OWNER'S MANUAL

FAX 2750
FAX 3750

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brother®

Year 2000 Compliant

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

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

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

Brother Numbers

Fax-Back System

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

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

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

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

Brother on the World Wide Web

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

http://www.brother.com

Brother Bulletin Board

Brother's Bulletin Board numbers are

USA: 1-888-298-3616

From within Canada: 1-514-685-2040

For Customer Service

USA: 1-800-284-4329 (voice)

1-908-575-8790 (fax)

From within Canada: 1-800-853-6660 (voice)

1-514-685-4898 (fax)

From within Montreal: 1-514-685-6464 (voice)

Ordering Accessories and Supplies

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

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

1-800-947-1445 (fax)

http://www.brothermall.com

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

DESCRIPTION	ITEM
Laser Fax Toner	TN5000PF
Laser Fax Drum	DR200
1 MB Expandable Memory Board (For FAX 2750 Only)	ME1000
2 MB Expandable Memory Board (For FAX 2750 Only)	ME2000
Telephone Line Cord	UG157001 (USA) UG3565001 (Canada)
Telephone Handset	UF6857002
Handset Curled Cord	UL8019009
Dust Cover	UU7117001
Wire Extension	UL6856000
Paper Tray and Document Tray	UL7114001
Document Tray with Wire Extension	UF7206001
Remote Control Access Card	UU7257001
Quick Reference Card	UU7256001
Owner's Manual	UU7245001
Free Filter core to convert your standard shielded Printer Cable for PC Hook up.	FCYL2
Optional IEEE-1284 Bi-directional Cable	UG4558001
* Optional Multi-Function Link Pro software on CD-ROM or Floppy Disks. (Floppy Disks include MFL Pro and Visioneer PaperPort™ LE only.)	PCI-2CD (For CD-ROM Drive)
	PCI2D31 (Floppy Disks, Windows® 3.1X)
	PCI2D95 (Floppy Disks, Windows® 95, 98)

* Multi-Function Link Pro software is not available on Floppy Disks for Windows NT® Workstation Version 4.0

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**(Option)
Automatic
E-Mail Printing**

CHAPTER ONE

Introduction

Using This Manual

Thank you for purchasing a Brother fax machine. This fax 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 fax machine has a Help Key. Press Help/Broadcast to print a list of basic operational steps and functions.

Finding Information

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

Test Sheet Procedures *(For USA Only)*

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

When this document is received a confirmation sheet will be sent back to your machine. To get a response, be sure to set up your Station ID.

> **USA:**   1-908-685-9283 (fax)

About Fax Machines

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

Fax Tones and Handshake

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

When your fax machine answers in FAX/TEL mode, it listens for CNG tones and then responds with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the 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 fax machine for this feature to work.

FAX 2750 and FAX 3750
Control Panel Overview
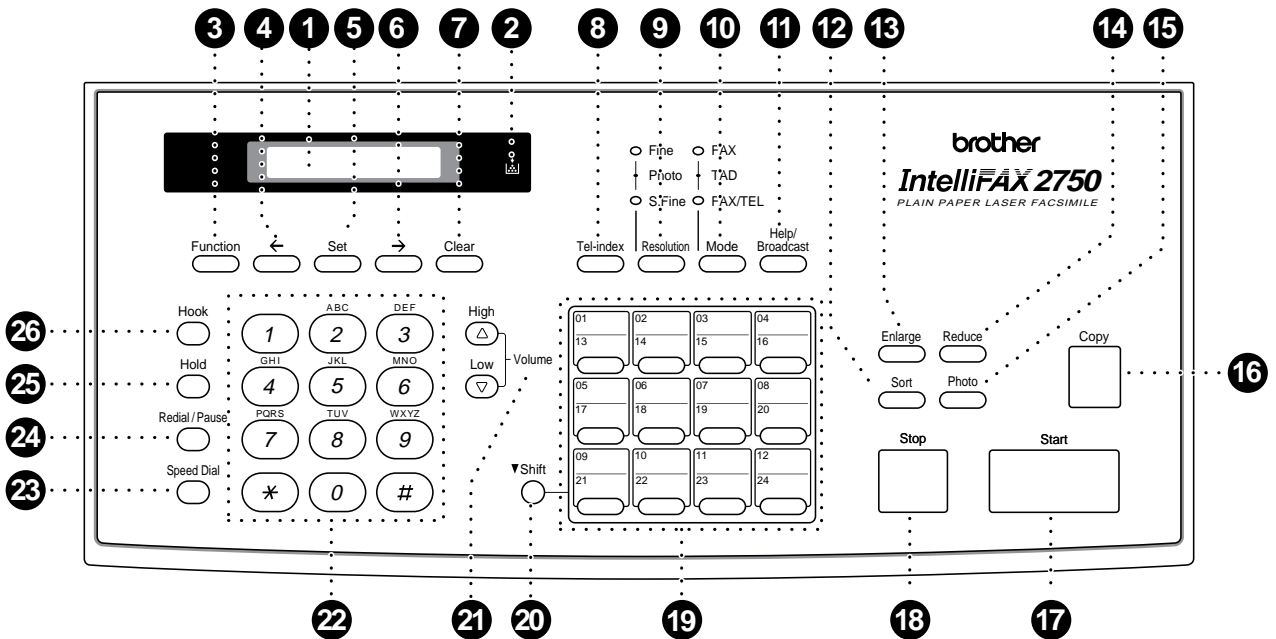
FAX 2750 and FAX 3750 Control Panel Keys

1 Liquid Crystal Display (LCD)
LCD displays messages to help you set and operate your fax machine.

2 Toner Empty LED
The toner indicator flashes on and off when the toner is low, so you'll know to order a toner cartridge. You will be able to print until the indicator stays on.

3 Function
Lets you access the function and programming mode.

4 ← (Left Arrow)
Moves the LCD cursor to the left.

5 Set
Stores a function setting in the fax machine.

6 → (Right Arrow)
Moves the LCD cursor to the right.

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

8 Tel-index
Lets you look up numbers stored in the dialing memory.

9 Resolution
Sets the resolution when you send a fax.

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

11 Help/Broadcast
Prints a quick reference Help List. Also, you can use this key whenever you want to send faxes to many different locations (maximum of 174 locations at once).

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

13 Enlarge
Enlarges copies depending on the ratio you select: 200%, 150%, 125%, 120%, and 100%.

14 Reduce
Reduces copies depending upon the ratio you select: 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the fax machine automatically calculate the reduction ratio that fits the size of our paper.

15 Photo
This key is used to copy photographs.

16 Copy
Makes a copy.

17 Start
Starts sending a fax.

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

19 One Touch Dial Keys
These 12 keys give you instant access to previously stored phone numbers.

20 Shift
Use this key to access memory locations 13–24 in the One Touch keys.

21 Volume High / Low
Lets you adjust speaker, ring and handset volume.

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

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

24 Redial / Pause
Redials the last number called. Also inserts a pause in autodial numbers.

25 Hold
Lets you put calls on hold.

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

C H A P T E R   T W O

Fax Machine Setup and Connections

Caution

1 Never install telephone wiring during a lightning storm.

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

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-outlet should be installed near the equipment and should be easily accessible.

Packing List

Make sure you have the following items:

Wire Extensions
(Both Wire Extensions
are the same size.)

Telephone
Wire Cord

Dust Cover

Handset
Curled
Cord

Telephone
Handset

Document Tray

Owner's Manual

Paper Tray

Quick
Reference

Remote Control
Access Card

Drum Unit Assembly
(With free Starter
Toner Cartridge)
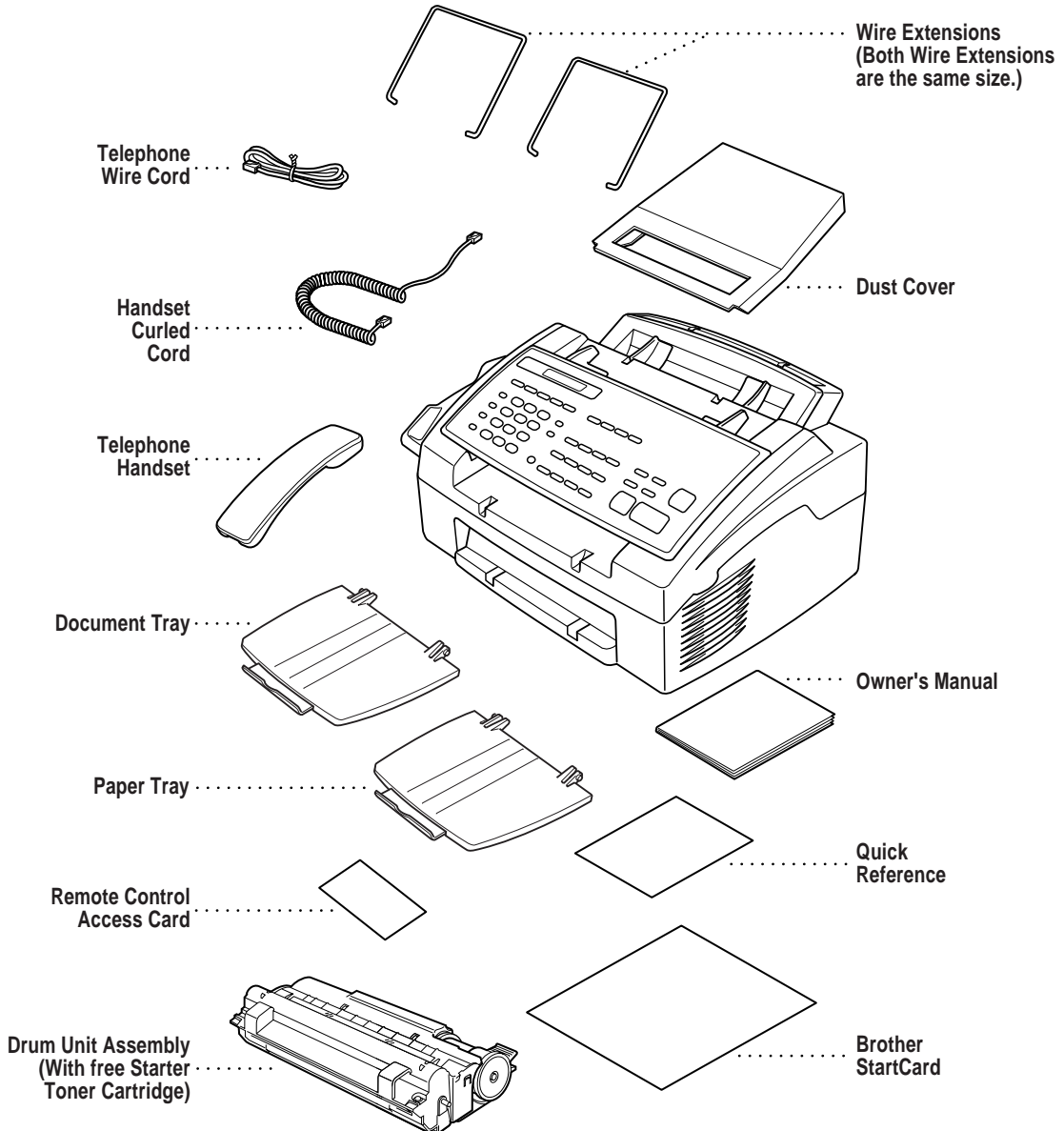
Brother
StartCard

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

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

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 fax machine near a telephone jack and a standard, grounded power outlet. Make sure nothing blocks the flow of air from the fan on the right side of the machine.
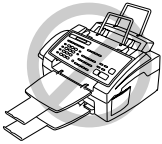
Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the fax machine to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the right side of the machine. 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.
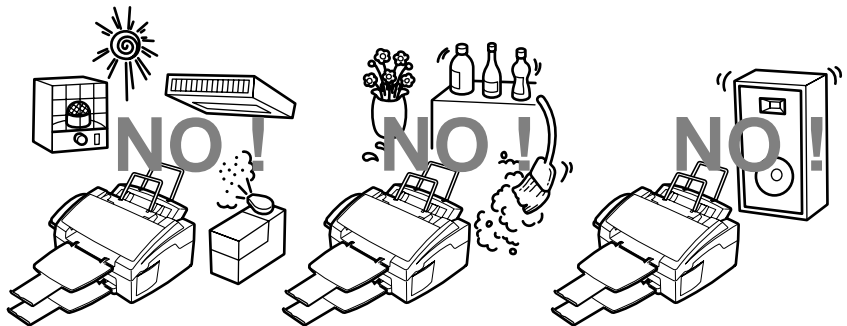
Assembly

Installing the Drum Unit Assembly (with Toner Cartridge)

1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times.

⚠ **To prevent damage to the drum, do not expose it to light for longer than a few minutes.**

⚠ **Do NOT remove the clear plastic starter sheet** – this will be ejected while the fax machine is warming up.
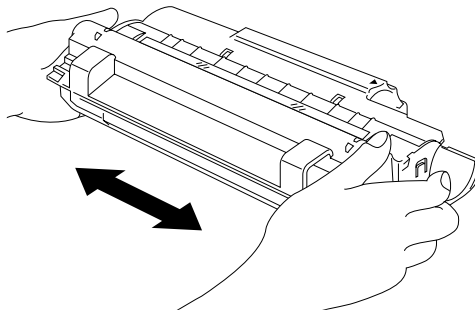
Do NOT remove the clear plastic starter sheet!
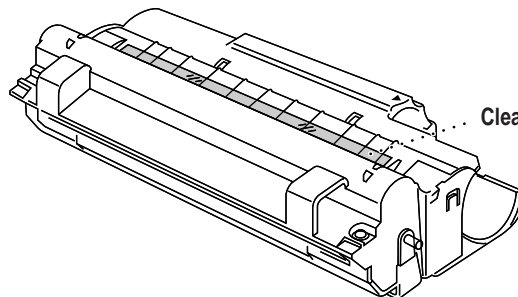
Clear Plastic Starter Sheet

2 Open the top cover of the fax machine.
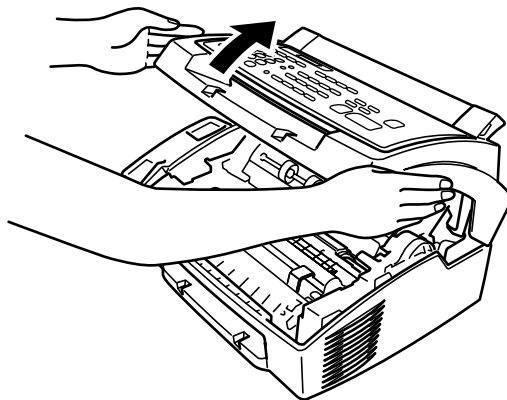
3 Holding the drum unit by its handles, insert it into the fax machine.
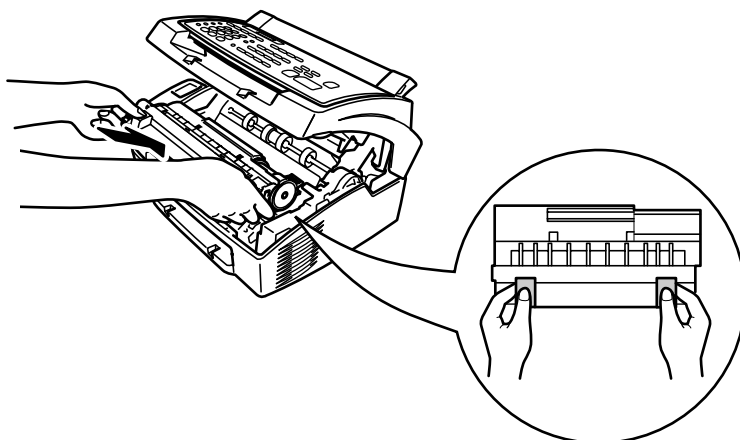
4 Close the top cover.
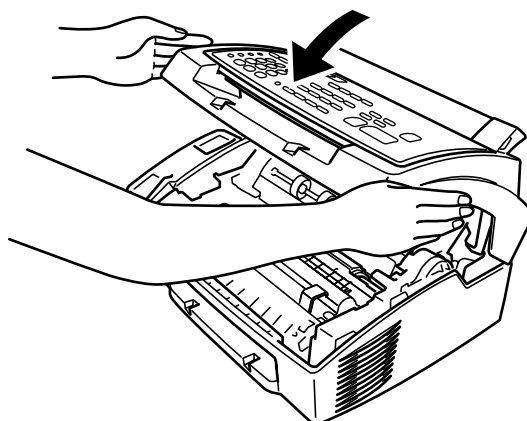
Setting Up the Fax Machine

Follow the instructions below to connect the handset, power cord, and telephone line.
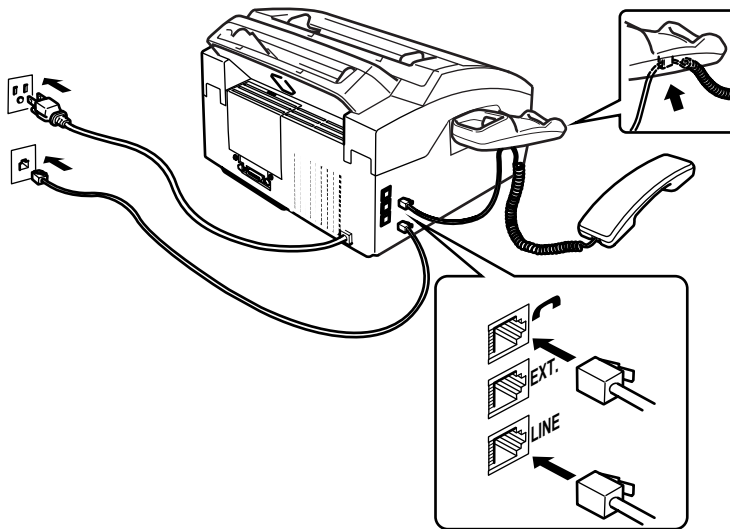
1 Connect the Handset.

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

2 Connect the power cord.

When you connect the power, the screen displays 01/01 1999 00:00.

WARNING

■ This fax machine must be grounded using a three-prong plug.

■ Since the fax machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your 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.

■ 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.

■ Do not touch the rollers at the paper exit.

3 Connect the telephone line.

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

4 Attach the wire extensions to the multi-purpose sheet feeder and to the document guide base.
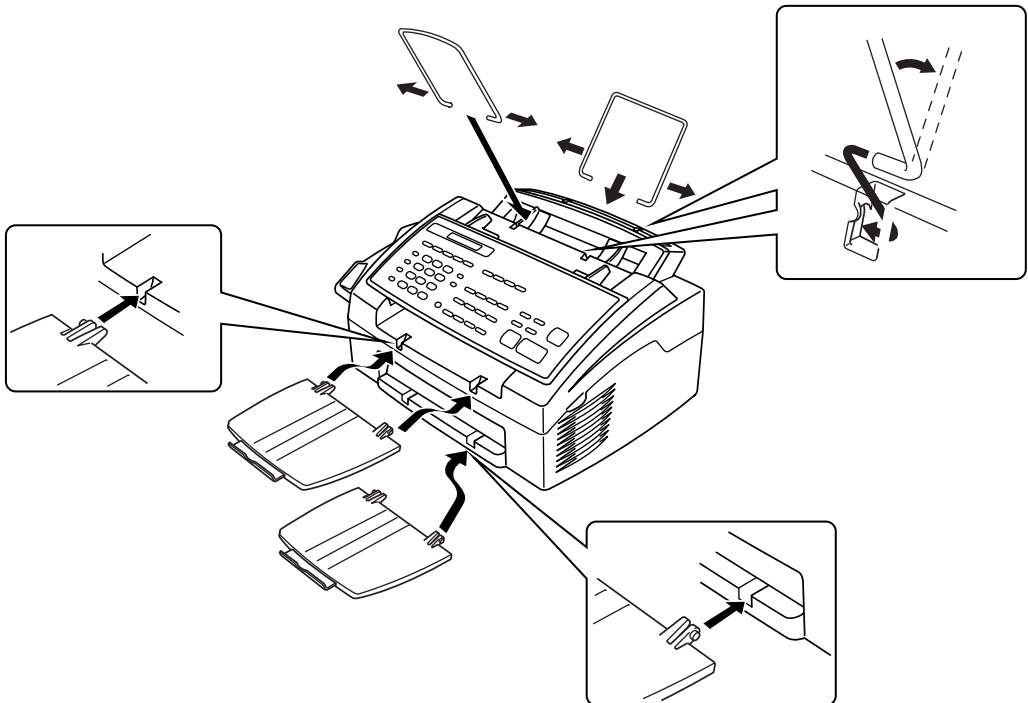
5 Attach the document and paper trays to the fax machine and pull out their extensions.

Loading Paper

1 Open the multi-purpose sheet feeder cover.
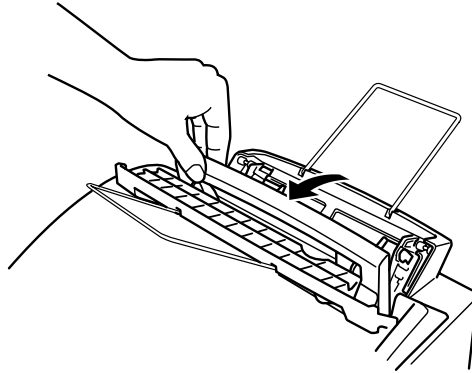
2 Fan the paper well. Load the paper, making sure that the print side is toward the fax machine and the paper level is stacked below the paper mark. The feeder can hold up to 200 sheets of paper, or up to 10 envelopes.
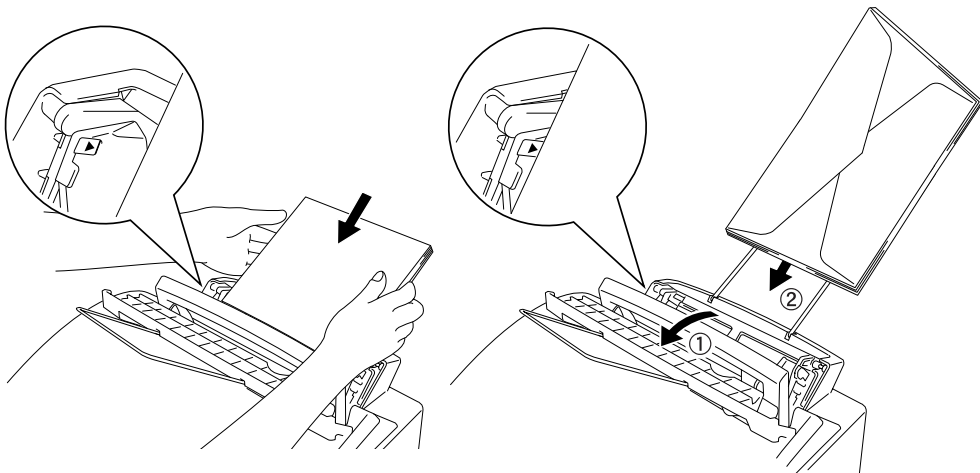
3 Adjust the guides to fit the paper, to help prevent paper jams.

Press and Slide.
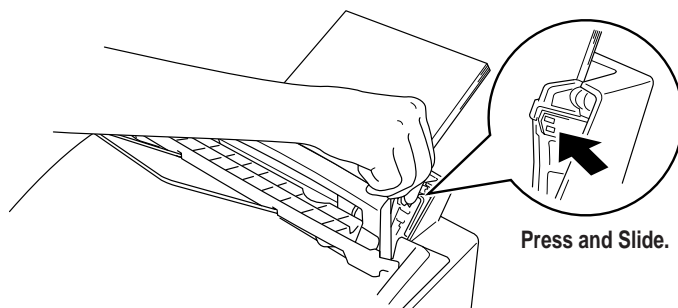
Attaching Dust Cover

■ It is essential to keep the dust cover on your fax machine to prevent the dust from entering the print head and causing damage.

■ Using the dust cover on your fax machine will prolong the life of the drum unit.

