD No.</td> </tr> <tr> <td data-bbox="219 754 516 794">6</td> <td data-bbox="219 754 516 794">Fax Storage ON</td> </tr> <tr> <td data-bbox="219 794 516 834">7</td> <td data-bbox="219 794 516 834">Fax Storage OFF</td> </tr> </table>	1	OFF	2	Fax Forwarding	3	Paging	4	FAX FWD No.	6	Fax Storage ON	7	Fax Storage OFF	<p></p> <p>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 8-6.) Once you have registered the number, your MFC will change automatically to FAX FWD:ON mode. Then retrieve a Memory Status List by entering 961 (see page 8-5) to make sure that the Fax Forwarding number you registered is correct in the List.</p> <p>You can turn FAX STORAGE to ON or OFF.</p>
1	OFF												
2	Fax Forwarding												
3	Paging												
4	FAX FWD No.												
6	Fax Storage ON												
7	Fax Storage OFF												
<p>96 Retrieve a fax</p> <table border="1" data-bbox="219 879 516 1054"> <tr> <td data-bbox="219 879 516 919">1</td> <td data-bbox="219 879 516 919">Memory Status List</td> </tr> <tr> <td data-bbox="219 919 516 983">2</td> <td data-bbox="219 919 516 983">Retrieve all faxes</td> </tr> <tr> <td data-bbox="219 983 516 1054">3</td> <td data-bbox="219 983 516 1054">Erase fax from the memory</td> </tr> </table>	1	Memory Status List	2	Retrieve all faxes	3	Erase fax from the memory	<p></p> <p>Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 8-5.)</p> <p>If you hear one long beep, you can erase fax message(s) from the memory.</p>						
1	Memory Status List												
2	Retrieve all faxes												
3	Erase fax from the memory												
<p>97 Check the Receiving Status</p> <table border="1" data-bbox="219 1099 516 1230"> <tr> <td data-bbox="219 1099 516 1230">1</td> <td data-bbox="219 1099 516 1230">Fax</td> </tr> </table>	1	Fax	<p></p> <p>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.</p>										
1	Fax												
<p>98 Change Answer Mode</p> <table border="1" data-bbox="219 1275 516 1374"> <tr> <td data-bbox="219 1275 516 1315">1</td> <td data-bbox="219 1275 516 1315">EXT. TEL/TAD</td> </tr> <tr> <td data-bbox="219 1315 516 1374">2</td> <td data-bbox="219 1315 516 1374">FAX</td> </tr> </table>	1	EXT. TEL/TAD	2	FAX	<p></p> <p>If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.</p>								
1	EXT. TEL/TAD												
2	FAX												
<p>90 Exit</p>	<p>After a long beep, you can exit remote control.</p>												

Retrieving Memory Status List

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

- 1 Dial your fax number.
- 2 When you hear the beep, immediately enter your Remote Retrieval 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 fax number.
- 2 When you hear the beep, immediately enter your Remote Retrieval 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 Remotely

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

- 1** Dial your fax number.
- 2** When you hear the beep, immediately enter your Remote Retrieval 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.

9 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 every fax 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, TEL SERVICE and REMOTE FAX OPT.

6.MEMORY STATUS

Lists summary information and amount of occupied memory.

To Print a Report

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

2 Enter the number of the report you want to print. For example, press **4** to print the TEL-INDEX.

 For the Activity Report, also press **←** or **→** to select PRINT REPORT? and press **Set**.

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 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]**, **[6]**, **[1]**.
- 2 Press **[←]** or **[→]** to select ON or OFF and press **[Set]**.
- 3 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]**, **[6]**, **[2]**.
- 2 Press **[←]** or **[→]** to display:

INTERVAL?

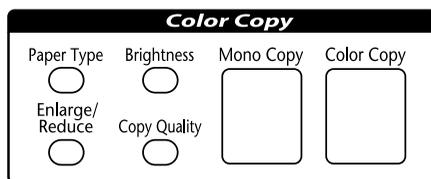
and press **[Set]**.

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

10 Making Copies

Color Copy Keys

Your Multi-Function Center allows you to make high-quality photocopies and transparencies. Copies can be in full color, one color, or black and white. 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 Place the document in the feeder, or on the scanner glass.
- 2 Press **[Mono Copy]** or **[Color Copy]**.
- 3 Press **[Mono Copy]** or **[Color Copy]** again.
(Make sure it's the same key you pressed in Step 2.)

COPYING P.01
ONLINE

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

Multiple Copies (Using the ADF)

You can make multiple copies using the document feeder. When you use **Mono Copy** or **Color 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). (See *Memory Full Message*, below.)

- 1 Place the document in the feeder.
- 2 Press **Mono Copy** or **Color Copy**.
- 3 Using the dial pad, enter the number of copies you want (up to 99) and press **Set**.
For example, press 3, 8 for 38 copies.

- 4 Press **Left Arrow** or **Right Arrow** to select **SORT** (or **STACK**) and press **Set**.

```
MULTI COPY:STACK
ONLINE
```

```
MULTI COPY:SORT
ONLINE
```

- 5 Press **Mono Copy** or **Color Copy** again.
(You must press the same key you pressed in Step 2.)



If you get a MEMORY FULL message, you may be able to make multiple copies if you first print incoming faxes in memory and restore the memory to 100%.

Memory Full Message

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

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

```
COPY TO COPY
ONLINE
```

```
STOP TO ABORT
ONLINE
```

If you were scanning the first page of your document, press **Stop** to cancel, then make a single copy. If you were scanning subsequent page(s), press **Copy** to print the scanned pages—**OR**—Press **Stop** to cancel.

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

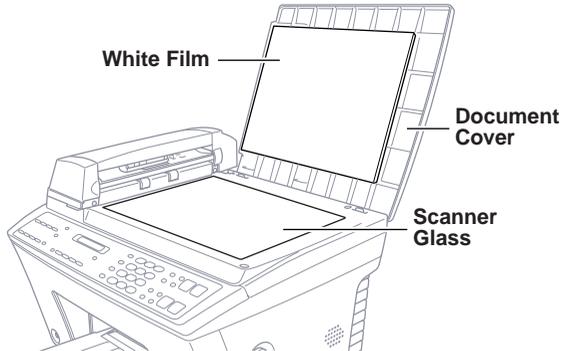


To gain extra memory, you can turn off Fax Storage (see page 8-2)—**OR**—print fax messages in memory (see page 5-4).

Multiple Copies (Using the Scanner Glass)

You can make multiple copies using the scanner glass. When you use **(Mono Copy)** or **(Color 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). (See *Memory Full Message*, page 10-2.)

- 1 Lift the Document Cover.



- 2 Using the document guidelines on the left, center the document face down on the scanner glass.
- 3 Press **(Mono Copy)** or **(Color Copy)**.
- 4 Using the dial pad, enter the number of copies you want (up to 99) and press **(Set)**.
*For example, press **(3)**, **(8)** for 38 copies.*

- 5 Press **(Left Arrow)** or **(Right Arrow)** to select STACK and press **(Set)**.
The MFC begins copying.
—OR—
Press **(Left Arrow)** or **(Right Arrow)** to select SORT and press **(Set)**,
then go to Step 5.

MULTI COPY:STACK
ONLINE

MULTI COPY:SORT
ONLINE

- 7 If you get a MEMORY FULL message, you may be able to make multiple copies if you first print incoming faxes in memory and restore the memory to 100%.

- 6 Place the next page to be copied on the scanner glass and press **(Set)**.

SET: NEXT SCAN
ONLINE
COPY: TO END
ONLINE

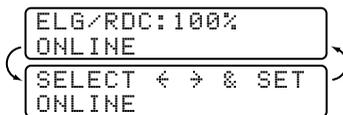
- 7 Press **(Mono Copy)** or **(Color Copy)** again.
(You must press the same key you pressed in Step 2.)

Enlarged or Reduced Copies (Temporary Setting)

1 Place the document in the feeder, or on the scanner glass.

2 Press **[Enlarge/Reduce]**.

3 Press **[←]** or **[→]** to choose an enlargement or reduction ratio and press **[Set]**.



You can reduce to **93%**, **87%**, **75%**, **50%**, or **25%** of the original size
—OR—

You can enlarge to **120%**, **125%**, **150%**, **200%**, or **400%**
—OR—

You can select **MANUAL** and press **[Set]**, then use the dial pad to enter an enlargement or reduction ratio between **25%** and **400%** and press **[Set]**.

For example, press **[5]**, **[3]** to enter **53%**.

4 Press **[Mono Copy]** or **[Color Copy]**.

5 Using the dial pad, enter the number of copies and press **[Set]**

—OR—

Keep the default (01) by pressing **[Set]**.

6 For multiple copies, press **[←]** or **[→]** to select **SORT** (or **STACK**) and press **[Set]**. (Only for multiple copies)

■ When selecting Fixed Reduction, you need to know the size of the 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*, to 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, PHOTO, or DRAFT).

DRAFT: Fast copy speed and lowest ink consumption. Use DRAFT to save time (documents to be proof-read, large documents, or many copies).

NORMAL: Recommended mode for ordinary printouts. Good copy quality with adequate copy speed.

HIGH: Better copy quality than normal and faster copy speed than PHOTO.

PHOTO: Use this mode to copy precise images such as photographs. PHOTO uses the highest resolution and slowest speed.

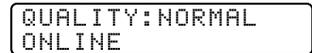
1 Place the document in the feeder, or on the scanner glass.

2 Press **Copy Quality**.

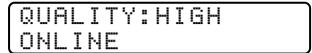


QUALITY:HIGH
ONLINE
SELECT < > & SET
ONLINE

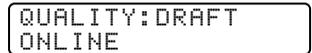
3 Press **Left Arrow** or **Right Arrow** to select copy quality resolution and press **Set**.



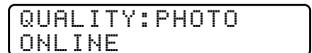
QUALITY:NORMAL
ONLINE



QUALITY:HIGH
ONLINE



QUALITY:DRAFT
ONLINE



QUALITY:PHOTO
ONLINE

4 Press **Left Arrow** or **Right Arrow** to select the kind of image you're copying and press **Set**.



QUALITY:HIGH
ONLINE
SELECT < > & SET
ONLINE

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, or TRANSPARENCY. For best results, we recommend using Brother special paper.

1 Place the document in the feeder, or on the scanner glass.

2 Press **Paper Type**.

PAPER:PLAIN
ONLINE

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

SELECT ← → & SET
ONLINE

PAPER:PLAIN
ONLINE

PAPER:INK JET
ONLINE

PAPER:GLOSSY
ONLINE

PAPER:TRNSPRNCY
ONLINE

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

4 If you selected INK JET, press **←** or **→** to select **360DPI, 720DPI** (Brother 720 x 720) or **OTHER** (non-Brother ink jet) paper type, and press **Set**.

Using the Brightness Key

You can choose brightness setting before making a copy.

