

**brother**<sup>®</sup>

# **OWNER'S MANUAL**

**FAX-920**

**FAX-930**

**MFC-925**

**FAX-940 E-mail**



# Available Models for each country

<b>U.K.</b>	FAX-920, FAX-930, MFC-925 FAX-940 E-mail
<b>Ireland</b>	FAX-920, FAX-930
<b>Others</b>	FAX-920, FAX-930*

\*In some countries, FAX-930 may not be available.

## **Pan European Approvals Information (Only for FAX-920)**

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This product has been granted a Pan-European Approval via KCS in the Netherlands. It is designed to interwork with the basic network functions for facsimile and telephony in most European countries. However, since there are still network differences between countries, other features such as caller ID, will only work in the specific country for which this product was produced.

If you experience any difficulties when connecting this product, please contact your nearest Brother Office or supplier, as detailed in the warranty documentation for this product.

(This declaration applies to models that are marked as CE 0560X.)

**APPROVED FOR CONNECTION TO TELECOMMUNICATIONS SYSTEMS SPECIFIED IN THE INSTRUCTIONS FOR USE SUBJECT TO THE CONDITIONS SET OUT THEREIN.**

**APPROVAL CERTIFICATE NUMBER : 608364 (MFC-925)**

**608363 (FAX-930)**

**650121 (FAX-940 E-mail)**

**IMPORTANT SAFETY WARNING**

MAIN APPARATUS PORT (modular socket on "T" - shaped line cord connector for EXTENSION TELEPHONE or ANSWERING MACHINE)

Please ensure that any external device connected into the equipment's external device socket meets the isolation and other safety requirements of BS6301, EN41003 or EN60950 (including Amendment 2). BAPT approval of such external devices indicates compliance with one of these safety standards.

**STATUTORY STATEMENTS**

Your Brother fax machine (the "series apparatus") may be used in conjunction with additional apparatus (the "main apparatus") supplied separately, such as telephones and/or an answering machine. The total REN must not in any case exceed 4; for an explanation of REN see chap. 1.

No additional series apparatus may be connected between the incoming line and the equipment. The voltage drop at 40mA introduced by the equipment and the PSTN is 0.5V.

In case additional devices are connected downstream of your equipment, difficulties may occasionally be experienced when making calls from such downstream devices. These difficulties may include:

- (a) Difficulty in making calls.
- (b) Problems in conversation being experienced by both parties to a call.

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

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## **WARNING! Miscellaneous approval conditions**

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National and European laws state that only approved apparatus may be connected to lines provided by Public Telecommunications Operators (PTOs). In the case of analogue Group 3 fax machines such as your Brother fax, this usually implies compliance with national technical requirements, and an approval certificate issued by the national authorities in the country of original sale/import by Brother.

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

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

Brother further advises that any use of this equipment in such other countries contravenes national and European laws and in so using, the user renders himself or herself liable to prosecution and possible forfeiture of equipment according to local regulations.

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CHAPTER ONE  
.....

# Introduction

---

## *Using This Manual*

Thank you for purchasing a Brother fax machine (FAX) or multifunction center (MFC).

This machine has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your machine to its fullest potential by taking a few minutes to read this manual.



Additionally, your machine has a Help Key. Press **Help/Memory** 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 at the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

## Symbols Used In This Manual

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Note or additional information.



The machine would be damaged or would not work correctly if this is not observed.



Warning. Damage can result if this is not observed.

---

## About Fax Machines

If you're a first-time fax machine user, fax operation might seem a little mysterious. You'll soon get used to 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 fax machine sends fax calling tones, (CNG tones)—soft, beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 seconds after dialling. 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 fax 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 **RECEIVE**. If your fax machine is set to the **FAX ONLY** Mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your fax machine continues to send the “chirps” for about 40 seconds, and the screen continues to display **RECEIVE**. To cancel the receiving mode, press **Stop**.

When your fax machine is in **FAX/TEL (F/T)** mode, it answers with a short beep. After this beep, the fax machine listens for CNG tones, and, if heard, it will respond with receiving tones.

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



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

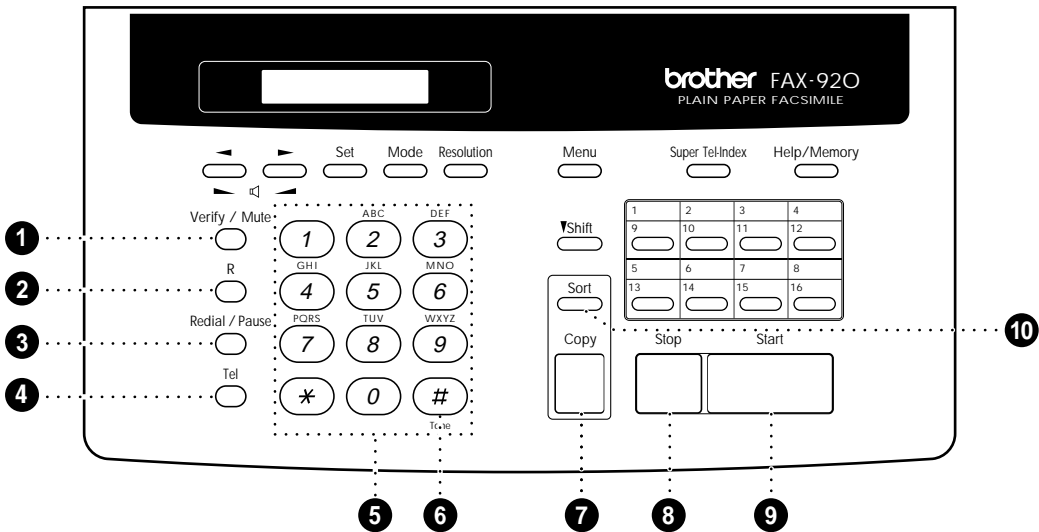
## **ECM (Error Correction Mode)**

---

The Error Correction Mode (ECM) is a way for the fax 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.

## FAX-920 Control Panel Overview (MFC-925 panel keys are same as FAX-920)



### 1 Verify/Mute

Lets you put calls on hold. Also, use this key to print the Transmission Verification Report for your last transmission.

### 2 R

Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

### 3 Redial/Pause

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

### 4 Tel

Use to shuttle the line between handset and monitor speaker.

### 5 Dial Pad

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

### 6 Tone

Lets you switch the dialling type during a telephone call from **PULSE** to **TONE**.

### 7 Copy

Makes a copy.

### 8 Stop

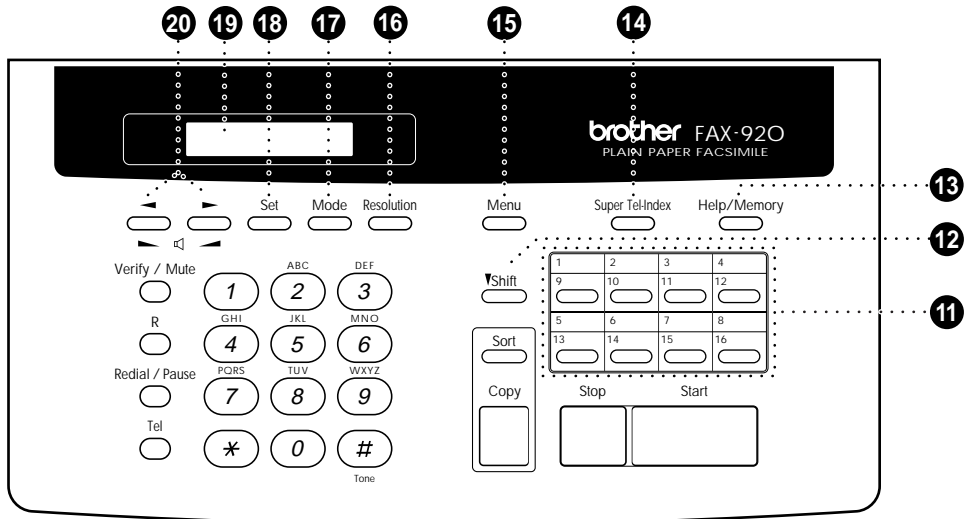
Stops a fax, cancels an operation, or exits from function menu mode.

### 9 Start

Starts an operation, such as sending a fax.

### 10 Sort

Use this key when you want multiple copies of a multiple page original copied in order.



### 11 Quick-Dial Keys

These 8 keys can be used in three different ways: By just pressing each key you can access previously stored One Touch dialling numbers 1 to 8. By pressing a Quick-Dial key while holding the shift key down you can access One Touch dialling numbers 9 to 16. Finally, Quick-Dial keys 1 to 4 (the top row) are also used in conjunction with the Super Tel-Index key.

### 12 Shift

Hold this down while pressing a Quick-Dial key to access One Touch dialling numbers 9 through 16.

### 13 Help/Memory

Prints a quick reference Help List. Also, lets you take advantage of memory transmission.

### 14 Super Tel-Index

Lets you look up names and numbers stored in the Super Tel-Index dialling memory.

### 15 Menu

Lets you access the function menu and programming mode.

### 16 Resolution

Sets the resolution when you send a fax or make a copy.

### 17 Mode

Use to select how the fax machine will handle incoming calls.

### 18 Set

Stores a function setting into the fax machine.

### 19 Liquid Crystal Display

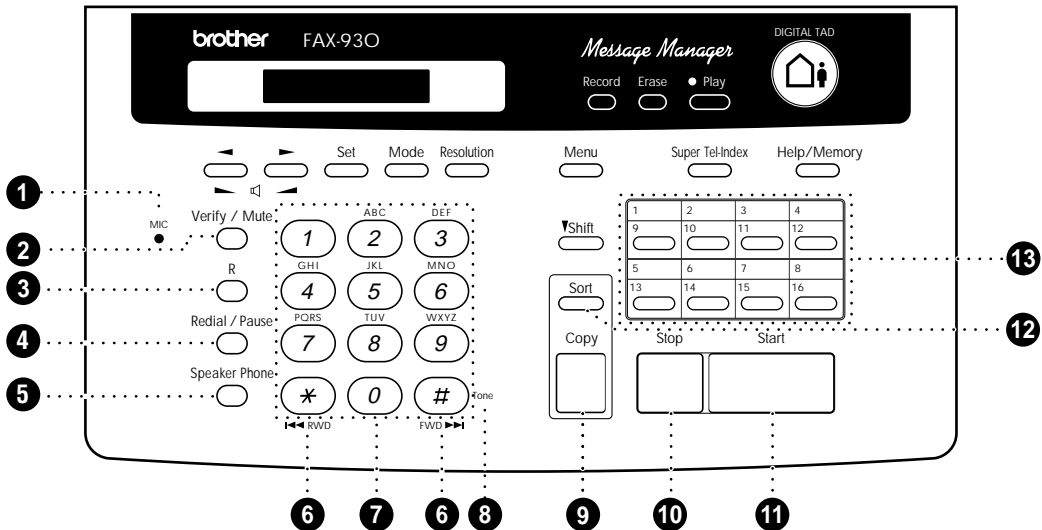
The LCD displays messages to help you set up and operate your fax machine.

### 20 ◀ (Left Arrow) ▶ (Right Arrow)

#### ◀ ◻ ▶ (Volume)

Moves the LCD cursor to the left or right. Adjust speaker and ring volume.

# FAX-930 (and FAX-940 E-mail) Control Panel Overview



## 1 MIC (Microphone)

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

## 2 Verify/Mute

Lets you put calls on hold. Also, use this key to print the Transmission Verification Report for your last transmission.

## 3 R

Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

## 4 Redial/Pause

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

## 5 Speaker Phone

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

## 6 RWD(\*) FWD(#)

Use to repeat or skip to the next voice message during playback.

## 7 Dial Pad

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

## 8 Tone

Lets you switch the dialling type during a telephone call from **PULSE** to **TONE**.

## 9 Copy

Makes a copy.

## 10 Stop

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

## 11 Start

Starts an operation, such as sending a fax.

## 12 Sort (For FAX-930 only)

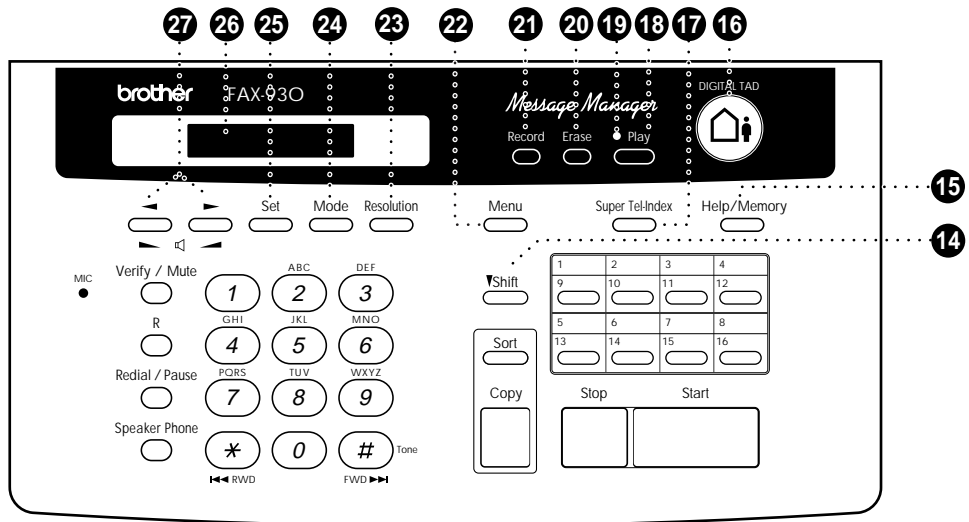
Use this key when you want multiple copies of a multiple page original copied in order.

## 13 Quick-Dial Keys

These 8 keys can be used in three different ways: By just pressing each key you can access previously stored One Touch dialling numbers 1 to 8. By pressing a Quick-Dial key while holding the shift key down you can access One Touch dialling numbers 9 to 16. Finally, Quick-Dial keys 1 to 4 (the top row) are also used in conjunction with the Super Tel-Index key.



\* FAX-940 E-mail panel keys are almost same as FAX-930. Please refer to FAX+E-MAIL GUIDE BOOK for the exact control panel.



#### 14 Shift

Hold this down while pressing a Quick-Dial key to access One Touch dialling numbers 9 through 16.

#### 15 Help/Memory

Prints a quick reference Help List. Also, lets you take advantage of memory transmission.

#### 16 DIGITAL TAD

Lets you activate Message Manager.

#### 17 Super Tel-Index

Lets you look up names and numbers stored in Super Tel-Index dialling memory.

#### 18 Play

Lets you listen to voice messages and outgoing messages, and print fax messages stored in memory.

#### 19 Message Indicator Light

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

#### 20 Erase

Lets you delete voice messages, fax messages or all messages.

#### 21 Record

Lets you record Outgoing Message (OGM), memos and telephone calls, and store information for Message Manager Plus features.

#### 22 Menu

Lets you access the function menu and programming mode.

#### 23 Resolution

Sets the resolution when you send a fax or make a copy.

#### 24 Mode

Use to select how the fax machine will handle incoming calls.

#### 25 Set

Stores a function setting into the fax machine.

#### 26 Liquid Crystal Display

The LCD displays messages to help you set up and operate your fax machine.

#### 27 ◀ (Left Arrow) ▶ (Right Arrow) ▶ (Volume)

Moves the LCD cursor to the left or right. Adjust speaker and ring volume.

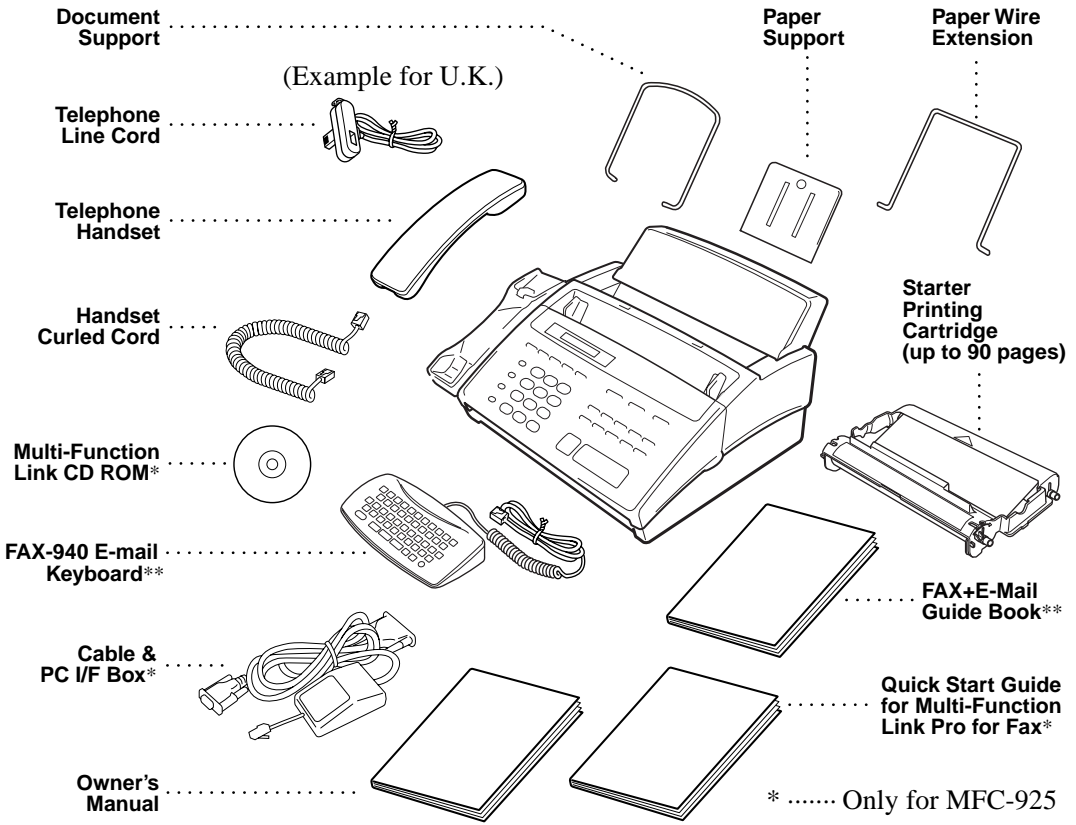


CHAPTER TWO

# Installation

## Packing List

Make sure you have the following items:



\* ..... Only for MFC-925

\*\* ..... Only for FAX-940 E-mail

Whenever you transport the machine, use the packing materials that came with your machine and pack the machine correctly.

---

## *Choosing a Location*

Place your fax machine on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone jack and a standard, grounded power outlet.

Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Do not connect your machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your machine 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.

---

## *Caution*

- 1 Never install telephone wiring during a thunder storm.
- 2 We recommend that this product be used with a surge protection device to protect the product against lightning.
- 3 Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- 4 Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.
- 5 Use caution when installing or modifying telephone lines.
- 6 Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 7 Do not use the telephone to report a gas leak in the vicinity of the leak.
- 8 For PLUGGABLE EQUIPMENT, the socket should be located near the equipment and should be easily accessible.

### Legal and safety requirements

Telecommunication Authorities (P.T.T.s) require that this product is manufactured specifically for the country into which it is originally imported for sale by Brother.

Brother advises that this product may not function correctly and does not offer any warranty should this product be used on any other public exchange equipment other than that of the original country of sale.

Brother also advises that any use of this equipment in other countries may render the user to prosecution according to local regulations.

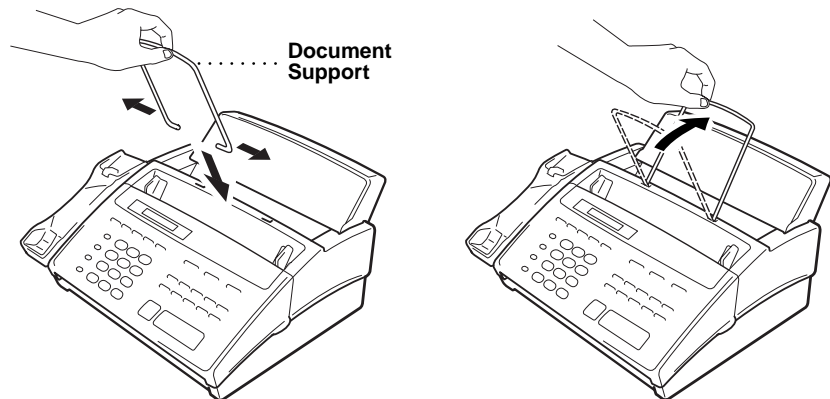
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## Assembly

### Attach the Document Support

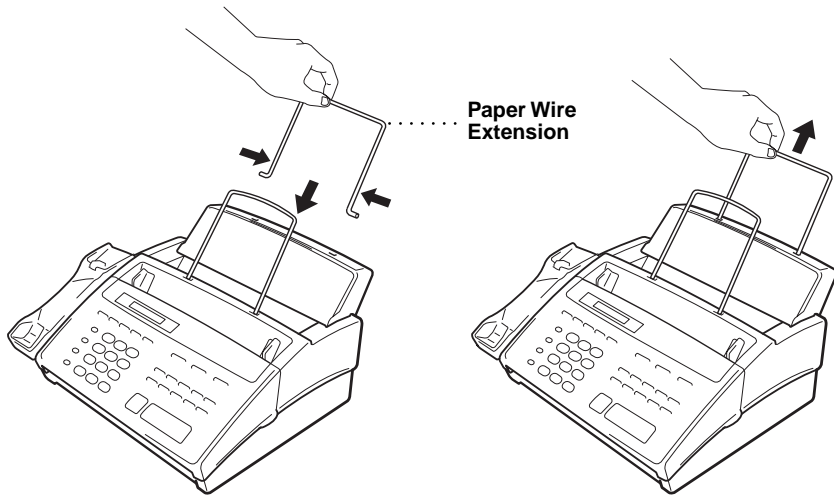
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Attach the document support into the opening as shown in the illustration below.