1 Attach the dust cover to the now open multi-purpose sheet feeder cover, pressing the dust cover sides around the feeder until they snap into place.
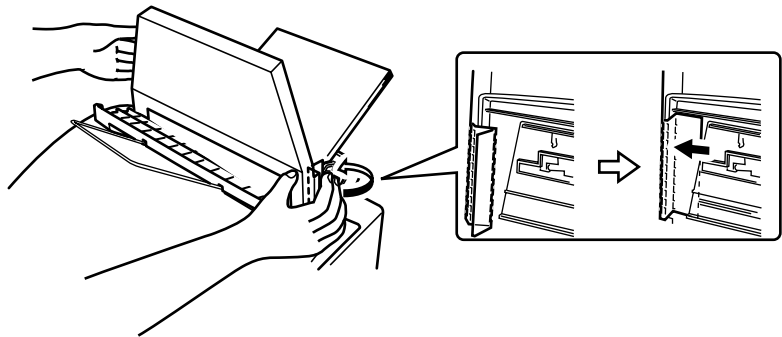
2 Close the multi-purpose sheet feeder cover.
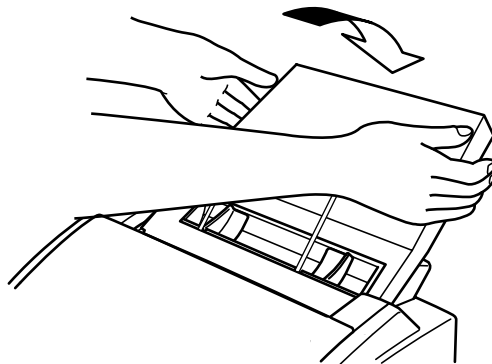
Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot on its cover. You can load paper or envelopes one at a time into this slot. You do not have to remove paper from the multi-purpose sheet feeder.

When you use labels or transparencies, be sure to use this slot.

Loading One Sheet of Paper

You do not have to choose manual feed in the Setup dialog box of your printer driver. Insert the sheet of paper for Portrait (vertical) or Landscape (horizontal), with the side you wish to print on face down in the manual feed slot.

1 Align the paper at the center of the manual feed slot, and be sure to insert it all the way.

2 Adjust the paper guide of the manual feed slot to the width of the paper you're using.

Acceptable Paper (Available with Software Option)

The fax machine can handle paper that has the following specifications.

But please note that you can receive <u>fax messages</u> only on Letter, Legal and A4 paper. If you use legal or A4, change the Paper Size setting (Function, 2, 6).

Paper Type	Paper Size
Cut sheet	A4, Letter, Legal, B5, A5, Executive, Custom size 2.75-8.5 x 5-14 inches (70-216 x 127-356 mm)
Envelopes	DL, C5, COM-10, Monarch, 9" x 12"
Post Card	2.75-8.5 x 5-11 inches (70-216 x 127-279 mm)
Organizer	Day-Timer® J, K, L, M 2.75-8.5 x 5-11 inches (70-216 x 127-279 mm)
Labels and Transparencies	2.75-8.5 x 5-14 inches (70-216 x 127-356 mm)

Paper Capacity in Feeder (Available with Software Option)

Multi-purpose
Sheet Feeder: Up to 0.87 inch (22 mm) in height (up to the mark)
Approx. 200 sheets of 20 lb. (75 g/m^2) or 50 sheets
of 42 lb. (158 g/m^2) Letter/A4 paper, or 10 envelopes

Output Tray: Approx. 100 sheets of 20 lb. (75 g/m^2) Letter/A4
paper

	Cut Sheet	Envelope
Basis Weight	16 to 42 lb. (60 to 158 g/m^2)	20 to 24 lb. (75 to 90 g/m^2) single thickness
Caliper	±0.03 to ±0.08 in. (0.08 to 0.2 mm)	0.0033 to 0.0058 in. (0.084 to 0.14 mm) single thickness
Moisture Content	4% to 6% by weight	4% to 6% by weight
Smoothness	100 to 250 (Sheffield)	100 to 250 (Sheffield)

Recommended paper types:
Cut sheet: Xerox 4200
Label: Avery laser label or equivalent
Transparency: 3M CG3300 for laser printers or equivalent

Connecting an External
Telephone Answering Device (TAD)

Sequence

You might choose to connect an additional answering system. When you have
an **external** TAD on the same telephone line as the fax machine, the TAD
answers all calls. The fax machine "listens" for fax calling (CNG) tones. If it
hears them, the fax machine takes over the call and receives the fax. If it
doesn't hear CNG tones, the fax machine lets the TAD continue playing your
outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings. The fax machine cannot hear CNG
tones until the TAD has answered the call, and with four rings there are only
8–10 seconds of CNG tones left for the fax "handshake." Make sure you
carefully follow the instructions in this manual for recording your outgoing
message.
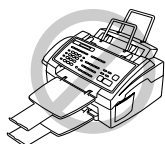
Do not connect a TAD elsewhere on the same phone line—your fax machine
and TAD will both try to control the line.

Connections

The external TAD must be plugged into the left side of the fax machine, into the jack labeled EXT. Your fax machine cannot work properly if you plug the TAD into a wall jack.
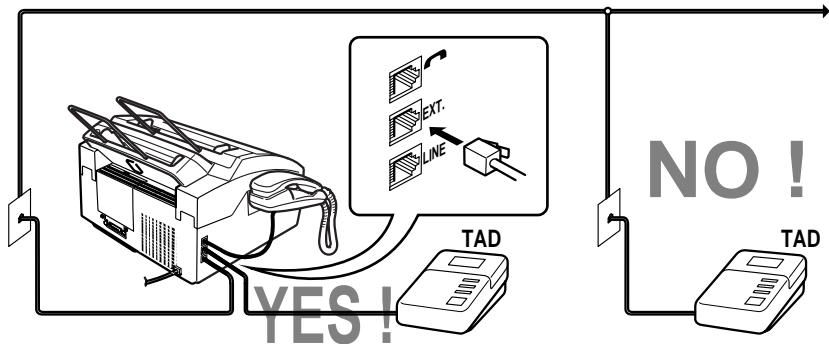
1 Plug the telephone line cord from the wall jack into the left side of the fax machine, in the jack labeled LINE.

2 Plug the telephone line cord from your TAD into the left side of the fax machine, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)

3 Set your external TAD to four rings or less. (The fax machine's Ring Delay setting does not apply).

4 Record the outgoing message (see below).

5 Set the TAD to answer calls.

6 Set the Answer mode to TAD. (Press Mode until both FAX and FAX/ TEL lights are on.)

Recording Outgoing Message on External TAD

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

1 Record 5 seconds of silence at the beginning of your message. (This allows your fax machine time to listen for the fax CNG tones of automatic transmissions before they stop.)

2 Limit your speaking to 20 seconds.

3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax by pressing ✳ 5 1 and Start."

Connecting an External Telephone

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

Connect the modular plug on the telephone's line cord to the jack labeled EXT. on the left side of the fax machine.

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

Special Line Considerations

*See
Easy Receive
p. 35*

Roll Over Phone Lines

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

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

Two-Line Phone System

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

Converting Telephone Wall Outlets

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

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

Triplex Adapter

RJ14 ·

L 1   L 2   L 1 + L 2

RJ11 ·
RJ14 ·
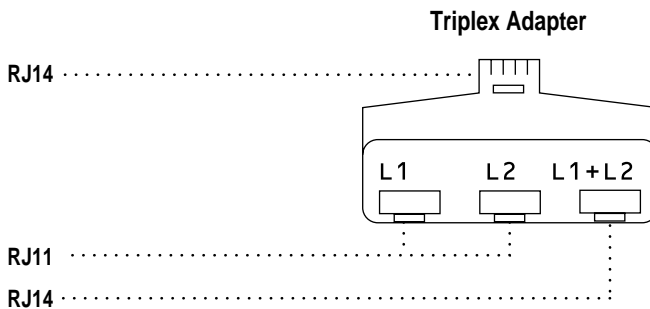
Installing Fax Machine, External Two-Line TAD, and Two-Line Telephone

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

1 Place the two-line TAD and the two-line telephone next to your fax machine.

2 Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the fax machine.

3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the **EXT.** jack on the left side of the fax machine.

Triplex Adapter

Two-Line Phone

L1   L2   L1+L2

L1/L2

L1   L2

Ext   Line

Two-Line External TAD
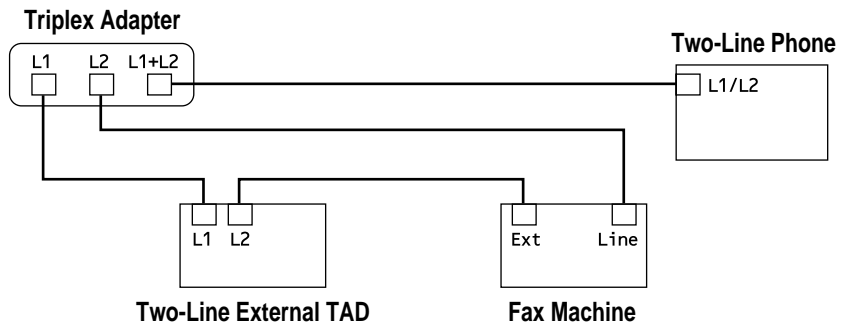
Fax Machine

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

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the fax machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you. It is advisable to have a separate line for the fax machine. You can then leave the fax machine in FAX mode to receive faxes any time of day or night.
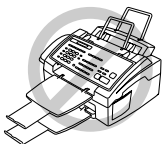
If the fax machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

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

If you are installing the fax machine to work with a PBX:

1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.

3 The fax machine may be used with either pulse or tone dialing telephone service.

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the Troubleshooting and Maintenance chapter, page 89.

CHAPTER THREE

On-Screen Programming

User-Friendly Programming

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 fax machine has to offer.

Since your fax programming is done on the LCD, we created step-by-step on-screen prompts to help you program your fax 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 Function. When you enter the function mode, your fax 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 screen.

You can "scroll" more quickly through options by pressing →. When the screen displays your selection, press Set. (Press ← to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.)

Before you press Set, you can correct a mistake you made entering information in a field using the dial pad. Use ← to back up and then type over the incorrect characters. When you finish a function, the screen displays ACCEPTED.

If you want to exit the Function mode, press Stop.

Alternating Displays

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

```
FAX: NO. & START
COPY: PRESS COPY
```

Function Selection Table

If you have a basic understanding of how to program your fax 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 found in your fax programs, use the Function Selection Table below.

1. INITIAL SETUP

Function	Description	Factory Set	More Info
1. TONE/PULSE	Selects dialing mode.	TONE	p. 27
2. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	01/01 1999 00:00	pp. 27–28
3. STATION ID	Program name, fax number and telephone number to appear on each transmitted page.	—	pp. 28–30
4. BEEPER	Adjust volume level of beeper.	LOW	p. 31
5. SLEEP MODE	Conserves power	00 Min.	p. 32
6. DELAYED TIMER	Sets the time of day that delayed faxes will be sent.	—	p. 32

2. SETUP RECEIVE

Function	Description	Factory Set	More Info
1. RING DELAY	Number of rings before fax machine answers in FAX or FAX/TEL mode.	RING DELAY: 04	p. 34
2. F/T RING TIME	Sets the time for "double ring" in FAX/TEL mode.	20	pp. 34–35
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	p. 35

2. SETUP RECEIVE (continued)			
Function	**Description**	**Factory Set**	**More Info**
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (✳51, #51)	p. 39
5. REDUCTION	Reduces size of image.	AUTO	p. 36
6. PAPER	Selects size of paper for fax receiving.	LETTER	p. 37
7. PRINT DENSITY	Make prints darker or lighter.	—	p. 37
8. POLLING RX	Turns Polling Receive ON or OFF.	OFF	pp. 40–41
9. TONER SAVE	Increases life of toner cartridge.	OFF	p. 38
0. MF LINK (Available if you have purchased Multi-Function Link Pro option only)	Turn ON if PC is connected to fax machine, for PC receiving of voice and fax messages.	ON	p. 42

3. SETUP SEND			
Function	**Description**	**Factory Set**	**More Info**
1. COVERPG SETUP	Automatically sends the cover page you programmed.	OFF	pp. 51–54
2. COVERPAGE MSG	Program customized message for fax cover page.	—	pp. 54–55
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	p. 55
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	p. 60
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	p. 56
6. CALL RESERVE	You can send a fax, then speak.	OFF	pp. 57–58
7. DELAYED FAX	Send documents later.	—	p. 58
8. POLLED TX	Turns Polling Transmission ON (or OFF).	OFF	p. 61
9. REAL TIME TX	Next Fax Only / ON / OFF	OFF	pp. 49–50

4. REMAINING JOBS			
Function	**Description**	**Factory Set**	**More Info**
	Cancel a delayed fax or polling job.		pp. 42, 51

5. INTERRUPT			
Function	**Description**	**Factory Set**	**More Info**
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		p. 62

6. SET AUTO DIAL

Function	Description	Factory Set	More Info
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	pp. 63–64
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	pp. 64–65
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	pp. 65–66

7. PRINT REPORTS

Function	Description	Factory Set	More Info
1. XMIT REPORT		OFF	pp. 79–80
2. ACT.REPORT	Print lists and reports	INTERVAL:OFF	pp. 79–80
3. ALL DIAL	of activity.	—	pp. 79–80
4. TEL. INDEX	(Details in Chapter 10)	—	pp. 79–80
5. USER SETTINGS		—	pp. 79–80
6. MEMORY STATUS		—	pp. 79–80

8. REMOTE FAX OPT

Function	Description	Factory Set	More Info
1. FAX FWD/PAGING	Set fax machine to forward fax messages—**OR**—to call your pager.	OFF	pp. 71–72
2. FAX STORAGE	Store incoming faxes in memory for remote retrieval.	OFF	p. 73
3. REMOTE ACCESS	Set code for retrieving faxes.	159✱	p. 73
4. PRINT FAX	Print incoming faxes stored in the memory.	—	p. 39

0. TEL SERVICE

Function	Description	Factory Set	More Info
1. DISTINCTIVE	Use with telephone company's distinctive ringing service to register the ring pattern on the fax machine.	OFF	pp. 43–44
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	pp. 45–46

CHAPTER FOUR
....

Initial Setup

....

Getting Started

Setting Dialing Mode (Tone/Pulse)

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

1 Press Function, 1, 1.
The screen prompts you to select TONE or PULSE.

> DIALING:TONE?

> DIALING:PULSE?

2 Press ← or → to select dialing mode.

3 Press Set when the screen displays the dialing mode you want.

4 Press Stop to exit.

Setting Date and Time

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

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

1 Press Function, 1, 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 fax machine is standing by.

Setting Station ID

See Composing Electronic Cover Page p. 51

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

1 Press ⟨Function⟩, ⟨1⟩, ⟨3⟩.

The screen prompts you to enter your fax number.

```
FAX:
```

See Entering Text p. 29

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 chart below to help you enter letters.)

7 Press 〔Set〕 to confirm.

8 Press 〔Stop〕. The screen returns to the date and time.

Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the fax 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.

Key	once	twice	three times	four times	five times
〔2〕	A	B	C	2	A
〔3〕	D	E	F	3	D
〔4〕	G	H	I	4	G
〔5〕	J	K	L	5	J
〔6〕	M	N	O	6	M
〔7〕	P	Q	R	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 Clear; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. Also, you can back up and type over incorrect letters.

Repeating letters

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

Special characters and symbols

Press ✳ for   (space) ! " # $ % & ' ( ) ✳ + , - . /
Press # for   : ; < = > ? @ [ ] ^ _
Press Ø for   É À È Ê Î Ç Ë Ö 0

NOTICE

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

In order to program this information into your fax machine, you should complete the steps described on pages 28 and 29.

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

Setting Beeper Volume

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

1 Press Function, 1, 4.

2 Press ← or → to select your setting.

3 When the screen displays the setting you want, press Set.

4 Press Stop to exit.

Setting the Handset Volume

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

Press ▲ or ▼ to adjust the volume level. The display shows the setting you are choosing.

The new setting will remain until you change it again.

Setting the Speaker Volume

You can adjust the speaker volume when your fax machine is on Hook.

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.

Setting the Ring Volume

You can adjust the ring volume when your fax machine is idle. You can turn the ring off or you can select a ring volume level.

Press ▲ or ▼ to adjust the volume level. With each key press, the fax machine rings as you hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

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

Sleep Mode

Setting the Sleep mode reduces power consumption while the fax machine is idle. You can choose how long the fax machine is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically rests when the fax machine receives a fax or PC data, or makes a copy. The default setting is 0 minutes.

1 Press Function, 1, 5.

2 Use the Dial pad to enter the amount of time the fax machine is idle before it drops into sleep mode (00 to 99).

3 Press Set.

4 Press Stop to exit.

Delayed Timer

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

1 Press Function, 1, 6.

2 The screen displays

```
SET TIME:12:34
ENTER & SET
```

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

```
SET TIME:17:00
```

4 Press Set.

5 Press Stop to exit.

CHAPTER FIVE

Setup Receive

Basic Receiving Operations
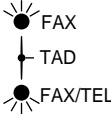
Select Answer Mode

There are four different answer modes for your fax machine. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.

NOTE: The lighted indicators mean ○ = not selected ☀ = is selected and lit.

Mode	Light	How it works	When to use it
1. MANUAL (manual receive)	○ FAX ╟ TAD ○ FAX/TEL	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing.
2. FAX (automatic receive)	☀ FAX ╟ TAD ○ FAX/TEL	The fax machine automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
3. FAX/TEL* (fax and telephone)	○ FAX ╟ TAD ☀ FAX/TEL	The fax machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.

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

Mode	Light	How it works	When to use it
4. TAD (External Telephone Answering Device)	☀FAX ┤ TAD ☀FAX/TEL	The external TAD automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an answering machine on your phone line.

Setting Ring Delay

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

1 Press Function, 2, 1.

2 Press ← or → to select how many times the line rings before the fax machine answers (00 – 04). If you select 00, the line doesn't ring at all.

3 Press Set when the screen displays your selection.

4 Press Stop to exit.

Setting F/T Ring Time

You must determine how long the fax machine will notify you with its special double ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the fax machine rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring. However, you can answer the call on any extension phone (in a separate wall jack) on the same phone number as the fax machine.

1 Press Function, 2, 2.

2 Press ← or → to select how long the fax machine will ring to alert you that you have a voice call.

3 Press Set when the screen displays your selection.

```
RING TIME:20 SEC
```

4 Press Stop to exit.

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

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

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

Easy Receive

See
Operation from
Extension
Telephone
p. 38

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

1 Press [Function], [2], [3].

2 Press [←] or [→] to select ON, SEMI or OFF.

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

4 Press [Stop] to exit.

For FAX/TEL
Mode Only
p. 39

If you've set the feature to ON, but your fax machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code [✱] [5] [1]. At the fax 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, regardless of the size of the paper (up to legal) in your fax machine. If you choose AUTO, your fax machine chooses the level of reduction for you.

1 Press Function, 2, 5.
   The screen displays

   | 5.REDUCTION |

2 Press ← or → to select the reduction ratio you want—AUTO, 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.

Recommended Reductions

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

> letter size, select 93%
>
> A4 size, select 87%
>
> legal size, select 75%.

If your paper is A4 (8.2" x 11.6"), and the incoming fax is

> letter size, select 100%
>
> A4 size, select 93%

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

> letter size, select 100%
>
> A4 size, select 100%
>
> legal size, select 93%.

Setting Paper Size

You can use three sizes of paper for printing your faxes: letter, legal and A4. When you change the size of paper you have loaded in the fax machine, you will need to change the setting for paper size, so your fax machine will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your fax machine.

1 Press Function, 2, 6.

The screen displays

> 6.PAPER

2 Press ← or → to select LETTER, LEGAL or A4.

3 Press Set when the screen displays your selection.

The screen displays

> CHANGE REDUCTION
> 1.YES 2.NO

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

4 Press ← or → to select AUTO, 100%, 93%, 87% or 75%.

5 Press Set when the screen displays your selection.

6 Press Stop to exit.

Setting the Print Density

If your fax machine is printing too light or too dark, you can adjust print density, making your printed documents darker or lighter. The new setting will remain until you change it again.

1 Press Function, 2, 7.

2 Press ← to make print lighter, or → to make print darker.

3 When the screen shows the setting you want, press Set.

4 Press Stop to exit.

Toner Save

You can conserve toner using this feature. When you set Toner Save to ON, print appears somewhat lighter. The default setting is OFF.

1 Press `Function`, `2`, `9`.

2 Press `←` or `→` to turn ON (or OFF).

3 Press `Set`.

4 Press `Stop` to exit.

Advanced Receiving Operations

Operation from Extension Telephone (For FAX 2750 Only) or External Telephone

*See
Setting F/T
Ring Time
p. 34*

*See
Easy Receive
p. 35*

If you answer a fax call on an extension phone or on an external phone in the EXT. jack, you can make your fax machine take over by using the Fax Receive Code. When you press the Fax Receive Code `✱` `5` `1`, the fax machine starts to receive a fax.

If the fax machine answers a voice call and double-rings for you to take over, use the Telephone Answer Code `#` `5` `1` to take the call at an extension phone.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the fax 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 RECEIVING) before you hang up. (Your caller will have to press `Start` to send the fax.)

For the FAX 3750, the Fax Receive Code and Telephone Answer Code can be used only from an external phone.

For FAX/TEL Mode Only

When the fax machine is in FAX/TEL mode, it will use the F/T Ring Time (double ringing) to alert you to pick up a voice call. If you're at the fax 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 double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the fax machine by pressing ✳ 5 1.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Fax Receive Code is ✳ 5 1. The preset Telephone Answer Code is ⏻ 5 1.

If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from ✳ 5 1 to ⏻ ⏻ ⏻ and the Telephone Answer Code from ⏻ 5 1 to 9 9 9.

1 Press Function, 2, 4.

2 Press ← or → to select ON (or OFF).

> REMOTE ACT.:ON?

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

> FAX RECEIVE:✳51

4 If you want to, enter a new Fax Receive Code, then press Set.

> TEL ANSWER:#51

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

6 Press Stop to exit.

Printing a Fax in Memory

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

1 Press Function, 8, 4.

2 Press Start.

3 After printing is finished, press Stop to exit.

Polling

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

All parties involved in polling need to set up their fax 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.

Some fax machines do not respond to the polling function.

Setting Up Polling Receive

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

1 Press Function, 2, 8.

The screen displays

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

2 Press ← or → to choose ON.

3 Press Set. The screen displays

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

4 Enter the fax number you are polling.

5 Press Start. The screen displays DIALING.

Setting Up Sequential Polling Receive

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

1 Press `Function`, `2`, `8`.

The screen displays

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

2 Press `←` or `→` to select Polling ON.

```
POLLING RX:ON?
```

3 Press `Set`.

The screen prompts you to enter the fax numbers to be polled.

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

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

5 Press `Start`. Your fax machine will poll each number or group member in turn for a document.

```
ACCEPTED
```

```
DIALING
```
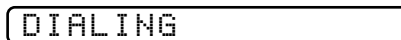
Canceling a Scheduled Job

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

If the fax machine is idle,

1 Press Function, 4.

Any waiting jobs will appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

> 4.REMAINING JOBS

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

—**OR**—

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

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

To cancel another job, return to Step 2.

4 Press Stop to exit.

If your fax machine is busy, press Stop, then follow Steps 2 through 4 to cancel a job.

You can check which jobs are waiting in memory by following Steps 1 and 2 above.

Setting Multi-Function Link Pro Mode (Only if You Purchased Multi-Function Link Pro)
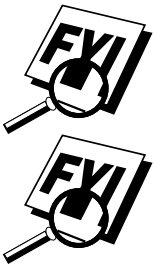
See (Option) Multi-function Link Pro Software p. 135

If you connect your fax machine to your PC, you can receive faxes into your PC. After completing all setup for Multi-Function Link Pro mode, you can turn on Multi-Function Link Pro to reroute incoming faxes to your PC.

1 Press Function, 2, 0.

The screen displays

> 0.MF LINK

2 Press ← or → to select ON (or OFF).

3 Press Set when the screen displays your selection.

4 Press Stop to exit.

Distinctive Ringing

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

Your fax machine has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below to "register" the new Distinctive Ringing pattern, that was assigned by the Telephone Company, so your fax machine can recognize its incoming calls.

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

If you are not sure which ring pattern you have call your telephone company. Then assign your ring pattern in the steps below.
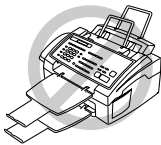
You can register only one Distinctive Ringing pattern with the fax machine. Some ringing patterns cannot be registered.

■ The fax machine will answer only calls to its registered number.

■ To have your TAD answer only the main number, the fax machine must be in Manual mode.

■ In FAX/TEL or FAX mode, the fax machine will answer all numbers on the phone line.