1 Insert the document in the feeder, or on the scanner glass.

2 Press **Brightness**.

3 Press **←** to make a darker copy and press **Set**.

—OR—

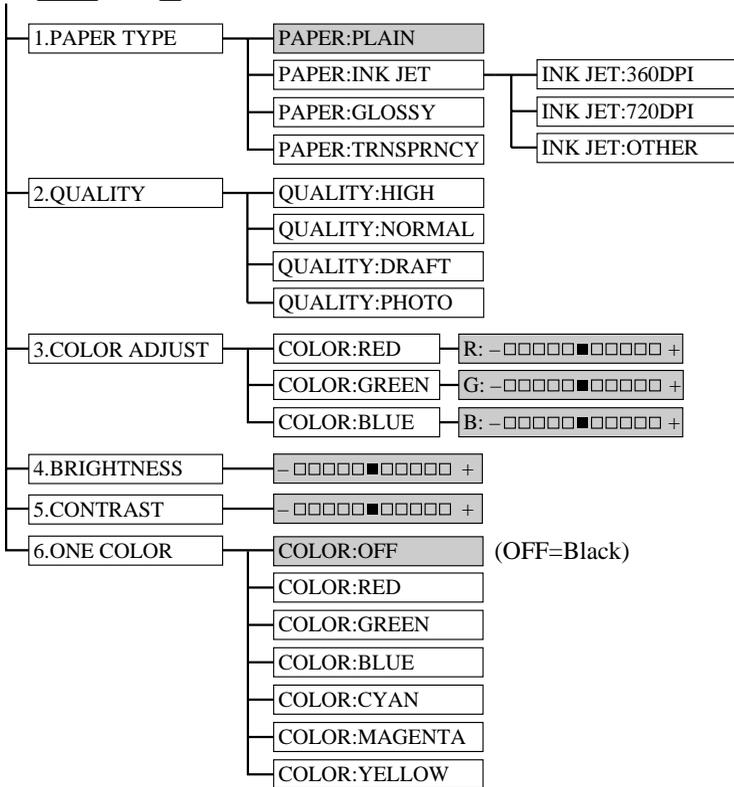
press **→** to make a lighter copy and press **Set**.

Copy Quality – 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 **[Left]** or **[Right]** to scroll through the options for each setting. Press **[Set]** to save your selection. Press **[Stop]** to exit—**OR**—Press **[Right]** to select the next setting you want to change.

Press **[Function]** and **[3]**.



 is default

Select Paper Type

- 1 Press **Function**, **3**, **1**.
- 2 Press **Set**.
- 3 Press **←** or **→** to select your paper type and press **Set**:

1.PAPER TYPE

PAPER:PLAIN

PAPER:INK JET

PAPER:GLOSSY

PAPER:TRNSPRNCY

If you use Brother coated paper for 360 dpi, 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**, go to Step 5.

(For information on ordering Brother paper, see page ii.)

- 4 Press **←** or **→** to select **360DPI**, **720DPI** or **OTHER** and press **Set**.
- 5 Press **Stop** to exit.

 The MFC ejects paper onto the top of the paper cassette cover with the printed side face up. When you use transparencies, remove each sheet immediately, to prevent a paper jam or curled sheets.

Select Copy Quality

This feature is available only for color copying.

- 1 Press **Function**, **3**, **2**.
- 2 Press **←** or **→** to select the copy quality and press **Set**.
- 3 Press **Stop** to exit.

QUALITY:HIGH

QUALITY:NORMAL

QUALITY:DRAFT

QUALITY:PHOTO

Color Adjustment

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

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

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

Copy Brightness

You can adjust the brightness setting before making a copy.

- 1 Press **Function**, **3**, **4**.
- 2 Press **←** to make a darker copy and press **Set** —**OR**— Press **→** to make a lighter copy and press **Set**.
- 3 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**, **5**.
- 2 Press **←** to decrease contrast and press **Set** —**OR**— Press **→** to increase contrast and press **Set**.
- 3 Press **Stop** to exit.

Selecting a Single Color (One Color)

For black and white originals, you can select a single color for **(Mono Copy)**, instead of black. **OFF** is the setting for Black.

- 1 Press **Function**, **3**, **6**.
- 2 Press **←** or **→** to select a copy color and press **Set**. The options are **OFF**, **RED**, **GREEN**, **BLUE**, **CYAN**, **MAGENTA**, and **YELLOW**.
- 3 Press **Stop** to exit.

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 regarding questionable documents.

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

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
- Licenses and Certificates of Title to motor vehicles (under certain state/provincial laws)

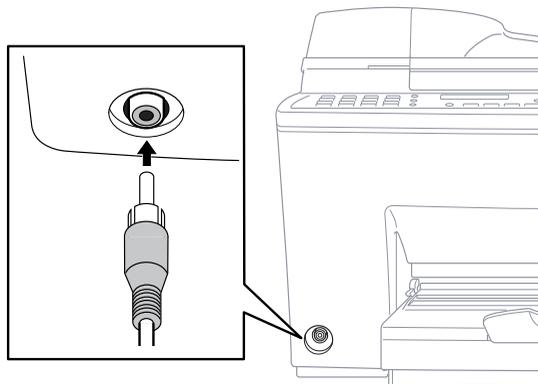
Works of art should be considered the equivalent of copyrighted works.

11 Walk-Up Video Printing

Getting Started

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.

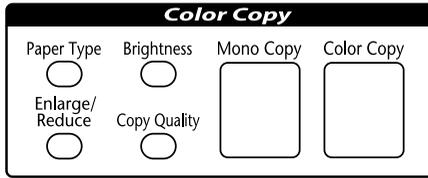
With no documents in the feeder, plug the cable from you video camera's Video Out jack into the MFC's RCA pin jack. Play the video.



 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

VIDEO:PRESS COPY
CAPTURE READY

-  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

VIDEO:PRESS COPY
CAPTURE READY

- 3 Press **Color Copy** when you see the picture you want to capture and print.
 - 4 Using the dial pad, enter the number of copies you want (up to 99).
 - 5 Press **Color Copy** to begin printing.
-  If the MFC is not receiving video signals, **Color Copy** will not work. However, if a document is in the feeder, the MFC will print a color copy of it.

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]**.

QUALITY: NORMAL
ONLINE

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

QUALITY: NORMAL
ONLINE

QUALITY: HIGH
ONLINE



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

- 4** Press **[←]** or **[→]** to select the video type and press **[Set]**.

VIDEO: MOVING
ONLINE

VIDEO: STILL
ONLINE

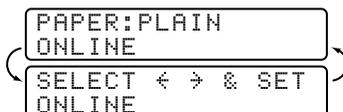
- 5** Press **[Mono Copy]** or **[Color Copy]** to begin printing.

Using the Paper Type Key

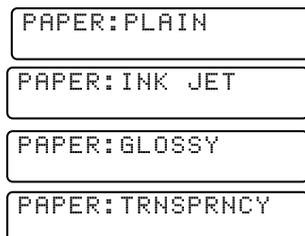
If you use premium paper, video print quality is improved.

- 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**.



- 3 Press **<** or **>** to select paper type and press **Set**.



- 3  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 Press **Mono Copy** or **Color Copy** to begin printing.

Using the Brightness Key

You can increase or decrease the brightness of your 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.

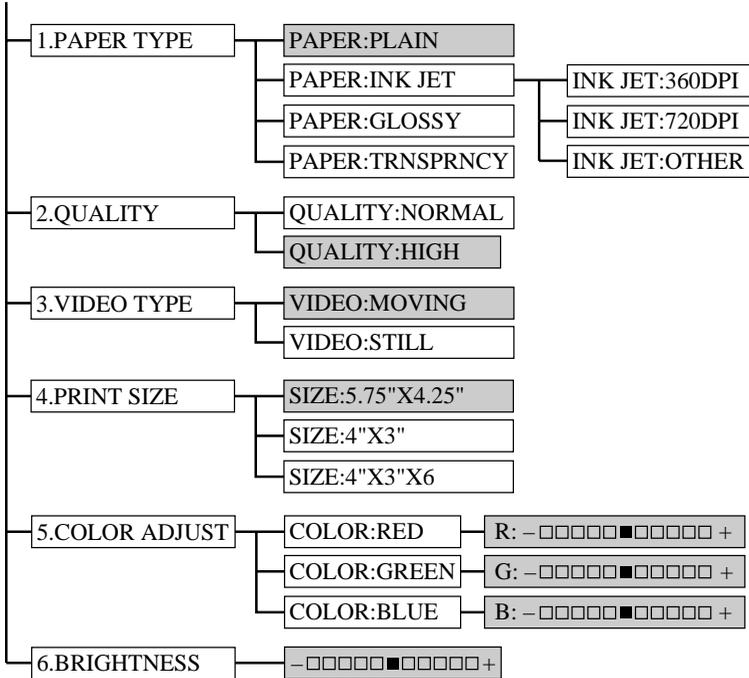
- 2 Press **Brightness**.

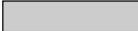
- 3 Press **<** to make a darker copy and press **Set**—**OR**— Press **>** to make a lighter copy and press **Set**.

Changing Default Settings

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 Press **←** or **→** to select paper type and press **Set**.

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** (in Step 3).
If you are using non-Brother ink jet paper, select **OTHER** (in Step 3).

- 3 When the screen displays your selection, press **Set**.
- 4 Press **Stop** to exit.

Setting Video Printing Quality

- 1 Press **Function**, **4**, **2**.
- 2 Use **←** or **→** to select a quality and press **Set**.

QUALITY:NORMAL

QUALITY:HIG

- 3 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 **Mono Copy** or **Color Copy** when you see the frame you want to print.

- 1 Press **Function**, **4**, **3**.
- 2 Press **←** or **→** to select video type and press **Set**.

3.VIDEO TYPE

VIDEO:STILL

VIDEO:MOVING

- 3 Press **Stop** to exit.

You can press **Clear** in Step 2 to 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 **[←]** or **[→]** to select print size and press **[Set]**.

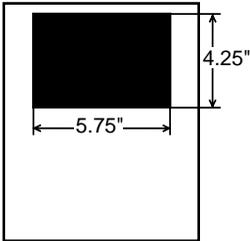
SIZE: 5.75" X 4.25"

SIZE: 4" X 3"

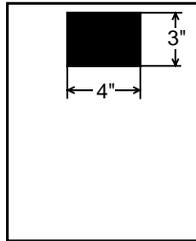
SIZE: 4" X 3" X 6

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

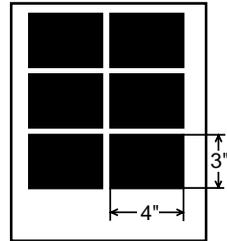
Printed Position
① 5.75" x 4.25"



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** and press **[Set]**.

Light Dark

R: -□□□□□■□□□□□+

G: -□□□□□■□□□□□+

B: -□□□□□■□□□□□+

- 3 Press **[←]** or **[→]** to adjust the degree of color and press **[Set]**.
- 4 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 and press **Set**.—**OR**—
Press **→** to make a lighter copy and press **Set**.
- 3 Press **Stop** to exit.

Video Capture from the PC

Please see *Video Capture from the PC*, page 16-9 or the Multi-Function Link® Pro On-Line Documentation (on CD-ROM 1) for instructions on using your MFC and computer for video frame capture.

12 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 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 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).

Only Multi-Function Link® Pro and PaperPort® are available on Floppy Disks, item numbers DSK9131 (for Windows® 3.1x) and DSK9195 (for Windows® 95/98). If you are using Windows NT® Workstation Version 4.0, the software is not available on Floppy Diskette.