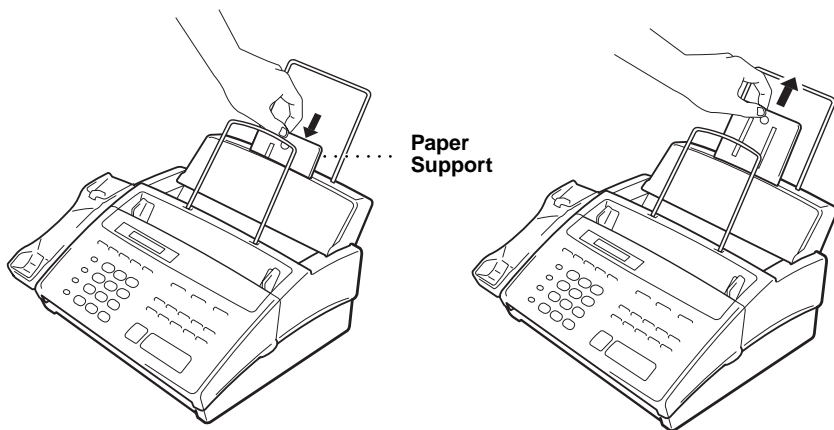


## Attach the Paper Wire Extension and Paper Support

- 1 Attach the paper wire extension.

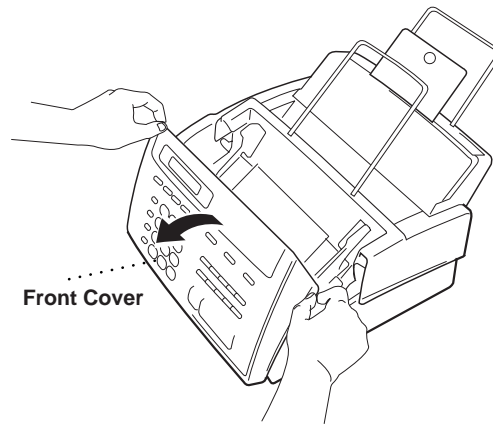


- 2 Insert the paper support to the depth shown, then pull it out until you feel it click into place.

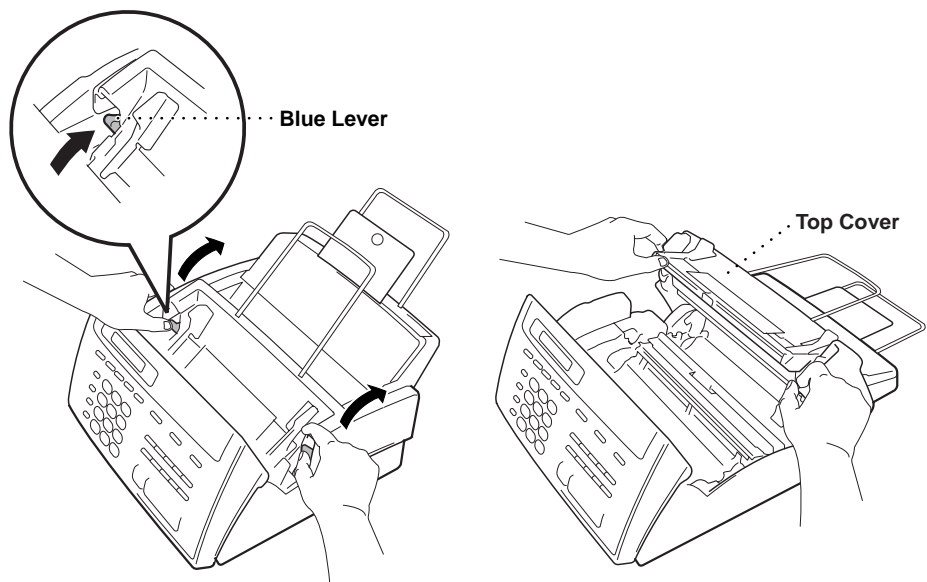


## Install the Printing Cartridge

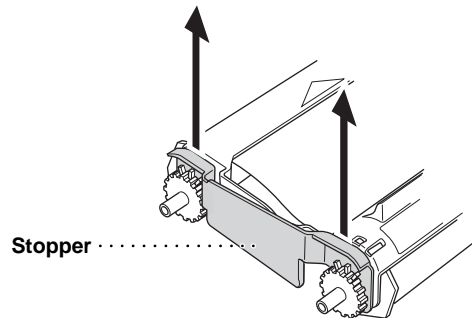
- 1 Open the front cover.



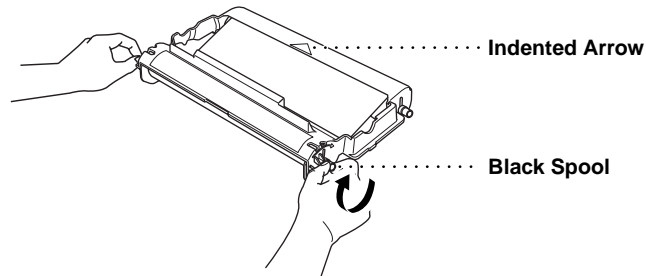
- 2 Open the top cover, pressing the blue lever on both sides of the top cover.



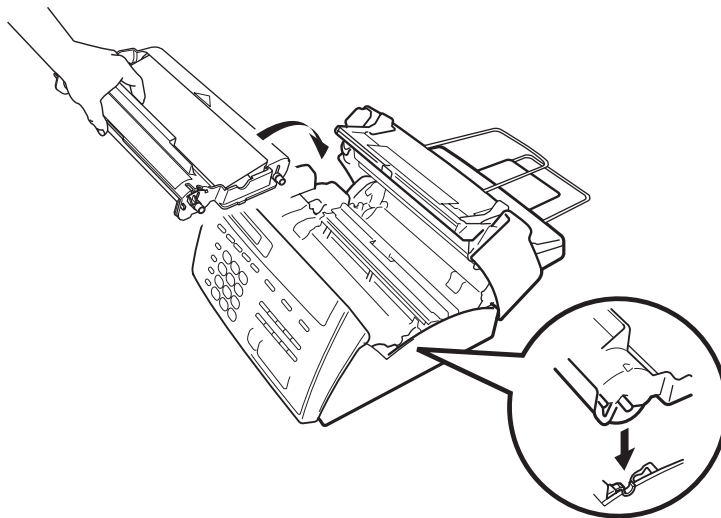
- 3** Remove the stopper from the printing cartridge.



- 4** Turn the black spool on the right clock wise to tighten the ribbon as shown.



- 5** Install the printing cartridge by inserting the indented  $\triangle$  first and placing the cartridge into its four holders.



- 6** Push down on both sides of the top cover to close securely.

- 7** Close the front cover.



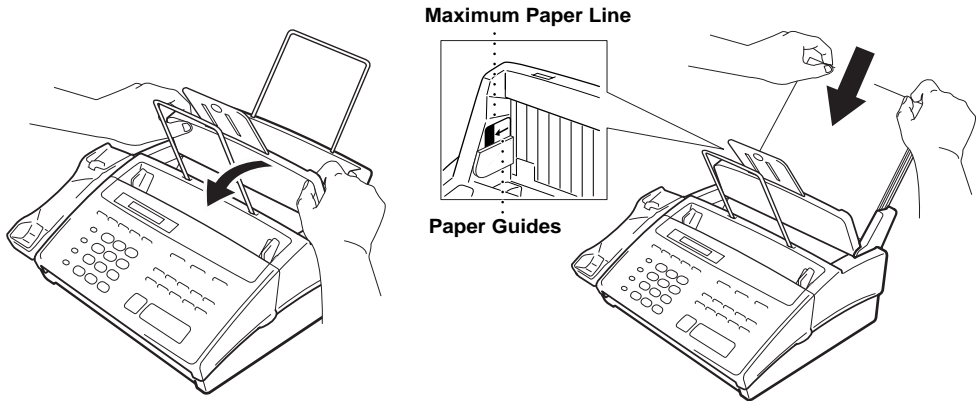
The starter cartridge prints approximately 90 pages.



## Load Paper

The paper cassette can hold about 100 sheets of paper.

- 1 Open the paper cover.
- 2 Place up to 100 sheets of paper in the cover. Do not allow the level of paper to pass the maximum paper line on the paper guides.
- 3 Close the paper cover.

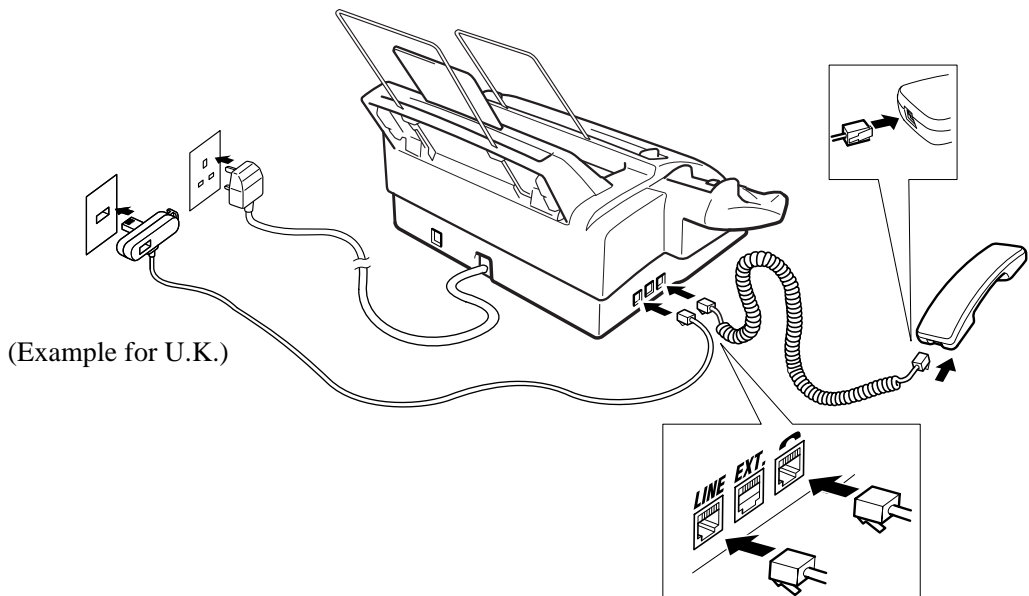


## Acceptable Paper

Size : A4  
 Weight : 64 g/m<sup>2</sup> – 90 g/m<sup>2</sup>  
 Thickness : 0.08 – 0.10 mm

## Connect the Handset

Connect the curled handset cord to the bottom of the handset and to the side of the machine.





## Connect the Power Cord

---

When you connect the power, the screen displays 01/01 00:00 FAX.

### NOTICE:

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

### IMPORTANT:

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

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

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

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

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

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

## Connect the Telephone Line

---

Connect one end of the telephone line cord to the jack labelled **LINE** on the left side of the machine. Connect the other end to a wall jack.

**IMPORTANT:**

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

## Multi-Line Connections (PABXs)

---

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

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

### If you are installing the machine to work with a PABX:

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

## Ringer Equivalence Number (REN)

---

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

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

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



## Using Extension Telephones

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

This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected “downstream” of your machine, in a master/slave configuration. In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as “telephone off-hook detection.”

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

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

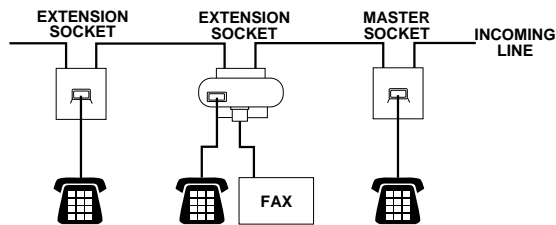


Fig. 1.

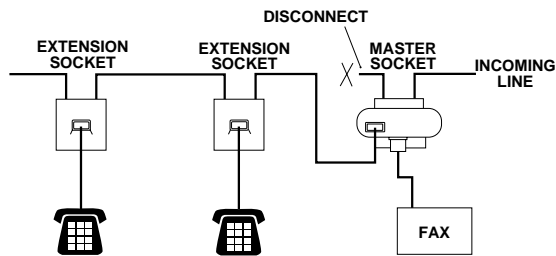
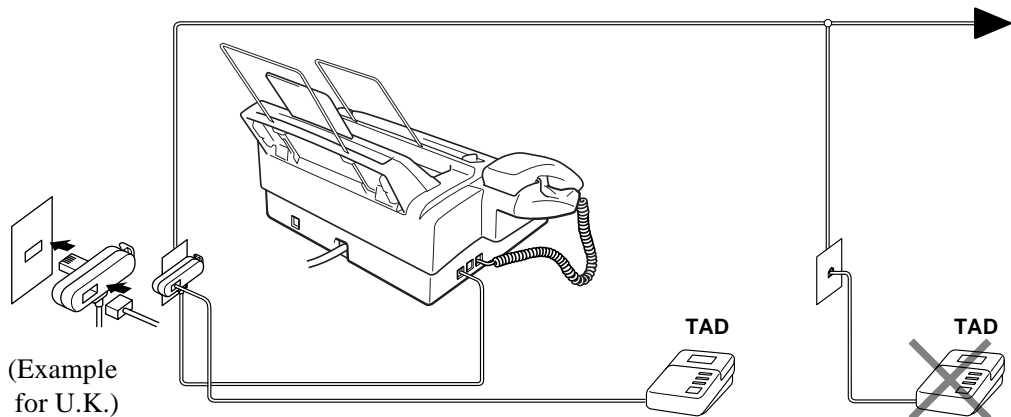


Fig. 2.

## Connecting an External Telephone Answering Device (TAD)

### Connections

- 1 You may connect an external TAD to your machine, as shown below.



- 2 Set the number of rings to one or two on your external TAD. (The fax machine's Ring Delay setting does not apply.)
- 3 Record the outgoing message on your external TAD (see below).
- 4 Set the external TAD to answer calls.
- 5 Set **MESSAGE STORE** (Function menu 8-1) to **VOICE:EXT.** (Only for FAX-930 and FAX-940 E-mail)
- 6 Set the Answer Mode to **TAD:ANSWER MACH.** (Only for FAX-920 and MFC-925)

On the FAX-930 and FAX-940 E-mail, set the Answer Mode to **TAD:MSG MGR.**

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



### Outgoing Message (OGM) of External TAD

Timing is important in recording this message.

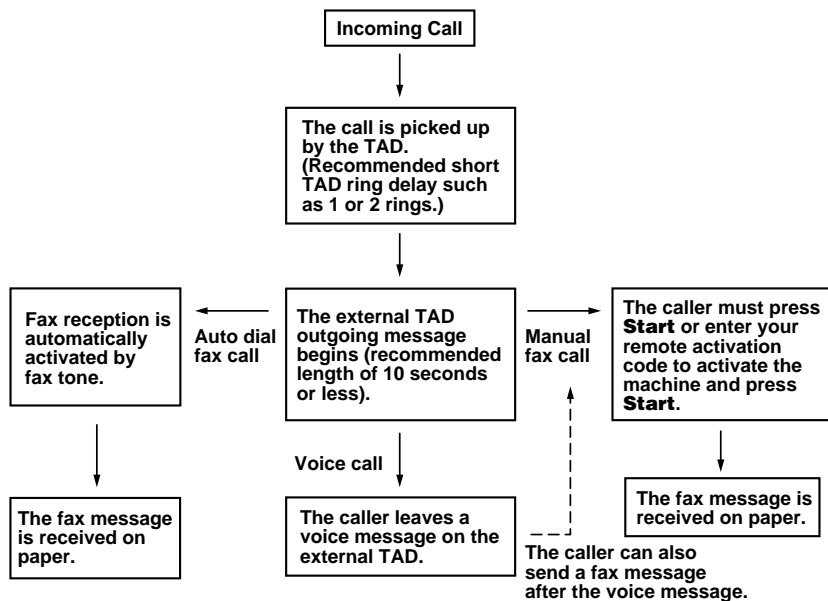
- 1 Record four seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Try to record the shortest possible message on your telephone answering device (ideally less than 10 seconds).

- 3 End your message by giving your Remote Activation Code for people sending manual faxes. For example:  
 “After the beep, leave a message or send a fax manually by pressing \*51.”

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

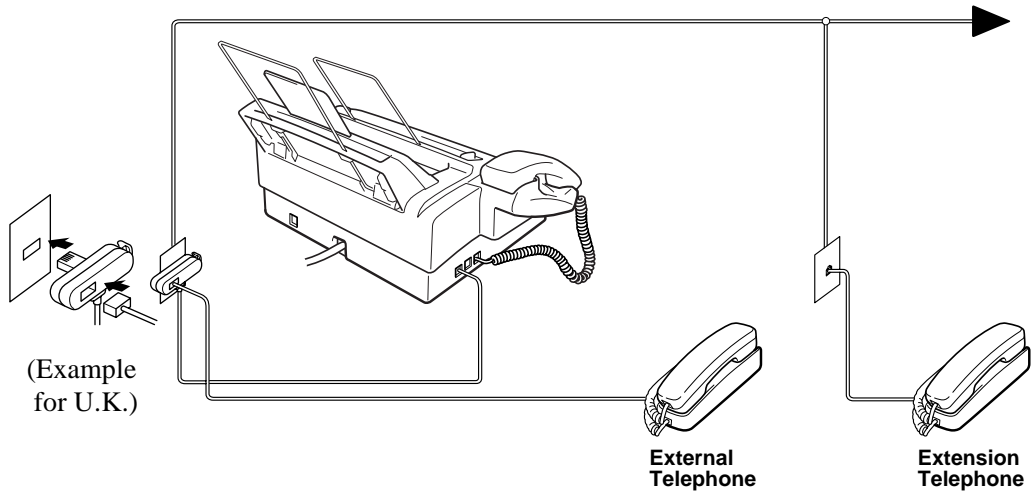
### Sequence of External TAD Reception

When you leave your machine set in TAD mode, all calls will be answered by the externally connected telephone answering device, and fax calls will be received automatically provided they come from a machine which sends standard CalliNG tone (CNG).



## Connecting an External Telephone

Your machine is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone to your machine, as shown below.



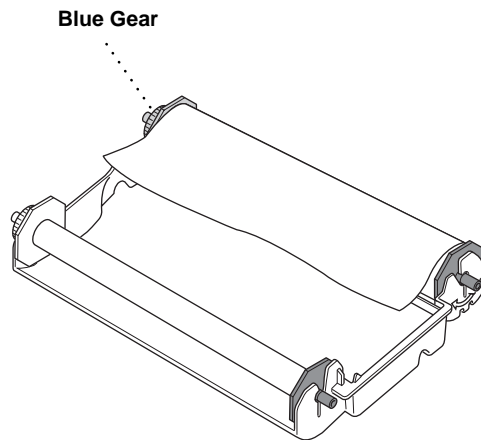
Whenever this external phone (or TAD) is in use, the screen displays **EXT. TEL IN USE**, and, if the fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, lift the handset and press **Tel** or just press **Speaker Phone**.

## Changing the Ribbon

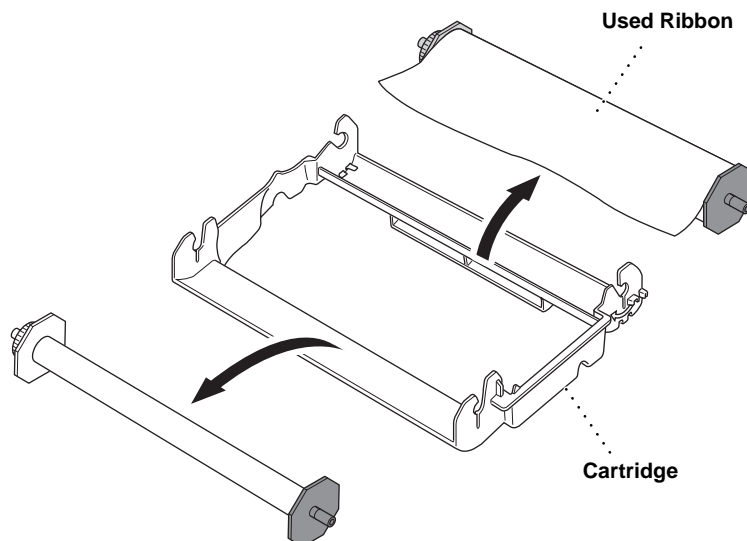
- 1 Remove the printing cartridge containing the used ribbon from the machine. (See this chapter “Install the Printing Cartridge”.)

Position the printing cartridge (as shown in the illustration) paying special attention to the position of the blue gear.

**For optimum print quality and product performance within published specifications, use only the correct Brother replacement ribbon. The use of other ribbons may invalidate your warranty. Refer to “Accessory List” in this manual for the replacement ribbon.**

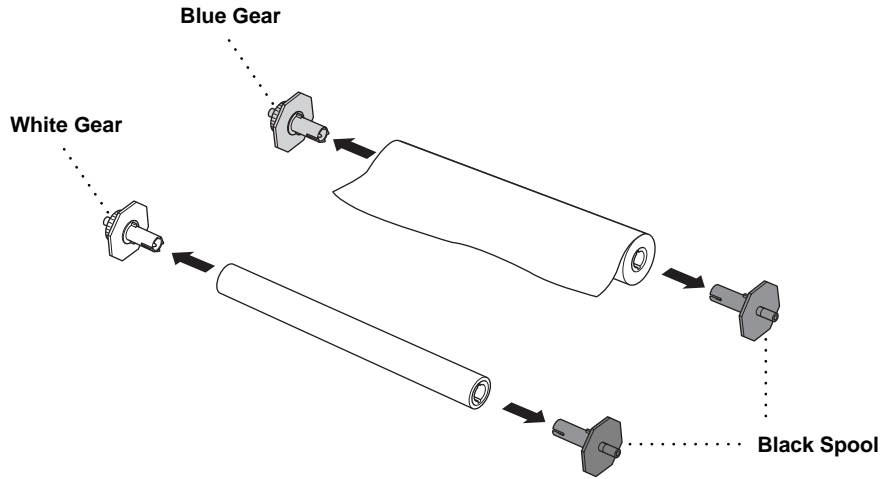


- 2 Take the ribbon out of the cartridge.