Registering Your Distinctive Ringing Pattern

1 Disconnect the fax machine from any TAD or telephone company Voice Mail.

2 Set the fax machine to MANUAL mode.

3 Press ⌊Function⌋, ⌊0⌋, ⌊1⌋. The screen displays the current setting of this feature.

4 Press ← or → to select the SET mode.

5 Press ⌊Set⌋ when the screen displays DISTINCTIVE: SET?.

6 Press ← or → to select the prestored ring pattern you want to assign. (You will hear each pattern as you scroll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

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

7 Press ⌊Set⌋.

8 Press ⌊Stop⌋ to exit.

Once you've registered the Distinctive Ringing pattern in your fax machine, you can turn this feature on or off. To change the setting, follow Steps 1 to 4 above, selecting ON (or OFF).

Caller ID

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

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

See Printing Caller ID List p. 46

■ You will see the first 16 characters of the number or name.

■ OUT OF AREA means call originates outside your Caller ID service area.

■ PRIVATE CALL means the caller has intentionally blocked transmission of information.

■ CALL PICKUP remains on the screen when no Caller ID information was transmitted.

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

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

Viewing Caller ID List

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

1 Press Function, 0, 2.

2 Press ← or → to select DISPLAY #?.

3 Press Set. The screen displays the ID of the most recent call. If the name was not received, it will not be displayed.

4 Press ← or → to scroll through the Caller ID memory and select the Caller ID you want to view.

5 Press Set to see detailed information of the selected ID. The screen shows the caller's name and number and the date and time of the call.

6 Press ← or → to return to the Caller ID listing—**OR**—Press Stop to exit.

Printing Caller ID List

1 Press [Function], [0], [2].

2 Press ← or → to select PRINT REPORT.

3 Press [Set].

4 Press [Start].

Clearing a Caller ID Stored in Memory

For effective use of the memory, it is recommended that you clear the Caller IDs stored in memory by pressing [Clear] when the display shows the number or name.

Call Waiting Caller ID (For FAX 2750 Only)

The Call Waiting Caller ID feature lets you use the Call Waiting Caller ID service offered by many local telephone companies. The feature displays the telephone number (or name, if available) of Call Waiting callers on your fax machine's screen.

1 To answer a Call Waiting signal while you're talking on the phone, ask the other party if you can put them on Hold a minute to catch the other call. The screen displays the Caller ID.

2 Press [Speed Dial] to switch to the second call.

3 To switch back to the first call, press [Speed Dial] again.

Either caller can hang up at any time. However, if you hang up you will disconnect both callers.

CHAPTER SIX
·····························

Setup Send

·····························

Before You Begin

■ Documents must be between 5.8 and 8.5 inches wide, and 3.9 and 14.1 inches long. Your fax machine can scan an image only 8.2 inches 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.

Paper Guides
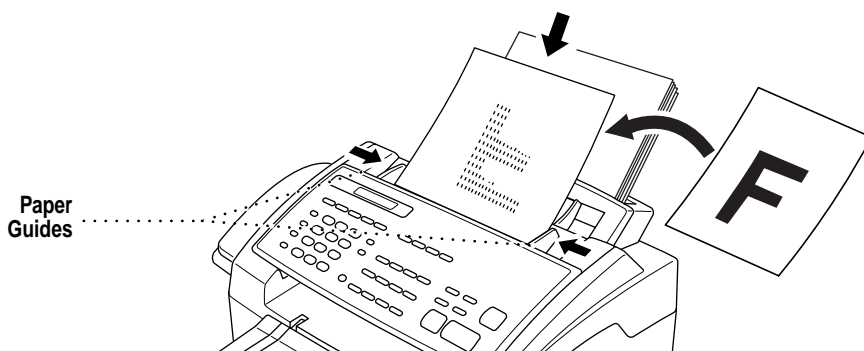
■ The FAX 2750's automatic document feeder (ADF) can hold up to 20 pages, feeding each one individually through the fax machine. Use standard (14 lb–24 lb) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.

The FAX 3750's automatic document feeder (ADF) can hold up to 30 pages if you stagger the pages and meet the following conditions:

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

Fan the paper, then stagger the pages in the document feeder as shown below:

Stagger the pages · · · · · · · · · · · · · · ·
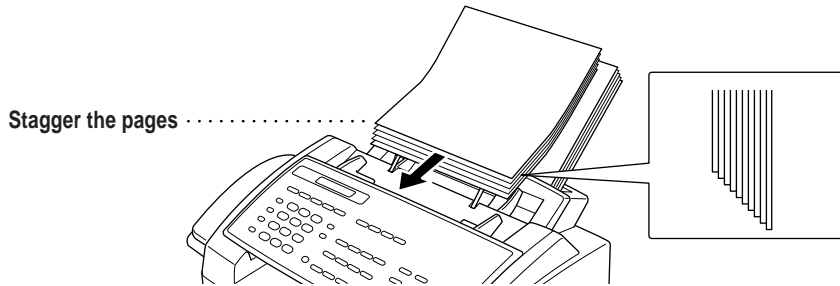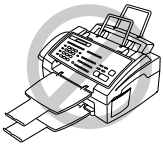
See Resolution p. 55

- Press Resolution (before you send the fax) to select the resolution for the document you're sending.
- **DO NOT** use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.
- Make sure documents written in 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 Hook and listen for a dial tone.

See One-Touch Dialing p. 68

3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).

4 When you hear the fax tone, press Start.

5 If you're using the handset, hang up.

Automatic Transmission

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

1 Insert the document face down in the feeder.

See Speed Dialing p. 68

2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad.

3 Press Start.

Manual and Automatic Fax Redial

If you're sending a fax manually and the line is busy, after you disconnect the call press ⎡Redial/Pause⎤ to retry the number.

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

Dual Access

You can scan up to 50 documents into the fax memory, even while the fax machine is receiving or sending another fax (from memory). You can set temporary settings for each fax you're scanning, except Timer and Polling.

If you try to scan in and store a 51st fax, the fax machine will send it immediately, without storing it in memory.

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

1 Make sure the document feeder is empty.

2 Place the document in the feeder.

3 Enter the fax number.

4 Press ⎡Start⎤. The fax machine starts scanning the document and the screen displays the job number (#XX) of the fax, and how much memory is available. Then the fax machine starts dialing. You can immediately repeat Steps 1 through 4 for the next fax.

Your fax machine normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

Real Time Transmission

When memory is full, the fax machine cannot continue to scan documents into memory before sending. However, you can turn on REAL TIME TX. Then place the documents in the feeder and enter the fax number. As soon as the phone line is free, the fax machine starts dialing and sending the fax.

1 Place the document in the feeder.

2 Press ⎡Function⎤, ⎡3⎤, ⎡9⎤.
The screen displays

```
9.REALTIME TX:OFF?
```

3 Press Set.

4 To change the default setting, press ← or → to select ON (or OFF) and go to Step 7—**OR**—For the next fax transmission only, press ← or → to select NEXT FAX ONLY.

```
REALTIME TX:ON?
```

5 Press Set.

6 For the next fax only, press ← or → to select ON (or OFF).

7 Press Set.

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

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 9.

9 Enter fax number and press Start.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.)

1 If the fax machine is idle, press Function, 4 —**OR**—if the fax machine is busy, go to step 2.

2 If you have multiple jobs waiting, use ← or → to scroll through the list.

3 Press Stop to exit.

Canceling Jobs While Scanning the Document

You can cancel a job while you are scanning it into memory by pressing Stop. Eject the document by pressing Stop again.

Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Delayed Fax, Polling Receive, Polling Transmit or faxes in memory waiting to be sent.

If the fax machine is idle,

1 Press Function, 4.

Any waiting jobs appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

> 4.REMAINING JOBS

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

—**OR**—

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

> #02 SALES REPORT
> 1.CLEAR 2.EXIT

3 Press 1 to cancel—**OR**—Press 2 to exit without canceling.
To cancel another job, return to Step 2.

4 Press Stop to exit.

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

Basic Sending Operations

Composing Electronic Cover Page

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

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

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

```
1.COMMENT OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```
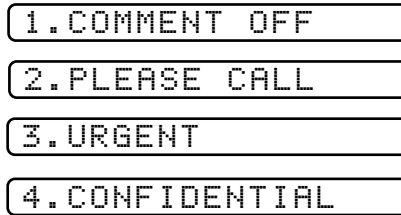
Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 29 to help enter characters.

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

Cover Page for Next Fax Only

Make sure the Station ID is set up (p. 28). This feature does not work without the Station ID.

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

1 Insert the document in the feeder.

2 Press Function 3, 1.

3 When the screen displays NEXT FAX ONLY?, press Set.

4 Press ← or → to select ON (or OFF).

5 Press Set.

6 Press ← or → to view the comment selections.

```
1.COMMENT OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```

```
5.(USER DEFINED)
```

```
6.(USER DEFINED)
```
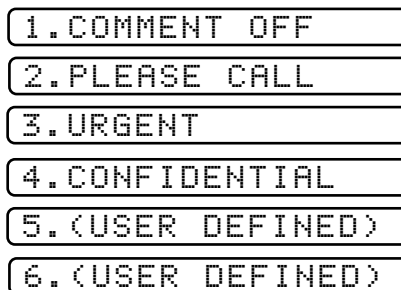
7 Press Set when the screen displays your selection.

8 Enter two digits to indicate the number of pages you are sending. (Enter ⓪ ⓪ to leave the number of pages blank.) If you make a mistake, press ← to back up and reenter the number of pages.

9 Press Set. The screen displays

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```
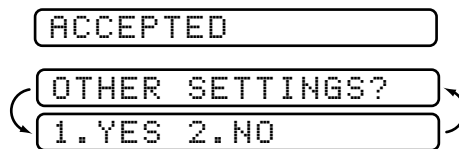
10 Press ① if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press ② if you are finished choosing settings, and go to Step 11.

11 Enter the fax number you're calling.

12 Press Start.

Always Send Cover Page

Make sure Station ID is set up (p. 28). This feature does not work without the Station ID.

You can set the fax 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 Function, ③, ①.

2 Press ← or → to select.

```
COVERPAGE:OFF?
```

```
COVERPAGE:ON?
```

3 When the screen displays COVERPAGE: ON?, press Set. (If you select ON, a coverpage is always sent when you send a fax.)

4 If you selected ON, you must select a comment. Use ← or → to view possible selections. (You can select your custom comment.)

```
1.COMMENT OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```

```
5.(USER DEFINED)
```

```
6.(USER DEFINED)
```

5 Press ⸢Set⸣ when the screen displays your selection. The screen displays
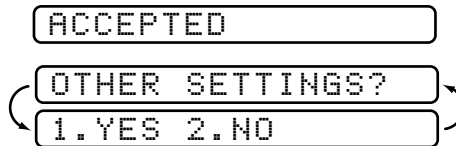
```
┌──────────────────────────┐
│ ACCEPTED                 │
└──────────────────────────┘
```

```
   ┌──────────────────────────┐
 ⌐ │ OTHER  SETTINGS?         │ ⌐
   └──────────────────────────┘  ↘
   ┌──────────────────────────┐
 ↙ │ 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 ⸢Function⸣, ⸢3⸣, ⸢1⸣.

2 Press ⸢←⸣ or ⸢→⸣ to select PRINT SAMPLE?.

3 Press ⸢Set⸣ when the screen displays your selection.

4 Press ⸢Start⸣. Your fax 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

*See
Entering Text
p. 29*

1 Press ⸢Function⸣, ⸢3⸣, ⸢2⸣.
The screen displays: 2.COVERPAGE MSG

2 Press ⸢←⸣ or ⸢→⸣ to choose position 5 or 6 for your customized comment.

3 Press ⸢Set⸣.

4 Use the dial pad to enter your customized comment.
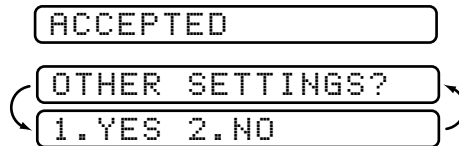
5 Press [Set]. The screen displays

> ACCEPTED

> OTHER SETTINGS?
> 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.

Contrast

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

1 Insert the document, face down, in the feeder.

2 Press [Function], [3], [3].

3 Press [←] or [→] to select AUTO, S.LIGHT or S.DARK.

4 When the screen displays your selection, press [Set]. The screen displays
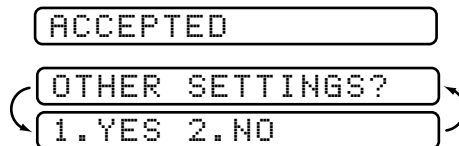
> ACCEPTED

> OTHER SETTINGS?
> 1.YES 2.NO

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

6 Enter a fax number and press [Start] to send a fax.

Resolution

See Multiple Resolution Transmission p. 60

When you have a document in the feeder, you can use the [Resolution] key to change the default setting. Press [Resolution] continuously until you see the lights change to the setting you want. For Standard, turn Fine and S. Fine lights off. For Photo, turn them both on.

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 gray; slowest transmission time.

....

Advanced Sending Operations

Overseas Mode

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

1 Insert document.

2 Press `Function`, `3`, `5`.
The screen displays

```
5.OVERSEAS MODE
```

3 Press ← or → to select ON (or OFF).

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

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

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

6 Enter the fax number you're calling.

7 Press `Start`.

Call Reservation

You can send a fax and let the other party know that you want to have a conversation 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 fax machine will ring. Lift the handset to speak.

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

1 Insert the document in the feeder.

2 Press Function, 3, 6. The screen displays the current setting for Call Reservation.

> CALL RESERVE:OFF

> CALL RESERVE:ON

3 Press ← or → to select ON (or OFF).

4 If you set Call Reservation to ON, press Set when the screen displays your selection. The screen displays the current setting for Call Back Message.

> CALL BACK:OFF?

> CALL BACK:ON?

5 Press ← or → to select ON (or OFF).

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

> ACCEPTED

> OTHER SETTINGS?
> 1.YES 2.NO

7 Press 1 if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press 2 if you are finished choosing settings, and go to Step 8. The screen prompts you to enter the fax number you want to call.

8 Enter the fax number.

9 Press Start.

10 If you've set Call Reservation to ON, pick up your handset if the fax machine rings.
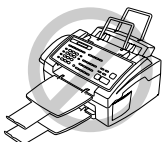
You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

1 Press Function, 3, 6.

2 Press ← or → to select PRINT SAMPLE?.

3 Press Set.

4 Press Start.

Delayed Fax

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

1 Insert the document in the feeder.

2 Press Function, 3, 7.

3 Press Set. The screen displays

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

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

```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

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

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

6 Enter the fax number.

7 Press Start. The fax machine will wait to send the fax at the time you set up in Delayed Timer (Function, 1, 6).

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the Help/Broadcast key, you can include up to 24 One Touch locations, up to 100 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 174 locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer.

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

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

■ To stop the broadcasting in progress, press Stop. The LCD display asks if you want to cancel all locations or the location that is being sent.

■ Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.

■ If the line is busy or for some other reasons a connection could not be made while broadcasting, the fax machine will redial the number automatically.

■ If the memory is full, press Stop to abort the job or press Start to send the portion that is in the memory (if more than one page has been scanned).

1 Insert the document into the feeder.

2 Enter a number using One Touch, Speed Dial, Group number, Tel-index or the dial pad.
Example: Group number

3 Press Help/Broadcast. You will be prompted to press the next number.

4 Enter the next number.
Example: Speed Dial

5 Press Help/Broadcast.

6 Enter the next fax number.

Example: Manual dialing, using the dial pad.

7 Press [Start].

Your fax machine will read the document into memory and then start sending faxes to all the numbers you entered.

Multiple Resolution Transmission

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

1 Insert the document in the feeder.

Press [Function], [3], [4].

2 Use ← or → to select resolution for page 1, then press [Set].

3 Repeat Step 2 for subsequent pages.

4 Press [Stop] when you're finished.

The screen displays
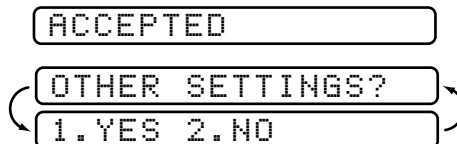
```
ACCEPTED
```

```
OTHER SETTINGS?
1.YES 2.NO
```

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

6 Enter the fax number you're calling.

7 Press [Start].

If you want to copy a document using multiple resolutions, press [Copy] in Step 6.

Setting Up 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 the document to be retrieved in the feeder.

2 Press Function, 3, 8.
The screen displays

POLLED TX:OFF?
SELECT ← → & SET

3 Press ← or → to choose ON.

4 Press Set. The screen displays

1.DOC 2.MEMORY

5 Press 1 to select DOC if you want your fax machine to scan the printed document at the time it is polled—**OR**—Press 2 to select MEMORY.

ACCEPTED

OTHER SETTINGS?
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 if you are finished choosing settings and go to Step 7.

7 Press Start.

If you pressed 1 in Step 5, the printed document remains in the document feeder until your fax machine is polled. However, you can "interrupt" it to send another fax.

Interrupting Delayed Fax and Polling Transmit Jobs

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

1 Press [Function], [5].

2 Wait 2 seconds, then remove the documents that are waiting in the feeder.

> INSERT DOCUMENT

3 Place the "new" document you want to send now in the feeder.

4 Enter the new fax number for the documents you want to send now.

5 Press [Start].

6 After the transmission is finished, place the "old" documents back into the feeder.

7 Press [Function], [5] to restore the Delayed Fax and/or Polling.

CHAPTER SEVEN

Setup Auto Dial Numbers

Storing Numbers for Easy Dialing

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

Storing One Touch Dial Numbers

See One Touch Dialing p. 68

You can store 24 fax/phone numbers that you can dial by pressing one key. To access numbers 13 to 24, hold down the **Shift** key. You also can store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed.

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

See ALL DIAL Report p. 79

1 Press Function, 6, 1.

2 Press the One Touch key where you want to store a number. (One Touch key 01 has been pre-programmed for Brother Fax-Back System (USA only). You can override it if you wish.) The screen displays the location you selected.

See Changing One Touch and Speed Dial Numbers p. 65

3 Enter a number (up to 20 digits). If you want to enter a pause in the dialing sequence (for example, to access an outside line), press Redial/Pause as you're entering digits. Pressing Redial/Pause enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.

4 Press Set. The screen prompts you to enter a name for this number.

NAME:

5 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 29 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

    FAX/TEL   Both a fax and telephone (voice) number

7 Press [Set].

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

When you dial an AUTO DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.
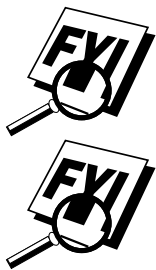
If you need to store a longer pause than 3.5 seconds, press [Redial/Pause] two or more times.

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

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only three keys. There are 100 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

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

    `SPEED-DIAL? #`

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

3 Press [Set]. The screen displays your entry, then prompts you to enter the number you're storing.

    `#05:`
    `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 on page 29 to help you enter letters—**OR**—Press ⌷Set⌷ and go to Step 8 to store the number without a name.

7 Press ⌷Set⌷.

8 The screen prompts you to select the type of number this is. Use ← or → to select the type you want.

FAX	A fax number
TEL	A telephone (voice) number
FAX/TEL	Both a fax and telephone number

9 Press ⌷Set⌷.

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

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

Changing One Touch and Speed Dial Numbers

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

1. CHANGE—OR—2. EXIT.

1 Press ⌷1⌷ to change the number stored, or press ⌷2⌷ to exit without making a change.

2 Enter a new number.

■ If you want to erase the number, press ⌷Clear⌷ when the cursor is to the 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 type over it.

3 Follow the directions from Step 4 in Storing One Touch Numbers or Step 5 in Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

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

You can include up to 23 One Touch locations, and up to 100 speed Dial locations. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

1 Press Function, 6, 3.

The screen displays

SELECT ONE-TOUCH

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

SETUP GROUP:GO
ENTER & SET

3 Use the dial pad to enter the Group number. (For example, press 1 for Group 1).

4 Press Set.

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

G01:✱05#09_

6 Press Set. The screen prompts you to enter a name.

NAME:
ENTER & SET

7 Use the dial pad and the chart on page 29 to enter a name for the group (for example, NEW CLIENTS).

8 Press Set.

9 Press Stop to exit.

You can print a list of all One Touch and Speed Dial numbers. See Chapter 10, Printing Reports.

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

CHAPTER EIGHT
....

Telephone Operations

Dialing Options

You can use your fax machine to make voice telephone calls by dialing manually, or by using Tel-index, One Touch or Speed Dial memory.

Manual Dialing

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

1 Pick up the handset—**OR**—Press Hook.

2 When you hear a dial tone, dial the call using the dial pad.

3 If you pressed Hook to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)

4 To hang up, replace the handset.

One Touch Dialing

1 Pick up the handset—**OR**—Press [Hook].

2 When you hear a dial tone, press the One Touch key of the location you want to call.

3 If you pressed [Hook] to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

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

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

Speed Dialing

1 Pick up the handset—**OR**—Press [Hook].

2 When you hear a dial tone, press [Speed Dial], then press the two-digit Speed Dial number.

3 If you pressed [Hook] to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

4 To hang up, replace the handset.

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

Dialing Access Codes and Credit Card Numbers

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

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

Hold

1 Press Hold to put a call on Hold.

2 You can replace the handset without disconnecting the call.

3 Pick up the fax machine handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Pause

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

Tone/Pulse

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

1 Lift the handset.

2 Press #. Digits dialed after this send tone signals.

3 When you hang up, the fax machine returns to pulse dialing service.

Searching Telephone Index

See Storing One Touch Dial Numbers p. 63 and Storing Speed Dial Numbers p. 64

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

1 Press Tel-index, then enter the first letter of the name you're looking for.

2 Press ← or → to search the memory.

3 When the screen displays the name you want to call, pick up the handset or press Hook.

4 Press Start to begin dialing.

5 If you pressed Hook to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

6 When the call is over, hang up.

CHAPTER NINE

Remote Fax Options

Fax Forwarding/Paging

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

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

Programming a Fax Forwarding Number

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

1 Press Function, 8, 1.

2 Press ← or → until the screen displays

> FAX FORWARD?

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

> FWD#:
> ENTER & SET

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

5 Press Set.

6 Press Stop to exit.

Programming Paging Number

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

1 Press ⌊Function⌋, ⌊8⌋, ⌊1⌋.

2 Press ⬅ or ➡ until the screen displays

> PAGING?

3 Press ⌊Set⌋. The screen prompts you to enter your pager number.

> PAG#:
> ENTER & SET

4 Enter your pager phone number (up to 20 digits) followed by ⌗ ⌗. Do not include the area code if it is the same as that of your fax machine. *For example,* ⌊1⌋⌊8⌋⌊0⌋⌊0⌋⌊5⌋⌊5⌋⌊5⌋⌊1⌋⌊2⌋⌊3⌋⌊4⌋⌊⌗⌋⌊⌗⌋.

5 Press ⌊Set⌋.

6 If your pager requires a PIN, enter the PIN, press ⌗, press ⌊Redial/Pause⌋, enter your fax number, then press ⌗ ⌗. *For example,* ⌊1⌋⌊2⌋⌊3⌋⌊4⌋⌊5⌋⌊⌗⌋⌊Redial/Pause⌋⌊1⌋⌊8⌋⌊0⌋⌊0⌋⌊5⌋⌊2⌋⌊1⌋⌊2⌋⌊8⌋⌊4⌋⌊6⌋⌊⌗⌋⌊⌗⌋.

—**OR**—

If you do not need a PIN, press ⌊Redial/Pause⌋, enter the fax number, then press ⌗ ⌗. *For example,* ⌊Redial/Pause⌋⌊1⌋⌊8⌋⌊0⌋⌊0⌋⌊5⌋⌊2⌋⌊1⌋⌊2⌋⌊8⌋⌊4⌋⌊6⌋⌊⌗⌋⌊⌗⌋.

7 Press ⌊Set⌋.

8 Press ⌊Stop⌋ to exit.

You cannot change a Paging number or PIN remotely.

Setting Fax Storage

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

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

```
FAX STORAGE:OFF?
SELECT ← → & SET
```

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 Fax Storage OFF, the screens prompts you to erase any faxes in memory.