Computer Requirements

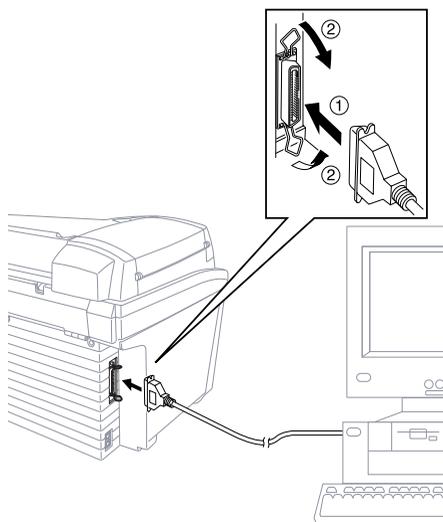
The following are the minimum computer requirements you need to set up and operate the MFC as a printer. Use only a shielded interface cable that is IEEE-1284 compliant, and that is less than 6.5 feet (2 meters) long.

CPU	Pentium 75 or Higher	
RAM	8MB or greater for Windows® 3.1x	
	8MB or greater for Windows® 95 (16MB recommended)	
	16MB or greater for Windows® 98 and Windows NT® Workstation Version 4.0 (32MB recommended)	
Hard Disk Drive	50MB	CD-ROM 1
	150MB	CD-ROM 1 & 2
Operating System	Windows® 3.1x, 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.



(For Windows® 95)

If "Update Device Driver Wizard" appears, select "Do not install a driver" and click **OK**.

—**OR**—If "Add New Hardware Wizard" appears, click **Next** to bypass each screen. Click **Finish** on the last screen.

(For Windows® 98)

If "Add New Hardware Wizard" appears, follow the instructions on the screen, then click **Next** to bypass each screen. Click **Finish** on the last screen.

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. Afterward, 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. (See *Installing the Brother Software*, page 12-5.)
- 3 Select the software option that suits your needs.
- 4 Follow the installation instructions.

Choosing the Software to Install

Install Multi-Function Link® Pro Software

The complete set of software will be installed: Multi-Function Link® Pro, PaperPort® viewer, including ScanSoft™ TextBridge® OCR, 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 FaxSpeed

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

- FaxSpeed

Install Printer and Scanner Drivers Only

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

- Printer and Scanner 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

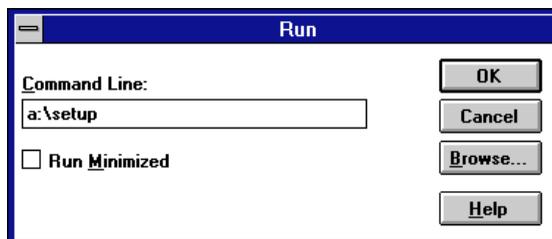
Click **Exit** to exit the CD-ROM window, or click **Return** to return to the previous window.

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® 3.1x, 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`.



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 appears 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.



After you install the Multi-Function Link® Software, and restart your PC. The MFC Remote Setup dialog box will be displayed on your PC screen. MFC Remote Setup allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your PC. When you access this application, the settings on the MFC will be displayed on your PC so you can change them as needed and then download them to the MFC.

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

To receive faxes into your PC through the MFC: (See *Connecting the MFC to the Computer*, page 12-3.)

- 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 your PC. (See *Installing Multi-Function Link[®] Pro Software* (CD-ROM 1) page 12-4.)
- 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).

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. (See *On-Line Documentation for Multi-Function Link[®] Pro* on the Brother CD-ROM and *Using the Multi-Function Link[®] Pro Software* Chapter 15, page 15-1.)

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

13 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 plain 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/P.

Bi-directional Parallel Interface—The parallel interface allows bi-directional (IEEE 1284 compliant) communication with your computer.

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 14, *Windows® 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 page 3 of Chapter 2 in this manual before selecting and purchasing paper for the MFC.

Multi-purpose Paper Cassette

The multi-purpose paper cassette 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 paper cassette.

- 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 in Multi-purpose Paper Cassette

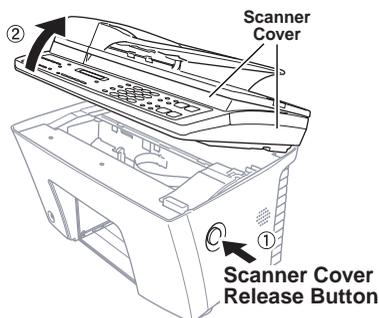
You can use plain paper, coated paper, transparencies, glossy paper, envelopes and organizer (K, L) in the multi-purpose paper cassette. (See *Paper*, page 2-3 and *Loading Paper in the Multi-Purpose Paper Cassette*, page 2-6 for more information about paper.)

- 1 Remove the paper cassette (lift and pull out).
- 2 Remove any paper from the paper cassette, and fan the stack of paper before loading. Load the paper stack with the *print (coated) side face down*. Slide the paper guide. Make sure the paper is stacked below the maximum paper height line. You can load up to 250 sheets of 20 lb (75g/m²) plain paper.
- 3 Close the paper cassette cover and reinstall the cassette.

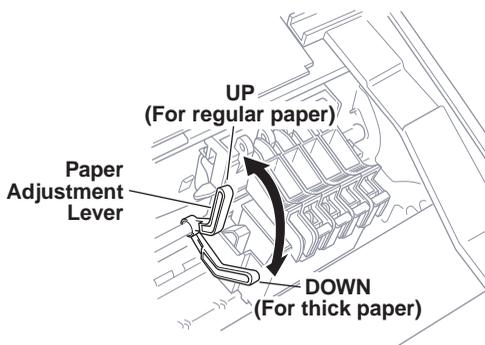
Adjusting for Thick Paper and Envelopes

If the paper is thicker than 20 lb (75 g/m²), you must adjust the paper thickness lever.

- 1 Press the Scanner Cover Release Button and lift up the scanner cover.



- 2 Move the purple paper thickness adjustment lever *down*. (When you print on regular paper, keep the lever *up*.)



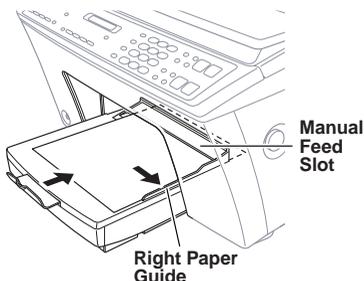
- 3 Close the scanner cover.

Manual Feed Slot

You can feed *one sheet at a time* into the Manual Feed Slot. Paper loaded in the Manual Feed Slot is printed first, even when there is paper in the multi-purpose paper cassette.

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 Place the paper on top of the paper cassette with the *print side face down*.
- 2 Align the paper against the right paper guide and slide it into the manual feed slot.

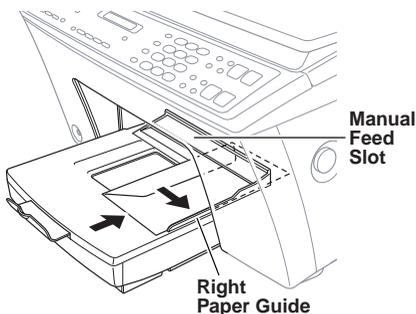


If you forget to insert paper in the manual feed slot, the MFC will print from the cassette.

Setup for Envelopes

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. (See *Paper Tab*, page 14-2.)
- 2 Press the Scanner Cover Release Button, then lift the scanner cover.
- 3 Move the purple paper thickness *adjustment lever down*.
- 4 Close the scanner cover.
- 5 Place an envelope on top of the paper cassette, with the *print side face down*.



- 6 Align the envelope against the right paper guide and slide it into the manual feed slot.
- 7 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.

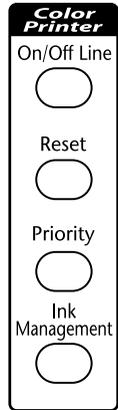
Ink Management Key

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 21-10.

If you got an error message NEAR EMPTY or INK EMPTY, you will need to replace the ink cartridge for the appropriate color. (See Chapter 21, *Troubleshooting and Routine 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**.

3. BI-DIR PRINT

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

14 Windows® Printing

Printer Emulation



If you are printing from the Windows® environment, it is best to choose the GDI **Brother MFC 9100 Series** printer driver. Other emulations may reduce performance. If you need to print from DOS, the MFC 9100C 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 select the following in this 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 9100 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 1” into your CD-ROM drive.

2 Type **CD x:DOS**



Substitute the drive letter of your CD-ROM drive for “x”.

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.

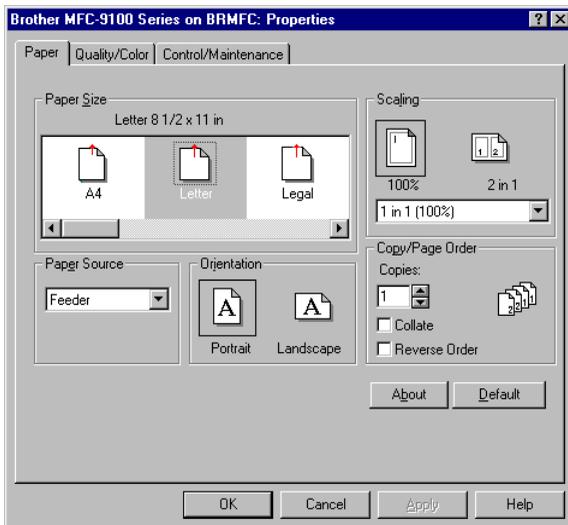
Using the Brother MFC 9100 Series Printer Driver

The Brother MFC 9100 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 9100 Series on BRMFC: Properties dialog box there are three tabs: Paper, Quality/Color, and Control/Maintenance, so you can change print properties as needed.

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 9100 Series** from the Name drop down list. Click the Properties button. The Brother MFC 9100 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)
A4 (International)	8.17 x 11.7 inches (210 x 297 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 K, L	3 3/4 x 6 3/4 inches (95.3 x 171.5 mm)

User Defined Paper Size

The printer can handle any paper size within the following range.

Minimum 3.75 x 6.75 inches (95.3 x 171.5 mm)

Maximum 8.5 x 14 inches (215.9 x 355.6 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%.

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.

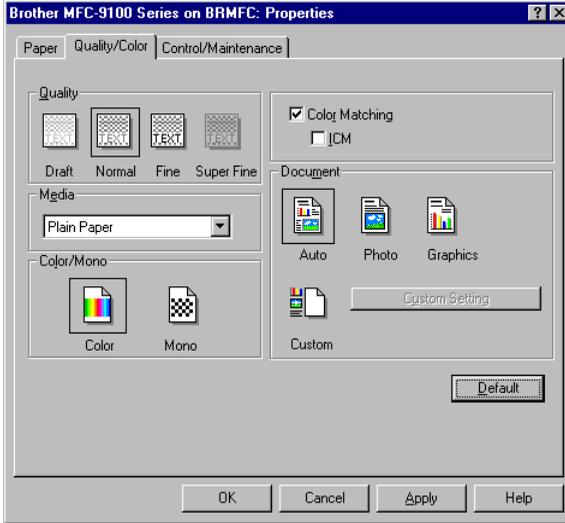
Reverse Order

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.