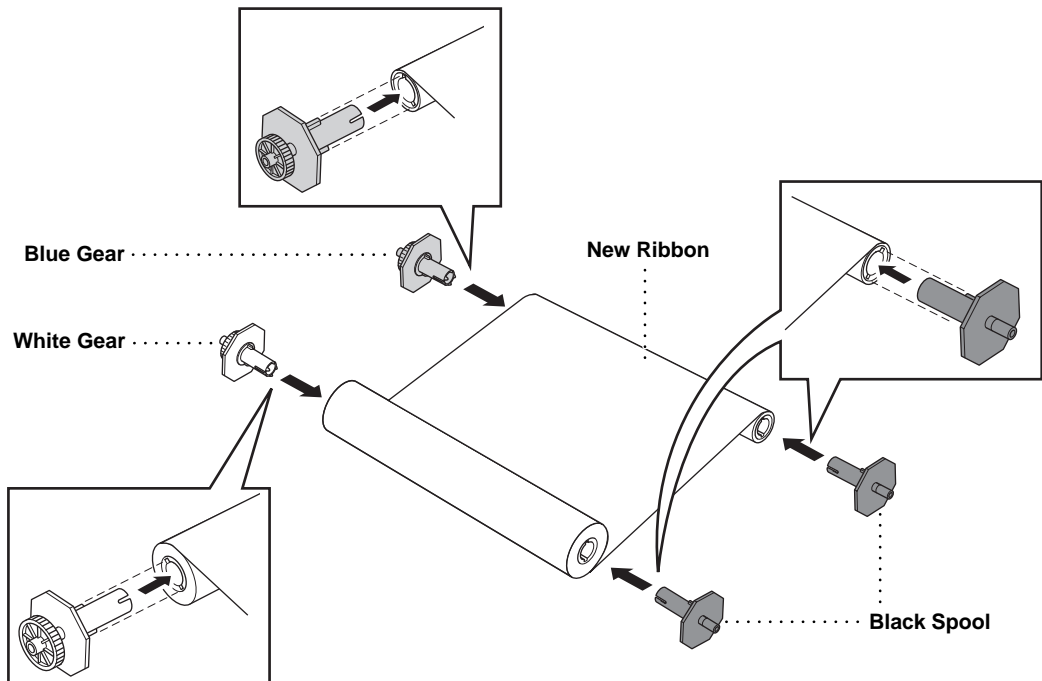




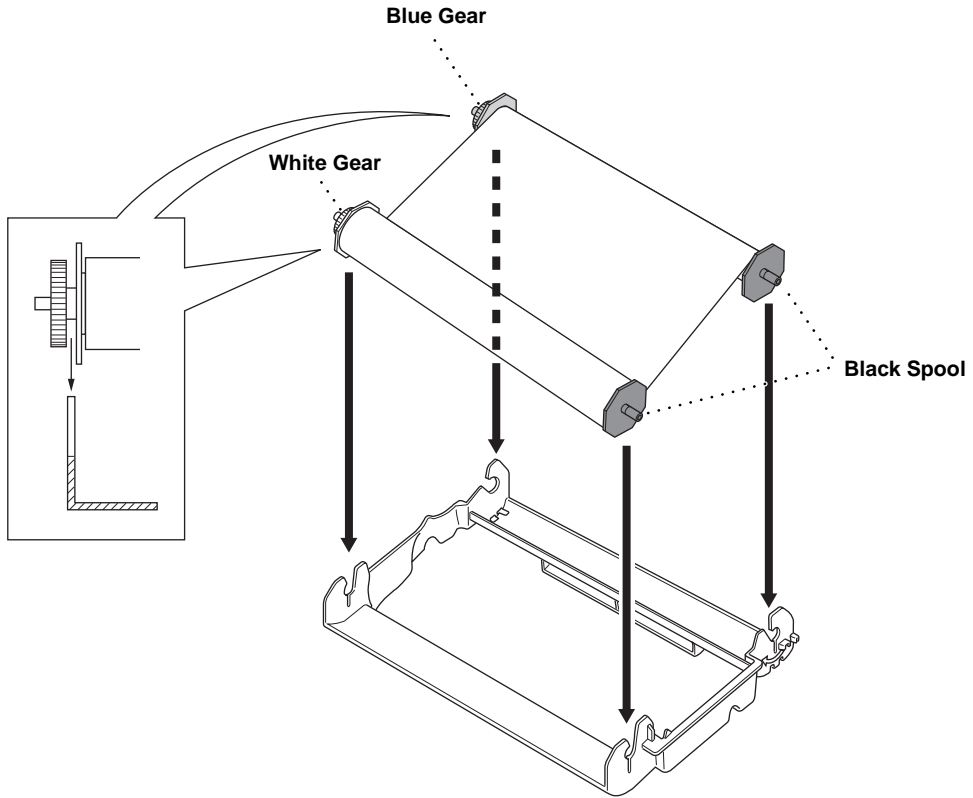
- 3** Remove the gears and spools from the ends of the cardboard cores.



- 4** Install the gears and spools into the cardboard cores of the new ribbon. Pay special attention to the position of the ribbon as shown in the illustration.

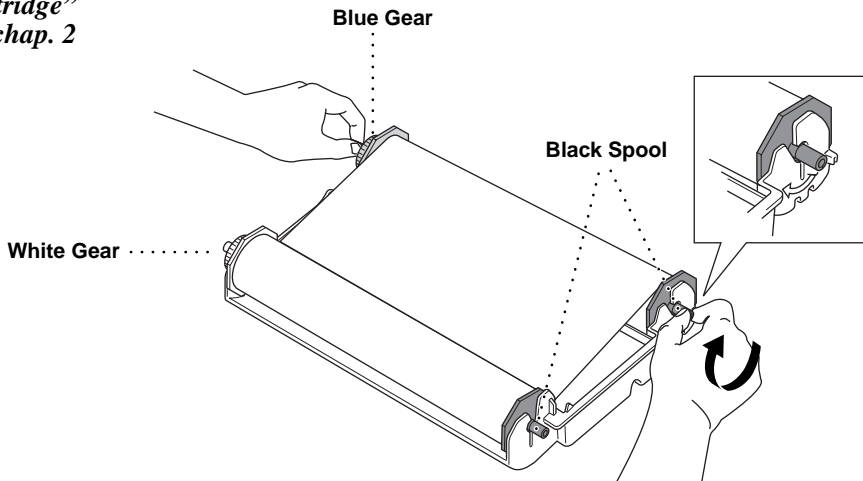


- 5 Place the ribbon in the cartridge as shown in the illustration. Make sure the gears and spools are positioned correctly.



See  
“Install the  
Printing  
Cartridge”  
chap. 2

- 6 Carefully, tighten the ribbon and put the cartridge back into the machine.



## CHAPTER THREE

# On-Screen Programming

## *User-Friendly Programming*

*See  
“Using This  
Manual”  
chap. 1*

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

Since your programming is done on the LCD, we created step-by-step on-screen prompts to help you program your machine. 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 **Menu**.

When you enter the Function Mode, your machine displays a list of main menu options from which you can choose. These options appear one after the other on the display. Select an option by pressing **Set** when the option appears on the LCD.

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

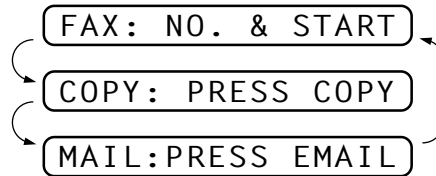
When you finish a function, the screen displays **ACCEPTED**.

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



## 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 that when you place a document in the feeder, you can either dial a number to send it as a fax or press the copy key to make a copy of the document.



## Function Selection Table

If you have a basic understanding of how to program your machine, you can perform most of the programming settings without the Owner's Manual. To help you understand the function selections, options, and settings that are available, use the Function Selection Table below.

1. INITIAL SETUP			
Function	Description	Factory Set	Chapter
1. TONE/PULSE	Selects the dialling mode.	TONE	4
2. DATE/TIME	Enter date and time for LCD display and to print on transmissions.	--	4
3. STATION ID	Program the name, fax number and telephone number to appear on each transmitted page.	--	4
4. BEEPER	Adjust the volume level of the beeps when you press a key, an error occurs or a document is sent or received.	LOW	4
5. PBX	Turn on if PABX (Private Automatic Branch Exchange) is connected to your machine.	OFF	4
6. CLOCK CHANGE	Adjust the machine's clock by one hour for summer/winter time.	--	4

**2. SETUP RECEIVE**

Function	Description	Factory Set	Chapter
<b>1. RING DELAY</b>	Number of rings before the machine answers in F/T, FAX or TAD (Message Manager) mode.	<b>RING DELAY:02</b> <b>TOLL SAVER:OFF</b> (FAX-930 and FAX-940 E-mail Only)	5
<b>2. F/T RING TIME</b>	Sets the time for “F/T pseudo-ring” in F/T mode.	<b>30</b>	5
<b>3. FAX DETECT</b>	Receive fax messages without pressing the <b>Start</b> key.	<b>ON</b>	5
<b>4. REMOTE CODE</b>	Enter code to activate or deactivate machine from a remote location.	<b>OFF</b> (*51, #51)	5
<b>5. REDUCTION</b>	Reduces size of image.	<b>AUTO</b>	5
<b>6. MEM.RECEIVE</b>	Automatically stores any incoming faxes in its memory if it runs out of paper.	<b>ON</b>	5
<b>7. POLLING RX</b>	You call another fax machine to receive a fax from it.	--	5
<b>8. PC INTERFACE</b> (With MFL Pro for Fax)	Fax Receive Only/PC Priority/ PC Receive Only	<b>PC PRIORITY</b>	See Quick Start Guide for MFL Pro for Fax

**3. SETUP SEND**

Function	Description	Factory Set	Chapter
<b>1. COVERPG SETUP</b>	Automatically sends a cover page you program or prints a sample coverpage.	<b>OFF</b>	6
<b>2. COVERPAGE NOTE</b>	Program customized message for fax cover page.	--	6
<b>3. CONTRAST</b>	Change lightness or darkness of a fax you are sending.	<b>AUTO</b>	6
<b>4. RESOLUTION</b>	Allows you to change resolutions page by page.	<b>STANDARD</b>	6
<b>5. OVERSEAS MODE</b>	Adjusts for sometimes difficult overseas transmissions.	<b>OFF</b>	6
<b>6. CALL RESERVE</b>	You can send a fax, then speak or print a sample call back message.	<b>OFF</b>	6
<b>7. TIMER</b>	Send documents later.	--	6
<b>8. POLLED TX</b>	Set Polled Transmission for someone to poll your fax machine to receive a fax.	--	6

<b>4. CANCEL JOB</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>Chapter</b>
	Cancel a delayed fax or polling job.		5, 6

<b>5. INTERRUPT</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>Chapter</b>
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		6

<b>6. SET QUICK-DIAL</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>Chapter</b>
<b>1. ONE-TOUCH DIAL</b>	Dial numbers stored in memory by pressing only one key.	--	7
<b>2. S.TEL GROUP</b>	Use for setting up the name of each Super Tel-Index group assigned to 4 upper Quick-Dial keys.	--	7
<b>3. S.TEL INDEX</b>	You can store names/numbers for up to 32 locations on the 4 upper Quick-Dial keys as Super Tel-Index.	--	7
<b>4. SETUP GROUPS</b>	Set up a Group number for broadcasting.	--	7

<b>7. PRINT REPORTS</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>Chapter</b>
<b>1. XMIT REPORT</b>		<b>OFF</b>	12
<b>2. JOURNAL</b>	Print lists and reports of activity. (Details in chapter 12)	<b>JOURNAL:OFF</b>	12
<b>3. QUICK-DIAL</b>		--	12
<b>4. SYSTEM SETUP</b>		--	12
<b>5. MEMORY STATUS</b>		--	12

**8. REMOTE FAX OPT (FAX-920 and MFC-925 Only)**

Function	Description	Factory Set	Chapter
<b>1. FAX FWD</b>	Set your fax machine to forward faxes.	<b>OFF</b>	9
<b>2. FAX STORAGE</b>	Store incoming faxes in memory for remote retrieval.	<b>OFF</b>	9
<b>3. REMOTE ACCESS</b>	Set code for retrieving faxes.	159*	9
<b>4. PRINT DOCUMENT</b>	Print incoming faxes stored in the memory.	--	5

**8. SETUP TAD (FAX-930 and FAX-940 E-mail Only)**

Function	Description	Factory Set	Chapter
<b>1. MESSAGE STORE</b>	Select if memory will store fax, voice or both.	<b>DOC:OFF VOICE:ON</b>	10
<b>2. BACKUP PRINT</b>	Automatically prints a copy of faxes received into memory.	<b>ON</b>	10
<b>3. OGM</b>	Select/Record outgoing message.	<b>TAD MESSAGE</b>	5, 10
<b>4. ICM MAX. TIME</b>	Select maximum length of incoming messages.	35 seconds 30 seconds (For Ireland)	10
<b>5. ICM REC. MONTR</b>	Select ON or OFF for voice messages as they come in.	<b>ON</b>	10
<b>6. FAX FWD/PAGING</b>	Set fax machine to forward fax/message— <b>OR</b> —to call your pager.	<b>OFF</b>	10
<b>7. REMOTE ACCESS</b>	Set code for retrieving messages.	159*	10

**9. SETUP MM PLUS (FAX-930 Only)**

Function	Description	Factory Set	Chapter
<b>1. MSG MGR PLUS</b>	Select <b>ON</b> or <b>OFF</b> .	<b>OFF</b>	11
<b>2. OGM</b>	Record outgoing announcements for first level and second level.	<b>MSG MGR PLUS</b>	11
<b>3. MAILBOX</b>	Select primary (default) mailbox.	--	11
<b>4. VOICE INFO</b>	Store the voice information for each Voice-on-Demand.	--	11

<b>0. MISCELLANEOUS</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>Chapter</b>
<b>1. CALLER ID</b> (Only for the U.K.)	View and dial back, or print a list of the last 30 Caller IDs stored in memory.	<b>ON</b>	5
<b>2. BT CALLSIGN</b> (Only for the U.K.)	Use with BT Call Sign.	<b>OFF</b>	See BT Call Sign Sheet.



## CHAPTER FOUR

# Initial Setup

---

## Getting Started

### Setting the Dialling Mode (Tone/Pulse)

---

Your machine is initially set to **TONE**. If you are using a **PULSE** dial line, you can change the setting to **PULSE** by following the steps below.

- 1 Press **Menu, 1, 1**. The screen prompts you to select **TONE** or **PULSE**.

DIALLING: TONE

DIALLING: PULSE

- 2 Use ◀ or ▶ to select the dialling mode.
- 3 Press **Set** when the screen displays the dialling mode you want.
- 4 Press **Stop** to exit.



Although this equipment can use either Pulse or Tone signalling, only the performance of the Tone signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use the Tone signalling for access to public or private emergency services. The Tone signalling also provides faster call set up.

### Setting the Date and Time

---

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

In the event of a power failure, the machine maintains date and time information for about 15 hours. All other settings remain unaffected.

- 1 Press **Menu**, **1**, **2**. The screen prompts you to enter the year.

ENTER YEAR : XX

- 2 Enter the last two digits of the year. The screen displays your entry.

- 3 Press **Set**. The screen prompts you to enter the month.

ENTER MONTH : XX

- 4 Enter two digits for the month (for example, enter 09 for September, or 10 for October). The screen displays your entry.

- 5 Press **Set**. The screen prompts you to enter the day.

ENTER DAY : XX

- 6 Enter two digits for the day (for example, 06). The screen displays your entry.

- 7 Press **Set**. The screen prompts you to set the time.

ENTER TIME : XX : XX

- 8 Enter the time in 24-hour format (for example, enter 15:25 for 3:25 PM).

- 9 Press **Set**.

- 10 Press **Stop**. The screen now displays the date and time you set, and displays it whenever the machine is standing by.

## Setting the Station ID

---

*See  
“Composing  
Electronic  
Cover page”  
chap. 6*

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

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

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

As an example, your machine is installed in the United Kingdom, is to be used for both fax and voice calls, and your national telephone number is 0555 5444, then you must set the fax and telephone number parts of your station ID as: +44 555 5444

*See  
“Entering  
Text”  
in this  
chapter*

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

FAX :

- 2 Enter your fax number (up to 20 digits). The screen displays your entry.
- 3 Press **Set**. The screen prompts you to enter your telephone number.

TEL :

- 4 Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again. The screen displays your entry.
- 5 Press **Set**. The screen prompts you to enter your name or your company name.

NAME :

- 6 Use the dial pad to enter your name (up to 20 characters). (You can use the following chart to help you enter letters.)
- 7 Press **Set** to confirm.
- 8 Press **Stop**. The screen returns to the date and time.



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

## Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the machine. Most keys on the dial pad 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 on the dial pad the correct number of times, you can access the character you want.

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

### 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 **Stop**; all letters after the cursor are deleted. Re-enter the correct text and/or digits.

### 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 0 for Ä Ë Ö Ü À Ç È É 0

### Setting the Beeper Volume

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

- 1 Press **Menu**, **1**, **4**.
- 2 Press ◀ or ► to select your setting.
- 3 When the screen displays the setting you want, press **Set**.
- 4 Press **Stop** to exit.

## PABX and TRANSFER

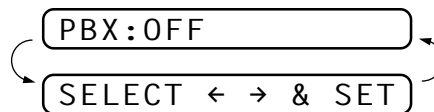
Your machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. You can gain access to the outside line from your fax connected to PABX by just pressing **R**.

Also, you can transfer a call to another extension by pressing **R**.

## Setting PABX

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

- 1 Press **Menu, 1, 5**. The screen displays



- 2 Press **◀** or **▶** to select **ON** (or **OFF**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

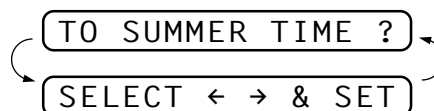


You can program an **R** keypress as part of a number stored in a One Touch or Super Tel-Index location. When programming the One Touch or Super Tel-Index number (Function menu 6-1 or 6-3) press **R** first (the screen displays “!”), then enter the telephone number. If you do this, you do not need to press **R** each time before you dial using a One Touch or Super Tel-Index location. (See chapter 7.) However, if PBX is set to **OFF**, you can't use the One Touch or Super Tel-Index number that an **R** keypress is programmed into.

## Setting the Clock Change

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

- 1 Press **Menu, 1, 6**. The screen displays



- 2 Press **◀** or **▶** to select Summer Time to gain an hour or Winter time to lose an hour.

- 3 Press **Set**.
- 4 Press **1** to change to Winter Time or Summer Time—**OR**—Press **2** to exit without changing.

## Setting the Speaker Volume

---

You can adjust the speaker volume when your machine is onhook (after the machine is onhook dialling—**OR**—after pressing **Speaker Phone**). You can select one of three speaker volume levels (FAX-920 and MFC-925)—**OR**—one of four levels (FAX-930 and FAX-940 E-mail). Also, you can turn the volume OFF.

Press **▶** or **◀** to adjust the volume level. The display shows the setting you are choosing.

Each key press changes the volume to the next setting. The new setting will remain until you change it again.

If you have a FAX-930 or FAX-940 E-mail, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages).



On the FAX-930 or FAX-940 E-mail, even if you have turned the Incoming Recording Monitor **OFF** (**Menu, 8, 5**), you can turn the Speaker up or down with the **▶** and **◀** but you will not be able to hear callers leaving messages. Keep the Incoming Recording Monitor **ON** if you want to screen your calls.

## Setting the Ring Volume

---

You can adjust the ring volume when your machine is idle. You can turn the ring **OFF** or you can select one of three ring volume levels (FAX-920 and MFC-925)—**OR**—one of four levels (FAX-930 and FAX-940 E-mail).

Press **▶** or **◀** to adjust the volume level. With each key press, the machine rings so you can hear the current setting and the display shows the setting you are choosing.

Each key press changes the volume to the next setting.

The new setting will remain until you change it again.

## Memory Storage

---

Your machine is equipped with an internal battery that will keep the date and time information for up to about 15 hours (FAX-930 and FAX-940), about 9 hours (FAX-920 and MFC-925) after power has been cut off.

After that time, the date and time will be lost and you will have to re-enter the information. In the event of a power failure, all settings in the **INITIAL SETUP**, **SETUP RECEIVE**, **SETUP SEND**, **SET QUICK-DIAL**, **REMOTE FAX OPT** and **SETUP TAD** functions are stored permanently except **POLLING RX**, **CONTRAST**, **RESOLUTION**, **OVERSEAS MODE**, **CALL RESERVE**, **TIMER** and **POLLED TX**.

On the FAX-930 or FAX-940 E-mail, it will retain the data for Out-of-Paper Reception, Memory Transmission, Message Manager and Message Manager Plus for up to 6 hours after a power interruption.





## CHAPTER FIVE

# Setup Receive

## *Basic Receiving Operations*

### Select Answer Mode

**Manual**—You must answer all calls yourself. If you hear fax tones, press **Start** or key \* 5 1 from an extension phone to begin receiving the fax, then hang up.

**Fax Only**—The machine automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call.

*See  
“F/T (Fax/  
Tel) Mode  
Only”  
in this  
chapter*

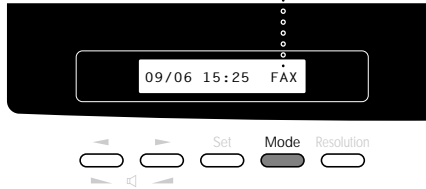
**F/T**—The machine automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with an F/T pseudo-ring, different from the phone company ringing, to alert you to pick up the call. If you select this setting, you’ll need to set the Ring Delay and F/T Ring Time features (on the following pages).

**TAD** (For FAX-920 and MFC-925)—This is the only setting in which you can use an **external** answering machine. Your telephone answering device is connected to your machine, and answers every call. Once the external telephone answering device (TAD) answers, the machine listens for fax tones. If it detects fax tones, it prints the fax.

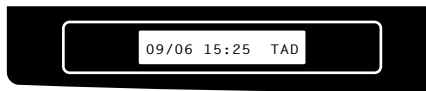
The TAD setting works only with an external telephone answering device (TAD). Ring Delay and F/T Ring Time do not work in this setting.

**TAD** (For FAX-930 and FAX-940 E-mail)—The FAX-930/940 E-mail provides you with a built-in digital Message Manager for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes of messages. For more information about Message Manager operation, please see chapter 9.

Current  
Answer Mode



MAN : MANUAL  
FAX : FAX ONLY  
F / T : FAX/TEL  
TAD : EXTERNAL ANSWERING SYSTEM  
(Only for FAX-920 and MFC-925)



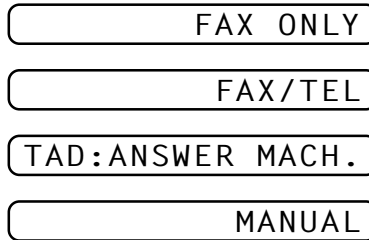
TAD : MSG MGR  
(Only for FAX-930  
and FAX-940 E-mail)



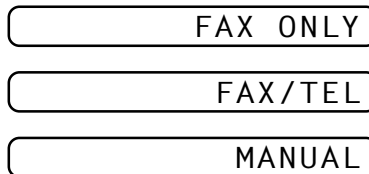
## To select or change your Answer Mode


- 1 Press **Mode**. The screen displays your current selection.