```
ERASE ALL FAX?
1.YES 2.NO
```
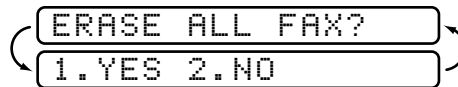
If you press 1, all fax data is erased and Fax Storage is turned off. If you press 2, data is not erased, and Fax Storage remains on.

Changing 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 Function, 8, 3.

2 Enter a three-digit number from 000 to 999. Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.

3 Press Set.

4 Press Stop to exit.

Remote Retrieval

You can call your fax machine from any fax machine using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Keep the included Remote Control Access Card in your wallet as an aid.

See
Changing
Remote
Access Code
p. 73

Using Remote Access Code

1 Dial your fax number from a fax machine using touch tone.

2 When your fax machine answers and beeps, immediately enter your Remote Access Code (1 5 9 ✱).

3 The fax machine signals the kinds of messages received:

1 long beep—Fax message(s)

No long beeps—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 fax machine hangs up. If you enter an invalid command, the fax machine beeps three times.

5 Press ⑨ ⑩ to reset the fax machine when you finish.

6 Hang up.

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

Remote Commands

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

Remote Control Commands		Operation Details
95	**Changing Fax Forwarding /Paging setting**	
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see page 71). Once you have registered the number, the fax machine will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see page 76) to make sure that the Fax Forwarding number you registered is correct in the List.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	6 Fax Storage ON	
	7 Fax Storage OFF	
		You can set FAX STORAGE ON or OFF.
96	**Retrieve FAX**	
	1 Memory Status List	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 76.)
	2 Retrieve all faxes	
	3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97	**Check the receiving status**	
	1 FAX	You can check whether your fax machine has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change Answer Mode**	
	1 TAD	If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you cannot change it.
	2 FAX/TEL	
	3 FAX	
90	**Exit**	After a long beep, you can exit remote control.

Retrieving Memory Status List

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

1 Dial your fax machine's number.

2 When you hear the beep, immediately enter your Remote Access Code (⒈ ⒌ ⒐ ✳).

3 When you hear two short beeps, use the dial pad to press ⒐ ⒍ ⒈.

4 Using the dial pad, enter the number of the remote fax machine (up to 20 digits) 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. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

1 Dial your fax number.

2 When you hear the beep, immediately enter your Remote Access Code (⒈ ⒌ ⒐ ✳).

3 As soon as you hear two short beeps, use the dial pad to press ⒐ ⒍ ⒉.

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 remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

1 Dial your fax number.

2 When you hear the beep, immediately enter your Remote Access Code (⬡1 ⬡5 ⬡9 ⬡✱).

3 When you hear two short beeps, enter ⬡9 ⬡5 ⬡4.

4 Enter the new 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 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. The remote fax machine prints the Memory Status List showing the new forwarding number.

8 Check the forwarding number.

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

CHAPTER TEN

Printing Reports

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Fax Settings and Activity

You can print the following lists and reports:

| 1.XMIT REPORT | Choose if you would like a Transmission Verification Report printed after every fax you send. |

| 2.ACT.REPORT | Activity Report lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive. |

| 3.ALL DIAL | Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order. |

| 4.TEL.INDEX | ALL DIAL list (above), alphabetically. |

| 5.USER SETTINGS | Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, REMOTE FAX OPT, and TEL SERVICE. |

| 6.MEMORY STATUS | Lists summary information and amount of occupied memory. |

To Print a Report

1 Press Function, 7.

2 Enter the number (see p. 79) of the report you want to print. For example, press 4 to print the TEL.INDEX.

3 Press Start.

4 Press Stop to exit.

Transmission Verification (Xmit) Report

You can use the Xmit Report as proof that you sent a fax. This report lists the time and date of transmission, and whether the transmission was successful.

When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates NG, send the document again. 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 Function, 7, 1.

2 Press ← or → to select ON or OFF.

3 Press Set.

4 Press Stop to exit.

Activity Report Interval

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

1 Press Function, 7, 2.

2 Press ← or → to display:

> INTERVAL?

3 Press Set.

4 Press ← or → to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.

5 When the screen displays the setting you want, press Set.

6 Enter the time to begin printing, in 24-hour format. (For example, enter 19:45 for 7:45 PM).

7 Press Set.

8 Press Stop to exit.

CHAPTER ELEVEN

Making Copies

Using the Fax Machine as a Copier

You can use your fax machine as a copy machine, making up to 99 copies at a time. The fax machine can stack the copies or collate (sort) them.