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® 95/98 and this printer driver. Using this feature, the color data is adjusted by Win95 and 98 ICM or the Brother MFC 9100 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® 95/98 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-9100 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® 3.1x, 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

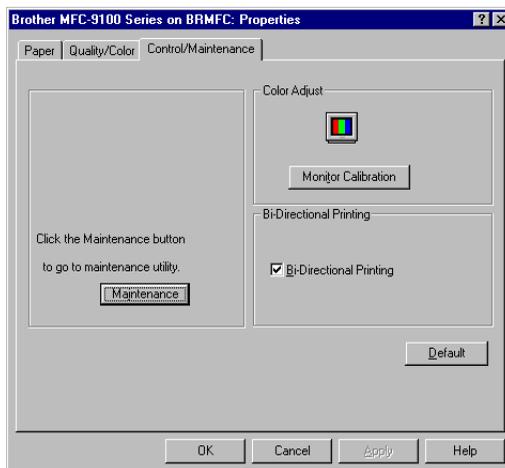
Increase the intensity of the Green color to add green to the whole image.

■ Blue

Increase the intensity of the Blue color to add blue to the whole image.

Control/Maintenance Tab

Select the Control/Maintenance tab from the Brother MFC 9100 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.

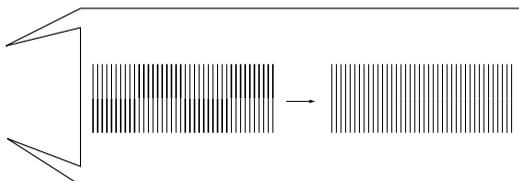
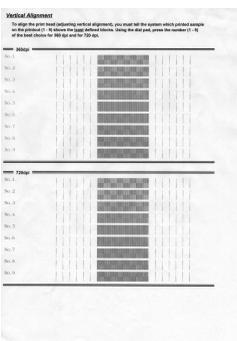
- 1 Select the color to be cleaned.
- 2 Press the **Clean** button.
The MFC starts cleaning.
Wait until **Online** shows again on the MFC display.

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.

15 Using 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.

Multi-Function Link[®] Pro software for your MFC includes PaperPort[®] for Brother and TextBridge[®]. (See Chapter 16, *Using PaperPort[®] and Scan Soft[™] TextBridge[®]*.)

Software by: **SMITHMICRO** 
SOFTWARE

Brother Resource Manager

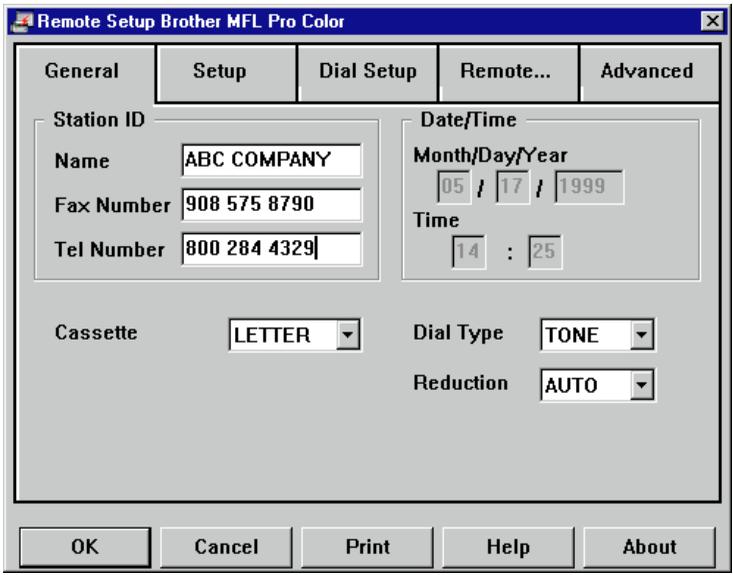


The Brother Resource Manager application must be running for you to use your MFC with your Windows[®] computer. Multi-Function Link Pro software and the MFL Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the 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.

MFC Remote Setup

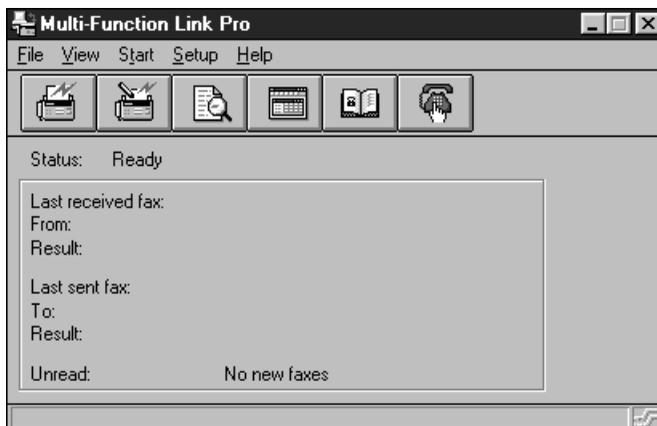
The MFC Remote Setup application allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your PC. When you access this application, the settings on your MFC will be downloaded automatically to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the MFC.

Select the MFC Remote Setup icon from the Multi-Function Link® Pro program group. The Remote Setup screen will appear:



Multi-Function Link® Pro Main Menu

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.



Sending a Fax from Your PC

Sending a Quick Fax

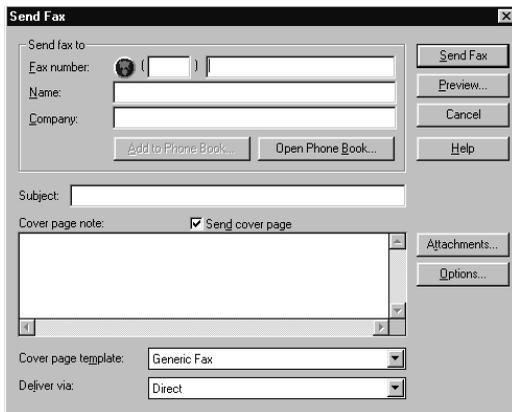
A QuickFax is a cover page only fax with a message. This option is very useful when you want to fax a quick, short message from your PC.

- 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:



- 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

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. (See *Setting up the MFC and Computer to Work Together*, page 12-1.)

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**.
-  Set MF Link mode to OFF *only if* you want all incoming faxes to be printed at the MFC.

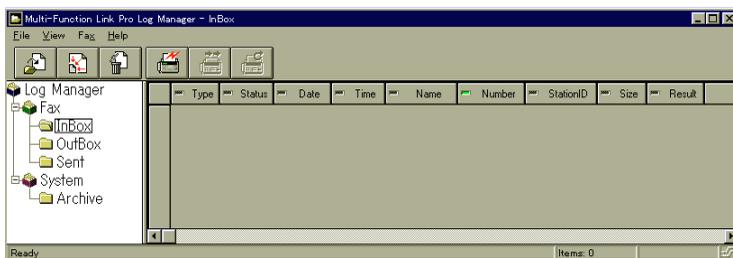
Checklist for Your PC

- 1 Make sure the MFC is connected to the PC.
- 2 In the Main Menu, select the Setup pull-down menu.
- 3 Select Preferences...
- 4 Under Answer Mode, select Fax only.
- 5 Click the OK button.
- 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.

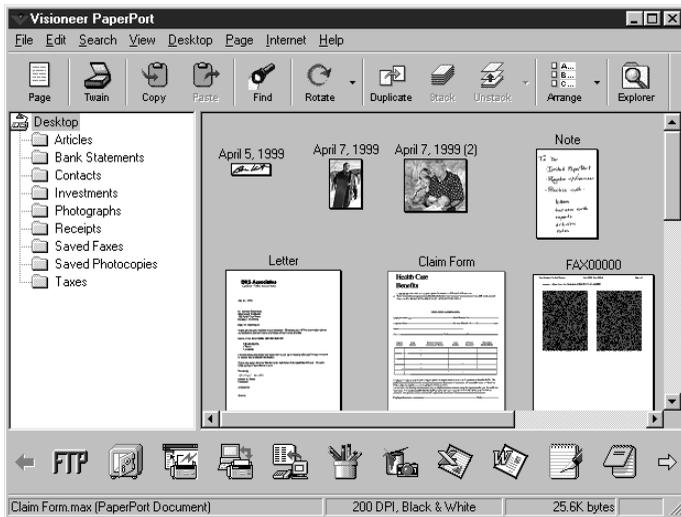


- 1 In the Log Manager, select the Fax folder.
- 2 Then select the InBox folder. A listing of your incoming messages will appear on the right side of the window.
- 3 Double-click on the fax you wish to view.

The PaperPort® Viewer will run automatically and the fax you selected from the list will be displayed. (See *Using PaperPort and TextBridge®*, page 16-1.)

16 Using PaperPort® and ScanSoft™ TextBridge®

PaperPort® for Brother is a document management application. You will use PaperPort® to view incoming faxes and scanned documents. PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your documents. It allows you to combine or “stack” documents of different formats for printing, faxing or filing. PaperPort® can be accessed through the PaperPort® program group. See *On-Line Documentation for Multi-Function Link® Pro* on the CD-ROM.

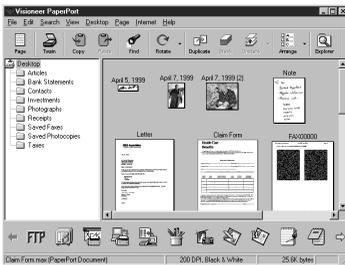


The complete PaperPort® Owner’s Manual, including ScanSoft™ TextBridge® OCR, is in the On-Line Documentation on the CD-ROM. This chapter is only an introduction to the basic operations.

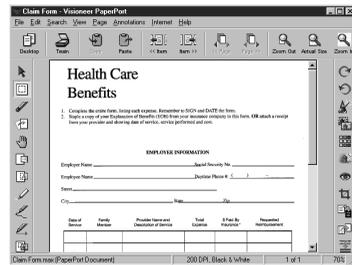
Viewing Items in PaperPort®

PaperPort® provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications). Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it. As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.



Desktop View displays items as thumbnails



Page View displays each item as a full page

Organizing Your Items in Folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

- Folders are arranged in a “tree” structure in the Folder View. You use this pane to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be “nested”—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort® MAX files and other files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

Links to Many Other Applications

PaperPort® automatically recognizes many other applications on your computer and creates a “working link” to them. The Link Bar at the bottom of Desktop view shows icons of those linked applications. To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Link Bar is to select an item and then fax it.

This sample Link Bar shows several applications with links to PaperPort®.



If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Create New Link** command. (See *PaperPort® Help* for more information about creating new links.)

Using ScanSoft™ TextBridge® OCR (Converting Image Text to Text You Can Edit)

Software by:  ScanSoft™

TextBridge® OCR is automatically installed when you install PaperPort® on your computer.

PaperPort® can quickly convert the text on a PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application. PaperPort® uses the optical character recognition application TextBridge®, which comes with PaperPort®—**OR**—PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy As Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®’s built-in OCR application, or you can use your own OCR application.