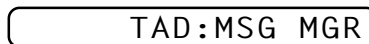
The options on the FAX-920 and MFC-925 are:



The options on the FAX-930 and FAX-940 E-mail are:



Or, if TAD Mode is switched **ON** by pressing  (**DIGITAL TAD** button), it overrides your Answer Mode Setting, so the display shows:



- 2 Continue to press **Mode** until your new selection appears. After 2 seconds, the screen returns to the date and time display, along with your new Answer Mode setting.



If you're changing Answer Mode while in another operation, the screen returns to the current operation display.

*See  
“Operation  
from an  
External or  
Extension  
Telephone”  
and  
“For F/T  
(Fax/Tel)  
Mode Only”  
in this  
chapter*

## Setting the Ring Delay

The Ring Delay setting determines the number of times the machine rings before it answers.

- 1** Press **Menu, 2, 1**. If you have a FAX-920 or MFC-925, go to Step 4.
- 2** Press ◀ or ▶ to select **RING DELAY**.
- 3** Press **Set**.
- 4** Press ◀ or ▶ to select how many times the line rings before the machine answers.
- 5** Press **Set** when the screen displays your selection.
- 6** Press **Stop** to exit.

## Setting the F/T Ring Time

You need to determine how long the machine will give its special F/T pseudo-ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the machine rings, for 20, 30, 40, or 70 seconds; no other phones on the same line ring the special F/T pseudo-ring.

- 1** Press **Menu, 2, 2**.
- 2** Press ◀ or ▶ to select how long the machine will ring to alert you that you have a voice call.
- 3** Press **Set** when the screen displays your selection.

RING TIME : 30 SEC

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

Now, when a call comes in and the machine is set to F/T Mode, all phones on this line will ring the number of times you selected in Ring Delay.

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



Even if the caller hangs up during the F/T pseudo-ringing, the machine continues the F/T pseudo-ringing for the set time.

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

**IMPORTANT!** This machine does not re-generate ringing conditions to any extension telephones. Any such extension telephones will only ring during the period set on ring delay.

## Recording the Fax/Tel Outgoing Announcement (F/T MESSAGE) (Only for FAX-930 and FAX-940 E-mail)

---

This is the announcement played by your machine (not an external TAD) when someone calls and your machine is set to F/T mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions in chapter 8, “Erasing the Outgoing Message”.

- 1** Press **Menu, 8, 3**. The screen prompts you to choose **F/T MESSAGE, TAD MESSAGE** or **PAGING MSG**.
- 2** Press **◀** or **▶** to select **F/T MESSAGE**.
- 3** Press **Set**.
- 4** Press **Record**, then pick up the handset to record a message.
- 5** Replace the handset. Your announcement is played.
- 6** Press **Stop** to exit.



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

For example, you can leave a message that says:

“Hello, please wait, we are trying to connect you. If you wish to send a fax, please wait until you hear a fax tone and press the Start key, or, press \*51 (your three-digit remote activation code) and press the Start key.”

## Fax Detect

---

*See  
“Operation  
from an  
External or  
Extension  
Telephone”  
and  
“For F/T  
(Fax/Tel)  
Mode Only”  
in this  
chapter*

When you use this feature, you don’t have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait for several seconds. When you see **RECEIVE** 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 machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an extension phone or a phone or TAD connected to the machine. Selecting **SEMI** lets the fax machine receive the call only if you’ve answered it at the machine. Selecting **OFF** means you’ll have to activate the machine yourself, by pressing **Start** or by pressing \* **5 1** if you are not at your machine.

In case Fax Detect does not work, because of a poor phone line connection, just press **Start** or press the Activation Code \* 5 1.

- 1 Press **Menu, 2, 3**.
- 2 Use ◀ or ▶ to select **ON, SEMI** or **OFF**.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

If you've set the feature to ON, but your machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press \* 5 1.

At the machine, lift the handset and press **Start**.

## Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage with your machine. If you choose **AUTO**, the machine chooses the level of reduction for you regardless of the original size of the incoming document.

- 1 Press **Menu, 2, 5**. The screen displays

5 . REDUCTION

- 2 Use ◀ or ▶ to select the reduction ratio you want—**AUTO, 100%, 93%, 87%,** or **75%**. Choose **100%** if you don't want a reduction.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.



If you receive faxes that are split on two pages, change the reduction to **AUTO**—**OR**—choose a lower reduction percentage.

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

## Reception into Memory

---

As soon as the paper cassette becomes empty during fax reception, the screen will display “**CHECK PAPER**”; please put some paper in the paper cassette (see chap. 1).

### If the **MEMORY RECEPTION** switch is **ON** at this time...

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

### If the **MEMORY RECEPTION** switch is **OFF** at this time...

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

- 1 Press **Menu**, **2**, **6**. The screen displays

6 . MEM . RECEIVE

- 2 Use ◀ or ▶ to select **ON** or **OFF**.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

## Printing a Fax from Memory (Only for FAX-920 and MFC-925)

---

*See  
“Setting Fax  
Storage”  
chap. 9*

If you have fax storage **ON** for remote retrieval, you can still print a fax from the machine’s memory when you are at your machine:

- 1 Press **Menu**, **8**, **4**.
- 2 Press **Start**.
- 3 Press **Stop**.

---

## Advanced Receiving Operations

### Operation from an External or Extension Telephone

---

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

*See  
“F/T Ring  
Time”  
in this  
chapter*

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

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



*See  
“Outgoing  
Message  
(OGM) of  
External  
TAD”  
chap. 2*

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

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

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

### For F/T (Fax/Tel) Mode Only

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

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

## Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Activation Code is \* 5 1. The preset Deactivation Code is # 5 1.



If you are always disconnected when accessing your external TAD remotely, try changing the Activation Code from \* 5 1 to # # # and the Deactivation Code from # 5 1 to 1 1 1. You cannot use the same number for the Activation Code and the Deactivation Code.

### To change Remote Codes

1 Press **Menu**, **2**, **4**.

2 Press ◀ or ▶ to select **ON** (or **OFF**).

REMOTE ACT. : ON

3 Press **Set** when the screen displays the setting you want.

4 If you want to, enter a new Remote Activation Code, then press **Set**.

ACT. CODE : \*51

5 If you want to, enter a new Remote Deactivation Code, then press **Set**.

DEACT. CODE : #51

6 Press **Stop** to exit.



## .....

# Caller ID (Caller Identification)

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

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

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

### Advantages of Caller ID

#### For Business

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

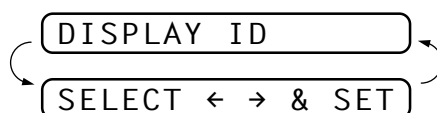
#### At Home

Residential customers can protect themselves from unwanted calls.

### Set the Caller ID to ON

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

- 1** Press **Menu, 0, 1**. The screen displays;



- 2** Press **◀** or **▶** to choose **ON**.
- 3** Press **Set**.
- 4** Press **Stop** to exit.

## How Does the Caller ID Work?

---

### The Caller ID Appears on the Display When Your Telephone Rings

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

#### Helpful Hints

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

\* Depends on network Function.

### The Caller ID is Stored in Your Machine's Memory

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

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

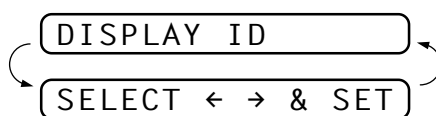
- **Selecting a Caller ID from the Memory for Call Reply.**  
You can scroll through the Caller IDs on the display and select one for your machine to dial. (See page 49)
- **Printing the Caller ID List.**  
You can review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), and type of call (Comment).

**NOTE:** Please set up the number of rings to more than 02 in the Ring Delay (See “Setting the Ring Delay” in this chapter.) before you use the Caller ID. If you set up the number of rings to 01, you cannot receive the Caller ID.

## Selecting a Caller ID from the Memory for Call Reply

You can display the caller IDs that are stored in the memory and select the caller you want your machine to dial. Call Reply is a convenient feature whereby your Brother fax can dial back a voice/fax call “on-hook” to the opposite party associated with a Caller ID number which has been captured into memory. This saves you from having to copy and dial back to that number manually. (You can skip to Step 2 below by Pressing the **Shift** and **Super Tel-Index** simultaneously.)

- 1 Press **Menu, 0, 1**. The screen displays;



- 2 Press **◀** or **▶** to select **DISPLAY ID**.

- 3 Press **Set**. The caller ID of the last call will appear on the display.

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

- 4 Press **◀** or **▶** to scroll through the Caller IDs in the memory.

(25)5555151

- 5 Press **Set** to automatically dial the Caller ID number. Wait until the screen prompts you to press the **Start** key.

(25)09/11 15:25

PRESS START KEY

- 6 Press **Start**.

DIALLING

TELEPHONE

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

Then press **Start**.

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

## To Activate Certain Network Services When Using Call Reply



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

\* Your outgoing Caller ID withheld

The required prefix, typically three to six digits (including # and \* symbols) in length, may be inserted after displaying the desired Caller ID in step 4 on the previous page. (You can enter the prefix up to 20 digits on the machine. ) The complete number string including the prefix will then be dialled by pressing **Start**.

( Previous page Step 4. ) Select the desired Caller ID, wait 2 seconds until you see the date and time the caller ID was received.

25)09/11 15:25

PRESS START KEY

Enter the prefix by using number keys up to 20 digits.

- The display will be cleared when you press any of the number keys.
- To cancel the prefix (such as when you entered the wrong number), simply press **Stop**.

The display will return to the desired Caller ID you selected.

- If you press **Stop** again, the machine will return to the current date and time display. You are no longer in the call reply mode.
- Any problems or queries in using network services should be raised in the first instance with your network operator(s).
- With Call Reply, automatic redial does not function in cases where the called party is busy or doesn't answer.

## Call Reply to DDI numbers via Caller ID

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

## Clearing the Caller ID Stored in Memory (Only for FAX-930 and FAX-940 E-mail)

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

## Printing Caller ID List

- 1 Press **Menu, 0, 1**.
- 2 Press ◀ or ▶ to select **PRINT REPORT**.
- 3 Press **Set**.
- 4 Press **Start**.

---

## Polling



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

All parties involved in polling need to set up their machines to accommodate polling. When someone polls your machine 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. (See “Setup for Polling Transmit” in chapter 6.)

## Secure Polling

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



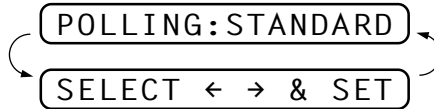
Some machines do not respond to the polling function.

## Setup for Polling Receive

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

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

The screen displays



- 2 Press **◀** or **▶** to choose **STANDARD.**

- 3 Press **Set.**

The screen prompts you to enter the fax number you want to poll, and then to press **Start.**



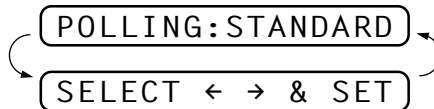
- 4 Enter the fax number you are polling.
- 5 Press **Start.** The screen displays **DIALLING.**

### Setup for Polling Receive with Secure Code

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

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

The screen displays



- 2 Press **◀** or **▶** to choose **SECURE.**

- 3 Press **Set.**

- 4 Enter a four-digit number.

This is the same as the security code of the fax machine you are polling.

- 5 Press **Set.**

The screen prompts you to enter the fax number you want to poll, and then to press **Start.**



- 6 Press **Start.**

## Setup Delayed Polling Receive

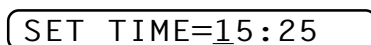
You can set your machine to begin Polling Receive at a later time.

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

The screen displays



- 2 Press **<** or **>** to choose **TIMER**.
- 3 Press **Set**.
- 4 The screen prompts you to enter the time you want to begin polling.



- 5 Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.
- 6 Press **Set**. The screen prompts you to enter the fax number you are polling.



- 7 Enter the fax number (you can use One Touch or Super Tel-Index, or dial manually).
- 8 Press **Start**. The machine makes the polling call at the time you entered.

You can set up only one Delayed Polling.

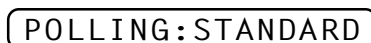


## Sequential Polling

Your machine can request documents from several fax units in a single operation. You just specify several destinations in Step 6. Afterward, a Sequential Polling Report will be printed.

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

The screen displays



- 2 Press **<** or **>** to choose **STANDARD, SECURE** or **TIMER**.
- 3 Press **Set** when the screen displays the setting you want.

- 4 If you selected **STANDARD**, the screen prompts you to enter the fax number you want to poll, and then to press **Start**.



- If you selected **SECURE**, enter a four-digit number and press **Set**.
  - If you selected **TIMER**, enter the time (in 24-hour format) you want to begin polling and press **Set**.
- 5 Specify the destination fax machines, which you wish to poll by using One Touch, Super Tel-Index or a Group.
- 6 Press **Start**.

Your machine polls each number or group number in turn for a document.

DIALLING

## Cancelling a Scheduled Job

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

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

4 . CANCEL JOB

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

—OR—

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

- 3 Press **1** to cancel—OR—Press **2** to exit without cancelling.
- 4 Press **Stop** to exit.



## Setting PC Interface Mode (Only for MFC-925 or with Multi-Function Link Pro for Fax option)

If you connect your machine to your PC, you can receive faxes into your PC. See the Quick Start Guide to set up for Multi-Function Link for Fax. After completing the setup for Multi-Function Link Pro for Fax, you can select PC INTERFACE Mode (**PC PRIORITY/PC RECEIVE ONLY/FAX RECEIVE ONLY**) for routing incoming faxes.

- 1 Press **Menu**, **2**, **8**. The screen displays:

8. PC INTERFACE

- 2 Press ◀ or ▶ to select **PC PRIORITY**, **PC RECEIVE ONLY** or **FAX RECEIVE ONLY**.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

This function is not available for FAX-940 E-mail.



## Copy Functions

Your machine cannot scan anything closer than 4 mm from the edge of the paper. Set the resolution to **S.FINE** or **PHOTO**.

- 1 Place document face down in the feeder.
- 2 Press **Copy**.
- 3 Press **Copy**. (If you press **Set** or just wait for 5 seconds before pressing **Copy**, the screen prompts you to select a reduction or enlargement ratio. See “Reducing and Enlarging Copies”.)

Do NOT pull on the paper while copying is in progress. To cancel, press **Stop**.



### Multiple Copies (For FAX-920/930/MFC-925 Only)

You can make multiple copies using your machine, and you can choose whether the copies will be **STACKED** (all copies of page 1, then all copies of page 2, etc.) or **SORTED** (collated).

- 1 Place the document face down in the feeder.
- 2 If you want copies “stacked,” press **Copy**.

—OR—

If you want copies “sorted” (collated), press **Sort**.

- 3 Enter the number (1-99) of copies you want.
- 4 Press **Copy**. (If you press **Set** or just wait for 5 seconds before pressing **Copy**, the screen then prompts you to select a reduction or enlargement ratio. See “Reducing and Enlarging Copies”.)



If you selected **Sort** or **Stack** after pressing **Copy** and get a “Memory Full” message while you are scanning the first page, press **Stop** and restart to make a single copy. If you selected **Sort** and the “Memory Full” message appears while scanning subsequent pages, you can press **Copy** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy** for stacked copies.

### Reducing and Enlarging Copies (For FAX-920/930/MFC-925 Only)

When making copies, you can reduce or enlarge the size of the printed image. To reduce to the size of your selected paper automatically, select **AUTO**. To select a reduction ratio, choose **93%**, **87%**, **75%**, or **50%**. To enlarge a document, select **150%**, **125%** or **120%**. To print a document at its original size, select **100%**.

- 1 Insert the document face down in the feeder.
- 2 Press **Copy—OR—Sort**.
- 3 Enter the number (1-99) of copies you want. For example, press **9** for nine copies.
- 4 Press **Set** or just wait for 5 seconds.
- 5 Use ◀ or ▶ to choose a reduction ratio setting.
- 6 Press **Copy**.

### Multiple copies (For FAX-940 E-mail Only)

You can make multiples copies using your machine, and you can choose whether the copies will be stacked (all copies of page 1, then all copies of page 2, etc.) or sorted (collated). Also, you can reduce or enlarge the size of the printed image. To reduce to the size of your selected paper automatically, select **Auto**. To select a reduction ratio, choose **93%**, **87%**, **75%** or **50%**. To enlarge a document, select **150%**, **125%** or **120%**. To print a document at its original size, select **100%**.

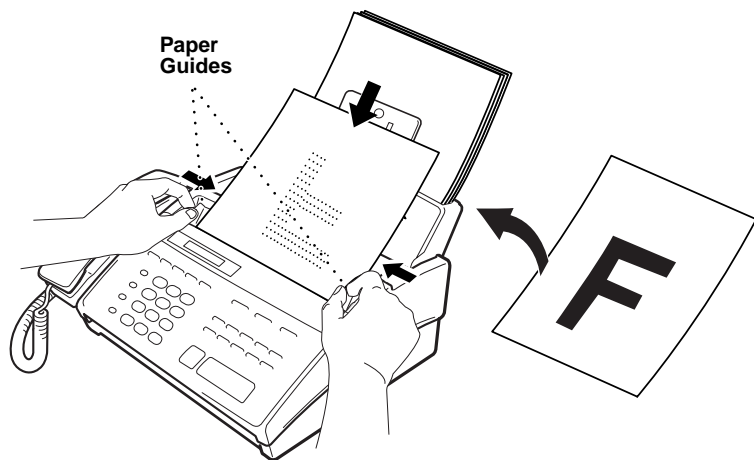
- 1 Insert the document face down in the feeder.
- 2 Press **Copy**.
- 3 Enter the number (1-99) of copies you want. For example, press **9** for nine copies.
- 4 Press **Set** or just wait for 5 seconds.
- 5 Use ◀ or ▶ to choose a reduction ratio setting.
- 6 Press **Set**.
- 7 Use ◀ or ▶ to choose Sort or Stack.
- 8 Press **Copy**.

## CHAPTER SIX

# Setup Send

## *Before You Begin*

- Documents must be between 14.8 and 21.6 cm wide, and 15 and 60 cm long. Your fax machine can only scan an image 20.8 cm wide, regardless of how wide the paper is.
- Make sure you insert documents **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.



- The automatic document feeder (ADF) can hold up to 10 pages, feeding each one individually through the fax machine. Use standard (64 g/m<sup>2</sup>~90 g/m<sup>2</sup>) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.
- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending.

*See  
"Resolution"  
in this  
chapter*



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

## Manual Transmission

---

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

- 1 Insert the document face down in the feeder.
- 2 Pick up the handset and listen for a dial tone—**OR**—press **Speaker Phone**.
- 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 Super Tel-Index number.)
- 4 When you hear the fax tone, press **Start**.
- 5 If you're using the handset, hang up.

See  
"One Touch  
Dialling"  
chap. 8

See  
"Super  
Tel-Index  
Dialling"  
chap. 8

## Automatic Transmission

---

This is the easiest way to send a fax.

**IMPORTANT:** Do **not** pick up the handset—**OR**—press **Speaker Phone**.

- 1 Insert the document face down in the feeder.
- 2 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 Super Tel-Index number.)
- 3 Press **Start**.

## Manual and Automatic Fax Redial

---

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

- 1 Press **Redial/Pause**.
- 2 Press **Start**. (Only for Ireland)

If you're sending a fax automatically and the line is busy, the machine will automatically redial up to 4 times (3 times for Ireland) at 2 minute intervals.

# Basic Sending Operations

See  
“Setup  
Quick-Dial  
Numbers”  
chap. 7

## Composing an 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 Super Tel-Index memory. If you’re dialling manually, the name is left blank.

The cover page indicates the fax is from your Station ID, and the number of pages you’re sending. If you have **COVERPG SETUP** set to **ON** (Function menu 3-1), the number of pages remains blank.

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

See  
“Setting  
Station ID”  
chap. 4

1 . NOTE 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 of “Entering Text” in chap. 4 to help enter characters.

## Cover Page for Next Fax Only

Make sure Station ID is set up (chapter 4). This feature does not work without the Station ID.

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

- 1 Insert the document in the feeder.
- 2 Press **Menu, 3, 1**.
- 3 Press **Set** when the screen displays **NEXT FAX ONLY**.
- 4 Press ◀ or ▶ to select **ON** (or **OFF**).
- 5 Press **Set**.
- 6 Press ◀ or ▶ to view the comment selections.

1 . NOTE OFF

2 . PLEASE CALL

3 . URGENT

4 . CONFIDENTIAL

5 . (user defined)

6 . (user defined)

- 7 Press **Set** when the screen displays your selection.
- 8 Enter two digits to indicate the number of pages you are sending. (Enter 00 to leave the number of pages blank.) If you make a mistake, press ◀ to back up and re-enter the number of pages.
- 9 Press **Set**. The screen displays:

ACCEPTED

NEXT

1 . YES 2 . NO

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

### Always Send Cover Page

Make sure Station ID is set up (chapter 4). This feature does not work without the Station ID.

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

- 1 Press **Menu, 3, 1**.
- 2 Press ◀ or ▶ to select.

COVERPAGE : OFF

COVERPAGE : ON

- 3 Press **Set** when the screen displays **COVERPAGE:ON**. (If you select **ON**, a coverpage is always sent when you send a fax.)

- 4 If you selected **ON**, the screen displays the cover page comment options. Press ◀ or ▶ to view comment selections.

1 . NOTE OFF

2 . PLEASE CALL

3 . URGENT

4 . CONFIDENTIAL

5 . (user defined)

6 . (user defined)

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

ACCEPTED

NEXT

1 . YES 2 . NO

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

### Using a Printed Cover Page

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

- 1 Press **Menu, 3, 1**.
- 2 Press ◀ or ▶ to select **PRINT SAMPLE**.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Start**. Your machine prints a copy of your cover page.

=== COVER PAGE ===

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

FAX: \_\_\_\_\_

TEL: \_\_\_\_\_

PAGE[S] TO FOLLOW

COMMENT:

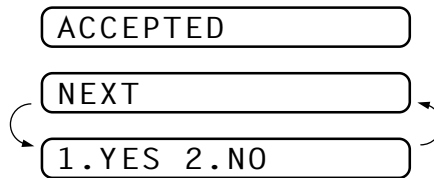
## Cover Page Message

---

You can set up two custom comments.