```
Enlarge    Reduce              Copy

Sort       Photo
```
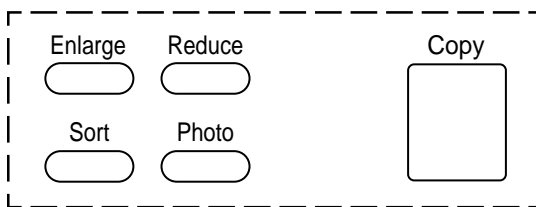
The scannable area of your fax machine begins at approximately one-eighth inch (4 mm) from the edge of the paper.

1/8" (4 mm)

Not Printable

1/8" (4 mm)
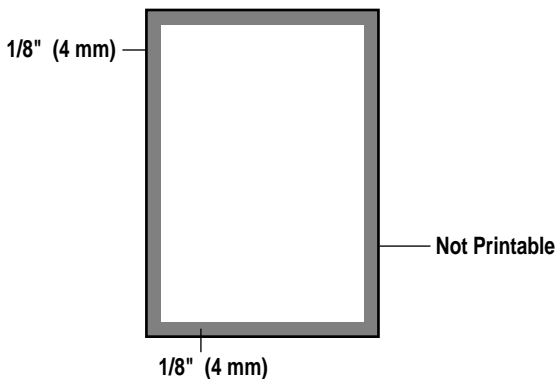
Making a Single Copy

The default resolution for a single copy is AUTO, which you can use for documents containing both text and photographs. You can also select S. Fine and Photo, as needed.

1 Insert the document face down in the feeder.

2 Press Copy, then wait five seconds—**OR**—Press Copy again.

Do NOT pull on the paper while copying is in progress.

Making Multiple Copies

There are two ways to make multiple copies on your fax machine. You can choose whether the copies will be STACKED (all copies of page 1, then all copies of page 2, etc.), or SORTED (collated). The default resolution for multiple copies is AUTO.

Stacking Multiple Copies

1 Insert pages to be copied face-down in the feeder.

2 Press Copy.

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press Copy again.

Sorting Multiple Copies

Sorting uses more memory then stacking.

1 Insert pages to be copied face-down in the feeder.

2 Press Sort.

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press Copy.

If you select Sort or stack after pressing Copy and get a MEMORY FULL message while you are scanning the first page, press Stop to cancel the job and restart it 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

1 Insert pages to be copied face-down in the feeder.

2 Press [Enlarge] or [Reduce].

3 Press ← or → to select AUTO, 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, or 50%.

4 Press [Copy] when the screen displays your selection.

5 Use the dial pad to enter the number of copies you want (up to 99).

6 Wait five seconds—**OR**—Press [Copy] again.

Copying a Photograph

You can copy a photograph by pressing [Photo] without pressing [Resolution].

1 Insert the photo(s) face-down in the feeder.

2 Press [Photo].

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Wait five seconds—**OR**—Press [Copy] again.

CHAPTER TWELVE
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Optional Accessories
(For FAX 2750 Only)

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Memory Board

The memory board is installed on the main controller board inside the fax machine. When you add the optional memory board, it increases the performance modes for both fax and printer operations.

Optional Memory for the Printer & Fax Operations

The FAX 2750 has 2 MB of memory and can recognize 1 MB (ME1000) or 2 MB (ME2000) of Optional Memory. Be careful to purchase the appropriate memory board for your needs.

For the Printer

Additional memory is useful and may be necessary if you want to download many different fonts or want to print a very complex document.

For the Fax

Additional memory is available and will expand the memory used for sending and receiving faxes.

Model Name	Optional Memory	Total
fax machine 2750 1.3 MB (up to 130 pages)	1 MB –OR– 2 MB	2.3 MB (up to 230 pages) 3.3 MB (up to 330 pages)

Using Brother #1 Chart with MMR coding and Standard Resolution.

Installing the Optional Memory Board

1 Unplug the power cord from the AC outlet and disconnect the interface cable.

![Illustration showing the rear of the device with the power cord being unplugged from the AC outlet and the interface cable being disconnected.]
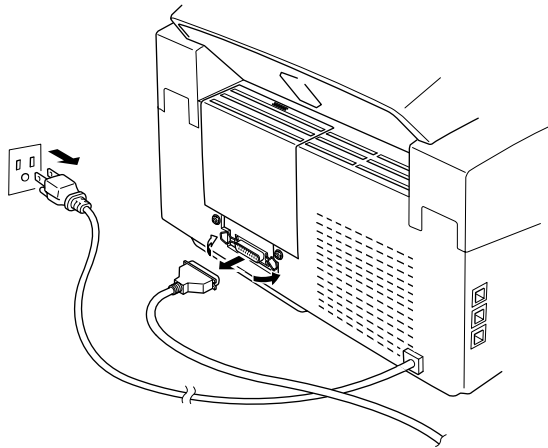
⚠️ **WARNING**

Unplug the power cord before installing (or removing) the memory board.

2 Press down on the top of the rear cover to release the hook, and pull the rear cover out.

![Illustration showing a hand pressing down on the top of the rear cover to release the hook and pulling the cover out.]
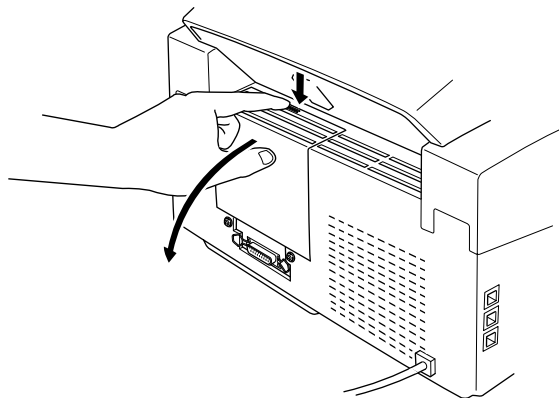
⚠️ **WARNING**

Do not touch the surface of the main controller board.

3 To install the memory board onto the main controller board, use the attached spacer and plug it into the connectors on the left of the main controller board.

Memory Board

Connector

Spacer

Connector

Main Controller Board
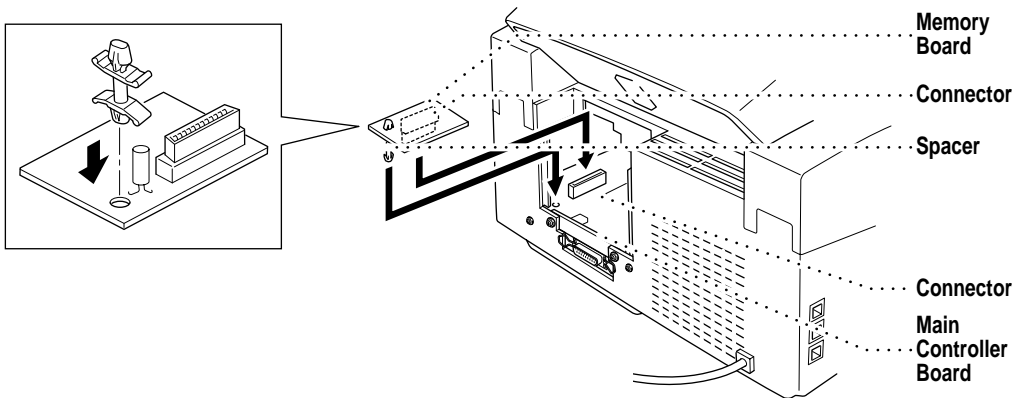
WARNING

■ Hold the edge of the memory board. Do not touch the surface of the board.

■ Make sure the memory board is securely seated in the main controller board.

4 Reinstall the rear cover.
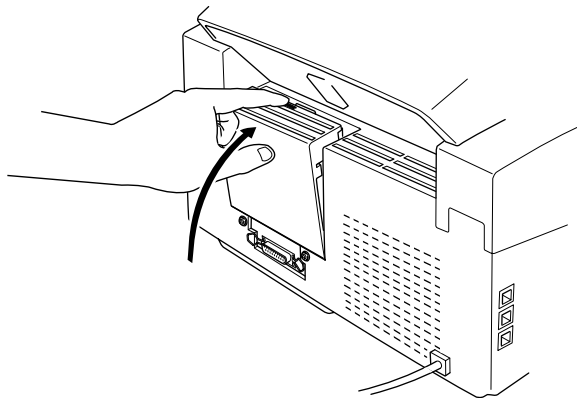
5 Reconnect the interface cable.

6 Plug the power cord into the AC outlet.

CHAPTER THIRTEEN

Troubleshooting and Maintenance

Troubleshooting

Fax-Back System

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

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

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

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

Brother Home Page

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

http://www.brother.com

Brother Bulletin Board

Brother's Bulletin Board Numbers are

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

Error Messages

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

If you need additional help, call the Brother Fax-Back System at

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

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem, then replace the drum unit with a new one.
CHECK PAPER	The fax machine is out of paper or paper is not properly loaded in the multi-purpose sheet feeder.	Refill the paper or remove the paper and load it again.
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see page 37).	When you see this error, the reduction ratio automatically will be changed to AUTO if you used a fixed reduction ratio (see pages 36–37).
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN PLEASE WAIT	The temperature of the drum unit or toner cartridge is too hot. The fax machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the fax machine shows COOLING DOWN and PLEASE WAIT.	You must wait and allow the fax machine to resume printing when it is ready.

ERROR MESSAGE	CAUSE	ACTION
COVER OPEN	The top cover or multi-purpose sheet feeder cover was not completely closed.	Open, then close each cover.
DISCONNECTED	The other party or other party's fax machine terminated the call.	Try to fax or receive again or call the other party to see what happened.
DOCUMENT JAM	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see page 93.
DOWNLOAD FULL (May occur when the fax machine is used as a printer.)	The download buffer is full.	Unplug the fax machine and plug it back in. Data remaining in the memory of the fax machine will be deleted.
MACHINE ERROR XX PRESS STOP KEY	The fax machine has a mechanical problem.	Turn off the power. Then call Brother Customer Service **USA:** 1-800-284-4329 **From within Canada:** 1-800-853-6660 **From within Montreal:** 1-514-685-6464
MEMORY FULL (May occur when the fax machine is used as a printer.)	The fax machine memory capacity has been exceeded.	Unplug the fax machine and plug it back in. Data remaining in the memory of the fax machine will be deleted. • If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document. • Expand the printer memory with the optional memory board. (ME1000 or ME2000) (Only FAX 2750)

ERROR MESSAGE	CAUSE	ACTION
NO RESPONSE/BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.
NOT REGISTERED	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. See pages 63–65.
PRINT OVERRUN (May occur when the fax machine is used as a printer.)	The available RAM has been exceeded.	Unplug the fax machine and plug it back in. Data remaining in the memory of the fax machine will be deleted. • If you have installed the Windows® printer driver, try again after setting the TrueType mode to "Print as Graphics" in the PRINT menu of your application software. • If this does not clear the error, reduce the complexity of your document or reduce the print resolution.
PRINTER JAM	The paper is jammed in the fax machine.	Do not pull the paper out until you see pages 93–94.
SET CARTRIDGE	Toner cartridge is not installed.	Reinstall the toner cartridge.
TONER EMPTY	Toner is used up and printing is not possible.	Replace the toner cartridge with a new one. (See pages 112–116.)
TONER LOW	If the display shows TONER LOW and the Toner Empty LED on the control panel is blinking, you can still print. But the toner is depleted and the fax machine is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

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

1 Open the control panel.

2 Carefully, pull the document toward the front of the fax machine.

3 Close the control panel.

4 Press Stop.
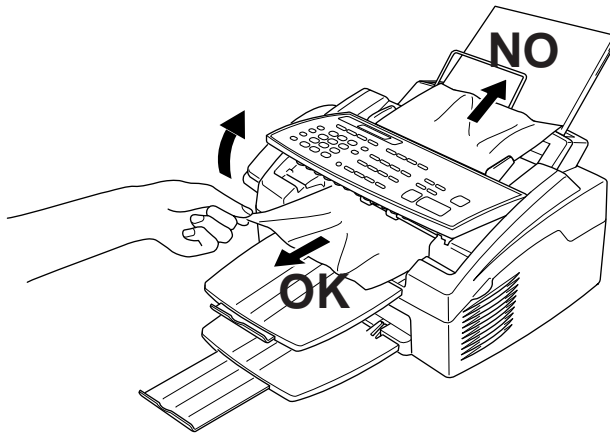
Printer Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Review the following three types of printer jams and follow the instructions.

⚠️ WARNING

Do not force the jammed paper from the paper tray because you may damage the fax machine and cause toner to scatter on the next printed pages.

After you have used the fax machine, some internal parts of the machine are extremely **HOT!** When you open the top cover of the fax machine, never touch the shaded parts shown in the following diagram.

▲ Inside the Fax Machine
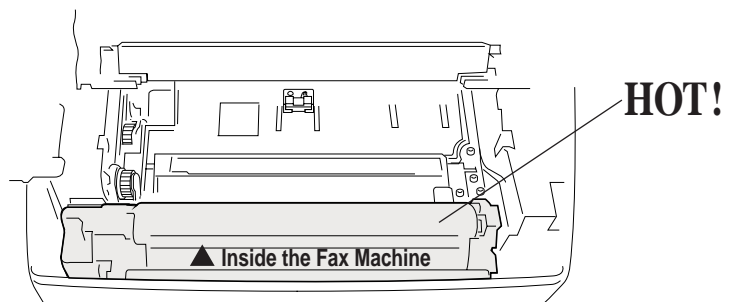
Paper is Jammed in the Multi-purpose Sheet Feeder

1 Open the multi-purpose sheet feeder to pull the jammed paper upward out of the feeder.

2 Close the multi-purpose sheet feeder.

3 Open the top cover and check that a torn piece of paper does not remain inside the fax machine.

Multi-purpose Sheet Feeder
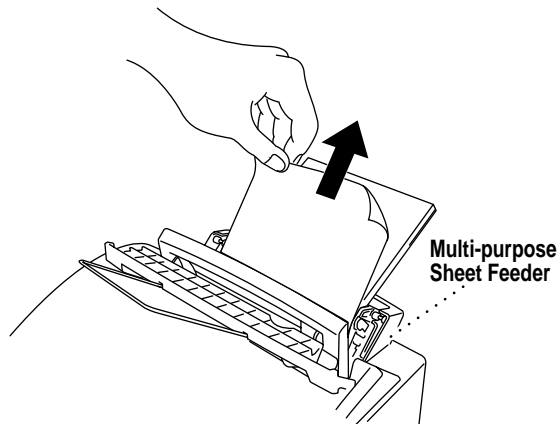
Paper is Jammed near the Drum Unit or in the Fuser Unit

1 Open the top cover.

2 Remove the drum unit.

3 Gently pull out the jammed paper.

4 Reinstall the drum unit.

5 Close the top cover.

Paper is jammed near drum unit

Paper is jammed in fuser unit
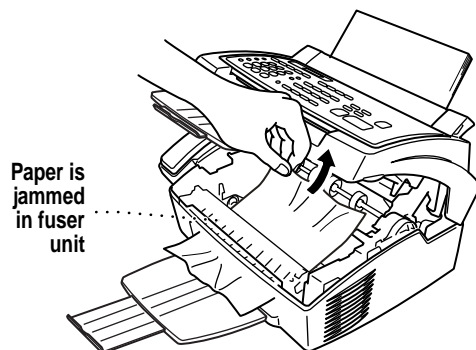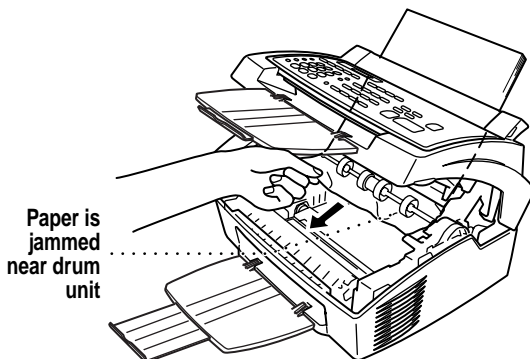
If You Are Having Difficulty with Your Fax Machine

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

DIFFICULTY	SUGGESTIONS
▶**Printing and Receiving Faxes** — Condensed print and horizontal streaks; top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother Customer Service at 1-800-284-4329 (**USA**) or 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**).
Vertical streaks; black lines appear on the faxes you receive.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your fax machine's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (see page 111), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at 1-800-284-4329 (**USA**) or 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**).
The fax machine "hears" voice as CNG tone.	If your fax machine is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.
Horizontal streaks; lines are missing.	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received data is divided and printed on 2 pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (see page 37). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real paper. (See pages 36–37.)
▶**Phone Line or Connections** — Dialing does not work.	Check for a dial tone. Change TONE/PULSE setting (see "Setting Dialing Mode" p. 27). Check all line cord connections, and make sure the curled handset cord is not in the **EXT** jack. Check power cord connection. Send a manual fax by pressing Hook—**OR**—by lifting the handset, and dialing the number. Wait to hear the fax receiving tones before pressing Start.
The fax machine does not answer when called.	Make sure the fax machine is in the correct receiving mode for your setup (either FAX, FAX/TEL or TAD). Check for dial tone. If possible, call your fax machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the fax machine telephone jack. If there is no ringing when you call your fax machine, call your Telephone Company to check the line.
There is no dial tone on the handset.	Press Hook—**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the fax machine and wall jack. Check that the handset curled cord is connected to the fax machine's handset jack. Test the jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.

	DIFFICULTY	SUGGESTIONS
▶ **Sending Faxes**	Transmitting quality is poor.	Try changing your resolution to FINE or SUPERFINE (see "Resolution" p. 55). Make a copy to verify the fax machine's scanner operation.
	Transmission verification report prints "Results:NG".	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.
	The receiving party says the picture is not clear.	Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your fax machine's scanner may be dirty, so try cleaning it. (See page 109.)
	The receiving party says vertical streaks appear on the faxes they receive.	Your fax machine's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner (see page 109) and make a copy to check if the problem was caused by your machine.
▶ **Handling Incoming Calls**	Double ring in FAX/TEL mode.	The fax machine knows the incoming call is not a fax, so it is signaling you to answer the telephone call. Pick up the fax machine handset or answer from an extension phone and press your fax machine's Telephone Answer Code (default setting is #51).
	I have difficulty transferring a fax call to the fax machine.	If you answered at the fax machine, press Start and hang up immediately. If you answered at an extension phone, press your fax machine's Remote Activation Code (default setting is ✱51). When your fax machine answers, hang up.
	The Caller ID does not display after the Call Waiting Signal. (For FAX 2750 Only)	The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfer with it. When you hear the Caller Waiting signal, ask the other party to hold while you catch the other call. Then stop speaking until you see the Caller ID on the LCD.
	I have difficulty with custom features on a single line. (For FAX 2750 Only)	If you have Call Waiting, Caller ID, Call Waiting/Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your fax machine, it may create a problem sending or receiving fax data. Example #1: If you are having a telephone conversation and a fax communication signal comes through on your Call Waiting Call ID feature, you can verify that the second call is a fax by switching to it. You have the option to receive the fax call, by asking the first caller to hang up to clear the line. Example #2: If you are sending or receiving a fax message while a Call Waiting Caller ID (or other custom feature) signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. (Brother's ECM feature should help overcome this problem.) This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

	DIFFICULTY	SUGGESTIONS
▶ **General Printing Difficulties**	The fax machine does not print.	Check the following: • The fax machine is plugged in. • The toner cartridge and drum unit are installed properly. • The interface cable is securely connected between the fax machine and computer. • Check to see if LCD is showing an error message. (See pages 90–92.)
	The fax machine prints unexpectedly or it prints garbage.	Reset the fax machine. Check the primary settings in your application software to make sure it is set up to work with your fax machine.
	The fax machine cannot print full pages of a document; the error message PRINT OVERRUN occurs.	The fax machine received a very complex print job and could not process part of the page. This may be solved in several ways. If you are using Windows® 3.1, 3.11, Windows® 95 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the "Windows® Setup Printing Problems" section. Try to reduce the complexity of your document or reduce print resolution.
	The fax machine prints the first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer's input buffer full signal. Please make sure to connect the printer cable correctly.
	The fax machine cannot print full pages of a document; A MEMORY FULL error message occurs.	• Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software. • Expand the printer memory by installing one of the optional memory boards (ME1000 or ME2000). (Only FAX 2750)
	My headers or footers appear when I view my document on the screen, but do not appear when I print them.	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the top and bottom margins in your document to allow for this.
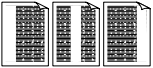
	DIFFICULTY	SUGGESTIONS
▶ **Windows® Setup Printing Difficulties**	I cannot print from my application software.	Make sure the Windows® printer driver is installed and you select it in your application software.
	Sometimes I get the error message PRINT OVERRUN when printing certain documents from Windows.®	If you are using the supplied Windows® driver, turn the error recover operation **on** in the Setup dialog box and try again. Reduce the print resolution or reduce the complexity of your document and try again. Expand the printer memory by installing one of the optional memory boards.
▶ **Paper Handling Difficulties**	The fax machine does not load paper. The LCD shows CHECK PAPER or PRINTER JAM.	Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multi-purpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder. If there is paper in the multi-purpose sheet feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the multi-purpose sheet feeder. Reduce the amount of paper in the multi-purpose sheet feeder, then try again.
	The fax machine does not load paper from the manual feed slot.	Reinsert the paper firmly, one sheet at a time.
	How can I load envelopes? (May occur when the fax machine is used as a printer.)	You can load envelopes from either the multi-purpose sheet feeder or the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your application manual.
	What paper can I use? (May occur when the fax machine is used as a printer.)	You can use plain paper, envelopes, transparencies, labels and organizer paper. For information on paper you can use, see "Acceptable Paper" on page 16.
	How can I clear paper jams?	See "Printer Jam" on pages 93–94.

▶**Copy Quality Difficulties**

▶**Print Quality Difficulties (Print Operations are Available with Software Option)**

DIFFICULTY	SUGGESTIONS
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See pages 109 and 111.)
Printouts are too dark or too light.	Adjust the print conditions by setting the Print Density light function. It has been factory set to the middle position. See "Setting the Print Density" on page 37.
Printed pages contain white stripes. **White Stripes or Faint Images**	You may fix this by wiping the scanner windows with a clean soft cloth. (See "Cleaning the Document Scanner" on p. 109 and "Cleaning the Drum Unit" on page 111.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages are stained with toner or have vertical stripes. **Dark Stripes or Toner Stains**	Clean the fax machine's interior and the primary corona wire of the toner cartridge. See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 109–111. Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages have white in black text and graphic areas. **White Spots**	Make sure that you use paper that meets the specifications. spots Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Toner scatters and stains the printed page. **Scattering Toner**	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the fax machine's interior. See "Regular Maintenance", "Cleaning the Printer" and "Cleaning the Drum Unit" on pages 109–111. Make sure that you use paper that meets specifications. See page 16. If you still have scattered toner and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
The whole page is printed black. **Black Page**	Wipe the electric terminals referring to page 110. Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Nothing is printed on the page. **White page**	Make sure that the toner cartridge is not empty. Wipe the electric terminals referring to "Regular Maintenance", "Cleaning the Printer" and "Cleaning the Drum Unit" on pages 109–111. Make sure that a torn piece of paper does not remain on the scanner window.

DIFFICULTY	SUGGESTIONS
Printed pages are marked at regular intervals. **Example of Regular Marking**	Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the fax machine has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.
Printed pages are blurred at the center or at either edge. **Blurred Page**	Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the fax machine is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See "Regular Maintenance", "Cleaning the Printer" and "Cleaning the Drum Unit" on pages 109–111.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Ghost images appear on the printed page. **Ghost Images**	Adjust the print conditions by setting the Print Density function, page 37. Make sure that you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image.

The drum unit is a consumable item and it is necessary to replace it periodically.

Difficulties Setting Up The Optional Software

Problem Using the HP Pavilion PC and the "HP DEMO" Screen Saver

If you select the "HP Demo" screen saver on your HP Pavilion PC after you have installed the **optional** Multi-Function Link Pro software, the System.ini file is overwritten and you cannot use the Brother fax machine to print, scan, or for Remote Setup.

If you have used the HP Demo screen saver already, you must edit the System.ini file as follows:

[boot]

;comm.drv=comm115.drv

comm.drv=brmfcomm.drv

[386Enh]

DEVICE=C:\WINDOWS\SYSTEM\Bi-Di.386

If you do not want to edit the System.ini file, please change the screen saver to another one and Re-install Multi-Function Link Pro again.

Bi-Directional Parallel Ports (nibble and byte modes)