Importing Items from Other Applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

- Print to the Desktop View from another application, such as Microsoft Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

Exporting Items in Other Formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing. For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Scanning a Document

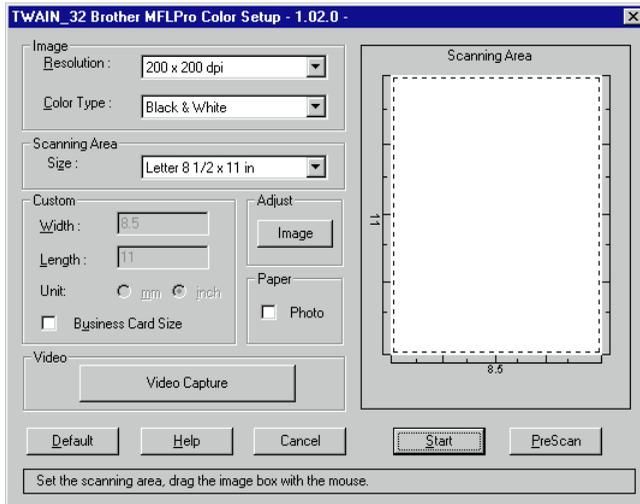
TWAIN COMPLIANT

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 Place the document in the feeder, or on the scanner glass.
- 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 custom 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 required 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.

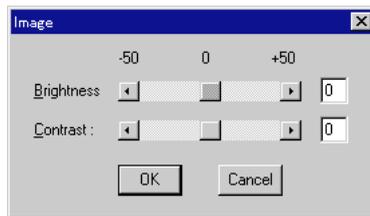
When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

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 *Video Capture from the PC*, page 16-9 for details.)

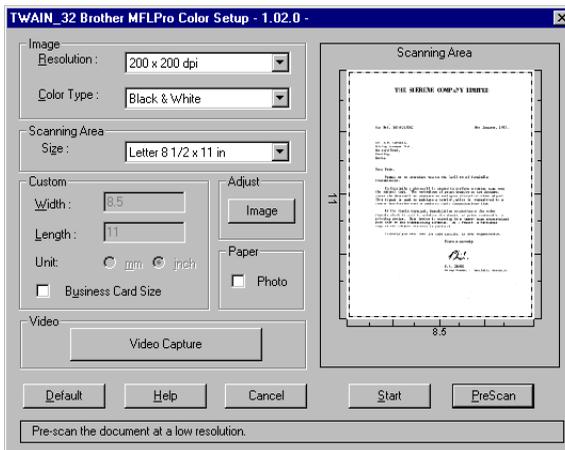
PreScanning an Image

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.)

Video Capture from the PC

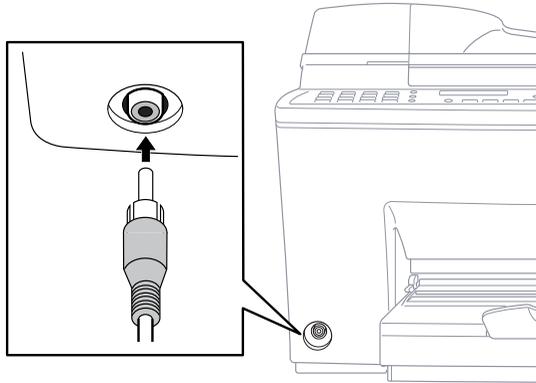
Video Capture is the process of isolating a single frame (or picture) from media played on video equipment (such as a video camera or VCR) and then converting that frame into an image file on your PC. Once the frame is an image file, it can be saved, printed, faxed, and inserted into other files.

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

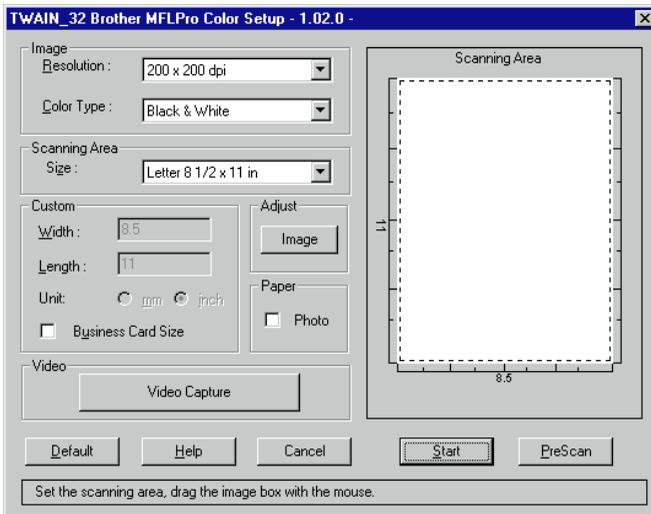
You can access Multi-Function Link® Pro’s Twain dialog box from the PaperPort® for Brother viewer or from any application that is compatible with Twain scanning devices.

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 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).

17 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® 3.1x, 95/98 and Windows NT® Workstation Version 4.0 operating systems to integrate with your Internet fax account.

Set Up 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 view fax files received through your fax account, and 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 and save it 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.

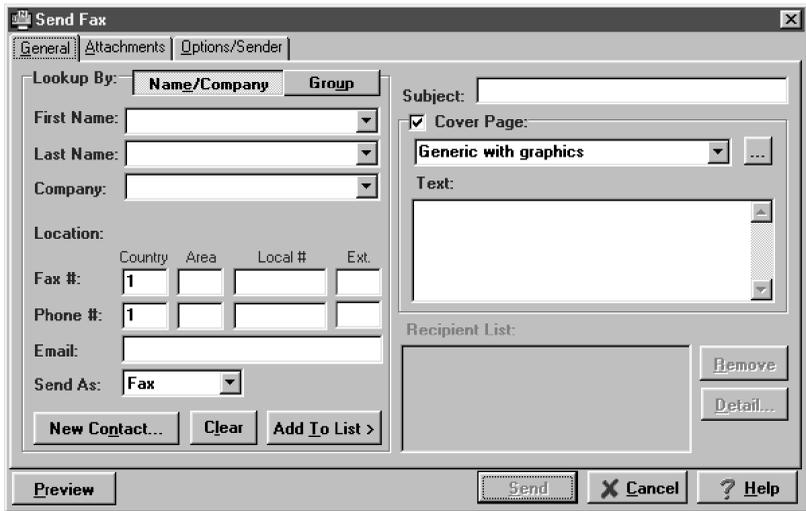
Sending Faxes

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:



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)

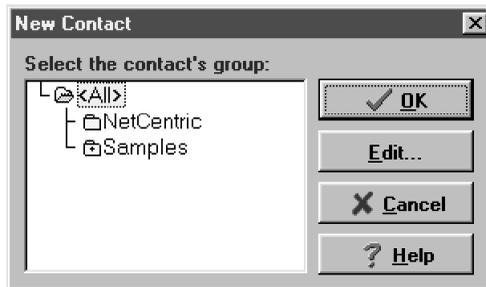
- 1 Click the **Group** button to display groups and contacts within the Groups.
 - 2 Click a group name to select it.
 - 3 Click the **Add Group** button to add that group to the Recipient List
-  —**OR**—To add a single contact within the group, click the contact name, then click the **Add Contact** 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.

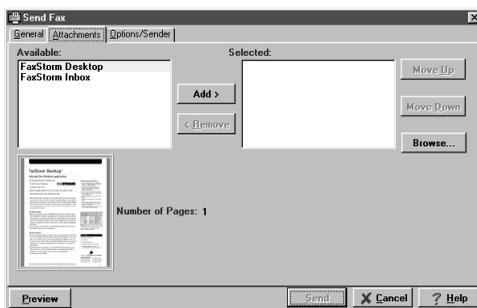
Most of the steps for sending fax files to an e-mail address are the same as for sending fax files to a fax number. The main difference is that you choose E-mail from the *Send As* options. You must specify a valid e-mail address for the recipient. Fax files that you have sent to an e-mail address appear 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:

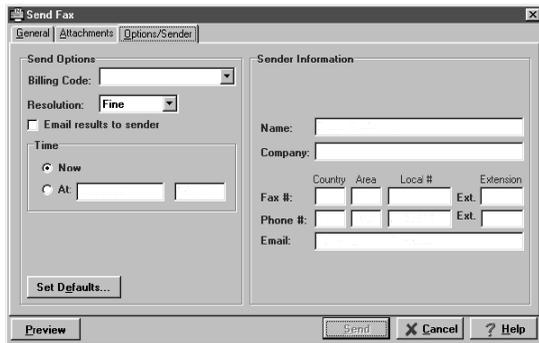


- 3 To place an Attachment in the selected window, click the name the Attachment, then click the **Add** button—**OR**—To select an attachment from your hard drive that is not in your Attachment List, click **Browse** to locate the file.

Attachments added in the Send Fax window are for this fax only.

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 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® 95/98

- 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.

- 6  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 plus any options.

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.

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 add a contact, 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 the 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:

Fax #: Ext.

Phone #: Ext.

Email:

URL:

Send As:

Work/

- 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:

NetCentric FaxStorm - [Contact Manager]

File Fax Contact Utilities Window Help

Send Fax Contacts Status Attachments

Search:

Name	Company	Fax	Location	Phone
Brown, George	House of Representa	1 (202) 225-6161	Work	
Customer Support	NetCentric	1 (617) 720-5201	Work	1 (617) 720-5200 x150
D'Amato, Alfonso M.	US Senate	1 (202) 224-5071	Work	1 (202) 224-6942
Grass, Phil	US Senate	1 (202) 226-2056	Work	1 (202) 224-2534
Jobs	NetCentric	1 (617) 7205201	Work	1 (617) 720-5200 x148
Kennedy, Edward	US Senate	1 (202) 224-2417	Work	1 (202) 224-4543
Newsdesk	New York Times	1 (202) 862-6340	Work	
Newsdesk	Wall Street Journal	1 (202) 862-0340	Work	
Operations	NetCentric	1 (617) 7205201	Work	1 (617) 720-5200 x134
Sales	NetCentric	1 (617) 720-5201	Work	1 (617) 720-5200 x114
Smith, Dave	Brother International	1 (800) 555-1313		1 (800) 555-1212 x14

Groups/

VA|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z



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:

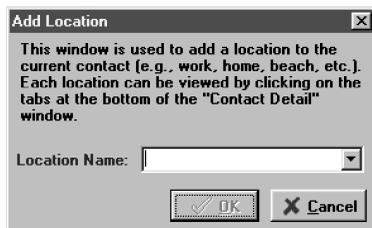
- 1 In the NetCentric FaxStorm window, click on the **Contacts** button —**OR**—Select *Contact Manager* from the Contact menu. The Contact Manager window appears.
- 2 Click the folder where you want to place the new contact and click the **New Contact** button. The Contact Detail window appears.
- 3 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:

The image shows a dialog box titled "New Group". It has a standard window title bar with a close button (X). Below the title bar is a text input field labeled "Group Name:" which contains the text "Division 2". At the bottom of the dialog box, there are two buttons: "OK" with a checkmark icon and "Cancel" with an "X" icon.

- 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.