### Composing Your Own Comments

- 1 Press **Menu**, **3**, **2**. The screen displays: **COVERPAGE NOTE**.
- 2 Use ◀ or ▶ to choose position 5 or 6 for your customized comment.
- 3 Press **Set**.
- 4 Use the dial pad to enter your customized comment. (See pages 32 to 34).
- 5 Press **Set**. The screen displays:



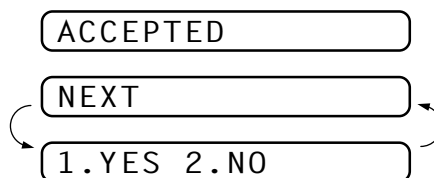
- 6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and exit.

## Contrast

---

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

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



- 5 Press **2** if you are finished choosing settings, and go to Step 6—**OR**—Press **1** if you want to select additional settings. The display returns to Setup Send menu.
- 6 Enter a fax number and press **Start** to send a fax—**OR**—Press **Copy** to make a copy.



*See  
“Multiple  
Resolution  
Transmission”  
in this  
chapter*

## Resolution

When you have a document in the feeder, you can use the **Resolution** key. Press **Resolution** continuously until you see your selection on the screen.

**Standard**—suitable for most typed documents.

**Fine**—good for small print; transmits a little slower than standard resolution.

**Super Fine**—good for small print or artwork; transmits slower than fine resolution.

**Photo**—use when document has varying shades of grey; slow transmission time.

---

## Advanced Sending Operations

### Overseas Mode

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

- 1 Insert the document.
- 2 Press **Menu**, **3**, **5**.

5 . OVERSEAS MODE

- 3 Press ◀ or ▶ to select **ON** (or **OFF**).
- 4 Press **Set** when the screen displays your selection. The screen displays

ACCEPTED

NEXT

1 . YES 2 . NO

- 5 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.
- 6 Enter the fax number you're calling.
- 7 Press **Start**.

## Memory Transmission

---

You can scan a fax into the machine's memory to be sent as soon as the scan is complete. This way, you don't have to wait for the entire fax to be transmitted before you retrieve your original.

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 Quick Scan operation.

- 1 Insert the document in the feeder.
- 2 Press **Help/Memory**. The screen indicates how much memory is available.
- 3 Enter the fax number.
- 4 Press **Start** to begin scanning the document into memory. Once the scan is complete, the machine dials the call.

## Call Reservation

---

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

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

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

CALL RESERVE : OFF

CALL RESERVE : ON

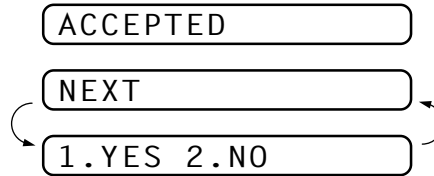
- 3 Press ◀ or ▶ to select **ON** (or **OFF**).
- 4 If you set Call Reservation to **ON**, press **Set** when the screen displays your selection. The screen displays the current setting for Call Back Message.

CALL MESSAGE : OFF

CALL MESSAGE : ON

- 5 Press ◀ or ▶ to select **ON** (or **OFF**).

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



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



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

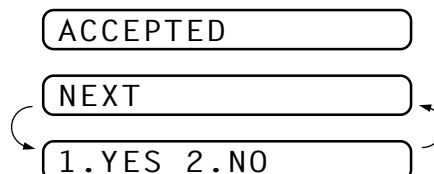
## Print Sample Call Back Message

- 1** Press **Menu, 3, 6**.
- 2** Press **◀** or **▶** to select **PRINT SAMPLE**.
- 3** Press **Set**.
- 4** Press **Start**.

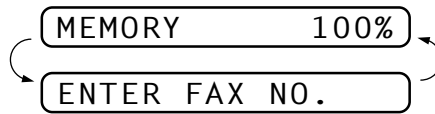
## Delayed Transmission (Timer)

You can use this function to send a fax up to 24 hours later.

- 1** Insert the document in the feeder.
- 2** You can press **Help/Memory** to use memory transmission—**OR**—leave the document in the feeder to be scanned at the specified time.
- 3** Press **Menu, 3, 7**.
- 4** Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM).
- 5** Press **Set**. The screen displays



- 6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 7. The screen prompts you to enter the fax number.



- 7 Enter the fax number, and press **Start**. The machine will wait until the time you have entered to send the fax.

## Broadcasting

See  
“Setting  
Number  
Groups for  
Broadcasting”  
chap. 7

Using the numbers you have stored in Groups, One Touch and Super Tel-Index memory, you can “broadcast” faxes automatically to up to 48 different locations in a few simple steps.

- 1 Insert the document in the feeder.
- 2 Press **Help/Memory**. The screen displays how much memory is available.
- 3 Enter the One Touch and Super Tel-Index numbers (one after the other) or Group Number you have stored.
- 4 Press **Start**. The machine stores the document in memory, then transmits it to all the numbers you entered. If the line is busy, the machine will retry.

Press **Stop** during transmission to cancel the current fax broadcast.



## Next-Fax Reservation

Even if your fax is receiving another fax, you can set your machine to send your fax next. This way, you don’t have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial or One Touch dialling. (When you use One Touch Dial, only the memory location—not the name of the person you’re calling—is displayed.)

- 1 Insert the documents in the feeder. If necessary, press **Resolution** to adjust resolution.
- 2 Enter the fax number.
- 3 Press **Start**.
- 4 Press **Set**. The screen displays

NEXT - FAX RESERVD

- 5 To cancel the reservation, remove the documents and press **Stop**.

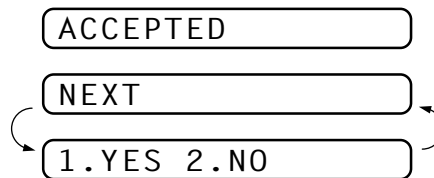


You can't use this feature if there is a document waiting in the feeder (possibly for Delayed Transmission or Polling Transmit), or when the timer has been interrupted. Also, you can't use Super Tel-Index for this feature.

## 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 Inset documents in feeder, then press **Menu, 3, 4**.
- 2 Use ◀ or ▶ to select resolution for page 1, then press **Set**.
- 3 Repeat Step 2 for subsequent pages. Press **Stop** when you're finished. The screen displays:



- 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. The screen prompts you to enter the fax number you want to call.
- 5 Enter the fax number you're calling, and press **Start**.

If you want to copy a document using multiple resolutions, press **Copy** in Step 5.



## Setup for Polling Transmit

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

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

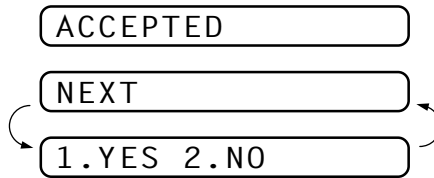


- 4 Press ◀ or ▶ to choose **STANDARD**.

See  
“Interrupting  
Timer and  
Polling  
Transmit  
Jobs”  
in this  
chapter



- 5 Press **Set**. The screen displays



- 6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 7.
- 7 Press **Start**. The screen displays **POLLED WAITING**.

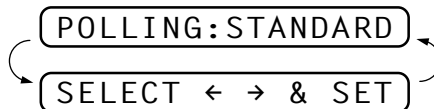
Once you set this feature, you will have to interrupt the timer to send a fax (**Menu, 5**).

If you prefer to have the document waiting in memory, press **Help/Memory** before pressing **Start**. In that case, you do not have to interrupt the timer to send a fax.

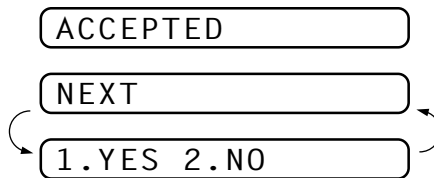
### Setup for Polling Transmit with Secure Code

When you set **POLLING:SECURE** to on, anyone who polls your machine must enter the polling ID number.

- 1 Place document in feeder.
- 2 Press **Menu, 3, 8**.
- 3 The screen displays



- 4 Press **◀** or **▶** to choose **SECURE**.
- 5 Press **Set**.
- 6 Enter a four-digit number.
- 7 Press **Set**. The screen displays



- 8 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.
- 9 Press **Start** and wait for the fax to be polled.

## Canceling a Scheduled Job

---

You can cancel tasks you've scheduled such as Timer or Polling Transmit.

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

4 . CANCEL JOB

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

—OR—

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

- 3 Press **1** to cancel—OR—Press **2** to quit without cancelling.
- 4 Press **Stop** to exit.

## Interrupting Timer and Polling Transmit Jobs

---

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

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

INSERT DOCUMENT

- 3 Place the document you want to send now in the feeder.
- 4 Enter the number for the fax you want to send now.
- 5 Press **Start**.
- 6 After the transmission is finished, return the first document to the feeder.
- 7 Press **Menu, 5** to restore the timer.



If you set Timer or Polling Transmit using **Help/Memory** (that is, if you have already scanned the document into the machine's memory and will send it from there), you don't have to interrupt to send a fax or make a copy.

## Multiple Transmission

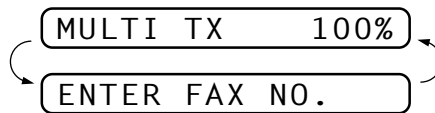
---

Use this feature to send several different faxes to several destinations at once. For example, you can automatically fax “Document A” to one destination and “Document B” to another destination.

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

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

- 1 Insert “Document A” into the feeder.
- 2 Press **Shift + Help/Memory** together to send by Multiple Transmission. The screen displays remaining memory.



- 3 Enter the fax number. (Or a series of numbers if you are broadcasting.)
- 4 Press **Start** to start scanning documents.
- 5 Insert “Document B” within 30 seconds after “Document A” has been scanned. (If you wait more than 30 seconds to scan another document, the machine will begin to send the document(s) it has in memory.)
- 6 Repeat the Steps 2, 3, 4.
- 7 Insert “Document C” within 30 seconds of “Document B” being scanned. (If there are no further pages after 30 seconds, your fax machine starts sending “Document A” and “B”.)
- 8 Repeat Steps 2, 3 and 4.
- 9 After 30 seconds, your fax machine will start sending the documents in scanned order.



## CHAPTER SEVEN

# Setup Quick-Dial Numbers

## Storing Numbers for Easy Dialling

You can set up your machine to do three types of easy dialling: One Touch, Super Tel-Index and Groups for Broadcasting of faxes.

### Storing One Touch Dial Numbers

*See  
“One Touch  
Dialling”  
chap. 8*

You can store 16 fax/phone numbers that you can dial by pressing one key. You can also store names with these numbers. When you press a Quick-Dial key, the screen displays the name or number as the call is dialled.

*Quick-Dial keys are not the dial pad keys. They are the 8 keys (numbers 1-16) located to the right of the dial pad. One Touch Numbers 9-16 are accessed by holding down **Shift** while you press the appropriate Quick-Dial key.*

- 1 Press **Menu, 6, 1**.
- 2 Press the Quick-Dial key where you want to store a number. The screen displays the location you selected.
- 3 Enter a number (up to 20 digits).
- 4 Press **Set**. The screen prompts you to enter a name for this number.

NAME :

- 5 Use the dial pad to enter the name (up to 15 characters). You can use the chart of Entering Text in chapter 4 to help you enter letters—**OR**—Go to Step 6 to store the number without a name.

- 6 Press **Set**. The screen prompts you to select the type of number this is. Use ◀ or ▶ to select the type you want.

**FAX** a fax only number  
**TEL** a telephone (voice) number  
**F/T** both a fax and telephone (voice) number

- 7 Press **Set**.

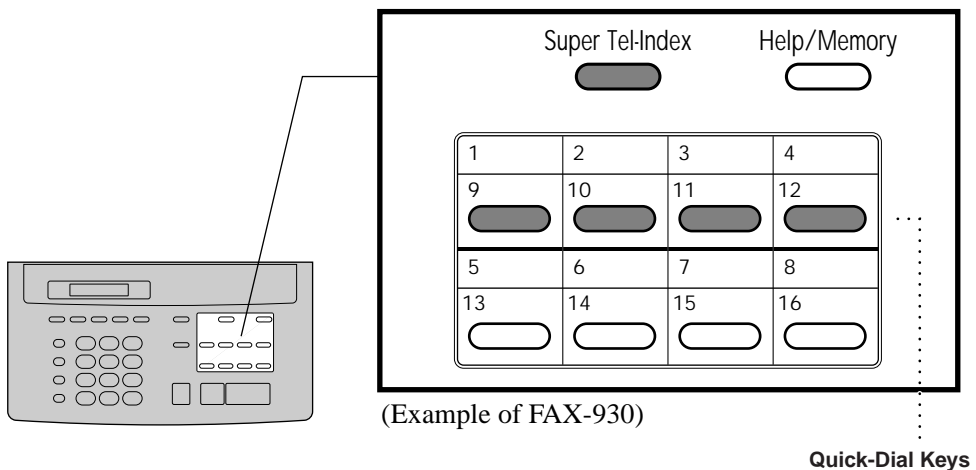
- 8 Return to Step 2 to store another One Touch dial number—**OR**— Press **Stop** to exit.

When you dial a One Touch dial number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.

## Super Tel-Index

The upper row (1-4) of Quick-Dial keys have dual functions. When used with **Super Tel-Index** they can store a total of 32 names and numbers. This is known as Super Tel-Index dial.

Once you have registered Super Tel-Index names and numbers on Quick-Dial keys 1-4, you can search for a name alphabetically using the LCD. This is an ideal way to give up to four people their own private “directory” of fax and phone numbers. You could have one Super Tel-Index key for mum's use, one for dad's, one for Paul's phone and fax numbers and one for Jane's. Or you might use one Super Tel-Index key to store numbers for your friends, another Super Tel-Index key to store numbers for your family and another to store numbers for restaurants.



### Assigning Each of the Four Super Tel-Index Keys a Name

The key names stored here are always displayed when you use the Super Tel-Index feature. Assign a name to each of the four Super Tel-Index keys.

- 1 Press **Menu, 6, 2**. The screen displays

SELECT QUICKDIAL

- 2 Press one of the 4 upper Quick-Dial keys you want to use as the **Super Tel-Index**. The 4 upper Quick-Dial keys 1 to 4 are assigned to Super Tel-Index groups A to D respectively. For example, if you press Quick-Dial key 1, the screen displays

A :  
ENTER & SET

- 3 Use the dial pad to enter the group name. (Up to 15 characters.)  
For example, this might be “Mum’s numbers” or just “mum”, or it might be “restaurants”.
- 4 Press **Set**. Return to Step 2 to enter another key name—**OR**—Press **Stop** to exit.

### Storing Numbers to Each Key

You can store up to 32 names/numbers in total on the four Quick-Dial keys. Even if you lose electrical power, numbers stored in memory will not be lost.

- 1 Press **Menu, 6, 3**. The screen prompts you to enter a location.

SELECT QUICKDIAL

- 2 Press one of 4 upper Quick-Dial keys you want to use as the **Super Tel-Index**.
- 3 The screen displays the smallest box number have not been stored, then prompts you to enter the number you’re storing.

A01 :  
ENTER & SET

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

NAME :

- 6 Use the dial pad to enter the name (up to 15 characters). You can use the chart of “Entering Text” in chapter 4 to help you enter letters—**OR**—Press **Set** and go to Step 7 to store the number without a name.
- 7 Press **Set**.
- 8 The screen prompts you to select the type of number this is. Use ◀ or ▶ to select the type you want.
  - FAX** a fax number
  - TEL** a telephone (voice) number
  - F/T** both a fax and telephone number
- 9 Press **Set**.
- 10 Return to Step 3 to store another number—**OR**—Press **Stop** to exit.



See  
“Printing  
Reports”  
chap. 12

Be careful that One Touch and Super Tel-Index numbers are stored correctly. Incorrectly dialed numbers cause unnecessary inconvenience to others, network congestion and cost to you.

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

## Changing Stored Numbers as Super Tel-Index

- 1 Press **Menu, 6, 3**. The screen prompts you to enter a location.

SELECT QUICKDIAL

- 2 Press one of 4 upper Quick-Dial keys you want to change the registered number.

A : MOTHER

In case some numbers have been already stored to this key, the LCD will start showing from the empty box.

- 3 Press ◀ or ▶ to select the number/name you want to change.
- 4 Press **Set**. The screen prompts you to enter a new number.

A04 : 0528242811

ENTER & SET

- 5 Enter a new number.
- 6 Press **Set**. The screen prompts you to enter the name with this number.

NAME : MIKE

ENTER & SET

- 7 Enter a new name.
- 8 Press **Set**.
- 9 Follow the directions from Step 8 in “Storing Numbers to Each key”.

## How to use Quick-Dial Keys as Super Tel-Index Keys

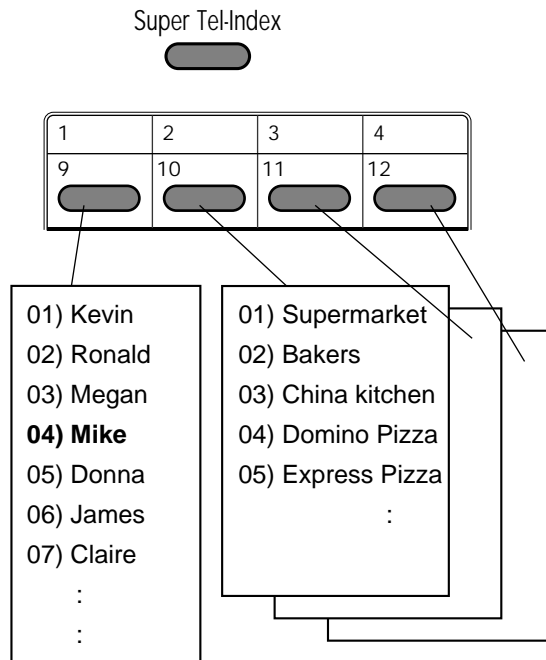
*See  
“Super  
Tel-Index  
Dialling”  
chap. 8*

### Searching for a Name on the LCD

Once you have stored names/numbers on each of the keys, they may be displayed alphabetically on LCD.

For example, if you stored names and numbers as shown below, you can make a call to “MIKE” in following way.

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 Press **Super Tel-Index**, then Quick-Dial key 1.  
(Make sure that the LCD shows the correct name of the group.)
- 3 Press ◀ or ▶ or Quick-Dial key 1 repeatedly until “MIKE” appears on the LCD.
- 4 Press **Start**.



(Example of FAX-930)

*See  
“Printing  
Reports”  
chap. 12*

## Speed-Dialling

Each name and number stored to each of the keys will be kept in the memory in stored order, though they will be displayed in alphabetical order on the LCD. (We recommend that you print out and use the Quick Dial list which shows the stored names/numbers in stored order. If you stored names and numbers, you can make a call to “MIKE” in following way.

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 Press **Super Tel-Index**, then Quick-Dial key 1.  
(Make sure that the LCD shows the correct name of the group.)
- 3 Press 0 and 4 on the dial pad.

## Changing One Touch and Super Tel-Index Numbers

If you try to store a One Touch or Super Tel-Index number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either change it or exit.

1 . CHANGE 2 . QUIT

- 1 Press **1** to change the number stored, or press **2** to exit without making a change.
- 2 Enter a new number.
  - If you want to erase the number, press **Stop** when the cursor is to the far left of the digits.
  - If you want to change a digit, use ◀ or ▶ to position the cursor under the digit you want to change, then enter it.
- 3 Follow the directions in Storing One Touch Dial Numbers or Assigning Each of the Four Super Tel-Index keys a Name or Storing Numbers to Each key.

## Setting Number Groups for Broadcasting

*See  
“Storing  
One Touch  
Dial  
Numbers”  
and  
“Super Tel-  
Index”  
in this  
chapter*

Number Groups allow you to send the same fax message to many fax numbers by pressing only one Quick-Dial key (Broadcasting). **First**, you’ll need to store each fax number as a One Touch or Super Tel-Index number. **Then**, you can combine them into a Number Group. Each Number Group uses a Quick-Dial key. Finally, you can have up to 6 small Number Groups, or you can assign up to 47 numbers to one large Group.

- 1 Press **Menu, 6, 4**. The screen displays

SELECT QUICKDIAL

- 2 Select a Quick-Dial key where you wish to store the number. (For example, press Quick-Dial key **2** to use as a Group.)
- 3 Use the dial pad to enter the group number (for example, press **1** for Group 1).



- 4 Press **Set**. Enter the One Touch or Super Tel-Index numbers in this group. For example, for One Touch **5**, press \* and **0, 5** on the dial pad. For Super Tel-Index number **A11**, Quick-Dial key **1** and **1, 1** on the dial pad.

G01:\*05A11\_

- 5 Press **Set**. The screen prompts you to enter a name.



- 6 Use the dial pad and the chart of “Entering Text” in chapter 4 to enter a name for the group (for example, NEW CLIENTS).
- 7 Press **Set**.
- 8 Press **Stop** to exit.



You can print a list of all One Touch and Super Tel-Index numbers. Group numbers will be marked in the column of “**GROUP**”. See chapter 12, “Printing Reports”.





## CHAPTER EIGHT

# Telephone (Voice) Operation

---

## *Making Voice Calls*

You can use your machine to make voice telephone calls, by dialling manually or by using One Touch or Super Tel-Index memory. You can use the handset or if you have the FAX-930 or FAX-940 E-mail you can use the Speakerphone to make and receive calls.

The “full-duplex” digital Speakerphone allows you to operate the phone hands free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speakerphone, make sure that you speak clearly. If the other party has difficulty hearing you, move closer to the microphone.

### Manual Dialling

---

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

- 1** Pick up the handset—**OR**—Press **Speaker Phone**.
- 2** When you hear a dial tone, dial the number, using the dial pad.  
On the FAX-930 or FAX-940 E-mail, you can switch from handset to Speakerphone by pressing **Speaker Phone**, then replacing the handset. You can switch from Speakerphone to handset by lifting the handset.
- 3** To hang up, replace the handset if you are lifting the handset—**OR**—Press **Speaker Phone**.

See  
 “Storing One  
 Touch Dial  
 Numbers”  
 chap. 7



## One Touch Dialling

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 When you hear a dial tone, press the Quick-Dial key of the location you want to call.
- 3 To hang up, replace the handset—**OR**—Press **Speaker Phone**.

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

If you are sending a fax, press **Start** after pressing the Quick-Dial key. If you picked up the handset, press **Start** when the receiving fax machine answers with fax tones.