The fax machine supports both nibble (AT) and byte (Bi-directional) mode parallel ports. If your PC supports byte mode, scanning and fax reception will be at a faster speed. To verify or change the parallel port mode, please check your system BIOS in the CMOS Setup or *contact your computer manufacturer for assistance*.

Some older PC models support only nibble mode. Generally, newer models support both nibble and byte modes.

Fax Machine Connect Failure or Bi-Directional Communication Error

Recently, some printers have included a function to show the printer status on the PC display. Such printers use the bi-directional communication parallel port between the printer and the PC. Our Brother printer driver also has a bi-directional parallel port function. Since Windows® 3.1x does not support bi-directional communication on the parallel port, each peripheral vendor has developed and supplied a bi-directional device driver, which will be installed into Windows® 3.1x. If you install two or more different bi-directional device drivers into Windows®, they might conflict with each other and cause problems.

Please make sure you have installed the Brother printer driver, by executing SETUP.EXE from your CD-ROM drive, following the instructions on the diskette label. The bi-directional communication may be disabled when the driver is installed from the Add menu in "Printers" of the Control Panel. Please restart Windows®.

Remove the conflicting situation caused by one of the following printer drivers. Review the following sections that apply to any additional printer drivers you may have installed in your Windows® software.

> Brother HL-6/6V/10h/630series/660series/960/1260/WL-660
> HP LaserJet series II, IID, IIP, IIP+, III, IIID, IIIP or IV Plus
> NEC SuperScript 610/660
> EPSON ActionLaser 1100/1400
> LexMark WinWriter 200

Brother HL-6/6V/10h/630series/660series/ 960/1260/WL-660:

The Resource Manager for the Brother printer drivers may not work if the printer drivers for the above models are installed after the installation of the Brother printer drivers.

In this case, please install the Brother printer driver again or copy the BI-DI.386 from the CD-ROM to the Windows/System directory.
(NOTE: BI-DI.386 on the CD-ROM is not compressed.)

HP LaserJet series II, IID, IIP, IIP+, III, IIID or IIIP:

If Microsoft Windows® Printing System is used for the above models, you must modify the "win.ini" file in the Windows® directory to turn the printer's bi-directional function off.

We recommend that you do a back-up before you modify the WIN.INI or SYSTEM.INI files, just in case.

Open the "win.ini" file using the "Notepad" application. Look for the following statement in the [spooler] section.

[spooler]
QP.LPT1 = wpsljqp.dll

Then disable this function by adding a semicolon at the beginning of the above sentence as follows:

[spooler]
;QP.LPT1 = wpsljqp.dll

Then, open the "system.ini" file using the "Notepad" application. Look for the following statement in the [386Enh] section.

[386Enh]
device=wpsljvpd.386
     :
     :

WPSLPT1=1

Then disable this function by adding a semicolon at the beginning of the above sentences as follows:

;device=wpsljvpd.386
     :
     :

;WPSLPT1=1

You must restart Windows® to make this modification effective.

The modification disables the printer status reporting on your PC; however, you will be able to use the Brother printer driver with no further problems.

HP LaserJet 4 Plus:

Please uninstall the Main Status windows by double clicking the Un-install Status windows in HP LaserJet group.

NEC SuperScript 610/660:

Please remove the NEC SuperScript driver by running the NECDELET.EXE file in Disk 1 included with NEC printers.

EPSON ActionLaser 1100 / 1400:

Please remove the EPSON Action Laser 1100/1400 driver by running the EPDELETE.EXE file in the Windows® Printer Driver for these models.

Lexmark WinWriter 200:

You have to modify the "win.ini" and "system.ini" files in the Windows® directory to turn off the printer's bi-directional function.

We recommend that you back up the WIN.INI and SYSTEM.INI files before you modify them.

Open the "win.ini" file using the "Notepad" application. Look for the following statement in the [windows] section:
[windows]
run=C:/WINDOWS/SYSTEM/WPSIOMON

Then disable this function by adding a semicolon at the beginning of the above sentence as follows:
[windows]
;run=C:/WINDOWS/SYSTEM/WPSIOMON

Look for the following statement in the [spooler] section:
[spooler]
QP.LPT1=wpslbq.dll

Then disable this function by adding a semicolon at the beginning of the above sentence as follows:
[spooler]
;QP.LPT1=wpslbq.dll

Then, open the "system.ini" file using the "Notepad" application. Look for the following statement in the [386Enh] section:

[386Enh]
device=wpscomd.386
device=wpsljvpd.386
          :
          :

WPSLPT1=1

Then disable the function by adding a semicolon at the beginning of above sentences as follows:

[386Enh]
;device=wpscomd.386
;device=wpsljvpd.386
          :
          :

;WPSLPT1=1

You must restart Windows® to make these modifications effective.

The modifications disable the printer status reporting on your PC; however, you will be able to use the Brother printer driver with no further problems.

Graphics or Text is Missing When the Document is Printed

This could be caused by your Display Driver software. Contact your reseller and inquire about the latest Display Driver software. Another solution is to change your Windows® Setup Display selection from the current selection to the standard VGA or SVGA selection; contact your reseller or Microsoft Support if you need help modifying your Windows® Display selection or installing new Display Driver software.

Packing and Shipping the Fax Machine

Whenever you transport the fax machine, use the packing materials that came with your machine. Also, follow the steps below to pack the fax machine or it may be damaged, which will void the fax machine's warranty.

1 Remove the line cord and unplug the fax machine from the AC outlet.

2 Open the top cover.

3 Hold the drum unit assembly by its handles and remove it.

WARNING

Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
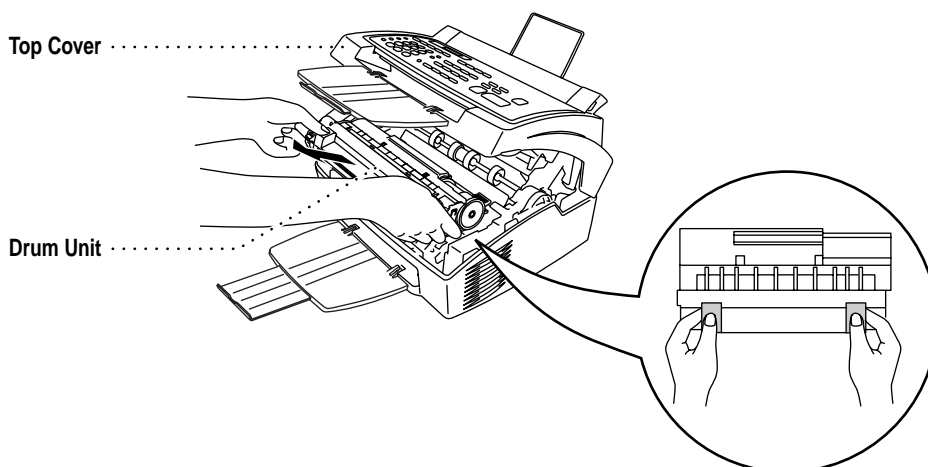
Top Cover

Drum Unit

4 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.

Plastic Bag

Drum Unit

Toner Cartridge
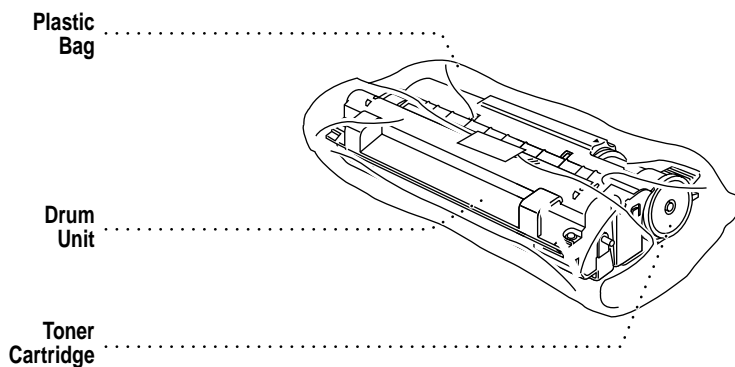
5 Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.

6 Wrap the fax machine in the plastic bag and place it in the original carton with the original packing material.
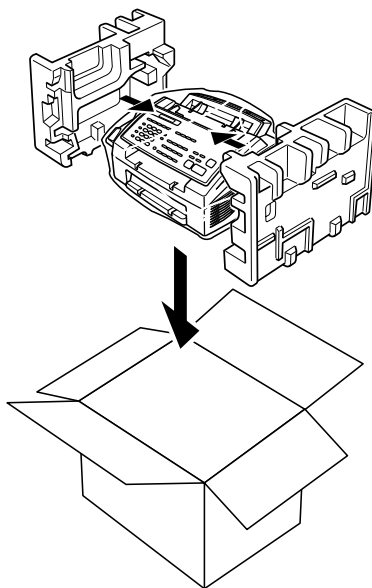
7 Place documents (manual and printed material) and the drum unit and toner cartridge assembly into the original carton as shown below:
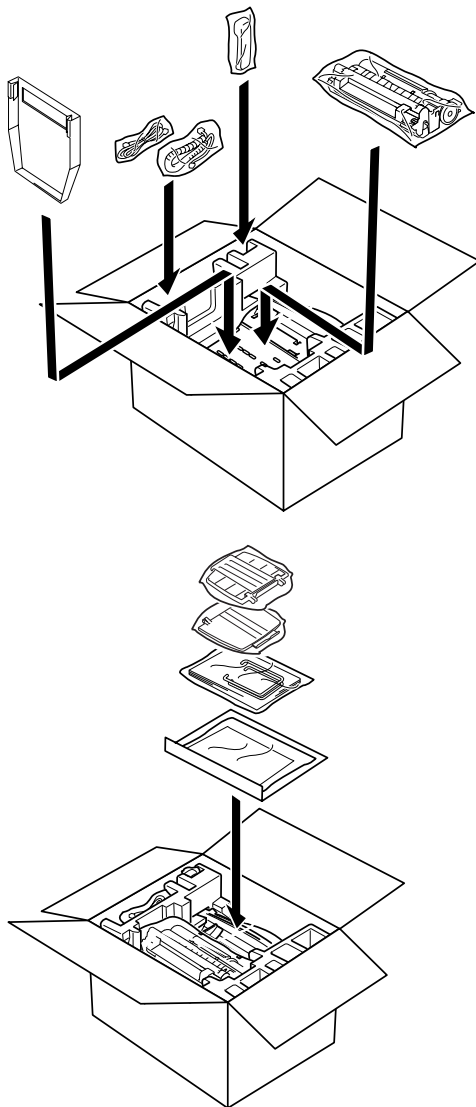
8 Close the carton and tape it shut.

Regular Maintenance

You can keep your fax machine in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents to clean the fax machine and do not use water.

Cleaning the Document Scanner

1 Unplug the telephone line and then the power cord.
When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.

2 Open the Control Panel cover.

3 Wipe dirt off the fax machine using a slightly damp clean cloth.

4 Clean the white bar and the glass cover.
Moisten a small piece of clean soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar of the scanner.

Control Panel

White Bar

Open the Control Panel Cover

Glass Cover
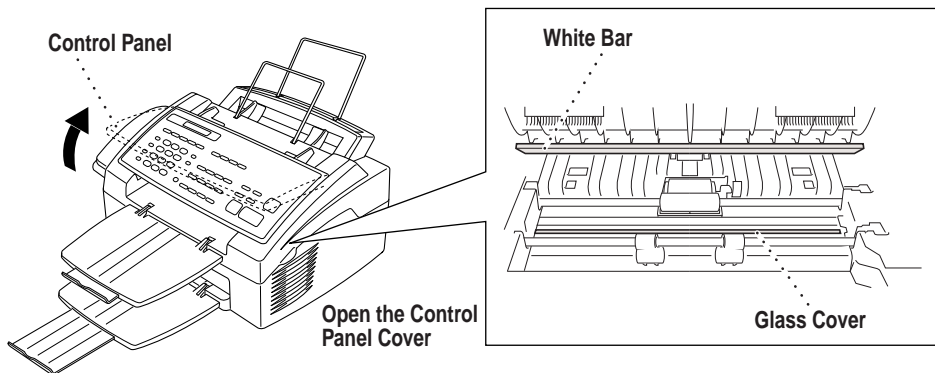
Cleaning the Printer

WARNING

- Do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.

- Do not use isopropyl alcohol to clean the scanner window or the toner sensor.

- Do not touch the scanner window with your finger.

- Handle the drum unit carefully as it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

1 Open the top cover.

2 Remove the drum unit assembly.
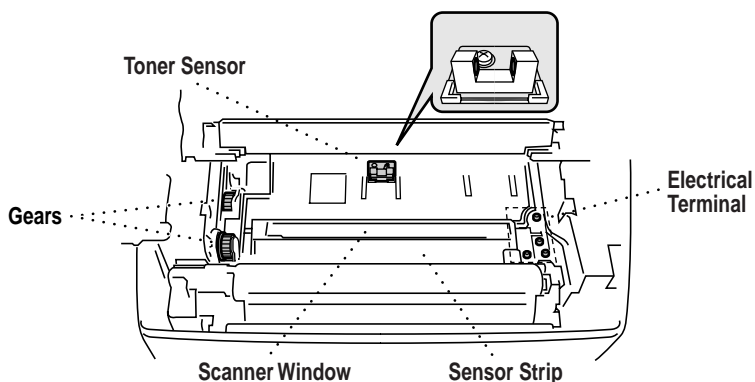
WARNING

Just after you have used the fax machine, some internal parts of the machine are extremely **HOT!** When you open the top cover of the fax machine, never touch the shaded parts as shown in the diagram below.

▲ Inside the Fax Machine
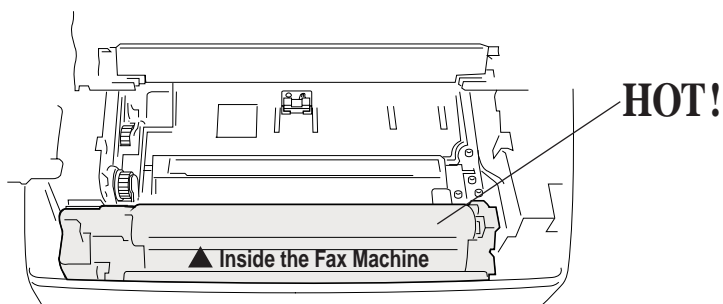
3 Wipe the electric terminals with isopropyl alcohol on a cotton swab.

4 Wipe the gears with a clean dry cloth.

5 Gently wipe the scanner window and the toner sensor with a clean soft dry cloth. Do NOT use isoproply alcohol to clean the scanner window or the toner sensor.

Cleaning the Drum Unit

We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering toner.

1 Carefully turn the drum unit upside down.

2 Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.

3 Return the tab to the home position (▼ mark position) before reinstalling the drum unit.
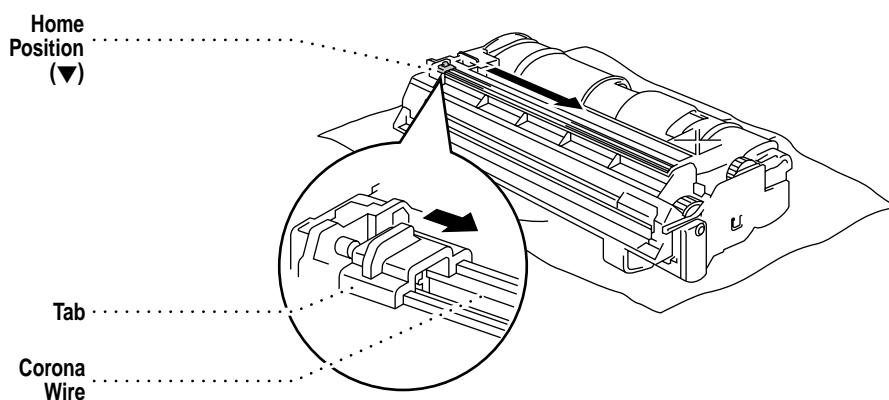
CAUTION

If you do not position the tab at the home position, printed pages may have vertical stripes.

4 Install the drum unit into the fax machine.
See "Replacing the Drum Unit" on pages 117–121.

5 Close the top cover.

6 Plug in the power cord.

Replacing the Toner Cartridge

The fax machine can print approximately 2,200 pages with one toner cartridge. When the toner cartridge is running low, the display shows TONER LOW. The fax machine is supplied with a starter toner cartridge that must be replaced after 1,000 pages. Actual page count will vary depending on your average document type (i.e. standard letter, detailed graphics).

It is a good idea to keep a new toner cartridge ready for use when you see the TONER LOW warning.

Discard the used toner cartridge according to local regulations. If you are not sure of them, consult Brother Customer Service. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. When discarding used toner cartridges, keep them separate from domestic garbage.

It is recommended that you clean the fax machine when you replace the toner cartridge.

Toner Empty Indicator

When the toner cartridge is running low, the display shows TONER LOW and the Toner Empty LED on the control panel flashes on and off to indicate the toner is low.
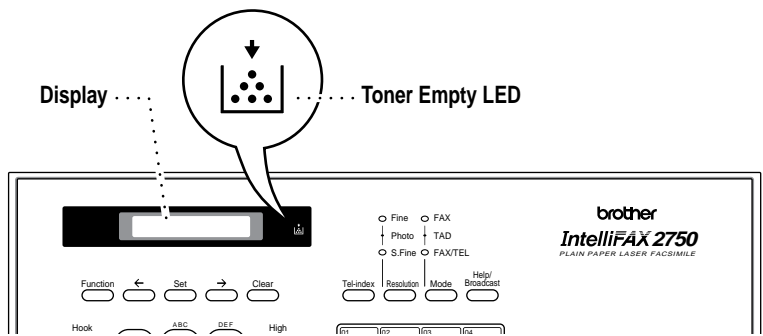
The Toner Empty LED light stays on and the display shows TONER EMPTY to indicate that the toner is empty. Once this indication appears, your fax machine will not resume printing until you have installed a new toner cartridge.

How to Replace the Toner Cartridge

WARNING

Just after you have used the fax machine, some internal parts of the fax machine will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.

HOT!

▲ **Inside the Fax Machine**
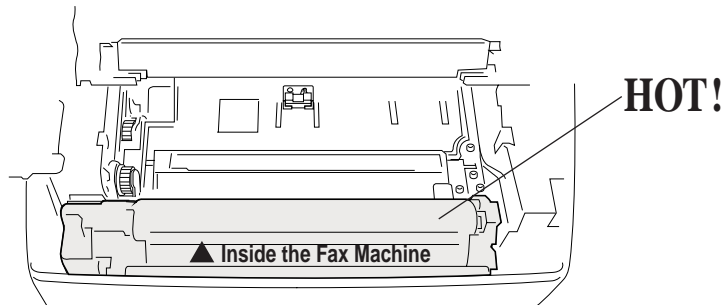
1 Open the top cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.
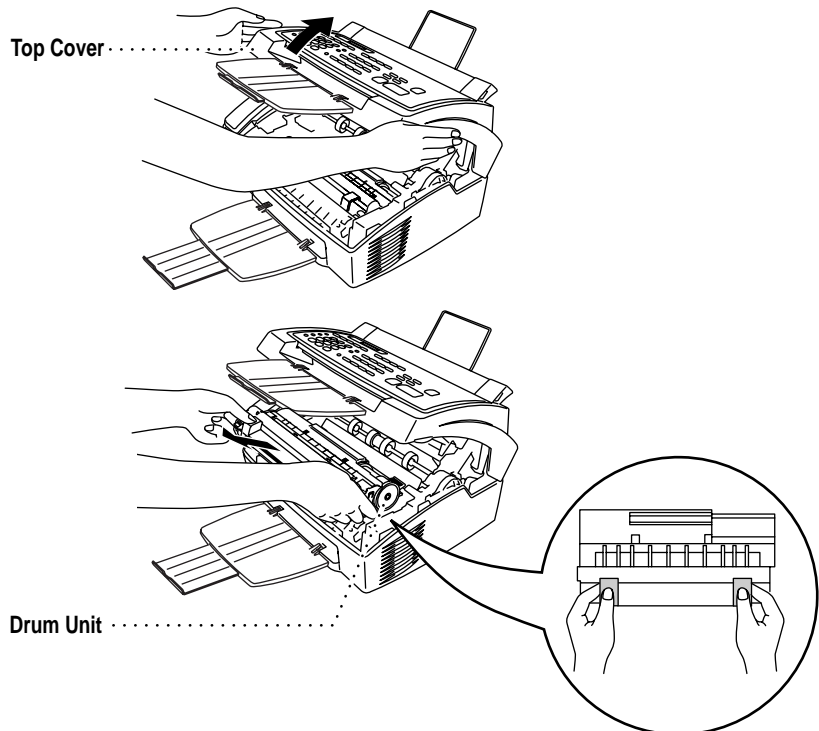
Top Cover · · · · · · · · · ·

Drum Unit ·

Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

2 Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is completely closed, by turning the lever fully to the front.

Toner Cartridge
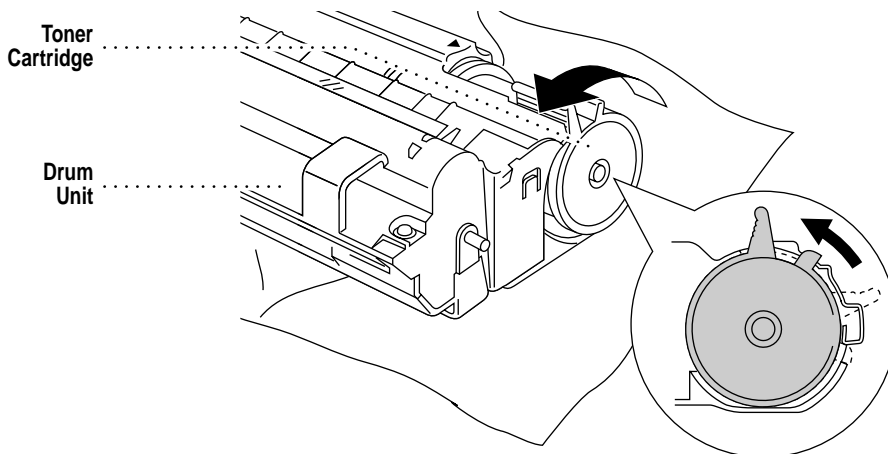
Drum Unit

3 Remove the old toner cartridge from the drum unit by gently pulling it out.

⚠ **WARNING**

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.
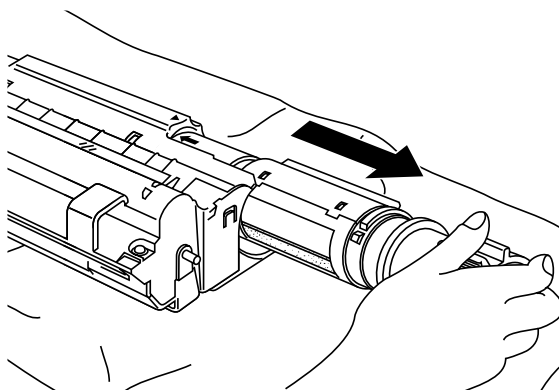
4 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

Old Toner Cartridge ....

New Toner Cartridge ....

Aluminum Bag ....
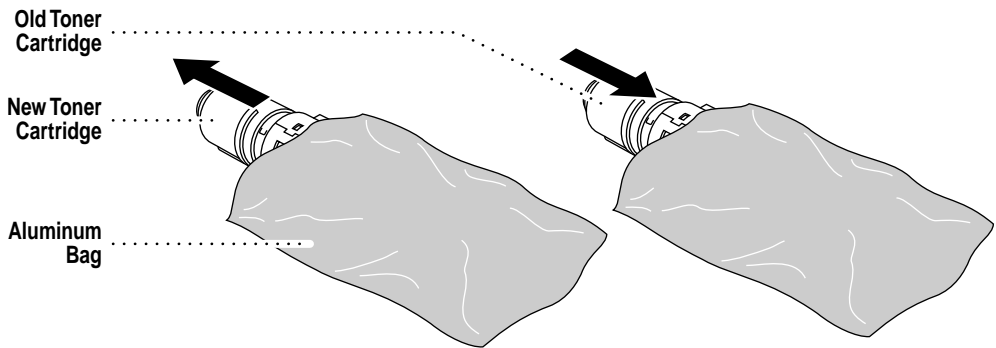
WARNING

■ Wait to unpack the toner cartridge until immediately before you install it into the fax machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.

■ You can use only a genuine Brother toner cartridge (TN-5000PF series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your fax machine's warranty.

5 Gently rock the toner cartidge from side to side five or six times.
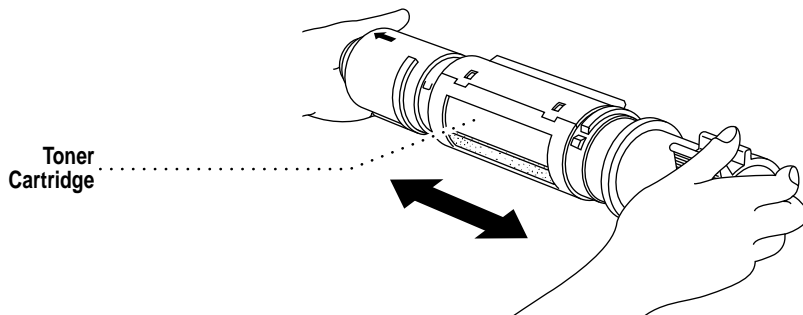
Toner Cartridge ....

6 Slide the new toner cartridge into the opening on the right side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide arrow is exactly aligned with the guide arrow on the drum unit.

Drum Unit
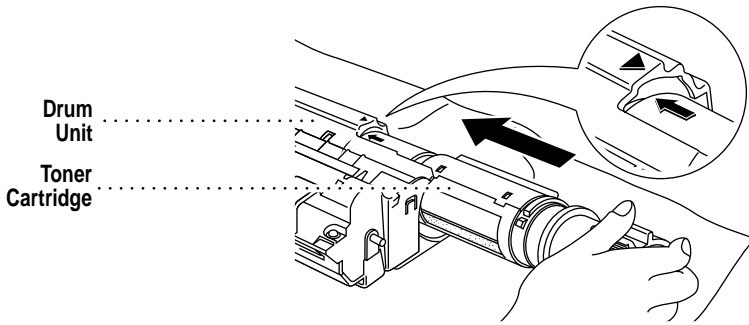
Toner Cartridge

7 Gently turn the lever on the toner cartridge backward until it stops.
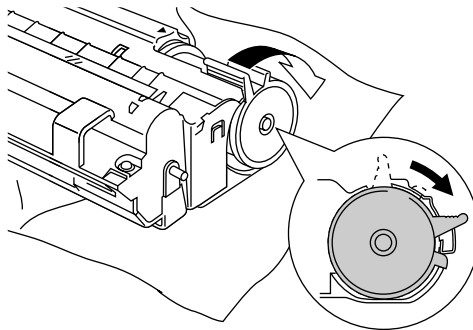
8 Reinstall the drum unit into the fax machine and close the top cover.

Top Cover
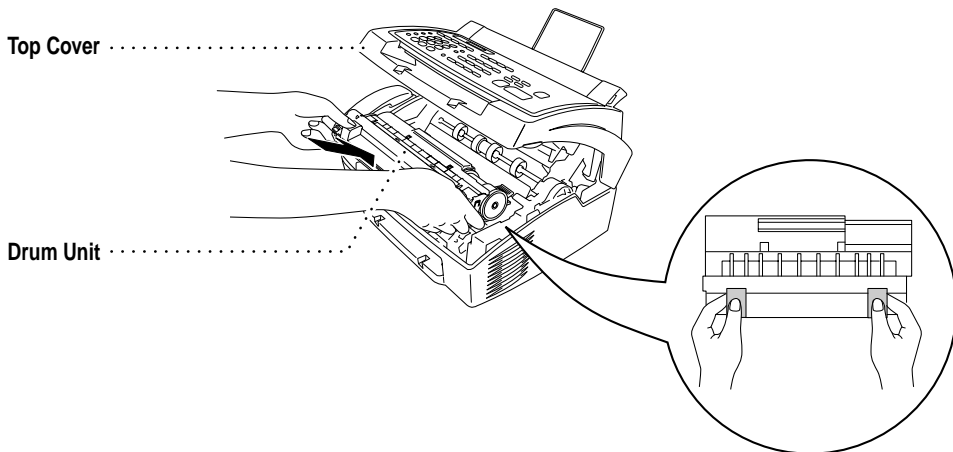
Drum Unit

Replacing the Drum Unit

The fax machine uses a drum unit to create the print images on paper. If the screen displays CHANGE DRUM SOON, the drum unit is nearly at the end of its life. Purchase a new drum unit to replace the current one.

Even if the display shows CHANGE DRUM SOON, you may be able to continue to print without replacing the drum unit for a while. However, if there is a noticeable deterioration in the output print quality even before CHANGE DRUM SOON is shown, then the drum unit should be replaced. You should clean the fax machine when you replace the drum unit.

WARNING

When removing the drum unit, handle carefully because it contains toner. When you replace the drum unit, you should clean the fax machine. (See page 111.)

The drum unit is a consumable, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 20,000 pages at 20 pages per job and 8,000 pages at 1 page per job. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

For best performance, use only genuine Brother toner, and the product should be used only in a clean, dust-free environment with adequate ventilation.

⚠ **WARNING**

Just after you have used the fax machine, some internal parts of the machine are extremely HOT! So please be careful.

HOT!

▲ **Inside the Fax Machine**
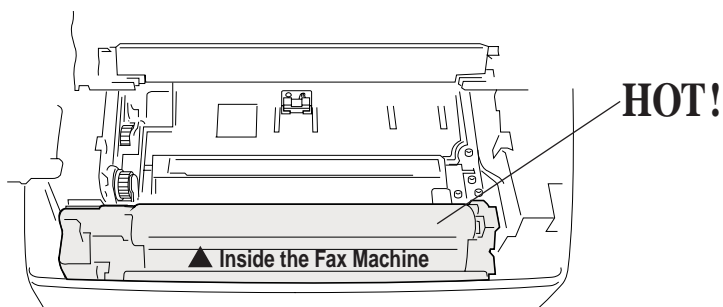
Follow these steps to replace the drum unit:

1 Open the top cover.

2 Remove the old drum unit. Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

Top Cover ·
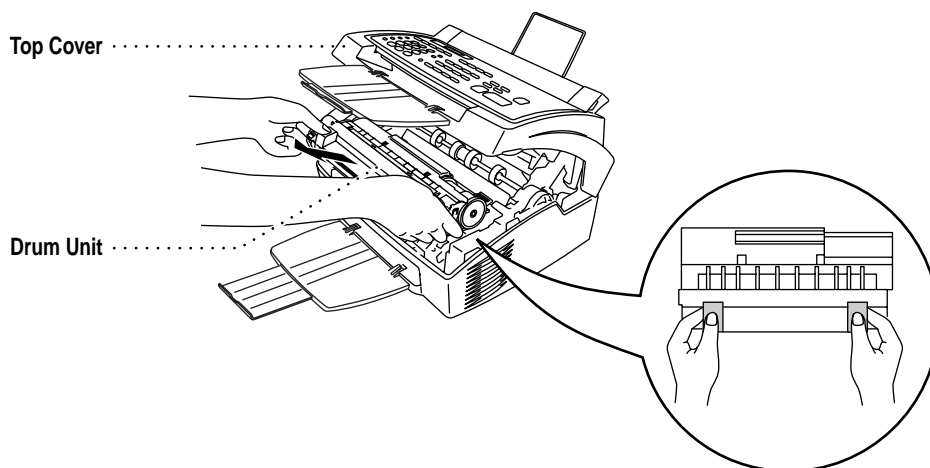
Drum Unit · · · · · · · · · · · · ·

3 Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see "Replacing the Toner Cartridge" on pages 112–116.

Toner Cartridge

Toner Cartridge
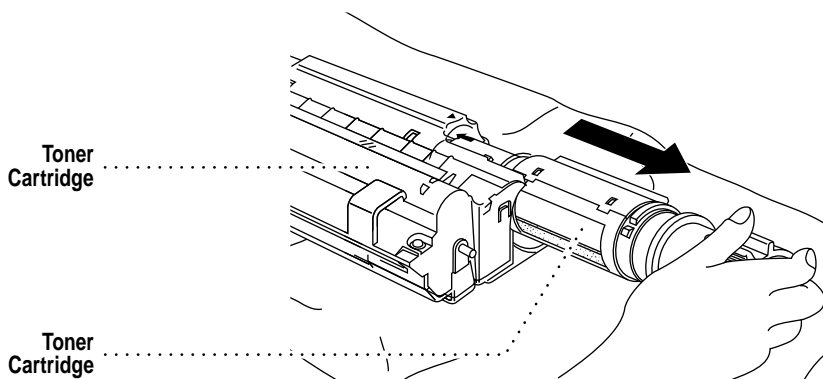
Discard the used drum unit according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic garbarage.

4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminum bag and discard it according to local regulations.

Old Toner Cartridge

New Toner Cartridge

Aluminum Bag
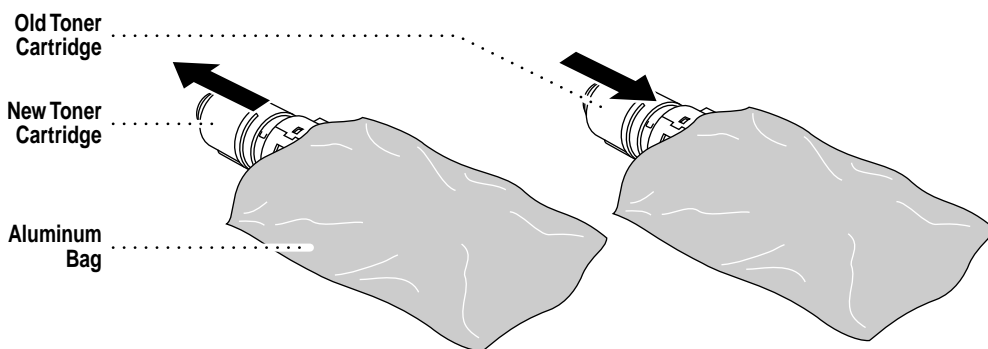
5 Gently rock the new drum from side to side five or six times.
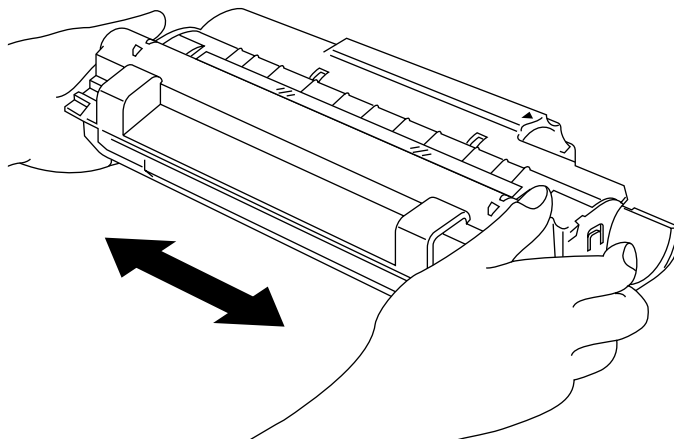
⚠️ **WARNING**
Do NOT remove the clear plastic starter sheet!

Clear Plastic Starter Sheet
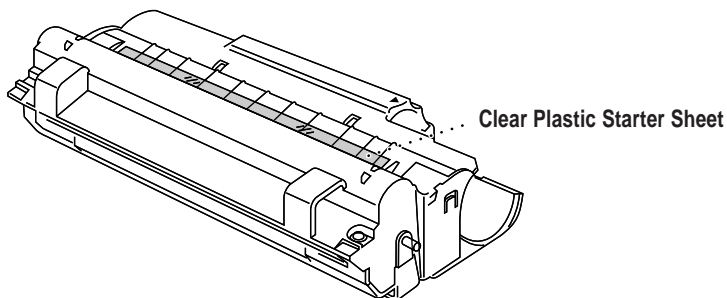
- Wait to unpack the drum unit immediately before installing it into the fax machine. If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.

- Handle the toner cartridge and the drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

6 Reinstall the toner cartridge into the new drum unit. For more information, see "Replacing the Toner Cartridge" on pages 112–116.

7 Holding the new drum unit by its handles, install it. Close the top cover.

Top Cover ·
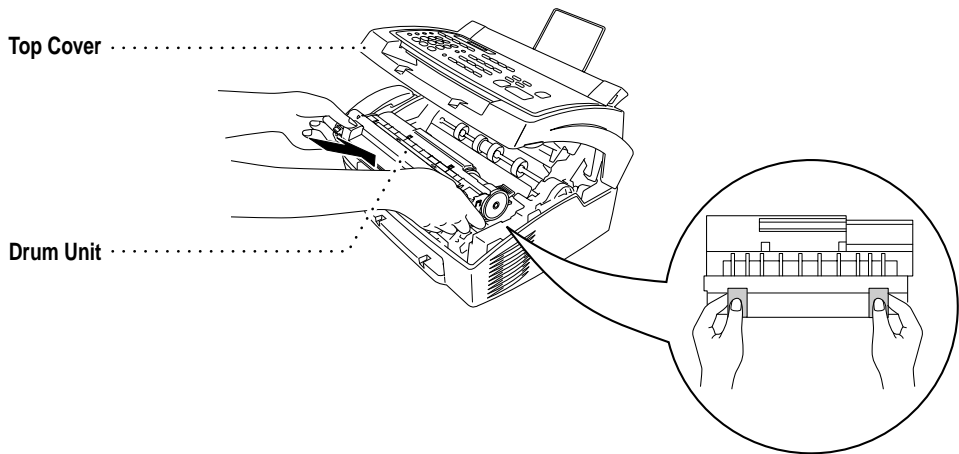
Drum Unit ·

8 The fax machine will eject the clear plastic starter sheet automatically.

Clear Plastic Starter Sheet
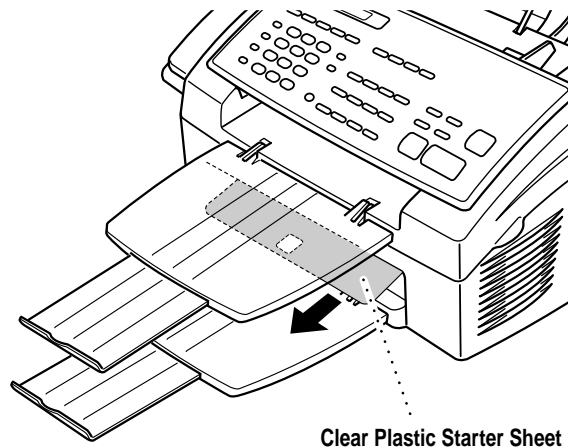
WARNING

■ Do not touch the scanner window with your finger.

■ Handle the toner cartridge and drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

For Customer Service

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

CHAPTER FOURTEEN

Important Information

Standard Telephone and FCC Notices (For 120V Models Only)

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

This equipment is hearing aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

■ Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

■ Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premise's wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your FAX 2750 or FAX 3750 damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with your fax machine, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother Customer Service at

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

The serial number is on the back of the unit. Please circle the model number below and retain this Owner's Manual with your sales receipt to serve as a permanent record of your purchase, in the event of a theft, fire or warranty service.

MODEL NO: FAX 2750 or FAX 3750 (circle one)

SERIAL NUMBER _____

NAME OF DEALER _____

DATE OF PURCHASE _____

WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

Laser Safety (For 110–120V Models Only)

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the fax machine during any phase of user operation.

FDA Regulations

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the printer indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

Manufactured

BROTHER INDUSTRIES, LTD.

15-1 Naeshiro-cho Mizuho Nagoya, 467-8561 Japan

This product complies with FDA radiation performance standards, 21 CFR Subchapter J.

Caution

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

Caution

Changes or modifications not expressly approved by Brother Industries, Ltd. may void the user's authority to operate the equipment.

Federal Communications Commission (FCC) Declaration of Conformity (For USA Only)

Responsible Party: Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA
TEL: (908) 704-1700

declares, that the products

Product Name: FAX 2750, FAX 3750

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Important—About the Interface Cable

A shielded interface cable should be used in order to ensure compliance with the limits for a Class B digital device.

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Warranty

You must use the IEEE-1284 shielded cable provided by Brother Industries, Ltd. (See "Ordering Accessories and Supplies," p. 191)—**OR**—attach a free filter core to your standard shielded printer cable. (To receive a free filter core with instructions, call 1-888-879-3232 (**USA**) or 1-800-668-2768 (**from within Canada**) and order item number FCYL2.)

International Energy Star Compliance Statement

The purpose of the International Energy Star Program is to promote the development and popularization of energy-efficient office equipment, which includes computers, monitors, printers, facsimile receivers and copy machines world-wide. As an International Energy Star partner, Brother Industries, Ltd. has decided that this product meets the guidelines of the program.

Important Safety Instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not use this product near water.

6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in wall unit or cabinet 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 your dealer or local power company.

9 This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug, by using an adapter.

10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).

12 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

13 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to a Brother Authorized Service Center. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact the following Brother Customer Service Numbers for your nearest Brother Authorized Service Center:

USA:	1-800-284-4329 (voice)
	1-908-575-8790 (fax)
	1-800-521-2846 (Fax-Back System)
From within Canada:	1-800-853-6660 (voice)
	1-514-685-4898 (fax)
	1-800-681-9838 (Fax-Back System)
From within Montreal:	1-514-685-6464 (voice)

14 This product has no main ON/OFF switch. Therefore, it is very important that you have easy access to the main plug and the main socket to which the plug is connected, in case the main power to the machine must be disconnected quickly.

15 Unplug this product from the wall outlet and refer servicing to a Brother Authorized Service Center 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.

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

Notice – Disclaimer of Warranties

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

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

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CHAPTER FIFTEEN

Specifications

Fax Specifications

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR
Modem Speed	14400 – 2400 bps (FAX 2750) 33600 – 2400 bps (FAX 3750)
Document Input Width	5.8 inches to 8.5 inches (148 mm to 216 mm)
Document Input Length	3.9 inches to 14.1 inches (100 mm to 360 mm)
Scanning/Printing Width	8.2 inches (208 mm)
Paper Size	Letter/Legal/A4
Multi-purpose Sheet Feeder	200 sheets (20 lbs)
Printer Type	Laser Printer
Gray Scale	64 levels
Polling Types	Standard or Sequential
Contrast Control	Automatic/Super Light/Super Dark (manual setting)

Resolution

FAX 2750:

• Horizontal	Standard, Fine, Superfine	203 dot/inch
• Vertical	Standard	98 dot/inch
	Fine, Photo	196 dot/inch
	Superfine	391 dot/inch

FAX 3750:

• Horizontal	Standard, Fine, Superfine	200 dot/inch
• Vertical	Standard	100 dot/inch
	Fine, Photo	200 dot/inch
	Superfine	400 dot/inch

One Touch dial	24 stations
Speed Dial	100 stations
Automatic Redial	3 times at 5 minute intervals
Speaker Type	Monitor
Auto Answer	0, 1, 2, 3 or 4 rings
Communication Source	Public switched telephone network

Printer Specifications (Available with Software Option)

Printer Driver	Windows® 3.1, 3.11, Windows® 95, 98, and Windows NT® Workstation Version 4.0 drivers supporting Brother Native Compression mode and bi-directional capability
Memory Capacity	1 MB (FAX 2750) 2 MB (FAX 3750)
Print Method	Electrophotography by semiconductor laser beam scanning
Resolution	600 dots/inch
Print Quality	Normal printing mode Economy printing mode (saves up to 50% of the normal toner usage)