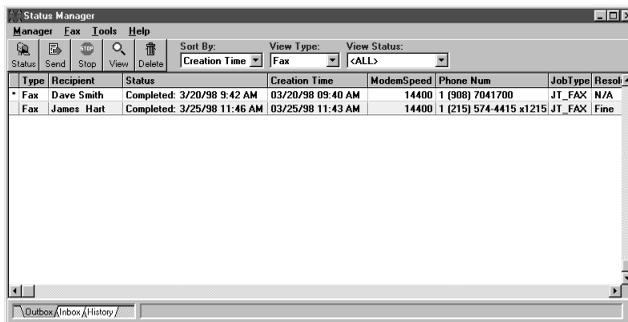
The Outbox lists the faxes you have sent from your faxing account. Each fax is identified by the type (fax or broadcast), recipient name, subject, status, recipient phone number and fax number, creation time, and the type of the data transmission and speed of transmission. Faxes that were not sent from 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

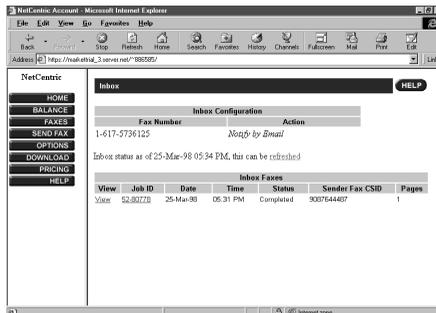
—OR—

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.*

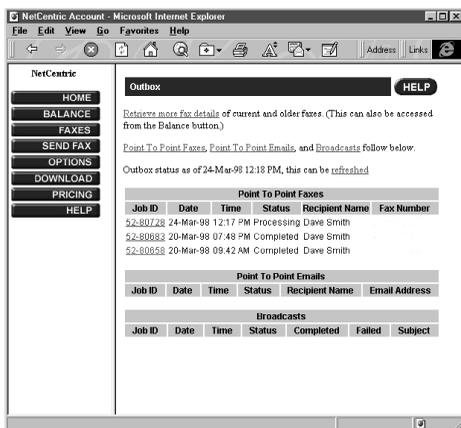
- 1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.
- 2 Click the **Faxes** link on the left side of your account home page. The Faxes frame appears within the browser.
- 3 Click the **Inbox** hypertext link. Your Account 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, USA 01730

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

18 Using Automatic E-Mail Printing

Automatic E-Mail Printing (For Windows® 95/98 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 the CD-ROM 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® 95/98 Only

Automatic E-Mail Printing is a 32-bit software application. It cannot run on Windows® 3.1x, 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® 95/98 provides built-in 32-bit TCP/IP stacks that you can set up.

If You Are Using Korean Windows® 95/98

If you are using Korean Windows® 95/98, 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.

19 Color Faxing with FaxSpeed

(For Windows® 3.1x and 95/98 Only)

Introduction

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. (See *Creating FaxSpeed Read Module Disks for Recipients*, page 19-4.)

The receiving party must be able to receive faxes and must have the free FaxSpeed Reader program.

This chapter is only an Introduction to FaxSpeed. After you install FaxSpeed on your computer, check the README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation. Use the Help pull down menu in FaxSpeed to access HELP, as needed, to learn the many features and functions available in FaxSpeed.

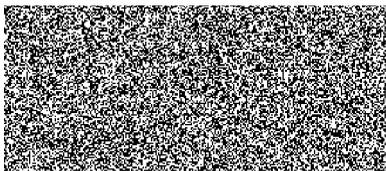
How FaxSpeed Works

Because 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 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:



Installing FaxSpeed

In the CD-ROM window, click the **Install 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 FaxSpeed screens. FaxSpeed cannot be used at all with Large Fonts and 640x480 display resolution.

- 1 Run Windows®, then insert the Brother CD-ROM into your CD-ROM drive.
- 2 When you insert the CD-ROM into the PC with Windows® 95/98, the screen appears automatically. (You can also run: **X:SETUP.EXE** from Explorer.) With Windows® 3.1x from the File menu, run **X:SETUP.EXE**.
- 3 Click on the 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 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 FaxSpeed program group containing the FaxSpeed icons will appear in Windows®:

FaxSpeed Send: Activates the FaxSpeed Send module.

FaxSpeed Read: Activates the FAX Read module.

FaxSpeed Help: Activates the FaxSpeed Online Help.

FaxSpeed Macro Installer: Enables you to install a FaxSpeed macro into your word processors.

Create Read Module Install Disk: Enables you to create an installation disk of the Read Module for free distribution to recipients of your InfoImages.

- 9 To start FaxSpeed, select the FaxSpeed icon of your choice.

 Do not export or save files into any of the directories or subdirectories. Do not try to erase any FaxSpeed directory or hidden file.

Selecting Multi-Function Link® Pro As Your Fax Application

After installation, the first time you start the FaxSpeed Send module, automatically you will be asked to specify the fax application to which FaxSpeed will send the InfoImages. The FaxSpeed Setup window will be displayed, listing all the fax applications, printers and other output devices found on your disk.

Select the **Brother MFL Pro Fax** driver and click the **OK** button.



An InfoImage is always in Portrait orientation.

Creating 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 FaxSpeed program group.

The FaxSpeed Copy Wizard window appears with the following message:

Copy Wizard will help you to create a free distribution of FaxSpeed Read Module.

Please insert FaxSpeed Installation disk into drive a: or b: and press OK.

- 2 Insert your Brother MFL Pro CD-ROM into your CD-ROM drive.
- 3 Click the **OK** button. The Copy Wizard will not be able to locate the correct files. Select the **BROWSE** button and select the **3dfxspd** directory of the CD-ROM. 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 Click the **OK** button.

After the disk has been created, you can choose to create another disk at the following message:

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 FaxSpeed application to select the file(s) you wish to send as an InfoImage.

To Send an InfoImage with FaxSpeed Standard Send:

- 1 From the FaxSpeed program group, select the FaxSpeed Send icon.

The 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.



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 **OK** 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 *Multi-Function Link® Pro On-line Documentation* on the Brother MFL Pro CD-ROM 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 FaxSpeed Macro

To send the current document in your word processor directly to FaxSpeed:

- 1 Open your word processor application, and open or create the required document.
- 2 Select the Run FaxSpeed option from the File menu.
The current file will be generated into an InfoImage.
Then the 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 FaxSpeed Setup dialog box will appear. Select **Brother MFL Pro Fax** as the driver.
- 5 Select OK to send the InfoImage to Multi-Function Link® Pro.

How to Read an InfoImage 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 FaxSpeed can read the file.

Follow these steps when a received InfoImage 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 FaxSpeed Read module and select the **Twain-32 Brother MFL Pro Color** driver to scan the InfoImage into your computer. FaxSpeed will run the Multi-Function Link® Pro Scanner application automatically.
 - As each page is scanned, FaxSpeed shows you how many InfoImage blocks have been read and how many are still unread.
FaxSpeed will not accept a page from a different InfoImage.
 - 3 After all the pages of the InfoImage have been scanned, FaxSpeed automatically retrieves and decompresses the original files from the InfoImage and saves them in a Log file.
 - 4 You can save each retrieved fax as a file.
-  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 Multi-Function Link® Pro

When you receive a new fax into your PC, the MFL Pro Fax Main Menu will indicate a new fax was received. Click the Log Manager button to view the Inbox Log. Then select the new fax and click the View button. If you view the fax and see that it is an InfoImage, then follow the steps in *To read an InfoImage after viewing it in PaperPort®*.

To read an InfoImage after viewing it in PaperPort® :

- 1 In PaperPort®, double-click the thumbnail on the desktop.
- 2 From the File menu, select Export...
- 3 In the Export Window, select the location, enter the file name, select BMP as the file type and click the **Save** button.
- 4 Run the FaxSpeed Read module. The FaxSpeed Read dialog box appears.
- 5 Click the **Select** button. The Select dialog box appears.
- 6 From the File Name list box, select the file name (that you exported from PaperPort®).
- 7 Select the **OK** button.
- 8 In the FaxSpeed Read dialog box, select the **Read** button. The InfoImage Reader will look at the .BMP 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.



If you see this message, click the **OK** button to proceed.

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.

- 9 To view or save the file(s), select the **View** or **Save** button.
-  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 FaxSpeed to read it.

FaxSpeed Read Module for Recipients

To decompress and read your InfoImages, the recipient's computer must have the FaxSpeed Read Module Install Disk that you can create for them. (See *Creating FaxSpeed Read Module Disks for Recipients*, page 19-4.)

For recipients of your InfoImage who are using another fax application:

The InfoImage is received into the recipient's computer through another fax application.

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.

Select the FaxSpeed Read icon to open the FaxSpeed Read window.

Select all the files that belong to a single InfoImage and activate the Read function to retrieve and decompress the files.

- FaxSpeed shows which blocks have been read and which blocks are still missing.
- The retrieved files are saved automatically in the Log file.

In the FaxSpeed Read window, a list of the retrieved files is displayed. You can view each file in its appropriate application.

In FaxSpeed, save the retrieved files.

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 Recipient Uses 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.

FaxSpeed Read Module for Recipients

To decompress and read your InfoImages, the recipient's computer must have the FaxSpeed Read Module Install Disk that you can create for them. (See *Creating FaxSpeed Read Module Disks for Recipients*, page 19-4.)

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, FaxSpeed automatically will open the scanner application of the recipient's choice. As the recipient scans each page, FaxSpeed shows how many InfoImage blocks have been read and how many are still unread. 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 FaxSpeed using the Read from file option.
 - 3 After all the pages of the InfoImage have been scanned, FaxSpeed automatically retrieves and decompresses the original files from the InfoImage and saves them in a Log file.
 - 4 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 FaxSpeed, the recipient must save the retrieved files.
-  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.

20 Important Information

Standard Telephone and FCC Notices

These notices are in effect on models sold and used in the United States only.

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 9100C 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 9100C, 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 InterfaceCable

This machine complies 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 9100C

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.

ENERGY STAR® Compliance Statement

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



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 place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6** 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.
- 7** 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.
- 8** 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.
- 9** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 10** 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).
- 11** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 12** Do not touch a document during printing.
- 13** 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.

14 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)

- 15** 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.
- 16** 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.
- 17** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

Compilation and Publication Notice

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

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

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

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Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

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21 Troubleshooting and Routine 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 machine 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 .

Brother Home Page

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 Messages		
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.
CHECK SCAN LOCK	The scanner lock is locked.	Release the scanner lock lever. If you see MACHINE ERROR AF (or AE), stop operation and call Customer Service for assistance: USA: 1-800-284-4329 From within Canada: 1-800-853-6660 From within Montreal: 1-514-685-6464
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	Scanner cover is not closed completely.	Press the Scanner Cover Release Button and lift the scanner cover, then close it.
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 scanned from ADF was longer than about 40 inches (90cm).	See page 21-4.
INK EMPTY	One or more of the ink cartridges is out of ink.	Replace the ink cartridges. (See pages 21-16.)

Error Messages		
Error Message	Cause	Action
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 page 10-2.
NEAR EMPTY	One or more of the ink cartridges is running out of ink.	Order a new ink cartridge. (See page 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 pages 7-1, 7-2.)
PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the MFC.	Press the Scanner Cover Release Button and lift the scanner cover. If you see any jammed paper or other item, gently pull it out, then close the scanner cover. If the error message remains, open and close the scanner cover again. If the MFC cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX. Please call Brother Customer Service and tell them the Machine Error number, at: USA: 1-800-284-4329 From within Canada: 1-800-853-6660 From within Montreal: 1-514-685-6464
PRINTER JAM	The paper is jammed in the MFC.	See page 21-5.
SET CARTRIDGES	An ink cartridge is not installed properly.	Re-install the ink, seating it properly. (See pages 21-16—21-19.)
WARMING UP	The print head detects low temperature.	Wait until the MFC warms up.