## Super Tel-Index Dialling

See  
 “Assigning  
 Each of the  
 Four Super  
 Tel-Index  
 Keys a Name”  
 chap. 7

Once you have registered a name and a number as a Super Tel-Index dialling number, you can search for that name alphabetically on LCD using **Super Tel-Index**. You can also dial a number directly by pressing **Super Tel-Index**, Quick-Dial key and then 2-digit number on the dial pad. To make sure of where the target name or number is stored, print the Quick-Dial List (see chapter 12).

### Pattern A

- 1 Pick up the handset—**OR**—Press **Speaker Phone**, and then press **Super Tel-Index**.
- 2 Press any of 4 upper Quick-Dial keys.
- 3 Press the Quick-Dial key or ◀ or ▶ repeatedly to search the memory.
- 4 When the screen displays the name/number you want to call, press **Start** to begin dialling.
- 5 When the call is over, hang up, or press **Speaker Phone**.

### Pattern B

- 1 Pick up the handset—**OR**—Press **Speaker Phone** and press **Super Tel-Index**.
- 2 Enter the first letter of the name you’re looking for using the dial pad.
- 3 Press ◀ or ▶ to search the memory.
- 4 Press **Start** to begin dialling.
- 5 When the call is over, hang up, or press **Speaker Phone**.

See  
 “Storing  
 Numbers to  
 Each Key”  
 chap. 7

See  
 “Transmission  
 Verification  
 Report”  
 chap. 12



See  
 “Select  
 Answer  
 Mode”  
 chap. 5

## Mute

---

- 1 Press **Verify/Mute** to put a call on hold.
- 2 You can put down the handset without disconnecting the call.
- 3 Pick up the machine’s handset or press **Speaker Phone** to release the call from hold.

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

## Pause

---

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

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

## Tone/Pulse

---

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

- 1 Lift the handset.
- 2 Press **#**. Any digits dialled after this sends tone signals.
- 3 When you hang up, the machine returns to pulse dialling service.

## F/T (FAX/TEL) Mode

---

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

## On Hook Dialling

---

- 1 Dial the number by using the dial pad or Quick-Dial keys.
- 2 The number you are dialling, or the name you have stored for One Touch or Super Tel-Index is displayed on the LCD.
- 3 Press **Start**.

- 4 Pick up the handset when you hear the other end from the monitor speaker. If you press **Tel** before lifting the handset, the call will be disconnected. (Only for FAX-920 and MFC-925).

On the FAX-930, you can now speak to the party at the other end without lifting the handset when you hear the other end from the speaker. Press **Speaker Phone** when you finish the conversation.

## Answering Calls with the Speakerphone (Only for FAX-930 and FAX-940 E-mail)

---

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

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

## Tel Key (Only for FAX-920 and MFC-925)

---

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

## CHAPTER NINE

# Remote Fax Options

## (FAX-920 and MFC-925)

This chapter is for Models FAX-920 and MFC-925. If you have model FAX-930 your remote fax options are handled by the Message Manager. Please see chapter 10, Message Manager and chapter 11, Message Manager Plus.

### Fax Forwarding



You cannot use Fax Forwarding when “Fax Storage” is set to **OFF**.

#### Programming a Fax Forwarding Number

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

- 1 Press **Menu, 8, 1**.
- 2 Press **◀** or **▶** to select **ON** (or **OFF**).

FAX FWD: ON

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

FWD#:

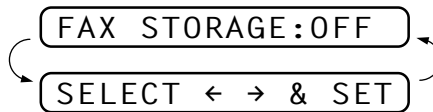
ENTER & SET

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

## Setting Fax Storage

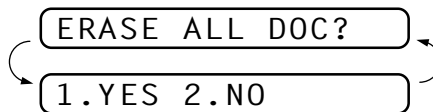
If you set Fax Storage to **ON**, you will be able to retrieve fax messages from another location, using Fax Forwarding or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory.

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



- 2 Press **◀** or **▶** to select **ON** (or **OFF**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

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



If you press **1**, all fax data is erased and Fax Storage is turned off. If the fax data in memory has not been printed before, it will be printed first, and then erased. If you press **2**, data is not erased, and Fax Storage remains on.



See  
 “Printing a  
 Fax in  
 Memory  
 (Only for  
 FAX-920 and  
 MFC-925)”  
 chap. 5

## Changing the Remote Access Code

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

- 1 Press **Menu, 8, 3**.
- 2 Enter a three-digit number from 000 to 900. The \* cannot be changed. Do not use the same digits that appear in your Remote Activation or Deactivation Code.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

---

## Remote Retrieval

You can call your machine from any touch tone phone (or remote Group 3 fax machine) and use a Remote Access Code and other button presses to retrieve fax messages.

### Using Your Remote Access Code

---

- 1 Dial your fax machine phone number from a touch tone phone.
- 2 When your fax machine answers and beeps, immediately enter your Remote Access Code (159\*).
- 3 The fax machine signals the kinds of messages received:
  - 1 long beep—Fax message(s)
  - No long beep—no messages
- 4 The fax machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.
- 5 Press **9 0** to reset the machine when you finish.
- 6 Hang up.



If your fax machine is set to MANUAL mode, you can access your machine remotely by phoning it and letting it ring for about 100 seconds. Your fax machine will answer the phone after 100 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.

### Remote Commands

---

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

#### Change Fax Forwarding Setting

Press **9 5**

*then to*

**Turn Fax Forwarding OFF**—Press **1**.

**Turn Fax Forwarding ON**—Press **2**.

**Program Fax Forward Number**—Press **4**. Automatically, the machine will turn Fax Forwarding **ON**.

**Turn Fax Storage ON**—Press **6**.

**Turn Fax Storage OFF**—Press **7**. Only possible if there are no faxes in memory or all faxes have been erased (by using Remote Control **9 6 3**).

### **Retrieve a Fax**

Press **9 6**

*then to*

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

**Retrieve all faxes**—Press **2**, then enter the number of remote fax machine and the **# #**. After the beep, hang up and wait.

**Erase all fax messages**—Press **3**. If the fax data in memory has been printed before, it will be printed first, and then erased.

### **Check the Receiving Status**

Press **9 7**

*then for*

**Fax messages**—Press **1**.

**1 Long Beep**—Received messages.

**3 Short Beeps**—No messages.

### **Change Answer Mode**

Press **9 8**

*then for*

**TAD**—Press **1**.

**F/T**—Press **2**.

**FAX**—Press **3**.

### **Exit Remote Operation**

Press **9 0**



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

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

- 5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List to the fax machine that you are calling from.



## Retrieving Fax Messages

---

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

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

- 5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. The fax machine that you are calling from prints your fax messages.



## Changing the Fax Forwarding Number

---

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

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



You cannot use \* and # as dial numbers. However, if you want to store a pause, press #. Also, if your fax machine is connected to a PABX, you can press # first before the fax machine's number. The # works as well as R key.

- 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 fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List showing the new forwarding number to the fax machine that you are calling from.

- 8** Check the forwarding number.

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

## CHAPTER TEN

# Message Manager

(Only for FAX-930  
and FAX-940 E-mail)

---

## *Message Manager Mode*

*See  
“Recording  
Message  
Manager  
Outgoing  
Message”  
in this  
chapter*

Message Manager Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores **15** minutes of voice messages, or up to **20** pages of fax messages. The actual number of pages stored in memory varies depending on the content and the resolution used. Memory is shared between fax and voice messages, which are stored on a “first-come, first-served” basis. Any voice or fax message can be retrieved remotely.

You must record an Outgoing Message in order to use the Message Manager Mode.

### **Flexible Memory Settings (Message Store)**

---

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


- 1. DOC:ON, VOICE:ON** Both voice and fax messages are stored. You can use the Fax Forwarding or Paging features and retrieve voice and fax messages remotely.
- 2. DOC:ON, VOICE:EXT** You need an external answering machine connected to the fax machine for this setting. Fax messages are stored in the Message Manager memory, but voice messages are stored in your external answering machine. Retrieve voice messages from the external answering machine. You cannot use the Paging feature for voice message with this setting.

- 3. DOC:ON, VOICE:OFF** All memory is used to store fax messages—no voice messages will be stored.
- 4. DOC:OFF, VOICE:ON** All memory is used to store voice messages—no fax messages will be stored. Incoming faxes will print on paper. You can use the Paging feature, and retrieve voice messages remotely.
- 5. DOC:OFF, VOICE:EXT** You need an external answering machine connected to the fax machine for this setting. Incoming faxes are not stored in memory, but will print on paper. Voice messages are stored in the external answering machine.
- 6. DOC:OFF, VOICE:OFF** Incoming faxes are not stored in memory, but will print on paper. Voice calls are not stored in memory.

## Setting Up Message Manager

---

You must set up Message Manager in the following order:

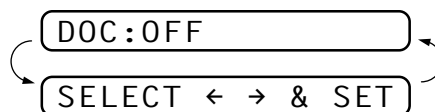
- 1** Set the Message Store.
- 2** Record the Message Manager's Outgoing Message (**TAD MESSAGE**).
- 3** Turn Message Manager Plus **OFF** (**Menu, 9, 1**) if it is **ON** (Only for FAX-930).
- 4** Activate Message Manager (TAD) Mode by pressing .

## Setting the Message Store

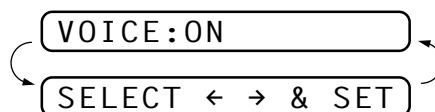
---

Select the setting from the descriptions of “Flexible Memory Settings”.

- 1** Press **Menu, 8, 1**. The screen prompts you to choose a **DOC** (Document) setting.



- 2** Press **◀** or **▶** to select **ON** (or **OFF**).
- 3** Press **Set**. The screen prompts you to choose a **VOICE** setting.



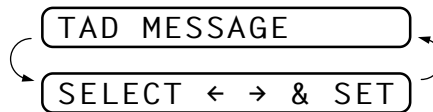
- 4 Press ◀ or ▶ to select your setting from the list (**ON**, **OFF** or **EXT**).
- 5 Press **Set** when the screen displays your selection.
- 6 Press **Stop** to exit.

## Recording the Message Manager's Outgoing Message (TAD MESSAGE)



Recording the Message Manager's Outgoing Message (**TAD MESSAGE**) is the second step you need to follow before you can turn on the Message Manager. Make sure your OGM (Outgoing Message) is less than 20 seconds long.

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



- 2 Press ◀ or ▶ to reach

TAD MESSAGE

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

- 3 Press **Set**.
- 4 Press **Record**, then pick up the handset to record a message.

**For example:** *Hello. We are unable to take your call at this time. Please leave a message after the signal. If you wish to send a fax, please press \*51, wait for the fax tones, then press the start button on your machine.*

- 5 Replace the handset. The Message Manager plays your OGM.
- 6 Press **Stop** to exit.

## Listening the Outgoing Message (OGM)

- 1 Press **Menu, 8, 3**.
- 2 Press ◀ or ▶ to select **TAD MESSAGE** (or **F/T MESSAGE** or **PAGING MSG.**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Play** to hear the OGM. Adjust volume by pressing Speaker Volume ▼ or ▲.
- 5 Press **Stop** to exit.

See  
"Record  
Fax/Tel  
Outgoing  
Announcement"  
chap. 5

## Erasing the Outgoing Message (OGM)

- 1 Press **Menu, 8, 3**.
- 2 Press **◀** or **▶** to select **TAD MESSAGE** (or **F/T MESSAGE** or **PAGING MSG.**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Erase**.
- 5 Press **1** to erase the OGM—**OR**—Press **2** to exit without erasing.
- 6 Press **Stop** to exit.

## Activating Message Manager Mode

Press and hold  until the screen displays

TAD:MSG MGR

## Message Indicator

Message Indicator light flashes when you have voice messages and/or faxes waiting for your review. Once you listen to the message or print the fax, the light stops flashing.

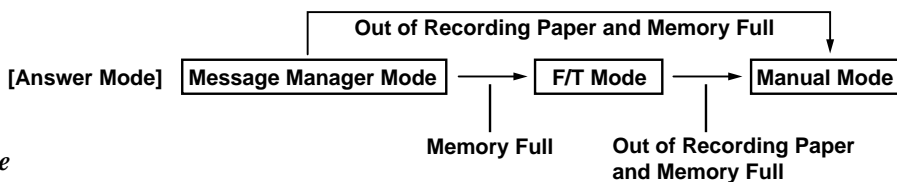
The LCD screen displays the total number of voice (including memos) and/or fax messages stored in Message Manager memory.

VOICE:03 DOC:02



## What Happens When the Memory Is Full...

If the memory becomes full when you have set your machine to Message Manager mode, the machine will change to F/T mode automatically. In this mode, the machine can accept incoming faxes automatically. Then, if your machine should run out of paper, the answer mode will shift automatically to manual mode. In manual mode the call is not answered, so your caller will know to try again later.



*See  
"Printing  
Reports and  
Lists"  
chap. 12*

Print the Memory Status List and select the item to be cleared. This will clear space for new messages and faxes to be stored in memory.

## Playing Voice Messages and Memos

---

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

- 1 Press **Play**. Adjust volume by pressing **▲** or **▼**.

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

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

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

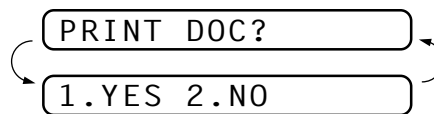
- 2 Press **\*** (RWD) at the end of the message to repeat a message. Use **#** (FWD) to skip to the next message. You can press **\*** and **#** repeatedly until you reach the message you want to play.
- 3 Press **Stop** to exit.

## Printing a Fax Message

---

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

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



- 3 To print the fax messages, press **1**.

—OR—

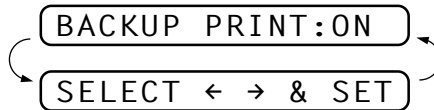
Press **2** to exit without printing.

## Backup Printing Option

---

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

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



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

## Erasing Messages

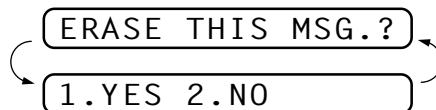
---

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

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

### To erase voice messages individually

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

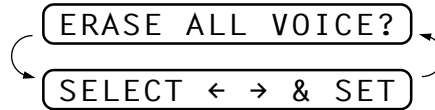


- 3 Press **1** to erase the message  
—OR—  
Press **2** to cancel.
- 4 Press **Stop** to exit.



### To erase messages all at once

- 1 Press **Erase**. The screen prompts you to choose what kind of messages you want to erase.

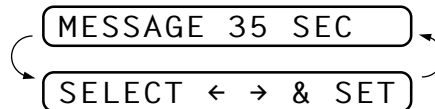


- 2 Press **◀** or **▶** to select erasing all voice messages (ALL VOICE), all document messages (ALL DOC.), or all messages—both voice and fax—(ALL MSG).
- 3 Press **Set**.
- 4 Press **1** to erase  
—OR—  
Press **2** to cancel.

### Setting the Maximum Time for Incoming Messages

Your machine comes set to receive voice messages up to 35 seconds long. You can change this setting to any length from 35 seconds to 60 seconds, from 20 seconds to 60 seconds (for Ireland), in 5-second increments. This setting also applies to Personal Mailbox ICM and Memo.

- 1 Press **Menu, 8, 4**. The screen prompts you to select a maximum time.



- 2 Press **◀** or **▶** to select the maximum time setting for incoming messages.
- 3 Press **Set** when the screen displays your setting.
- 4 Press **Stop** to exit.

### Setting the Toll Saver

When you set the Toll Saver feature, the machine answers after 4 rings if you *don't* have messages, and after 2 rings if you *do* have messages. This way, when you call the machine, if it rings 3 times, you know you have no messages, and can hang up, avoiding any toll charge.

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

See  
“Ring Delay”  
chap. 2



- 1 Press **Menu, 2, 1**.
- 2 Press ◀ or ▶ to select **TOLL SAVER** (or **RING DELAY**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press ◀ or ▶ to select **ON** (or **OFF**).
- 5 Press **Set**.
- 6 Press **Stop** to exit.

## ICM Recording Monitor

---

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

- 1 Press **Menu, 8, 5**.
- 2 Use ◀ or ▶ to select **OFF** (or **ON**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

## Recording a Memo

---

A memo is stored and played as a voice message.

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

## Recording a Conversation

---

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

## Fax Forwarding/Paging

---

When Paging is set to ON, your machine dials the pager number you have programmed and, when connected, plays the Paging OGM message you have recorded for 60 seconds. This activates your pager and let you know you have a fax or voice message in the Message Manager memory.

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



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

## Programming a Fax Forwarding Number

1 Press **Menu**, **8**, **6**.

2 Press ◀ or ▶ until the screen displays

FAX FORWARD

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

FWD#:

ENTER & SET

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

5 Press **Set**.

6 Press **Stop** to exit.

You can change a Fax Forwarding number remotely.

## Recording the Paging Outgoing Message (OGM)

Before paging can work, you should first record the Paging OGM.

1 Press **Menu**, **8**, **3**. The screen prompts you to choose an OGM.

TAD MESSAGE

SELECT ← → & SET

2 Press ◀ or ▶ to reach

PAGING MSG.

3 Press **Set**.

4 Press **Record**, then pick up the handset to record a message.

5 Press **Stop**. The Message Manager plays your OGM.

6 Press **Stop**.

## Programming the Paging Number

- 1 Press **Menu, 8, 6**.
- 2 Press ◀ or ▶ until the screen displays

PAGING

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

PAG# :

ENTER & SET

- 4 Enter your paging number up to 20 digits. This is the telephone number which your machine must call.
- 5 Press **Set**.
- 6 Press **Stop** to exit.

You cannot change a Paging number remotely.



## Remote Retrieval

This section is for the FAX-930 and FAX-940 E-mail. (If you have the FAX-920 or MFC-925, please see chapter 9 for your remote fax options.)

You can call your machine from any touch tone phone (or remote Group 3 fax machine set for tone) and use a Remote Access Code and other button presses to retrieve voice (and fax) messages. You can also program and change some settings for your Message Manager.

### Using the Remote Access Code

- 1 Dial your machine phone number from a touch tone phone.
- 2 When your machine answers and beeps, immediately enter your Remote Access Code.
- 3 The machine signals the kinds of messages received:
  - 1 long beep—Fax message(s)
  - 2 long beeps—Voice message(s)
  - 3 long beeps—Fax and Voice message(s)
  - No beeps—no messages

- 4 The machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.
- 5 Press **9 0** to reset the machine when you finish.
- 6 Hang up.



If your fax machine is set to **MANUAL** mode, you can access the Message Manager remotely by phoning your machine and letting it ring for about 100 seconds. Your fax machine will answer the phone after 100 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.

## Changing the Remote Access Code

---

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

- 1 Press **Menu, 8, 7**.
- 2 Enter a three-digit number from 000 to 900. The \* cannot be changed. Do not use the same digits that appear in your Remote Activation or Deactivation Code or Personal Mailbox Codes.
- 3 Press **Set**
- 4 Press **Stop** to exit.



When you call your machine and enter the Remote Access Code, you must press the fourth digit (three-digit number plus \*).

## Remote Control Commands

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

Remote control commands		Detail Operation
<b>91 Playing voice messages</b>	1 ◀ (Skip back)	After one long beep, the machine plays ICM and Memo. Press <b>1</b> while listening to an ICM or Memo to play it again. If you press <b>1</b> before a message, you will hear the previous message.
	2 ▶ (Skip next)	While playing ICM and Memo, you can skip to next message.
	9 STOP Playing	Stop playing the ICM and Memo.
<b>92 Record Memo</b>		After one long beep, you can record a memo. You can stop recording by pressing <b>9</b> .
<b>93 Erase all ICM &amp; Memo</b>		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.
<b>94 Play and Record OGM in memory</b>		
1 Play	1 TAD MSG	The machine plays the selected OGM. You can stop playing OGMs by pressing <b>9</b> .
	2 F/T MSG	
	3 PAGING MSG	
2 Record	1 TAD MSG	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing <b>9</b> .
	2 F/T MSG	
	3 PAGING MSG	
<b>95 Changing Fax Forwarding/Paging setting</b>		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 "Changing Fax Forwarding Number" in this chapter). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then retrieve a Memory Status List by entering <b>9 6 1</b> to make sure that the Fax Forwarding number you registered is correct in the List.
1 OFF		
2 Fax Forwarding		
3 Paging		
4 FAX FWD NO.		
<b>96 Retrieve Fax</b>		Enter the number of a remote fax machine to receive a report or stored fax messages. (See "Retrieving the Memory Status List" and "Retrieving Fax Messages".)
1 Memory Status List		
2 Retrieve all FAX		
	3 Erase FAX in the memory	If you hear one long beep, you can erase the fax message from the memory.
<b>97 Check the receiving status</b>		You can check whether your fax machine has received any Document or Voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
1 Document		
	2 Voice	
<b>98 Change Answer Mode</b>		If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: There is no TAD MSG when you want to change to TAD mode.)
1 TAD		
2 F/T		
	3 FAX	
<b>90 Exit</b>		After a long beep, you can exit remote control.

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

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

- 5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List to the fax machine that you are calling from.



## Retrieving Fax Messages

---

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

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

- 5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. The fax machine that you are calling from prints your fax messages.



## Changing the Fax Forwarding Number

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

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



You cannot use \* and # as dial numbers. However, if you want to store a pause, press #. Also, if your fax machine is connected to a PABX, you can press # first before the fax machine's number. The # works as well as R key.

- 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 fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List showing the new forwarding number to the fax machine that you are calling from.

- 8 Check the forwarding number.

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

There are some fax machines which, having completely received the MEMORY STATUS LIST from your machine, will give an audible "HANDSET UP" or similar alarm, if you keep the line held in readiness for the next command.

In such cases, it may be possible to clear the alarm and enter the next command (e.g. "962" for the RETRIEVE), by pressing the **Stop** once or twice on the receiving machine during the alarm beeping time. If this doesn't work, simply replace the handset, pause, and redial the call, using then the "962" command after your machine answers and accepts your remote access code.





# Message Manager Plus

## (Only for FAX-930)

---

### *Message Manager Plus*

Message Manager Plus works as an additional enhancement of Message Manager and provides you with Personal Mailbox and Voice-on-Demand. Up to five Personal Mailboxes are available. Voice-on-Demand stores voice information messages for someone calling you. These memory boxes allow you to store voice messages that provide callers with more information automatically and effectively, so you don't have to answer the call yourself.