Print Speed	6 pages/minute (when loading letter size or A4 paper from the multi-purpose sheet feeder)
Print Media	Toner cartridge: Life Expectancy: Up to 2,200 pages/new toner cartridges Up to 1,000 pages/starter toner cartridge (USA, Canada and some other areas only) (when printing letter size or A4 paper at 5% print coverage)

Toner life expectancy will vary depending on the type of average print job.

Drum Unit:

Life Expectancy: Up to 20,000 pages at 20 pages per job
                          Up to 8,000 pages at 1 page per job

There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper and toner that you use, the number of pages per print job, etc.

Electrical and Environment

Temperature	(Allowable)	50 - 90.5° F (10 - 32.5° C)
	(Storage)	38 - 104° F (3.3 - 40° C)
Warm-Up	Max. 1 minute at 73.4° F (23° C)	
First Print	20 seconds (when loading Letter size paper for the multi-purpose sheet feeder)	
Power Source	120V AC 50/60Hz (Canadian Version Only)	
Power Consumption	Operating (Copying); 160 W or less (25° C) Sleep Mode: 8 W or less Stand by: 30 W or less (25° C)	
Noise	Operating: 50 dB A or less Stand by: 39 dB A or less	
Humidity	Operating: 35 to 80% (without condensation) Storage: 20 to 80% (without condensation)	
Dimensions	18.0 x 13.2 x 9.9 inches (456 x 334 x 250 mm)	
Weight	18.7 lbs (8.5 kg)	

Parallel Interface Specifications (Available with Software Option)

Interface Connector   Printer Side: Amphenol FCN-685J036-L/X or equivalent
                                                                    A shielded cable should be used.

Pin Assignment

Pin No.	Signal	Direction	Pin No.	Signal	Direction
1	DATA STROBE	Input	19	0V(S.G.)	-
2	DATA 1	Input	20	0V(S.G.)	-
3	DTAT 2	Input	21	0V(S.G.)	-
4	DATA 3	Input	22	0V(S.G.)	-
5	DATA 4	Input	23	0V(S.G.)	-
6	DATA 5	Input	24	0V(S.G.)	-
7	DATA 6	Input	25	0V(S.G.)	-
8	DATA 7	Input	26	0V(S.G.)	-
9	DATA 8	Input	27	0V(S.G.)	-
10	ACKNLG	Output	28	0V(S.G.)	-
11	BUSY	Output	29	0V(S.G.)	-
12	PE	Output	30	0V(S.G.)	-
13	SLCT	Output	31	INPUT PRIME	Input
14	AUTO FEED	Input	32	FAULT	Output
15	N.C.	-	33	N.C.	-
16	0V (S.G.)	-	34	N.C.	-
17	0V (S.G.)	-	35	N.C.	-
18	+5V	-	36	SLCT IN	Input

APPENDIX A

(Option) Multi-Function Link Pro Software

Setting Up the Fax Machine and Computer to Work Together

Your fax machine and computer can work together only if you purchase the optional Multi-Function Link Pro Software. Multi-Function Link Pro turns your fax machine into a 5-in-1 multi-function center, by enabling you to use it as a printer and a scanner and to use it to fax from Windows® applications in your computer.

Multi-Function Link Pro does all this without taking over your Personal Computer. Multi-Function Link Pro (MFL Pro) operations run in the background of your PC memory, keeping your personal computer free for other tasks.

You can order Multi-Function Link Pro directly from Brother. The item number is PCI-2CD. You can also purchase Brother's bi-directional IEEE-1284 compliant parallel cable, which is designed to comply with the limit for a Class B digital device pursuant to Part 15 of the FCC rules. See "Ordering Accessories and Supplies" (UG4558001), p. ii. If you prefer to use a standard shielded printer cable, contact Brother at 1-888-879-3232 (**USA**) or 1-800-668-2768 (**from within Canada**); Brother will send you a free filter core to attach to your printer cable.

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

. . . .

Before You Install the Optional Multi-Function Link Pro Software

Installation instructions will be included with PCI-2CD. However, it is important that you hook up your fax machine to your computer before you install the software.

If You Don't Have a CD-ROM Drive

All optional software is supplied on CD-ROM. If you need a Floppy Diskette version, you can order it from Brother. (Only Multi-Function Link Pro and Visioneer PaperPort™ LE are available on Floppy Disks, item numbers PCI2D31 (for Windows® 3.1 or 3.11) and PCI2D95 (for Windows® 95, 98). If you are using Windows NT® Workstation Version 4.0, the software is not available on Floppy Disks.) You must tell the Brother Representative the version of Windows® you are using and your fax machine model number. At the same time, we recommend you order the shielded IEEE 1284 Bi-directional Cable (UG4558001). To order, call Brother at 1-888-879-3232 (**USA**) or 1-800-668-2768 (**from within Canada**).

Computer Requirements

The following are the minimum computer requirements you need to set up and operate the fax machine as a printer. Use only a shielded interface cable that is IEEE-1284 compliant, and that is less than 6.0 feet (1.8 meters) long.

CPU	80486/66MHz or higher (Windows® 3.1, 3.11 or 95, 98) Pentium 75 or Higher (Windows NT® Workstation Version 4.0)
RAM	8MB or greater for Windows® 3.1 or 3.11 8MB or greater for Windows® 95, 98 (16MB recommended) 16MB or greater for Windows NT® Workstation Version 4.0 (32MB recommended)
Hard Disk Drive	50MB Available Disk Space CD-ROM1
Operating System	Windows® 3.1, 3.11, 95, 98 or NT® Workstation Version 4.0, with your Windows® version

Connecting the Fax Machine to the Computer

When you connect the fax machine to your computer, you must either use Brother's bi-directional IEEE-1284 compliant parallel cable, (UG4558001) —**OR**—Get the free filter core from Brother and attach it to your standard, shielded printer cable—**OR**—Get the free filter core from Brother and attach it to your standard printer cable. To order the free filter core, call 1-888-879-3232 (**USA**) or 1-800-668-2768 (**from within Canada**) and order item number FCYL2.

1 Unplug the fax machine power cord from the electrical outlet before connecting the parallel interface cable.

2 Make sure the computer is turned off and unplugged from the electrical power before you connect the interface cable.

3 Connect the parallel interface cable to the parallel interface port of the fax machine and secure the wire clips.

4 Connect the interface cable to the printer port of the computer and secure with the two screws.
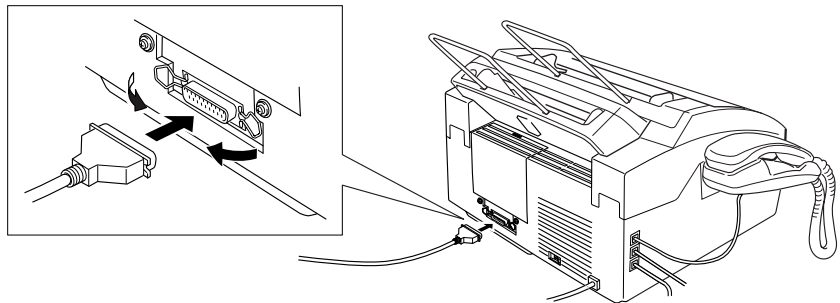
For the location of your computer's parallel printer port, see the User's Guide for your computer.

5 Before plugging in your computer and turn it on, plug in the electrical cord of the fax machine.

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Installing Multi-Function Link Pro Software

IMPORTANT

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

Overview of Basic Steps

1 Insert the Brother CD-ROM into your CD-ROM drive.

2 Enter the command for your version of Windows®, if needed.

3 Select the software option that suits your needs.

4 Follow the installation instructions.

Choosing the Software to Install

Install Multi-Function Link Pro Software

If you want the complete set of software, Multi-Function Link Pro, Visioneer PaperPort™ LE viewer, and Brother scanner driver, printer drivers and True Type Compatible fonts, install:

■ Install Multi-Function Link Pro Software

Install NetCentric™ FaxStorm

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

■ NetCentric™ FaxStorm

Install Automatic E-Mail Printing

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

■ Automatic E-Mail Printing

View On-Line Documentation

The manuals for Multi-Function Link Pro Visioneer PaperPort™ LE, Automatic E-Mail Printing, and NetCentric™ FaxStorm are in the On-Line Documentation and Help files on the CD-ROM. See Appendixes A-D for basic operations and quick-start procedures.

Product Support

This is a page of all Brother support numbers.

Brother Web Link

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

Exit

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

Installing the Brother Software

1 Insert the Brother CD-ROM into your CD-ROM drive.

2 Enter the command for your version of Windows®, if needed.

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

■ If you are using Windows® 3.1 or 3.11, from the Program Manager, run: click File, then Run, then type x:SETUP.EXE. ("x" is the drive letter for your CD-ROM drive.) This will start the Software Installation program.

■ If you are using Windows® 95, 98 or Windows NT® Workstation Version 4.0, the Software Installation program appears automatically when you insert the Brother CD-ROM.

■ For Windows® 95, 98 and Windows NT® Workstation Version 4.0, you can also click on start at the Desktop, select Run and then enter **x:/SETUP.EXE**

The Brother LOGO will be displayed on the screen.

If you are using Windows NT® 3.51 or earlier, the following error message will appear on the screen:

You are running Windows NT® 3.51 or earlier. Brother MFL Pro does not support this version of Windows NT. YOU MUST UPGRADE TO WINDOWS NT 4.0 AND REINSTALL MFL Pro!

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

A window appears listing the options:

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

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

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

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

4 After you finish installing the software, you can click on "On-Line Documentation" to access on-line documentation for Multi-Function Link Pro, Visioneer PaperPort™ LE, Automatic E-Mail Printing and NetCentric™ FaxStorm. The On-Line Documentation window appears:

5 In the On-Line Documentation window, click on "Install Acrobat Reader" and follow the prompts on the screen. You must install Acrobat Reader before you can view on-line documentation.

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

■ The installer automatically updates your SYSTEM.INI Windows® file by adding DEVICE=bi-di.386 under the [386Enh] section. If any bi-directional parallel communications device driver has previously been installed, it will be deactivated by this new driver. If you want to use the driver that was previously installed, you should first install this driver, then reinstall your previous driver. However, reinstalling the previous driver will make the MFC driver inactive.

■ The installer makes the installed printer driver the Windows® default.

■ The installer automatically sets the printer port to the parallel interface, LPT1 (for Windows® 3.1 or 3.11) and BRMFC (for Windows® 95, 98) and BMFC (for Windows NT® Workstation 4.0).

■ During this installation, changes have been made to the **SYSTEM.INI** file. It is necessary to restart Windows® so the changes become effective and the installed bi-directional parallel communications device driver can take effect.

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

Using the Multi-Function Link Pro Software

The Brother software consists of two parts, the Multi-Function Link Pro and Visioneer PaperPort™ LE for Brother.

This section outlines the basics of the Brother software, so you can get started using Multi-Function Link Pro. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM (or floppy disks).

> Check the online README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

The Brother Resource Manager

The Brother Resource Manager application must be running for you to use your fax machine with your Windows® computer. Multi-Function Link Pro software and the Multi-Function Link Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the fax machine to simulate a Communications port for faxing and scanning and to simulate a Parallel port for Windows® GDI printing.

Multi-Function Link Pro

The Multi-Function Link Pro Main Menu is the application used for all fax sending and receiving operations. It also contains an electronic Phone Book program and a Log Manager that maintains a record of all PC fax transactions. The Main Menu can be accessed through the Brother Multi-Function Link Pro program group.

Visioneer PaperPort™ LE

Visioneer PaperPort™ LE for Brother is a document management application. You will use PaperPort to view incoming faxes and scanned documents and to scan paper documents into your computer. PaperPort has a sophisticated, yet easy to use filing system that will help you organize your documents. It allows you to combine or "stack" documents of different formats for printing, faxing, or filing. PaperPort can be accessed through the PaperPort program group.
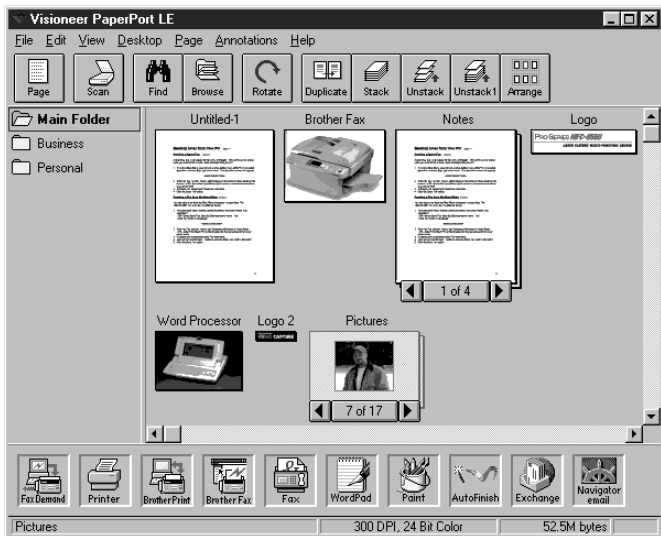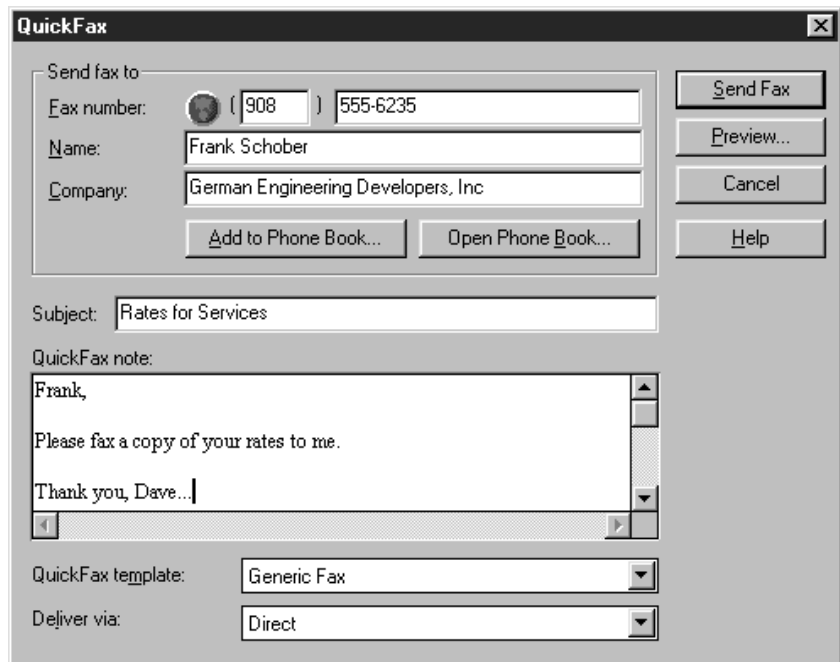
Sending a Fax from Your PC

Sending a Quick Fax

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

1 From the Main Menu, select the *QuickFax* button—**OR**— Select *QuickFax* from the Start pull-down menu. The *QuickFax* screen will appear:
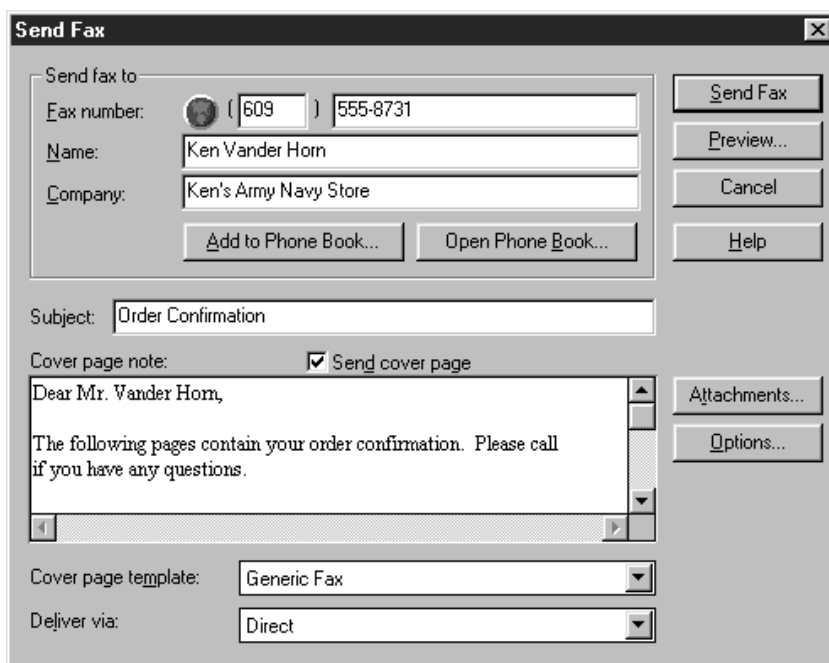

2 Enter the Fax number, Name, and Company information in the appropriate fields on the screen—**OR**—Select the *Open Phone Book...* button to choose someone from your phone book.

3 Complete the *Subject* and *QuickFax* note fields.

4 Click the *Send Fax* button.

Sending a Fax from the Main Menu

You can send a fax from the Main Menu and attach multiple files. The "attachments" can even be in different file formats.

1 From the Main Menu window, select the Send Fax [icon] button—
OR—Select *Send Fax* from the Start pull-down menu. The *Send Fax* window will appear:

Send Fax	☒
Send fax to	

Fax number:	(609) 555-8731		Send Fax
Name:	Ken Vander Horn		Preview...
Company:	Ken's Army Navy Store		Cancel
	Add to Phone Book...	Open Phone Book...	Help

Subject: Order Confirmation

Cover page note: ☑ Send cover page

Dear Mr. Vander Horn,

The following pages contain your order confirmation. Please call if you have any questions.

Attachments...

Options...

Cover page template: Generic Fax

Deliver via: Direct

2 Enter the Fax number, Name, and Company information in these fields —**OR**—Select the *Open Phone Book* button to choose someone from your phone book.

3 Complete the Subject and Cover page note fields.

4 Click on the *Attachments...* button to add any file(s) you want to fax with it.

5 Click the *Send Fax* button.

Sending a Fax from a Windows® Application

You can send a fax directly from any Windows® application using the following steps:

1 Create the document in a Windows® application.

2 Select Brother MFL Pro Fax as your printer.

3 Select the Print command to begin the fax transmission. The Fax Sending dialog box will appear:

Send Fax	
Send fax to	
Fax number: ◯ (609) 555-8731	Send Fax
Name: Ken Vander Horn	Preview...
Company: Ken's Army Navy Store	Cancel
[Add to Phone Book...] [Open Phone Book...]	Help
Subject: Order Confirmation	
Cover page note: ☑ Send cover page	
Dear Mr. Vander Horn, The following pages contain your order confirmation. Please call if you have any questions.	Attachments... / Options...
Cover page template: Generic Fax	
Deliver via: Direct	

4 Enter the name and fax number of the recipient—**OR**—Select the *Open Phone Book...* button and choose a name. Select Close to return to the *Send Fax* dialog box.

5 Select the *Send cover page* check box to include a cover page.

6 Select the *Send Fax* button.

•
Receiving Faxes into Your PC

To receive faxes into your PC through the fax machine, you must first have connected your fax machine to your computer. Then, you can load the Multi-Function Pro software.

Before You Begin

Use the following checklists for the fax machine and PC, to make sure you have properly set up the fax machine and PC to work together.

Checklist for MF Link Mode

To receive faxes into your computer, MF Link mode must be set to ON and your computer must be turned on with the Multi-Function Link Pro Software running. If your PC is turned off or Multi-Function Link Pro is closed, incoming faxed will be printed at the MFC automatically.

Set MF Link mode to OFF if you want all incoming faxes to be printed at the fax machine.

1 Press `Function`, `2`, `0`.

2 Use `←` or `→` to select ON (not OFF).

3 Press `Set`.

4 Press `Stop` to exit.

Checklist for Your PC

1 In the Main Menu, select the Setup pull-down menu.

2 Select Preferences...

3 Under Answer Mode, select Fax only.

4 Click the OK button.

5 Make sure the fax machine is connected to the parallel port of the PC.

6 Keep the PC and the Multi-Function Link Pro Main Menu running at all times.
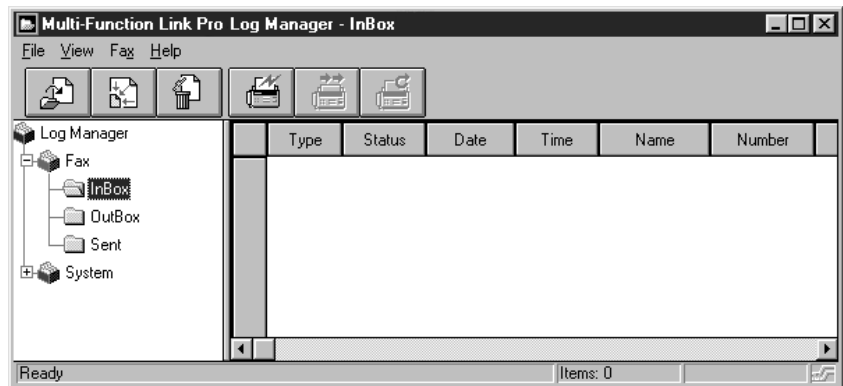
Viewing Received Faxes

Faxes that are received into the PC will appear in the *InBox* of the Log Manager.
To access the *Log Manager*, from the Main Menu click the Log Manager

button —**OR**—From the Start pull-down menu, select *Mail/Log*.

1 In the *Log Manager*, select the *Fax* folder.

2 Then select the *InBox* folder. A listing of your incoming messages will
appear on the right side of the window.

3 Double-click on the fax you wish to view.

The Visioneer PaperPort™ LE viewer will run automatically and the
fax you selected from the list will be displayed.

Scanning a Document

The Brother Multi-Function Link Pro software includes a TWAIN compliant
scanner driver. TWAIN drivers meet the standard universal protocol for
communicating between scanners and software applications. This means
that not only can you scan images directly into the PaperPort viewer that
Brother included with your fax machine, but you can also scan images
directly into hundreds of other software applications that support TWAIN
scanning. These applications include popular programs like Adobe
Photoshop, Adobe PageMaker, CorelDraw and many more.

Accessing the Scanner

To choose the Brother Multi-Function Link Pro as your scanner driver, select it under the Select scanner—**OR**—Select source option in your software.

From the Visioneer PaperPort™ LE window, select **Acquire** from the File drop-down menu, or select the **Scan** or Twain button. The Multi-Function Link Pro Scanner Setup dialog box will appear:
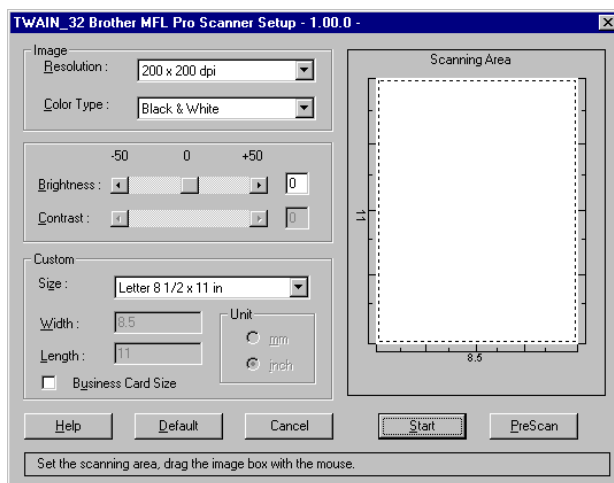
Scanning a Document into Your PC

1 Insert the document(s) face down in the document feeder of the fax machine.

2 Adjust the following settings, if needed, in the Scanner Setup window:

- Resolution
- Gray Scale (Black & White, Gray [Error Diffusion], True Gray)
- Brightness
- Contrast
- Size

3 Select the **Start** button from the Scanner window.

When scanning is completed, the Visioneer PaperPort™ LE screen will appear showing the image you scanned.

Settings in the Scanner Window

Image

Resolution

Resolution: Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.

When the setting is True Gray, 200 x 100 dpi and 200 x 400 dpi is not available.

Gray Scale

Gray Scale: Set the image Type to Black & White for text or line art. For photographic images, set the image type to Gray (Error Diffusion) or True Gray.

Gray (Error Diffusion) is used for documents that contain photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots in a specific matrix instead of true gray dots.)

64 True Gray mode is used for documents containing photographic images or graphics. This mode requires the most memory and longest transfer time.

Brightness

Brightness: Adjusting the brightness settings to obtain the best image. The Brother Multi-Function Link Pro offers 100 brightness settings (-50 to 50). The default value is 0, representing an "average" setting.

You can set the brightness level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the settings.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.

Contrast

The contrast setting is adjustable only when you have selected one of the gray scale settings, but it is not available when Black & White is selected as the gray Scale.

Increasing the contrast level (by dragging the slidebar to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the slidebar to the left) ravels more detail in gray areas. Instead of using the slidebar, you can type a value in the box to set the contrast.

Custom

Size

Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm.)
- Legal (8 1/2 x 14 in.)
- A5 (148 x 210 mm.)
- B5 (182 x 257 mm.)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (60 x 90 mm.)
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in.)

After you select a size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is useful when you want to crop an image when scanning.

Business Card Size

To scan business cards, select the Business Card (60 x 90 mm.) size setting and place the business card at the top center of a carrier sheet.

Carrier sheets are available from your Dealer.

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

PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the Scanning Area. This is only a preview of the image so you can see how it will look. The PreScan button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button in the Scanner window to scan the image.

1 Insert the document face down in the document feeder of your fax machine.

2 Select the **PreScan** button. The entire document will be scanned into the PC and will appear in the Scanning Area of the Scanner window:
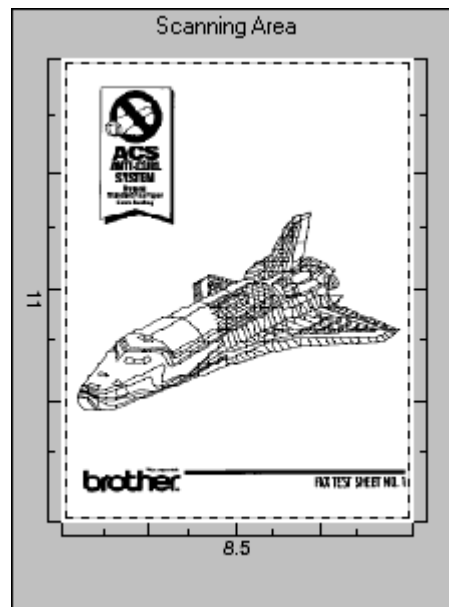
3 To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.

4 Place the document in the document feeder of the fax machine again.

5 Adjust the settings for Resolution, Color Type (Gray Scale), Brightness, Contrast, and Size in the Scanner Setup window, as needed.

6 Select the **Start** button.

This time only the selected area of the document will appear in the Visioneer PaperPort™ LE window.

7 In the Visioneer PaperPort™ LE window, use the options available in the Markups pull-down menu and the Crop option in the Options pull-down menu to refine the image. (See the Visioneer PaperPort™ LE chapter for details.)

Exporting an Image File

1 Select the Export command from the File pull-down menu in the Visioneer PaperPort™ window. The Export 'XXXXX' As dialog box will be displayed.