Document Jams and Paper Jams

Based upon where the original document or printed sheet is jammed, follow the appropriate set of instructions to remove it.

Document Jam in the Top of the ADF Unit

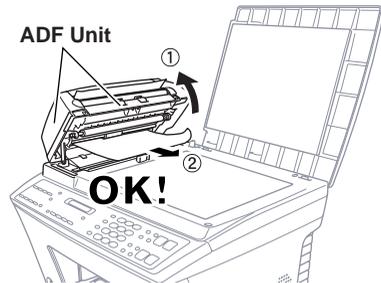
- 1 Remove any paper from the document feeder that is not jammed.



- 2 Lift the ADF cover.
- 3 Pull the jammed document out to the left.
- 4 Close the ADF cover.
- 5 Press .

Document Jam Inside the ADF Unit

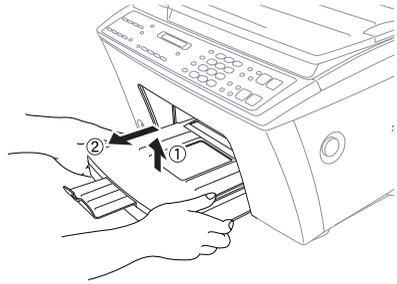
- 1 Open the document cover.
- 2 Remove any paper from the document feeder that is not jammed.



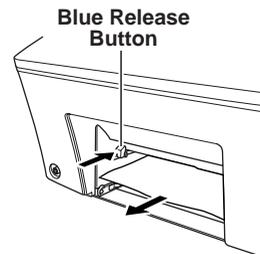
- 3 Lift the ADF unit.
- 4 Pull the jammed document out to the right.
- 5 Close the ADF unit.
- 6 Press .

Paper Jam

- 1 Remove the paper cassette.



- 2 Press the blue release button and pull the jammed paper out toward you.



- 3 Slide the paper cassette into the MFC until it locks into place.

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.

► **Printing
or
Receiving
Faxes**

Difficulty	Suggestions
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 <i>Print Media</i> on page 23-3.) If you are using plain paper, try using recommended special paper. (See Chapter 2.) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment. (See page 14-12.)
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 <i>Print Media</i> on page 23-3.) Try using recommended special paper. (See Chapter 2.) The recommended environment for your MFC is between 50° F to 95° F.
Printing Appears Dirty Ink Seems to Run.	Make sure you are using the recommended or 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 <i>Cleaning the Print Head</i> on page 21-10.)
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 page 21-15.)
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), 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal).

	Difficulty	Suggestions
▶ Phone Line or Connections	MFC Does Not Answer When Called.	Make sure the MFC is not in MANUAL mode. 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. If there is no ringing when you call your MFC, call your Telephone Company to check the line.
▶ 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 <i>Cleaning the Scanner</i> page 21-14.)
▶ Handling Incoming Calls	Transferring a Fax Call MFC.	If you answered at an external or extension to the 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 Voice Mail, Distinctive Ring, an alarm system or any other custom feature on a single 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.
▶ Printing Difficulties	Horizontal lines appear in Text or Graphics.	Clean the print head. (See <i>Cleaning the Print Head</i> on page 21-10.) 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).
▶ Scanning Difficulties	TWAIN Errors appear while scanning.	Make sure the Brother TWAIN Driver is selected as the primary source. In PaperPort®, click File Select Source, highlight the Brother TWAIN Driver and click Select.

► **Software Difficulties**

Difficulty	Suggestions
You see the “New Hardware Found” message on your PC screen (although you have already installed the drivers in Windows 95).	Click on ‘Do not install a driver. (Windows will not prompt you again)’ and click ‘OK’. (See page 12-3.)
You see the “Update Device Driver Wizard” or “Add New Hardware Wizard” message on your PC screen (although you have already installed the drivers in Windows 95 or 98).	Follow the instructions from the installer, then click Next. Click Finish when it appears on the screen. (See page 12-3.)
The MFC does not print in the correct position.	Select the correct paper size using the DOS print 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’.
Cannot print when using Adobe Illustrator.	Try to reduce the printing resolution.
Thick line and thin line appear alternately.	Turn OFF ‘Bi-Directional Printing’ from the ‘Control/Maintenance’ tab (banding) 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 95/98, select ‘Printer Settings’ from the ‘Start’ menu. Open ‘Brother MFC-9100’ properties. Click ‘Spool Setting’ on the ‘Details’ tab. Select ‘RAW’ from ‘Spool Data Format’.
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’.

	Difficulty	Suggestions
► Software Difficulties (Continued)	“Unable to write to LPT1” or “LPT1 already in use” Error Message appears.	1. Make sure the MFC is on (plugged into the AC outlet) and that it is connected directly to the computer using the bundled IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).
	“MFC is Busy” or “MFC Connect Failure” Error Message appears.	2. Make sure the MFC is not displaying an error message on the LCD Display. 3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (<i>Load=, Run= command lines in the win.ini file or the Statup Group</i>) 4. Check with you computer manufacturer to confirm that the computer’s parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)
► Video Capture Difficulty	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**.

1. TEST PRINT

- 2 Press **Start**. The MFC begins printing.
- 3 Press **Stop** to exit.

Cleaning the Print Head

Clean the print head if you get a white 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 and press **Set**.

The MFC will 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.

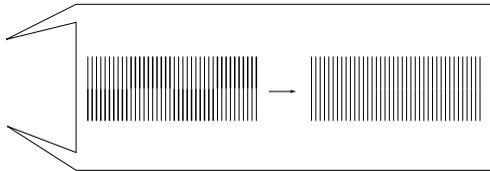
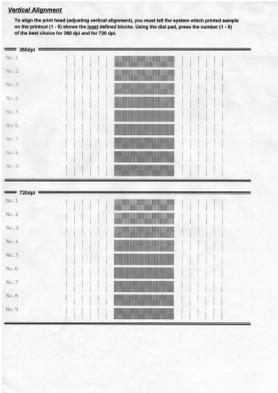
Aligning Ink Cartridges

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]**.

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.

360 DPI ADJUST
ENTER NO.(1-9)

- 3 Using the dial pad, enter the level of adjustment needed for 360 dpi (1 to 9).

720 DPI ADJUST
ENTER NO.(1-9)

- 4 Using the dial pad, enter the level of adjustment needed for 720 dpi (1 to 9).
- 5 Print another sample Test Print and check it. (See page 21-10.)
- 6 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**.



3.BI-DIR PRINT

- 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.

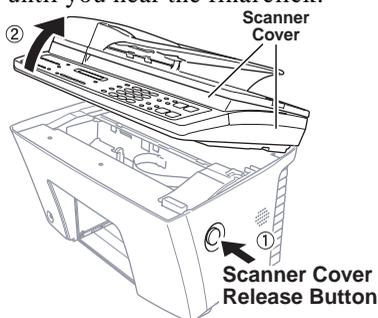
- 1 Unplug the MFC from the telephone wall socket.
- 2 Unplug the MFC from the AC outlet.

⚠ WARNING

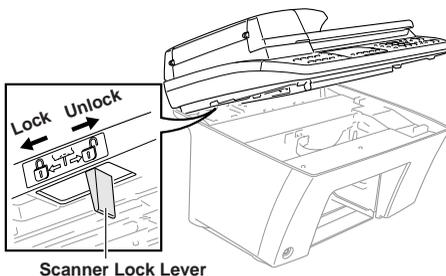
Do not unplug the MFC after a print job until you hear the final click.

- 3 Lock the Scanner Lock Lever .

- A) Press the blue Scanner Cover Release Button on the right side of the MFC and lift the scanner cover until it locks in the open position.



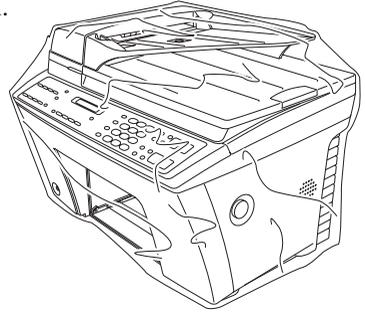
- B) The blue Scanner Lock Lever is on the back left under side of the scanner cover. Press it backward to lock it.



⚠ WARNING

Damage caused to your MFC by failure to lock the scanner before moving and shipping will void your warranty.

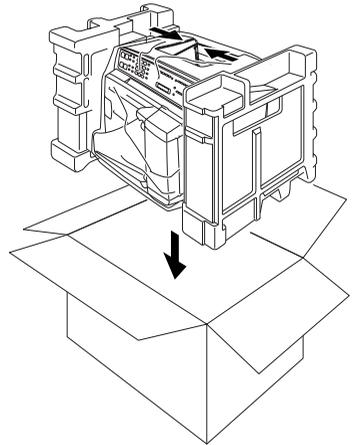
- 4 Remove the paper cassette and pack them.
- 5 Remove the ink cartridges and replace them with the yellow shipping cover that was part of the original packing materials.



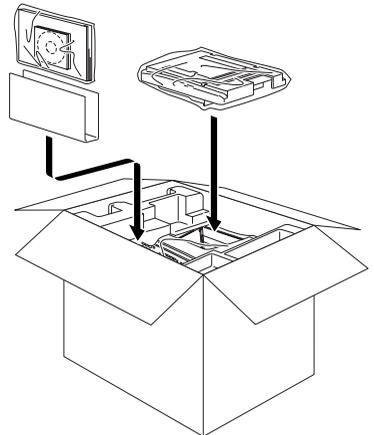
- 6 Wrap the MFC in the plastic bag and place it in the original carton with the original packing material.

! Caution

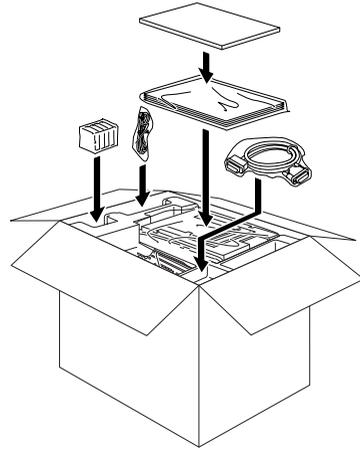
If you are unable to locate the shipping cover, do not remove the ink cartridges before shipping. It is essential that either the yellow shipping cover or the ink cartridges be in position during shipment. Otherwise, the print head will be damaged, voiding your warranty.



- 7 Place additional parts (such as manual and paper cassette) and documents (such as your manual) into the carton.



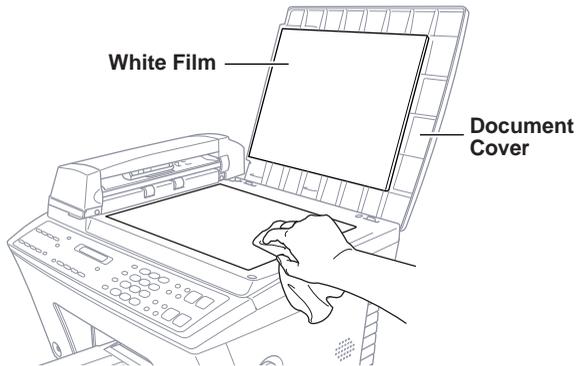
- 8 Close the carton.