#### **Start with a Plan**

---

Before you can record your outgoing messages (OGMs), you need a plan. Decide what you will store in each Voice Information memory box such as directions to your home or business, and the number you will give it. Choose who will have a personal mailbox. Tell each person with a personal mailbox to prepare to record an OGM and choose a four-digit password.

Prepare one 2nd Level OGM that identifies the type of information in each Voice Information memory box number and another 2nd Level OGM that identifies the name and box number of each person with a Personal Mailbox.

Finally, prepare a 1st Level OGM that identifies your company (or family) and directs callers to either Voice-on-Demand (Voice Information) or Personal Mailbox. Also explain they can just leave a general voice message or send a general fax after the beep.

## Setting Up Message Manager Plus

You must set up Message Manager Plus in the following order: However, if you are using only Voice Information, follow steps 1, 3, 5, 6 and 7. If you are using only Personal Mailbox, follow steps 2, 4, 5, 6 and 7.

- 1 Record Voice-on-Demand information messages. (**Menu, 9, 4**)
- 2 Record Outgoing Message (OGM) and Password for each Personal Mailbox. (**Menu, 9, 3**)
- 3 Record 2nd Level Outgoing Message (OGM) for Voice Information. (**Menu, 9, 2**)
- 4 Record 2nd Level Outgoing Message (OGM) for Personal Mailbox. (**Menu, 9, 2**)
- 5 Record 1st Level Outgoing Message (OGM). (**Menu, 9, 2**)
- 6 Turn Message Manager Plus ON. (**Menu, 9, 1**)
- 7 Activate Message Manager Mode (TAD Mode).

---

## Voice

*Recording, Playing and Erasing Voice Information is included in this section.*

The Voice-on-Demand feature allows you to store voice messages into the memory boxes. You can use the memory boxes to provide callers with more information automatically and effectively, without answering the call yourself.

### Recording Voice Information in Memory Box

- 1 Press **Menu, 9, 4**. The screen prompts you to enter a Voice Memory Box number.

VOICE NO. : \_

- 2 Enter a memory box number (01-50).
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Record**, then pick up the handset. Record a message up to the Incoming Maximum Message Time you've set.
- 5 Replace the handset. The machine plays back your message.
- 6 To leave another message, Start at Step 3.
- 7 Press **Stop** to exit.

*See "Setting Maximum Time for Incoming Messages Time" chap. 10*

## Playing Voice Information in Memory Box

---

- 1 Press **Menu, 9, 4**. The screen prompts you to enter a Voice Memory Box number.

VOICE NO. : \_

- 2 Enter a memory box number (01-50).
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Play**. The machine plays the message stored in the selected memory box. Adjust volume by pressing Volume **▲** or **▼**.
- 5 Press **Stop** to exit.

## Erasing Voice Information in Memory Box

---

- 1 Press **Menu, 9, 4**. The screen prompts you to enter a Voice Memory Box number.

VOICE NO. : \_

- 2 Enter a memory box number (01-50).
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Erase, 1** to erase the voice message stored in the selected memory box.
- 5 Press **Stop** to exit.

---

## *Personal Mailbox*

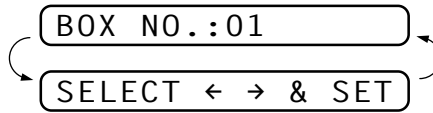
*Recording, Playing and Erasing Personal Mailbox OGMs is included in this section.*

Callers can enter a confidential fax or voice message into one of five personal mailboxes. Each mailbox is accessed by a pre-determined password, to help protect the privacy of multiple fax machine users. The same password is necessary to retrieve these messages remotely.

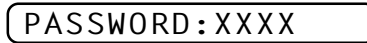
## Recording Personal Mailbox OGM/Password

---

- 1 Press **Menu, 9, 3**. The screen prompts you to select a mailbox number.



- 2 Press **◀** or **▶** to display your selected mailbox number.
- 3 Press **Set** when the screen displays the selected mailbox. The screen then prompts you to enter a 4-digit password.



- 4 Enter the 4-digit code you want to use as your password.
- 5 Press **Set**.
- 6 Press **Record**, then pick up the handset.
- 7 Record an OGM (no longer than 20 seconds) that informs users they can send a fax or voice message.
- 8 Replace the handset. The machine plays back your OGM.
- 9 Press **Stop** to exit.

## Playing Incoming Messages and Memos in Your Personal Mailbox

---

The screen displays whether it has received any messages. If any mailboxes contain messages, the screen will alternately display the numbers of those mailboxes, with how many VOICE and DOCUMENT messages the Message Manager has stored.

To listen to voice messages and memos that have been left in your mailbox, or to print faxes from your mailbox, you will need your 4-digit password.

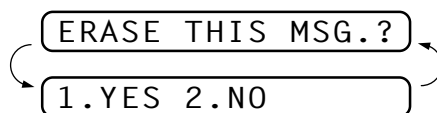
- 1 Press **Play**, while holding down **Shift**.
- 2 Press **◀** or **▶** to display the mailbox number you want to select.
- 3 Press **Set**. The screen then prompts you to enter your 4-digit password.
- 4 Enter your password.
- 5 Press **Set**. The machine plays back voice incoming messages and memos stored in the mailbox, then prints faxes stored in the mailbox.

## Erasing Incoming Messages and Memos from Your Personal Mailbox

You can erase voice incoming messages and memos individually or all at once. You cannot erase fax incoming messages individually.

### To erase an individual message

- 1 Press **Play**, while holding down **Shift**.
- 2 Press ◀ or ▶ to display the number you want to select.
- 3 Press **Set**. The screen then prompts you to enter your 4-digit password.
- 4 Enter your password.
- 5 Press **Set**. The machine begins to play back messages. Each message is preceded by one long beep and followed by two short beeps.
- 6 Press **Erase** immediately after the two short beeps, or while a message is playing to erase it. The screen prompts



- 7 Press **1** to clear  
—OR—  
Press **2** to exit without erasing.

### To erase all messages

- 1 Press **Erase**, while holding down **Shift**.
- 2 Press ◀ or ▶ to display your selected mailbox number.
- 3 Press **Set**. The screen then prompts you to enter your 4-digit password.
- 4 Enter your password.
- 5 Press **Set**.
- 6 Press ◀ or ▶ to select VOICE (erase all voice messages), DOC (erase all fax messages), or MSG (erase all messages).  
If the fax messages in memory have not been printed before, they will be printed, and then erased.
- 7 Press **Set** when the screen displays your selection.
- 8 Press **1** to erase  
—OR—  
Press **2** to exit without erasing.

## Recording a Memo in a Personal Mailbox

- 1 While holding down **Shift**, press **Record**.
- 2 Press **◀** or **▶** to display the mailbox number you want to select. Press **Set**.
- 3 Pick up handset and record your memo (no longer than the Incoming Messages Maximum Time).
- 4 Replace the handset or press **Stop**.

## Remote Retrieval of Incoming Messages and Memos from Your Personal Mailbox

- 1 Dial your machine number from a touch tone phone.
- 2 During the Message Manager Plus OGM (1st Level), immediately enter **0 1 \*** to access Personal Mailbox.
- 3 When you hear the 2nd Level OGM, enter your Personal Mailbox number (**0 1 \* - 0 5 \***).
- 4 When you hear your Personal Mailbox OGM, enter your 4-digit password. If there are no messages, the line will disconnect. If there are messages, you will hear the voice messages begin to play. Press **1** to replay a message while it is playing. Press **2** to skip a message. Press **9** to stop message playback. Press **3** to erase all messages.
- 5 Replace the handset.

*See  
“Recording  
Personal  
Mailbox  
OGM/  
Password”  
in this  
chapter*

# Recording the Second Level OGM

After callers have pressed **0 1 \*** for Personal Mailbox, or **0 2 \*** for Voice-on-Demand, they will need to hear more instructions from you in the 2nd Level OGM. Make sure you tell callers the memory box numbers of specific voice messages (**2 3 \***, **2 4 \***, **2 5 \***, etc.) and the names and mailbox numbers (**0 1 \* - 0 5 \***) for personal mailboxes.

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.
- 2 Use **◀** or **▶** to display **MAILBOX** or **VOICE ON DEMAND**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Record**, then pick up the handset. Record a message no longer than 50 seconds.
- 5 Hang up. The machine plays back the selected second level OGM.
- 6 Press **Stop** to exit.

*Recording,  
Playing and  
Erasing  
Second Level  
OGMs is  
included in  
this section.*

## Playing the Second Level OGM

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.
- 2 Use **◀** or **▶** to display **MAILBOX** or **VOICE ON DEMAND**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Play**. Adjust the volume by pressing **▶** or **◀**.
- 5 Press **Stop** to exit.

## Erasing the Second Level OGM

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.
- 2 Use **◀** or **▶** to display **MAILBOX** or **VOICE ON DEMAND**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Erase, 1**.
- 5 Press **Stop** to exit.

# Recording First Level OGM

This is the announcement all callers will hear. In this announcement, you need to tell callers how to select the option for Personal Mailbox (press **0 1 \***) or Voice-on-Demand (press **0 2 \***). This outgoing message should also tell callers that after the beep they can leave a voice message, or they can send a fax.

*Recording, Playing and Erasing First Level OGMs is included in this section.*

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.

MSG MGR PLUS

SELECT ← → & SET

- 2 Use **◀** or **▶** to display **MSG MGR PLUS**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Record**, then pick up the handset. Record a message no longer than 50 seconds.
- 5 Hang up. The machine plays back the first level OGM.
- 6 Press **Stop** to exit.

## Playing the First Level OGM

---

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.
- 2 Use ◀ or ▶ to display **MSG MGR PLUS**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Play**. Adjust the volume by pressing ▶ or ◀.
- 5 Press **Stop** to exit.

## Erasing the First Level OGM

---

- 1 Press **Menu, 9, 2**. The screen prompts you to select an OGM.
- 2 Use ◀ or ▶ to display **MSG MGR PLUS**.
- 3 Press **Set**. The screen prompts

REC/ERASE/PLAY?

- 4 Press **Erase, 1**.
- 5 Press **Stop** to exit.

---

# *Turning On Message Manager Plus*

This is the final step to turn on Message Manager Plus. You must have already stored information in Personal Mailboxes, or in Voice-on-Demand memory boxes. You must have recorded a 1st Level and a 2nd Level OGM.

- 1 Press **Menu, 9, 1**.
- 2 The screen prompts you to select **ON** or **OFF**.
- 3 Use ◀ or ▶ to select **ON** (or **OFF**).
- 4 Press **Set** when the screen displays your selection.
- 5 Press **Stop** to exit.



## CHAPTER TWELVE

# Printing Reports

## *FAX/MFC Settings and Journal*

You can print the following lists and reports:

**1. XMIT REPORT**

Choose if Transmission Verification Report is printed after all Faxes sent.

**2. JOURNAL**

Journal lists information about the last 30 incoming and outgoing faxes. TX means Transmit; RX means Receive.

**3. QUICK-DIAL**

Lists names and numbers stored in One Touch and Super Tel-Index memory, in numerical order.

**4. SYSTEM SETUP**

Lists settings for **INITIAL SETUP**, **SETUP RECEIVE**, **REMOTE FAX OPT**, **SETUP TAD** and **SETUP MM PLUS**.

**5. MEMORY STATUS**

Lists summary information and amount of occupied memory.

### To Print a Report

- 1 Press **Menu**, **7**.
- 2 Enter the number (see list above) of the report you want to print. For example, press **4** to print the **SYSTEM SETUP**.
- 3 Press **Start**.
- 4 Press **Stop** to exit.

## Transmission Verification (Xmit) Report

---

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

When the feature is **OFF**, the report is printed automatically only if there's an error during transmission. If the report indicates **ERROR**, send the document again. If the report indicates you should check the readability of certain pages, resend those pages.

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

- 1 Press **Menu**, **7**, **1**.
- 2 Press ◀ or ▶ to select **ON** or **OFF**.
- 3 Press **Set**.
- 4 Press **Stop** to exit.



When the machine is idle, you can print the Transmission Verification Report by pressing **Verify/Mute** when you wish to confirm the last transmission was successful or not.

## Journal Period

---

You can set the machine to print activity reports at specific intervals (1, 3, 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 **Menu**, **7**, **2**.
- 2 Press ◀ or ▶ to display:

JOURNAL PERIOD

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

# Important Information

## Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not use this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.
- 9** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

- 11** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall or floor socket does not exceed the socket rating.
- 12** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.
- 14** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 16** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.
- 17** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified Service Personnel under the following conditions:
  - A** When the power cord is damaged or frayed.
  - B** If liquid has been spilled into the product.
  - C** If the product has been exposed to rain or water.
  - D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E** If the product has been dropped or the cabinet has been damaged.
  - F** If the product exhibits a distinct change in performance, indicating a need for service.
- 18** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

## **BABT Approval (For FAX-930/940 E-mail/MFC-925 Only)**

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This apparatus has been approved by the British Approvals Board for Telecommunications, for use of the following facilities:

INTEGRAL MODEM IN GROUP 3 FACSIMILE

LOUDSPEAKING FACILITY (CALL PROGRESS MONITOR)

STORAGE OF TELEPHONE NUMBERS FOR RETRIEVAL BY  
PREDETERMINED CODE

CONNECTION TO AN APPROVED PBX (PRIVATE BRANCH  
EXCHANGE)

OPERATION IN THE ABSENCE OF PROCEED INDICATION

AUTOMATIC STORAGE OF THE LAST NUMBER REDIALLED

SERIES CONNECTION FACILITY

Any other usage will invalidate the approval of the apparatus, if as a result it then ceases to comply with the standards against which approval was granted.

The machine is approved for connection to a single exclusive direct exchange line provided by BT, Kingston-upon-Hull Telecommunications and CATV, and to approved Private Automatic Branch Exchanges (PABXs).

The connection to the BT network must not be hard-wired.

This equipment is NOT approved for connection to the following:

1 + 1 Carrier Systems;

Leased Lines;

Shared Service ("Party") Lines;

As an extension to a Payphone;

**Calls to the emergency services (999) DO NOT remain enabled on the handset in the absence of mains power.**

Stored telephone numbers are retained in the absence of mains power.

The loudspeaking facility (call progress monitor) will not function unless the unit is plugged into the mains and switched on at the power socket of the mains switch if applicable.

This owner's manual has been provided with your machine to help you make use of the functions provided.

This machine must not be connected in conjunction with parallel extension telephones, unless those telephones are connected downstream of this machine. This means that the cable to which any extension device is connected, should be terminated on a BT modular jack plug type 431A which in turn is inserted into the modular socket of the T-shaped line

cord connector of this machine. If these instructions are not followed, the following conditions may occur:

1. The fax machine inadvertently auto-answers in response to outward pulse dialling of an extension telephone.
2. Fax transmissions can be impaired or will fail entirely.
3. Remote activation from extension telephones may not work correctly.

If in doubt about any aspect of telephone extension cabling, contact BT, Kingston upon Hull Telecommunications, your PBX maintainer, your CATV company or a reputable telephone cabling company.

# Troubleshooting and Maintenance

## Troubleshooting

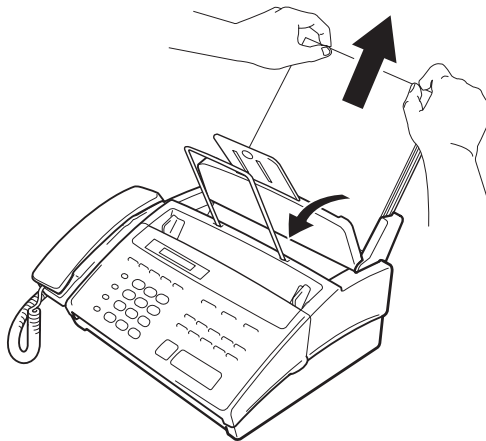
### Error Messages

You may occasionally encounter a difficulty with your machine or telephone line. If this happens, your machine often identifies the problem and displays an error message. The list below explains the most common error messages.

#### CHECK PAPER

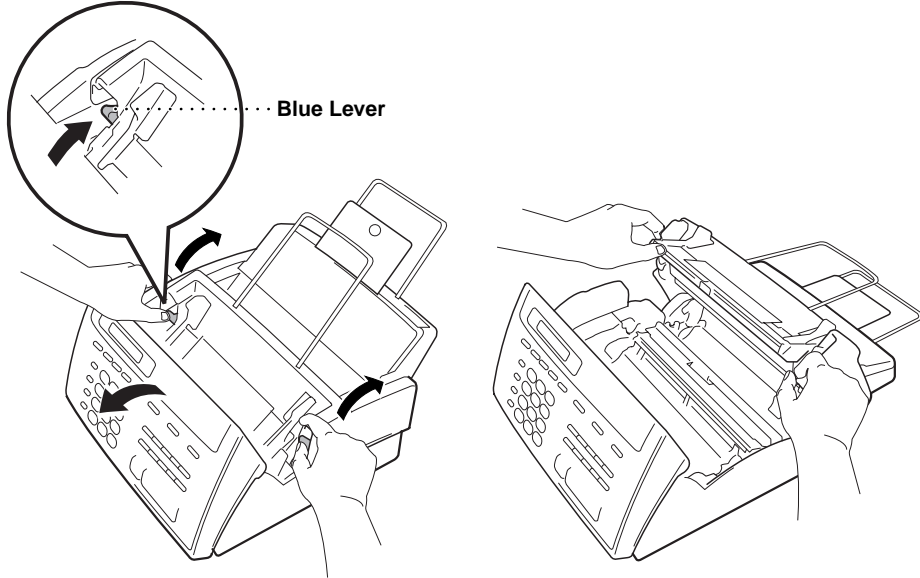
The paper is jammed in the machine.

- 1 Open the paper cover and remove any paper that is not jammed.

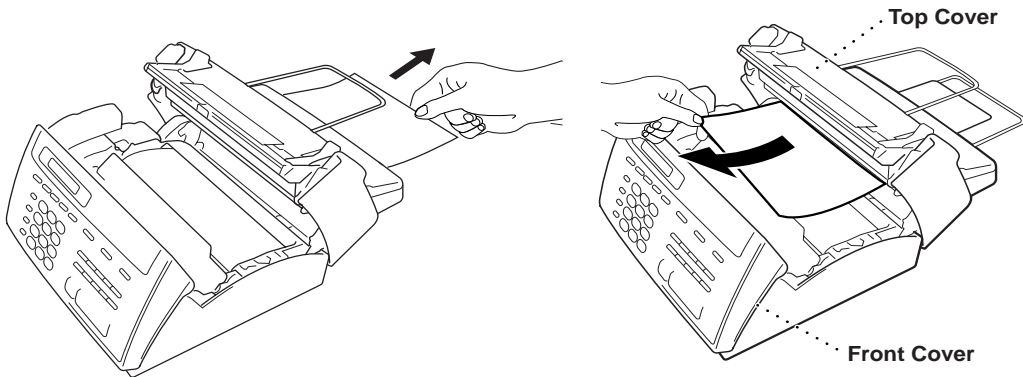


- 2 Open the front cover.

- 3 Open the top cover by pressing the blue levers on both sides of the top cover.



- 4 Pull the jammed paper gently from the paper feeder toward the back of the machine. If the paper remains jammed, then pull it toward the front of the machine.



- 5 Remove the printing cartridge and turn the spool to tighten the ribbon.
- 6 Install the cartridge.
- 7 Close the top cover.
- 8 Close the front cover.
- 9 Load the paper.



**CLEAN UP SCANNER**

The scanner is dirty. See “Regular Maintenance” in this chapter.

**COMM. ERROR**

A poor quality phone line resulted in a communications error. Try the call again.

**CONNECTION FAIL**

You have requested a polling call from another party, but the other fax machine is not in Poll Waiting mode.

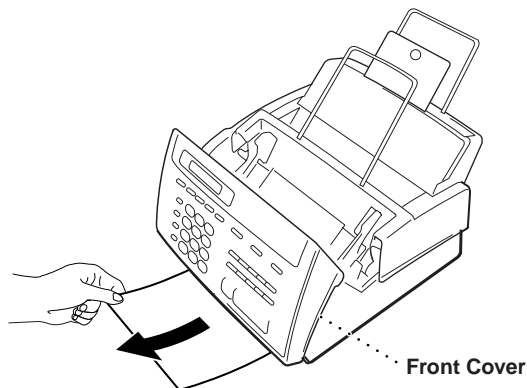
**DISCONNECTED**

The other party has disconnected during a call or fax. Try calling the other party.

**DOCUMENT JAM**

The documents were not inserted or fed properly, or were too long.

- 1 Open the front cover.
- 2 Pull the document toward the front of the machine.
- 3 Close the cover and press **Stop**.



MACHINE ERROR XX

and

PRESS STOP KEY

Cut the power off. Then contact your Brother dealer for service.

NO RESPONSE/BUSY

The number you called does not answer or is busy. You may also have reached a number not connected to a fax. Check the number and call again.

NOT ASSIGNED

You've tried accessing a One Touch or Super Tel-Index location with no number assigned to it. See chapter 7 for information about storing One Touch or Super Tel-Index numbers.

PRINTER FAULT

The print head has overheated, Unplug the machine and wait 30 minutes for it to cool.

SCANNER ERROR

Try cleaning the white tape and the glass strip under the tape. During cleaning, we recommend you unplug the power cord. See "Regular Maintenance" in this chapter. If you still get a scanner error, contact Brother dealer for service.

TOP COVER OPEN

The top cover is not completely closed.

## **If You Are Having Difficulty with Your Machine**

---

If you think there is a problem with your machine, make a copy first. If the copy looks good, the problem is probably not your machine. Check the difficulties below and follow the troubleshooting tips.

### **Printing or Receiving Faxes**

#### **Condensed Print and Horizontal Streaks; Top and Bottom of Sentences Cut Off**

If your copy looks good, you probably had a bad connection, with static or interference on the phone line. Ask the other party to send a fax again. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother dealer for service.

#### **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, contact the Brother dealer for service.

### **Phone Line or Connections**

#### **Fax Machine Does Not Answer When Called**

Make sure the machine is in the correct receiving mode for your setup (either FAX, F/T (FAX/TEL) or TAD). Check for dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the machine's telephone jack. If there is no ringing when you call your machine, call your Telephone Company to check the line.

#### **No Dial Tone on the Handset**

Press **Speaker Phone—OR—Lift** the handset. If you hear no dial tone, check telephone line cord connections at the machine and wall jack. Check that the handset is connected to the machine's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.

## Sending Faxes

### Poor Transmitting Quality

Try changing your resolution to FINE or SUPERFINE (see “Setup Send” of chapter 6). Make a copy to verify the machine’s scanner operation.

### Dialling Does Not Work

Check for a dial tone.

Change **TONE/PULSE** setting (see “Initial Setup” of chapter 4).

Check all line cord connections.

Check power cord connection.

Send a manual fax by pressing **Speaker Phone**—**OR**—Lifting the handset, and dialling the number. Wait to hear fax receiving tones before pressing **Start**.

### Vertical Black Lines When Sending

Use your machine to make a copy. If the copy shows the same problem, the scanner area is dirty. Lift the front cover and check the document path. Clean the scanner’s white pressure tape and the glass strip under the tape using isopropyl alcohol and a line-free cloth.

## Handling Incoming Calls

*See  
“For F/T  
(Fax/Tel)  
Mode Only”  
chap. 5*

### F/T Pseudo-Ring in F/T Mode

The machine knows the incoming call is not a fax so it is signalling you to answer the telephone call. Pick up the machine’s handset or answer from an extension phone and press your machine’s Remote Deactivation Code (default setting is #51).

### Transferring a Call to the Machine

If you have answered the machine’s handset, press **Start**, and hang up immediately.

If you answered at an extension phone, press your three-digit Remote Activation Code (the factory setting is \*51). When your machine answers, hang up.

### Fax Machine “Hears” Voice as CNG Tone

If your machine is set to Fax Detect **ON**, and it answers voice calls by trying to receive a fax, try turning Fax Detect to **OFF**.

### Transmission Verification Report Prints “RESULT:ERROR”

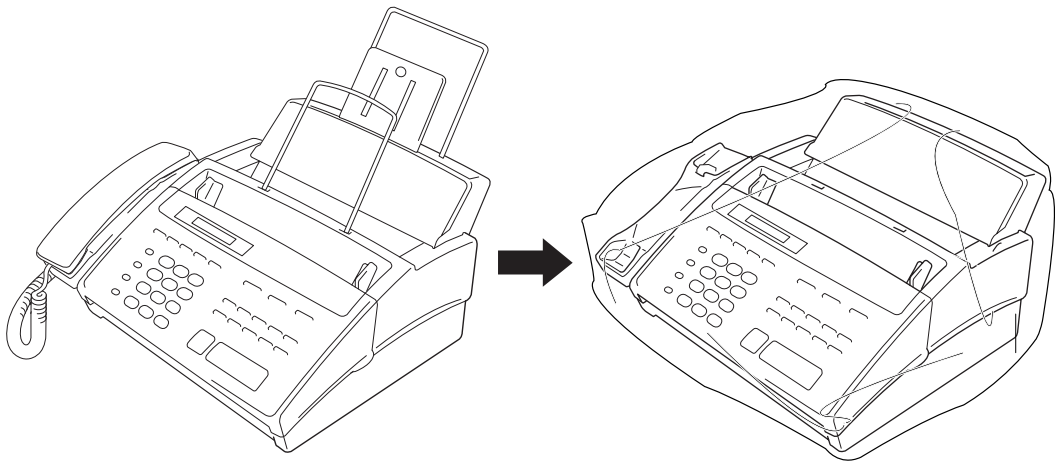
There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.

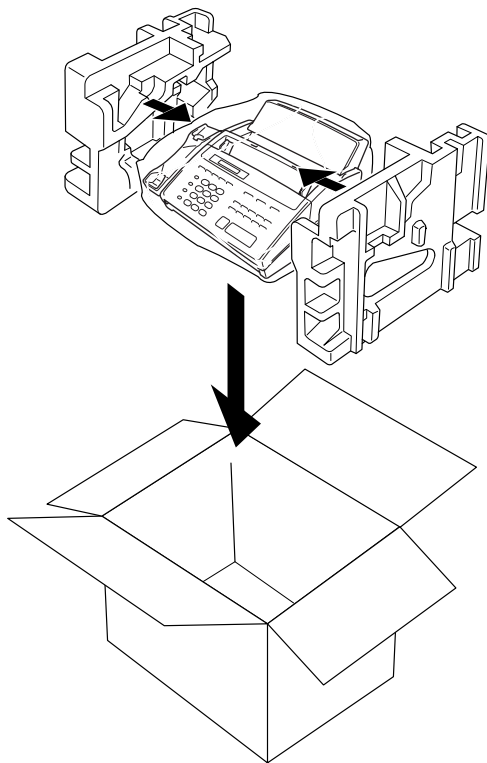
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## *Packing and Shipping the Machine*

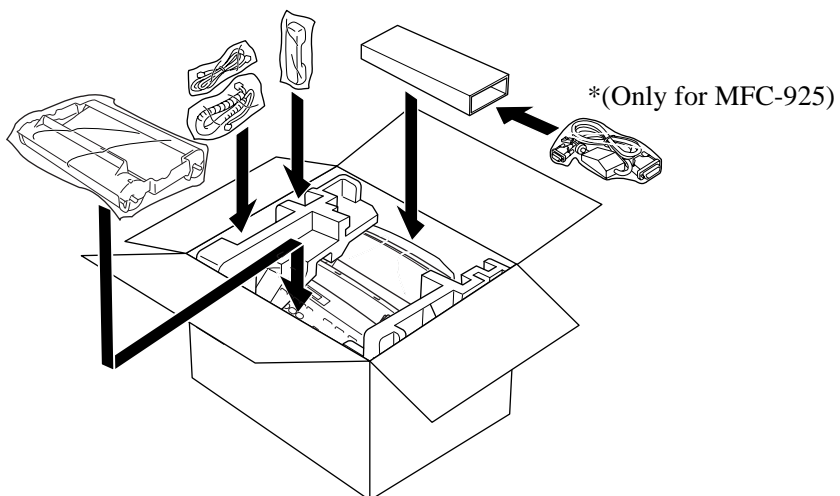
Whenever you transport the machine, use the packing materials that came with your machine. If you do not pack the machine correctly, you could void your warranty.

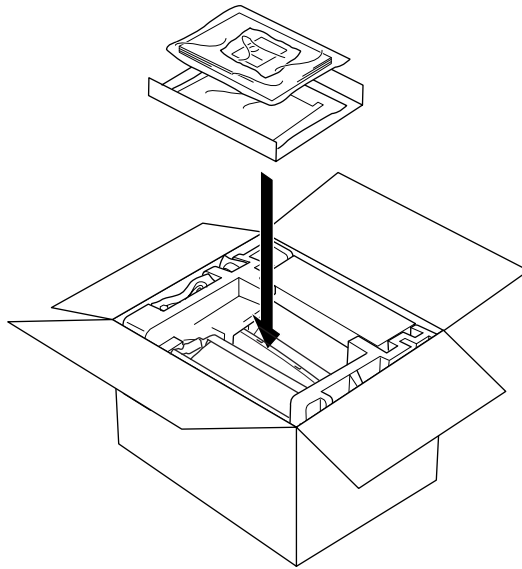
- 1** Unplug the machine from the AC outlet.
- 2** Remove the paper wire extension, paper support, document support, and handset, and pack them.
- 3** Wrap the machine in the plastic bag and place it in the original carton with the original packing material.





- 4** Place additional parts (such as cords and telephone line) and documents (such as your manual) into the carton.





**5** Close the carton.

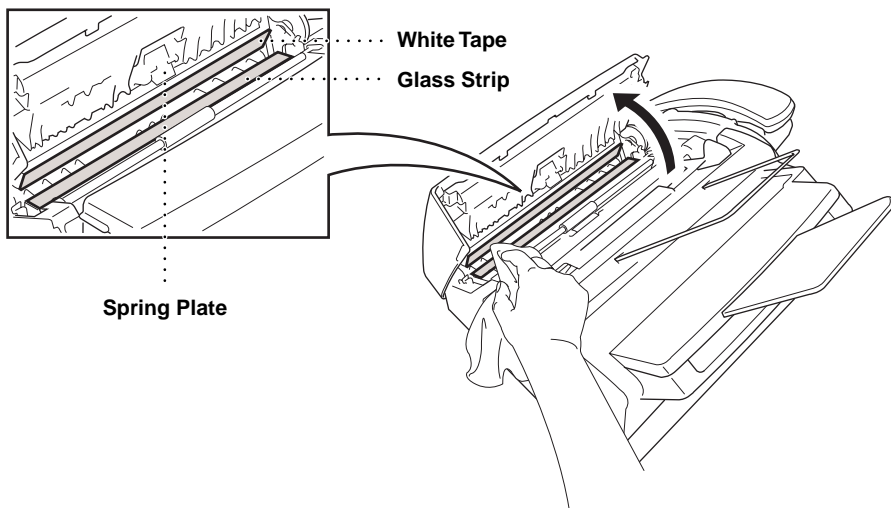
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## Regular Maintenance

### Cleaning the Scanner

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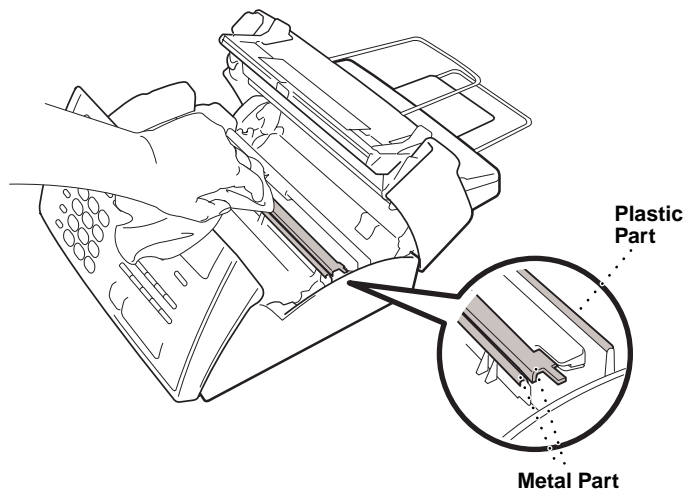
Clean the white tape and the glass strip under the tape with isopropyl alcohol on a lint-free cloth. Be careful not to bend the spring plate or drop anything into the machine. Before cleaning, unplug the power cord for safety.



### Cleaning the Print Head

---

To clean the machine print head, wipe the metal part and plastic part with a lint-free cloth that is dry or lightly moistened with isopropyl alcohol. Before cleaning, unplug the power cord for safety.





## CHAPTER FIFTEEN

# 15 Specifications

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<b>Type</b>	Desktop facsimile transceiver
<b>Compatibility</b>	ITU-T Group 3
<b>Codingsystem</b>	Modified Huffman (MH)
<b>Modemspeed</b>	14400/12000/9600/7200/4800/2400; Automatic Fallback (FAX-930 and FAX-940 E-mail) 9600/7200/4800/2400; Automatic Fallback (FAX-920 and MFC-925)
<b>Document input width</b>	148 mm to 216 mm
<b>Scanning/Printing width</b>	208 mm
<b>Paper cassette</b>	100 Sheets (85 g/m <sup>2</sup> )
<b>Printer type</b>	Line Thermal with Ribbon
<b>Greyscale</b>	64 levels (Dithered)
<b>Display</b>	LCD, 16 characters
<b>Polling types</b>	Standard, Secure, Delayed, Sequential
<b>Contrast control</b>	Automatic/Light/Dark (manual setting)
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Horizontal 8 dot/mm</li> <li>• Vertical Standard—3.85 line/mm</li> <li style="padding-left: 2em;">Fine, Photo—7.7 line/mm</li> <li style="padding-left: 2em;">Superfine, Photo (copy)—15.4 line/mm</li> </ul>
<b>Memory capacity</b>	512 KB (up to 20 pages*)
<b>One Touch dial</b>	16 stations
<b>Super Tel-Index</b>	32 stations

\* “Pages” refers to the “Brother Standard Chart No.1” (a typical A4 business letter, Standard resolution).

<b>Automatic redial</b>	4 times at 2 minute intervals 3 times at 2 minute intervals (Only for Ireland)
<b>Speaker type</b>	Full Duplex, Digital (FAX-930, FAX-940 E-mail) Monitor (FAX-920, MFC-925)
<b>Auto answer</b>	1, 2, 3 or 4 rings 2, 3 or 4 rings (Only for Ireland)
<b>Communication source</b>	Public switched telephone network
<b>Operating environment</b>	5 – 35°C
<b>Power source</b>	220 – 240 V AC 50/60 Hz
<b>Power consumption</b>	Standby: under 5 watts — Peak: under 170 watts
<b>Dimensions</b>	307 x 341 x 182 (mm)
<b>Weight</b>	4.3 kg

Specifications are subject to change for improvement without prior notice.

# Glossary

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- ADF (Automatic Document Feed)** Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.
- automatic fax transmission** Sending a fax without picking up the handset or pressing **Speaker Phone**.
- Backup Print** Sets your machine 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.
- broadcasting** The ability to send the same fax message to more than one location.
- Call Back Message** Allows you to send a fax and then leave a message for the other party to call you back.
- Call Reservation** Allows you send a fax and then at the end of transmission, you can talk with the other party.
- Caller ID** A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.
- Cancel Job** Cancels a programmed job, like Delayed Fax or Polling.
- CNG tones** The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.
- communication error (or Comm. Error)** An error during fax sending or receiving, usually caused by line noise or static.
- 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.
- Delayed Transmission** Sends your fax at a later time that day.
- ECM (Error Correction Mode)** Detects errors during fax transmission and resends the page(s) of the document that had an error.

**F/T Ring Time** The length of time the machine rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.

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

**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.

**grey scale** The shades of grey available for copying and faxing photographs.

**group number** A combination of One Touch and/or Super Tel-Index numbers that are stored on a One Touch key for Broadcasting.

**ICM (incoming message)** A recorded voice message received into an external answering machine or the FAX-930/940 E-mail's digital Message Manager.

**Interrupt** Temporarily puts a waiting job on hold while you perform another operation.

**Journal** Lists information about the last 30 incoming and outgoing faxes. TX means Transmit. RX means Receive.

**Journal Period** The preprogrammed time period between automatically printed Journal Reports. You can print Journal on demand without interrupting this cycle.

**LCD (Liquid crystal display)** The display screen on the machine 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 **Speaker Phone**—OR—lift the handset so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

**Memory Status List** Shows how much memory is being used, how much is left, and the type of messages in memory.

**memory usage** Instructs the machine how to allocate the memory.

**Message Manager** The Message Manager is an electronic messaging facility for faxes and voice mail. Callers can send you faxes or leave voice messages for you, and you can retrieve these from a remote location.

**Next Fax Reservation** Accepts the next document in the document feeder for transmission while the machine is still receiving.

**OGM (Outgoing Message)** The message callers hear when you call your Message Manager or external answering machine.

**Out of Paper Reception** Receives faxes into the machine's memory when the machine is out of paper.

**Overseas Mode** Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

**Paging** Feature enables your fax unit to call your pager when a fax and/or a voice message is received into its memory.

**Pause** Allows you to place a 3.5 second delay in the dialling sequence stored on One Touch and Super Tel-Index numbers.

**Personal Mailbox** Callers can send a confidential fax or leave a private voice message in one of five personal mailboxes. The fax machine user must enter a password to access his or her personal mailbox, thus preventing other users of the machine from gaining access to these faxes or voice messages.

**Photo Mode** A resolution setting that uses varying shades of grey for the best representation of photographs.

**polling** The process of a fax machine calling another fax machine to retrieve waiting fax messages.

**print reduction** reduces the size of incoming faxes.

**Pulse** A form of dialling on a telephone line.

**Quick-Dial** Keys on the machine control panel where you can store numbers for easy dialling. You must use a separate key for each number.

**Quick-Dial List** A listing of names and numbers stored in One Touch and Super Tel-Index memory, in numerical order.

**remote access** The ability to access your Message Manager remotely from a touch tone phone.

**remote access code** The four-digit code that allows you to call and access your Message Manager from a remote location.

**remote activation** allows you to transfer a fax call, answered at an extension phone, to the machine.

**resolution** The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine, Photo.

**Ring Delay** The number of telephone rings before the machine answers a call in F/T or FAX ONLY mode.

**scanning** The process of sending an electronic image of an original paper document into your computer.

**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.

**System Setup List** A printed report that shows the current setting of your machine.

**thermal transfer** A printing process in which heat transfers carbon ink from a ribbon to plain paper.

**Toll Saver** A Message Manager setting that allows the machine to answer after two ring when a message(s) was received and after four rings when there are no messages. The caller can hang up (after two rings) without paying for the call if there are no messages to retrieve.

**Tone** A form of dialling on the telephone line used for Touch Tone telephones.

**transmission** The process of sending documents over the phone lines from your fax machine to the receiving fax machine.

**Voice On Demand** This facility enables you to store a number of different information messages for callers. An initial message tells callers what is in each Voice On Demand memory box, and prompts them to press a key to access the memory box they require.

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

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# Accessory List

Model Name	Description
PC301	Printing Cartridge (1 set per box)
PC300RF	1 re-fill for use in PC301 Printing Cartridge
PC302RF	2 re-fills for use in PC301 Printing Cartridge
PC304RF	4 re-fills for use in PC301 Printing Cartridge
CT-70	Original Document Catch Tray

**For optimum print quality and product performance within published specifications, use only the correct Brother replacement ribbon. The use of other ribbons may invalidate your warranty.**

(For FAX-920  
or MFC-925) →

## Change Answer Mode

Press **9 8**  
then for **TAD**, press **1**.  
**Fax/Telephone (F/T)**, press **2**.  
**Fax**, press **3**.

## Exit Remote Operation

Press **9 0**.

## Change Remote Access Code

- 1 Press **Menu**, **8**, **3**.
- 2 Enter a three-digit number. The \* cannot be changed.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

(For FAX-930  
or FAX-940  
E-mail)



## REMOTE CONTROL ACCESS CARD

### Using Remote Access Code

- 1 Dial your machine phone number from a touch tone phone.
- 2 Enter your Remote Control Access Code (159\*) after the beep.
- 3 Your machine 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 your machine when you finish.
- 6 Hang up.

## Check Receiving Status

Press **9 7**  
then for **Fax message**, press **1**.  
**Voice message**, press **2**.  
**1 long beep — received messages**  
**3 short beeps — no messages**

## Change Answer Mode

Press **9 8**  
then for **Message Manager (TAD mode)**,  
press **1**.  
**Fax/Telephone (F/T)**, press **2**.  
**Fax Only**, press **3**.

## Exit Remote Operation

Press **9 0**.

## Retrieve Personal Mailbox Messages (For FAX-930 only)

- 1 Dial your fax machine number.
- 2 During first level OGM, enter **0 1 \***.
- 3 During second level OGM, enter Personal Mailbox number (2-digit number) and press \*.
- 4 Enter 4-digit password.
- 5 Press **1** to replay message.  
Press **2** to skip message.  
Press **9** to stop message playback.  
Press **3** to erase all messages.
- 6 Hang up.

## MESSAGE MANAGER REMOTE CONTROL ACCESS CARD

### Using Remote Access Code

- 1 Dial your fax machine phone number from a touch tone phone.
- 2 Enter your Remote Control Access Code (159\*) after the beep.
- 3 The fax machine signals the kinds of messages received:  
**1 long beep — Fax message(s)**  
**2 long beeps — Voice message(s)**  
**3 long beeps — Fax and Voice message(s)**  
**No beeps — no messages**
- 4 After 2 short beeps, enter a command.
- 5 Press **9 0** to reset the machine when you finish.
- 6 Hang up.

## Remote Commands

### Change Fax Forwarding Setting

Press **9 5**

*then to* **Turn feature off** press **1**.

**Enter Fax Forwarding** press **2**.

**Program Fax Forward Number** press **4**. Enter the new number of the remote fax machine where you want your fax messages forwarded and then press **# #**. Press **9 6 1** after two short beeps, then enter the number of remote fax machine, and then **# #** to retrieve Memory Status List.

**Turn Fax Storage on** press **6**.

**Turn Fax Storage off** press **7**.

2

### Retrieve a Fax

Press **9 6**

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

**Retrieve all faxes** press **2**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.

**Erase all fax messages** press **3**.

### Check the Receiving Status

Press **9 7 1**.

**1 long beep** — Fax message(s)

**3 short beeps** — no messages

3

## Changing Remote Access Code

1 Press **Menu**, **8**, **7**.

2 Enter a three-digit number from 000 to 999. The \* cannot be changed.

3 Press **Set**.

4 Press **Stop** to exit.

## Remote Commands

### Listen to Voice Messages

Press **9 1**

*then to* **Repeat a message** press **1**.

**Skip to next message** press **2**.

**Stop playing the message** press **9**.

### Record a Memo

Press **9 2**.

Wait for the beep, then speak.

*then to* **Stop recording** — Press **9**.

2

### Erase All Messages

Press **9 3**. If you hear three beeps, all messages have not yet been heard, and the messages will not be erased.

### Play/Record Outgoing Message

Press **9 4**

*then to* **Play Message Center OGM** press **1 1**.

**Play F/T OGM** press **1 2**.

**Record new Message Center OGM** press **2 1**, then speak after beep. Press **9** to stop.

**Record new F/T OGM** press **2 2**, then speak after beep. Press **9** to stop.

### Change Paging/Fax Forwarding Setting

Press **9 5**

*then to* **Turn feature off** press **1**.

**Enter Fax Forwarding** press **2**.

**Enter Paging** press **3**.

3

### Program Fax Forward Number

press **4**. Enter the new number of the remote fax machine where you want your fax messages forwarded and then press **# #**.

Press **9 6 1** after two short beeps, then enter the number of remote fax machine, and then **# #** to retrieve Memory Status List.

### Retrieve a Fax

Press **9 6**

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

**Retrieve all faxes** press **2**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.

**Erase all fax messages** press **3**.

4

## **Declaration of Conformity**

We            Brother International Europe Ltd.  
                 Brother House,  
                 1, Tame Street,  
                 Audenshaw,  
                 Manchester, M34 5JE  
                 United Kingdom

declare that this product is in conformity with the following normative documents:

Safety: EN 60950 : 1993  
EMC:    EN55022 1987 Class B  
          EN50082-1:1992

following the provisions of the Low Voltage Directive 73/23/EEC and the Electromagnetic Compatibility Directive 89/336/EEC (as amended by 91/263/EEC and 92/31/EEC)

**brother**<sup>®</sup>

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support fax machines purchased in their own countries.

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BSI Certificate of registration No. FM27214  
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