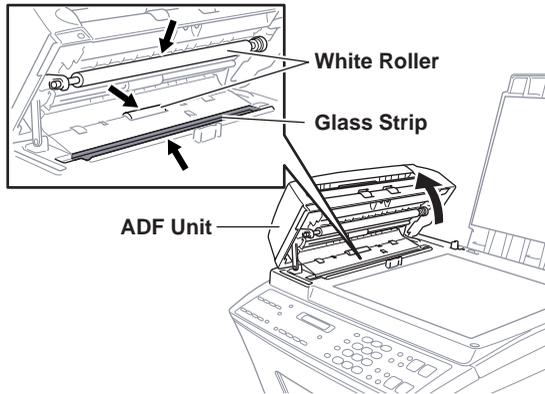
Routine Maintenance

Cleaning the Scanner

Unplug the MFC and lift the document cover. Clean the scanner glass and the white film with isopropyl alcohol on a lint free cloth.



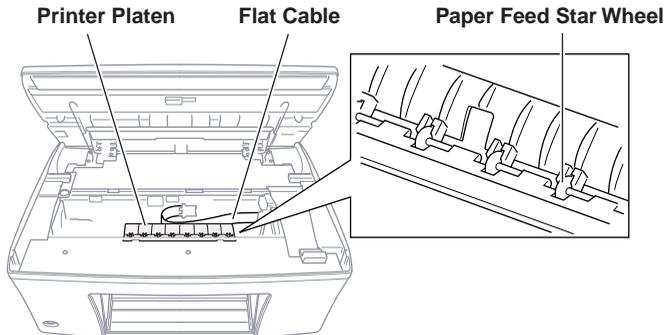
Lift the ADF unit. Clean the white roller and the glass strip under the roller with isopropyl alcohol on a lint-free cloth.



If the screen *still* displays a scanner error, 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).

Cleaning the MFC Printer Platen

To clean your MFC printer platen, wipe it with a lint free cloth that is dry or lightly moistened with isopropyl alcohol.

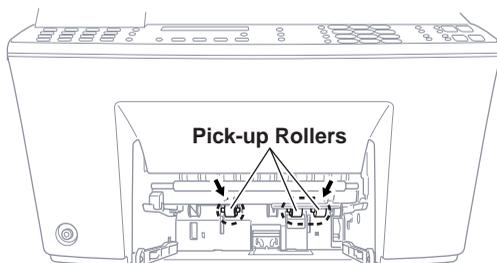


WARNING

Be careful not to touch the paper feed star wheels and flat cable.

Cleaning the Pick-up Roller

- 1 Remove the paper cassette from the MFC.
- 2 Wipe the pick-up rollers with a cloth moistened with isopropyl alcohol.



- 3 Slide the paper cassette into the MFC until it locks into place.

WARNING

Be sure to unplug the MFC from the main power outlet before cleaning the printer platen and pick-up rollers.

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.

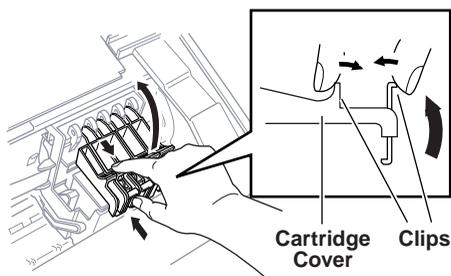
When the ink cartridges are running low, you must use Ink Management to begin the cartridge replacement (Steps 1–3). If the ink is empty, skip to Step 3.

- 1 Press Ink Management.
- 2 Press ← or → to choose **2. REPLACE INK** and press Set.

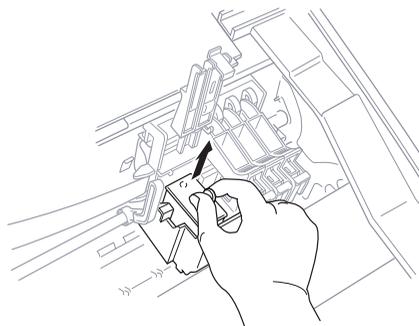
If one or more ink cartridges are empty, for example Black, the screen displays **INK EMPTY BLACK** and **PLS OPEN COVER**.

- 3 Press the scanner cover release button and lift the scanner cover.

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



- 5 Remove the ink cartridge by lifting it up and out of the print head.



- 6 Open the new ink cartridge bag for the color on the display and remove the ink cartridge.

- 7 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.

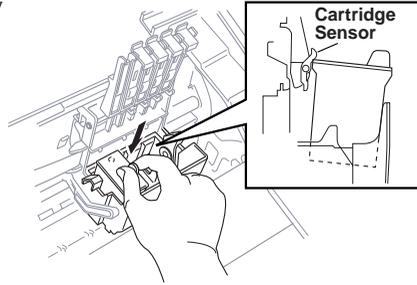


IMPORTANT: To prevent spilling ink and staining your hands and clothing, remove the sealing tape gently.

- 8 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 cartridge sensor.

- 9 Close the cartridge covers until they click into place.



- 10 After installing the ink cartridges, close the scanner 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.

- 11 For each new cartridge, Press **1** 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)

22 Glossary

- Activity Report** Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.
- ADF (Automatic Document Feeder)** 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 pressing [Hook].
- 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.
- 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.
- Caller ID** A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you. Your MFC stores the latest callers so you can print a Log, view caller information, register selected callers as auto dial numbers, and return calls.
- 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 your 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 automatically 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.

Fax Forwarding Sends a fax received in memory to another preprogrammed fax number.

Fax Storage The MFC 9100C can save up to 600 fax pages in memory. You can print stored faxes later, or retrieve them from another location using Fax Forwarding, Paging, or Remote Retrieval functions.

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 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.
- Ink Management button** Cleans the print head and/or resets the ink dot counter after replacing an ink cartridge.
- 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** 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.
- Multi-Function Link® Pro software** Turns your MFC into a printer and a scanner and enables PC faxing using the MFC.
- NetCentric™ FaxStorm Software application** Brings together the power of the Internet and the reliability of fax using Internet faxing from your desktop.
- OCR (optical character recognition)** The bundled TextBridge® software application converts an image of text to text you can edit.
- 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 message is received into its memory.
- PaperPort® for Brother** Document management application where you can view received faxes and scanned documents.
- 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, send documents in real time.

remote retrieval access The ability to access your MFC remotely from a touch tone phone.

remaining jobs You can check which jobs are waiting in memory and cancel jobs individually.

remote retrieval access code The four-digit code (159✳) that allows you to call your MFC to retrieve fax messages or change fax storage settings.

remote activation allows you to transfer a fax call, answered at an external or 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 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  key.

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 for EXT. TEL/TAD mode.

Tel-index An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

temporary settings You can select certain options for each fax transmission without changing the default settings.

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 Printed report of your MFC's current settings.

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

23 Specifications

Product Description

Six performance modes are available for the 6in1 model MFC 9100C:
Fax, Printer, Copier, Scanner, PC Fax 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
Document Size	ADF Width: 5.8" to 8.5" (148 mm to 216 mm) ADF Length: 5.0" to 14.0" (127 mm to 356 mm) Scanner Width: Max. 8.5" (216 mm) Scanner Length: Max. 11.7" (297 mm)
Scanning/Printing Width	8.2 inches (208 mm)
Paper Cassette	250 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) Fine, Photo—196 line/inch (7.7 line/mm) Superfine, Photo—392 line/inch (15.4 line/mm)
Memory Capacity	8 MB (up to 600 pages)*
One Touch Dial	8 x 2
Speed Dial	100 stations
Automatic Redial	3 times at 5 minute intervals
Auto Answer	0, 1, 2, 3 or 4 rings

* Using Brother #1 chart, with MMR coding and Standard Resolution

Fax Specifications (Continued)

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 12 watts Operating: under 30 watts
Dimensions	19.4 x 18.9 x 14.6 (inches) 492 x 481 x 372 (mm)
Weight	35.3lb/16kg

* “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 7 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	Bundled shielded IEEE-1284 (bi-directional) parallel cable. The cable should not exceed 6.5 feet (2 m) in length.

Print Media

Paper Input

Automatic loading from the Multi-Purpose Paper Cassette or manual loading from the Manual Feed Slot

- Paper type:
Plain paper, coated paper, glossy paper, transparencies, organizer paper (K, L) and envelopes
- Paper size:
Letter, Legal, A4, B5, A5 Executive, envelopes: CM10, DL, C5
organizer: (K, L)

Width	3.75–8.5" (95.3–216 mm)
Length	6.75–14" (171.5–356 mm)
Weight	17–32 lb (64–120 g/m ²)

- Maximum feeder capacity: up to 250 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)
To prevent smearing the ink, we recommend removing printed pages from the paper output tray immediately after they exit the machine.

Ink

Black and 3 individual color ink cartridges separate from the print head

Service Life of Ink Cartridge

Approximately 750 pages/Black cartridge at 5% coverage

Approximately 400 pages/Color cartridge at 5% coverage

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Remote Retrieval Access Card

If you plan to receive fax messages while away from your machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.

<p>Scissors icon</p>	<p>Fold →</p>	<p>REMOTE RETRIEVAL ACCESS CARD</p> <hr/> <p>Using Remote Retrieval Access Code</p> <ol style="list-style-type: none">1 Dial your fax number from a fax machine using touch tone.2 When your MFC answers and beeps, immediately enter your Remote Retrieval Access Code (159 ✳).3 The MFC signals the kinds of messages received: 1 long beep — Fax message(s) No beeps — No messages.4 After 2 short beeps, enter a command.5 Press 9 0 to reset the MFC when you're finished.6 Hang up.	<p>← Fold</p> <p>Scissors icon</p>
<p>Scissors icon</p>	<p>← Fold</p>	<p>CHECK RECEIVING STATUS Press 9 7 1 1 long beep — Fax message(s) 3 short beeps — No messages</p> <p>CHANGE ANSWER MODE Press 9 8 <i>then for</i> EXT.TEL/TAD, press 1 FAX, press 2</p> <p>EXIT REMOTE OPERATION Press 9 0</p>	<p>4</p> <p>1</p>

Changing Remote Retrieval Access Code

- 1 Press **[Function]**, **[1]**, **[7]**, **[3]**.
- 2 Enter a three-digit number from 000 to 999. The * cannot be changed.
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

Remote Commands

CHANGE PAGING/FAX FORWARDING SETTING

- Press **[9]** **[5]**
then to Turn Feature off, press **[1]**
Select Fax Forwarding, press **[2]**
Select Paging, press **[3]**



Fold →

Program Fax Forwarding Number press **[4]**. Enter the new

telephone number of the remote fax machine where you want your fax message forwarded, and then press **[#]** **[#]**.

To retrieve a Memory Status List to check the new number, after two short beeps press **[9]** **[6]** **[1]**. Enter the number of the remote fax machine, and press **[#]** **[#]**.

Turn Fax Storage on, press **[6]**
Turn Fax Storage off, press **[7]**

RETRIEVE A FAX

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

then to

Print a Memory Status List, press **[1]**, then enter the number of the remote fax machine, and press **[#]** **[#]**. After the beep, hang up and wait.

Retrieve all faxes, press **[2]**.

then enter the number of the remote fax machine, and press **[#]** **[#]**. After the beep, hang up and wait.

Erase all fax messages, press **[3]**



→ Fold



brother®

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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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