2 Select the drive and directory where you want to store the file.

3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)

4 Select the **OK** button to save your file, or **Cancel** to return to the Visioneer PaperPort™ without saving it.

APPENDIX B

(Option) Using the Fax Machine as a Printer

Special Printing Features

Windows® Printing

The dedicated printer driver and TrueType™ - compatible fonts for Microsoft® Windows® 3.1, 3.11, 95, 98 and Windows NT® Workstation Version 4.0 are installed automatically when you install the Multi-Function Link Pro software option. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings including economy printing mode and custom paper size.

Bi-directional Parallel Interface

The parallel interface of the fax machine lets the printer (fax machine) communicate back to the computer, sending information about memory and printer setup conditions.

Enhanced Memory Management

The fax machine has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the printer's (fax machine's) memory. You can avoid memory errors and print most full-page, 600 dpi graphic and text data, including larger fonts, with the fax machine's standard memory.

Printing From Your PC

Multi-purpose Sheet Feeder

The fax machine's multi-purpose sheet feeder can feed plain paper, envelopes, and organizer paper. When the fax machine receives data from your computer, it begins the print process by loading paper from the multi-purpose sheet feeder.

■ Select the print command from your PC.

Your PC sends a print command and data to the fax machine. The screen displays the date and time, and RECEIVING DATA. If there are more pages, the fax machine begins to print the next page automatically. When the fax machine finishes printing all data, it returns to online status.

See Acceptable Paper p. 16

You may select the paper source, paper size, and orientation in your application software.

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

When you use labels or transpariencies for overhead projectors, be sure to use the manual feed slot.

Two-Sided Printing (Manual Duplexing)

The supplied printer drivers for Windows® 3.1, 3.11, 95, 98 and Windows NT® Workstation Version 4.0 enable manual duplex printing. (For more information, see the Help screen for the printer driver.)

The fax machine prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended. If the paper "double-feeds" (sends two sheets at once), hold the stack of paper except for the front sheet while the paper is feeding.
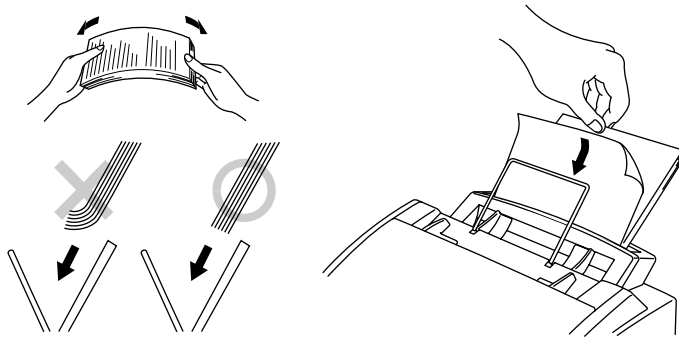
When you use the manual duplex function, it is possible that a paper jam may occur or the printer quality might not be satisfactory.

Loading Envelopes in Multi-Purpose Sheet Feeder

If you load up to 10 envelopes into the multi-purpose sheet feeder, make sure they are inserted in the direction shown below.
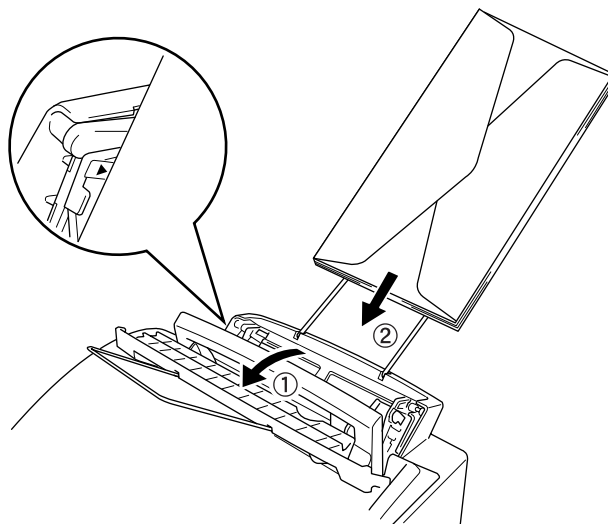
Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot on its cover. You can load paper or envelopes one at a time into this slot. You do not have to remove paper from the multi-purpose sheet feeder.

When you use labels or transparencies, be sure to use this slot. For information about acceptable paper, see page 16.

Loading One Sheet of Paper

You do not have to choose manual feed in the Setup dialog box of your printer driver. Insert the sheet of paper for Portrait (vertical) or Landscape (horizontal), with the side you wish to print on face down in the manual feed slot.

1 Align the paper at the center of the manual feed slot, and be sure to insert it all the way.

2 Adjust the paper guide of the manual feed slot to the width of the paper you're using.

Loading More Than One Sheet of Paper

1 Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow Steps 1 and 2 above to load the first page. The fax machine starts printing automatically.

2 After the first page is printed, the dialog box appears and prompts you to load the next page. Load a sheet and select OK to resume printing.

3 Repeat Steps 1, 2, and 3 until you have finished printing.

If you do not select manual paper feed, and insert a page in the manual feed slot, the fax machine will load the first page from the manual feed slot and subsequent pages from the multi-purpose feeder.

Paper Tray

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

Simultaneous Printing/Faxing

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

Choosing Acceptable Paper

See Acceptable Paper p. 16

It is recommended that you test paper, especially special sizes and types of paper, on the fax machine before purchasing large quantities.

Avoid feeding labels with carrier sheets exposed, or your fax machine will be damaged.

Avoid using coated paper, such as vinyl coated paper.

Avoid using preprinted or highly textured paper.

For optimum printing, use a recommended type of paper, especially plain paper and transparencies. For more information on paper specifications, consult your nearest authorized sales representative or the place where you purchased your fax machine.

Use labels or transparencies that are designed for use in laser printers.

For the best print quality, we recommend you use long-grained paper.

If you are using special paper, and the paper has problems feeding from the multi-purpose sheet feeder, try again using the manual feed slot.

You can use recycled paper in this fax machine.

APPENDIX C
....

(Option) Internet Faxing with NetCentric™ FaxStorm

NetCentric Internet Fax

Internet faxing (**NetCentric FaxStorm)** brings together the power of the PC and the economy of the Internet. Outgoing faxes are relayed from your desktop to a network provider's fax server over an IP connection. From the server, the fax job is transmitted across the Internet using sophisticated least-cost-routing algorithms, then delivered to a fax machine using local phone lines, or to another computer as an e-mail attachment. Faxes can be sent to a single recipient or to multiple recipients. NetCentric™ FaxStorm tracks your faxes to their destinations, and informs you of their status. When servers are down due to Internet outages, NetCentric™ FaxStorm re-routes your fax jobs and requests for account status.

You can access incoming faxes from any web-connected desktop and even forward them to others directly from the Inbox account.

> For more information about how to use NetCentric™ FaxStorm, see the **online HELP** files after you install NetCentric™ FaxStorm on your computer. Use the *Help* pull-down menu to access HELP.

Before You Begin

Compatible Operating Systems

NetCentric™ FaxStorm can be used with Windows® 3.1, Windows® 3.11, Windows® 95, 98 and Windows NT® Workstation Version 4.0 operating systems to integrate with your Internet fax account.

Your Fax Service Account

Before you can install NetCentric™ FaxStorm you must use your established Internet Service Provider to go to http://www.faxstorm.com and set up an account with one of the Fax Service Providers. You will be given an Account Name and Password, which you will need when you install NetCentric™ FaxStorm from the Brother CD-ROM.

A fax account is available to any person or company who has Internet access. *There is no charge for creating an account. You are charged only for use of services.*

A user account grants you access to many account features accessible from a web browser. You will have your own personal accounting and management web pages located on your local POPware server. These web pages will help you manage your account, view your account balance, pay invoices, check on the status of your faxes, and send faxes directly from a web form.

Receiving Faxes

The Fax Inbox receives faxes at your account on the POPserver. You can view faxes you receive. In order to use the Fax Inbox, you must establish an Inbound account on your primary POPserver.

If your fax account is a subaccount of a corporate account, you cannot change the services available to your account. Contact the administrator of your corporate account for information about changing account services.

The Inbox Detail window provides additional information on each fax job that is sent to your Inbox. To display the Inbox Detail window, double click on a fax job in the Inbox window.

The Inbox Detail window displays:

FaxID—Identification string set on the transmitting fax machine.

Quality—Image quality of the fax file.

Dialed#—The phone number that the sender dialed. This should be your inbound fax number.

File Size—Number of bytes in the fax file.

Received Time—Time at which the fax was received on the server.

Transmit Rate—Transmission speed used to transmit the file to the server.

From—Person or organization that sent the fax.

JobID—Number that uniquely identifies the fax job. The JobID is comprised of the identification number of the server to which the fax was sent and a unique number that identifies the fax itself.

Pages—Number of pages in the fax.

Status—Final status of the fax job, either DONE or FAILED.

Creating an Inbound Account

1 Log on to your account home page using a web browser or select *Web* from the *Utilities* menu, then select *Account Home Page*.

2 Click the **Options** button on the left-hand side of your account home page.

3 Click the **Inbox** icon. The Inbox frame appears within the browser.

4 Choose two (2) items, one from each drop-down list:

■ The server where you want to receive inbound faxes on the Internet Service Provider you use

■ The notification method you want (Notify by Email, Forward by Email, or No Notification or Delivery)

You will be provided with the telephone number of your fax Inbox. Give this number to people sending faxes to your fax Inbox.

Installing NetCentric™ FaxStorm

Before you begin, you must be connected to the Internet with your Browser running and be connected to your existing web-based NetCentric™ account.

1 Log in to your web-based NetCentric™ account.

2 Insert the Brother CD-ROM into your computer CD-ROM drive.

3 Click on the NetCentric™ FaxStorm button to install the software and follow the prompts on the screen.

If you are using a Proxy server, you must enter the server name and address on the second page of the Account Setup Wizard. See your Account Administrator for this information.

Overview of Utilities

NetCentric™ FaxStorm includes the following related utilities to help you manage your faxing activities:

Contact Manager

Use Contact Manager to organize your contacts and import database files from existing address books.

Cover Page Builder

Cover Page Builder is your creative tool to build a personal cover page. You can arrange fax merge fields to organize your own cover pages.

You can build a cover page by using a fax file for a backdrop that you have created with the Print Driver. Using the Print Driver, you can convert a document created in any Windows® application into a fax file.

Print Driver

Use Print Driver to fax from any Windows® application through your fax account.

The Print Driver also enables you to convert files to image files for use as attachments and send them as faxes from NetCentric™ FaxStorm. Once you convert and save a file as an attachment, it is always listed as an attachment in your Attachment List.

Status Manager

Use Status Manager to work with your fax account and manage your incoming and outgoing faxes.

Viewfax (A Fax File Viewing Application)

Use ViewFax to view your completed fax at any time, before, or after, you send it from NetCentric™ FaxStorm. You can also use ViewFax to view fax files that you receive through your fax account, and to view other image files on your system. You can run ViewFax from Status Manager or as a separate application.

When you run ViewFax as a separate application, you can open any image file on your hard drive. In the Viewfax window, you can save an image file on your hard drive as an attachment, TIFF image, or cover page.

Accessing NetCentric™ FaxStorm

Select the NetCentric program group, then select FaxStorm. The NetCentric FaxStorm window appears:
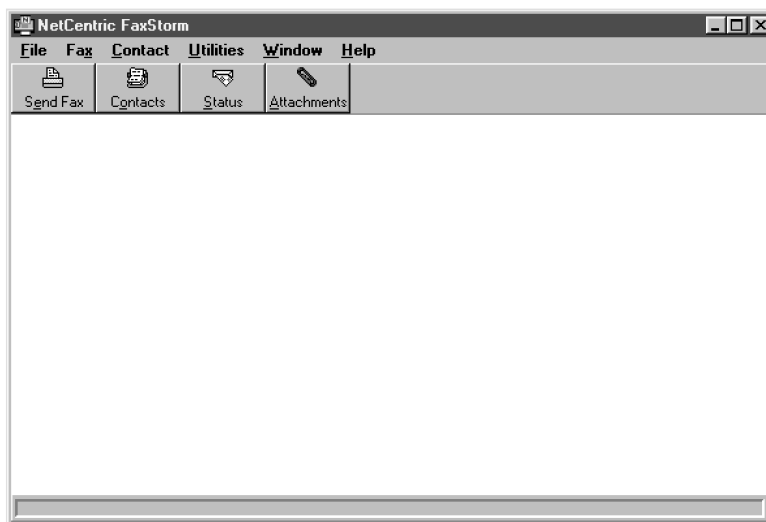

Sending Faxes

You can send a fax directly from the NetCentric™ FaxStorm, or use the Print Driver to send a fax from any Windows® application or as e-mail.

The Send Fax dialog box has three tabs: *General* tab, *Attachments* tab and *Options/Sender* tab.

To access the Send Fax Window in the NetCentric™ FaxStorm window, select *Send Fax* from the *Fax* menu—**OR**—Click the **Send Fax** button.

The Send Fax window appears:
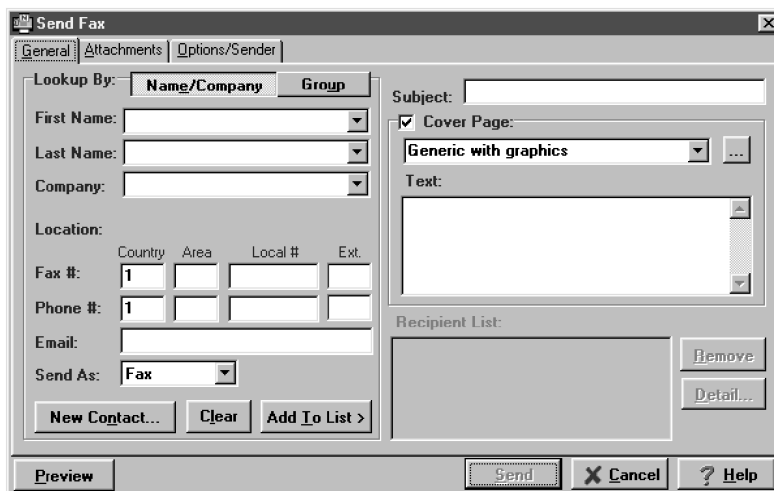
General Tab

In the *General* tab you can address a fax to one or more recipients, choose a cover page, and determine the method for sending the fax. The only information required to address a fax is the destination fax number. However, to send a fax, you must send either a cover page or an attachment to the fax.

Addressing a Fax

To address a fax, complete the contact information on the left side of the screen. If you make a mistake, you can delete all the contact information by pressing the **Clear** button.

To address the fax, enter the recipient information in the address fields
—**OR**—Select a recipient from your contact database
—**OR**—Click the Group button to broadcast to multiple recipients.

Adding Contacts One at a Time

■ Enter the recipient's information in the First Name, Last Name, or Company Name fields. The Contact Manager will search for the contact and fill in the rest of the recipient's information—**OR**—If the recipient is not in its database, then enter the information.

■ If you do not want to save this recipient in your contact database, click the **Add to List >** button. The recipient's name appears in the Recipient List box. (To delete a recipient from the list, click the **Remove** button.)

You can broadcast a fax to multiple recipients by adding them to the Recipient List. You can add multiple recipients to your recipient list in one of two ways:

■ Add each recipient manually (by name or company)

■ Add groups from your Contact Manager database

Selecting a Group (or a Contact from a Group)

1 Click the **Group** button to display groups and contacts within the Groups.

2 Click a group name to select it.

3 Click the **Add Group** button to add that group to the Recipient List

—**OR**—To add a single contact within the group, click the contact name, then click the **Add Contact** button.

4 To view the details about a recipient, select the recipient from the Recipient List. Then click the **Detail** button.

5 Use the *Send As* drop down list to choose how faxes are sent to a group or to a contact.

■ Selecting Fax sends the selected file to the fax number shown in the Fax # field. For convenience, you can use the country code lookup.

■ Selecting E-mail sends the file to the e-mail address shown in the E-mail field.

Saving a New Contact from the Fax Send Window

After entering the recipient information for the fax, you can add the entry to your Contact Manager database:

1 Click on the **New Contact** button.

The New Contact window appears:
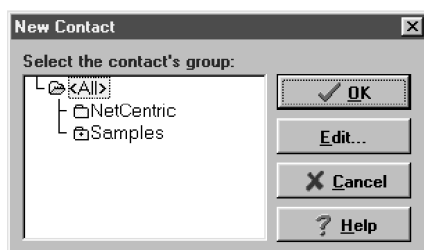
2 In the New Contact window, click the group in which you wish to place the contact.

3 To add more information about the new contact, click the **Edit** button to go to the *Contact Detail* window—**OR**—To save the new contact without opening the Contact Detail window, click the **OK** button in the *New Contact* window.

Specifying a Cover Page

1 Click the Cover Page check box to select the default cover page—**OR**— Change your cover page by clicking on the ... button to open the *Cover Page* window.

2 Click the browse button in the Send Fax window.

3 Select the name of the cover page in the cover page window.

4 Select the default checkbox.

5 Click OK to close the window.

About Sending a Fax as E-mail

You can send fax files and attachments to a recipient's e-mail address rather than to a fax number. When fax files are sent by e-mail, they arrive as TIFF file attachments to the e-mail message. The recipient can then view the TIFF files with an e-mail utility or an external image viewing application. The e-mail message to which the TIFF files are attached includes a URL to a web page that instructs the recipient how to configure the e-mail application to view the TIFF file attachments.

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

If you are sending a fax to more than one recipient, choose E-mail from the Send As options. The application sends the selected files to the e-mail address of each person in the recipient list. If you have not provided an e-mail address for a recipient, the fax job to that recipient is not sent.

Attachments Tab

Use the *Attachments* tab to attach documents to your fax from your hard drive or from your Attachments list. Attachments must be image files, which you create from any Windows® application with the Print Driver. Attachments can be files with the following extensions: TIFF, ASCII, BMP, JPEG, GIF, PCX, ICON, PDF, and PSD.

1 Select the *Attachments* tab from the Send Fax window.

2 The Attachments window appears, and displays the files that are available:
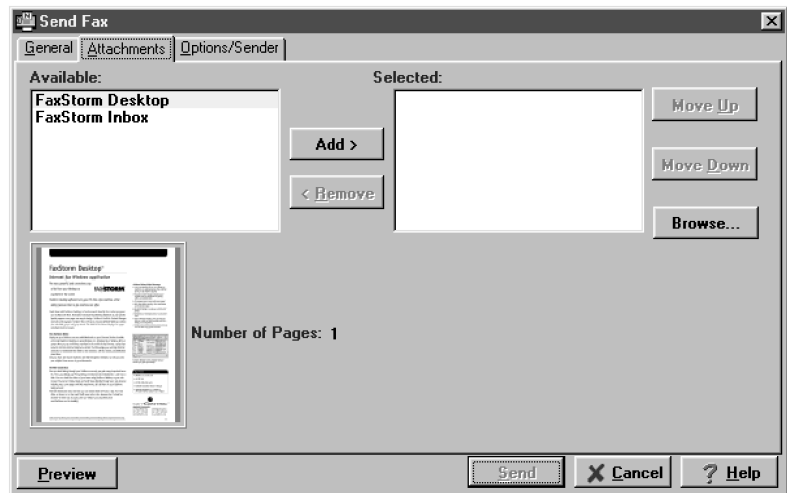
3 To place an Attachment in the selected window, click the name the Attachment, then click the **Add** button—**OR**—To select an attachment from your hard drive that is not in your Attachment List, click **Browse** to locate the file.

Attachments you add from your hard drive in the Send Fax window are included only for that particular fax.

Options/Sender Tab

Use the *Options/Sender* tab to specify the billing code, resolution, request e-mail notification, when to send the fax and a change to the sender information.

To set the defaults of *all* your faxes, click the **Set Defaults** button in the lower left-hand corner. Options modified in the Send Fax window apply to this fax only and appear on the cover sheet of your fax.

Sending a Fax from Other Windows® Applications

When you install the Print Driver (included with NetCentric™ FaxStorm) onto your computer, it will be available in your list of printers to use for faxing from any Windows® application.

If You Are Using Windows® 95, 98

1 Open the document you wish to fax.

2 Select *Print* from the *File* menu.

3 Select **NetCentric™ FaxStorm** from the list of printers.

4 Click Properties (or click the button that displays the properties of the printer in the application you are using).

5 Select *Print to Fax* and click OK to close the *Properties* dialog box.

The Print Driver saves these properties until you change them again.

If you are printing to a file rather than faxing, open the *Properties* dialog box to select *Print2File*.

6 Click OK to print the document.

The Send Fax dialog box appears.

7 Enter the recipient's fax number, and select a cover page and any options, if desired.

If You Are Using Windows NT® Workstation Version 4.0

1 In your Windows® application, open the document you wish to convert.

2 Select *Print* from the *File* menu.

3 In the Print dialog window, select **NetCentric™ FaxStorm** from your list of printers.

4 Click Properties (or click the button that displays the properties of the printer in the application you are using).

5 Select the *Document* tab and click the Print2File radio button.

6 Select the *File Options* tab and click the *Manual*, *prompt each time for file name* radio button.

7 Click the Programs tab and click the Run program after creating an image file radio button.

The Program Exec text box should contain the path to the quickfax executable. If the text box is empty, enter the path to the quickfax executable. It is located in the bin directory beneath the directory in which you installed the application.

8 Click OK to close the Properties dialog box.

9 Click OK on the Print dialog box.

The file is now converted to a FAX file and the Send Fax application is launched, allowing you to fax the document you have converted.

Setting Up Contacts in the Contact Manager

In addition to saving recipient information when you address a fax in the Send Fax window, you can add contacts manually in the Contact Manager window. When adding a contact, you are creating an entry in an existing group in your Contact Manager database. You can add the contact to a subgroup that you have already created. However, if you do not select a group, then your contact is added to the top-level group *All*. After you have added a contact to Contact Manager, you can add or move it to different groups.

You can create more than one address for each person, and the Contact Manager treats each address as a separate entry in its database, even allowing you to place them in separate recipient groups. Each address can be viewed and edited in that contact's Contact Detail Window.

You can add, arrange, and delete contacts and groups of contacts. To view the contacts within each group, select the folder of that group. You can navigate through a group using alphabetic tabs. To view details of a contact, double-click on the name of the contact.

To add a New Contact to the All Group:

1 ▶ In the NetCentric FaxStorm window, Select *New Contact* from the *Contact* menu. The Contact Detail window appears:

2 Enter additional information about the contact in the *Contact Detail* window.

3 Click the **OK** button to save the new contact. The *Contact Manager* window appears, listing the new contact in the *All* group:
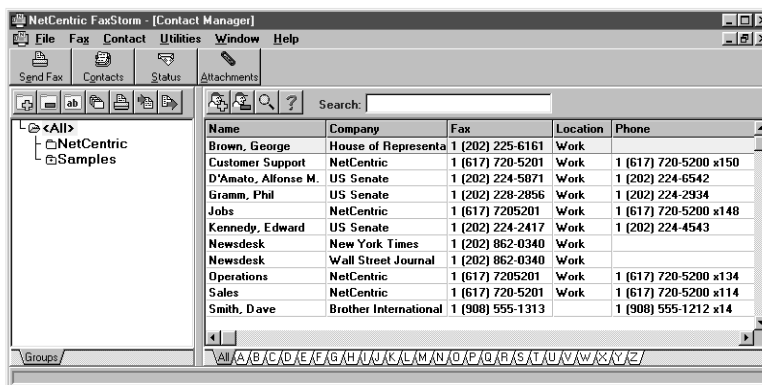
You can move the new contact to another group by selecting it and dragging it into that folder.

4 Close the *Contact Manager* window to return to the *NetCentric FaxStorm* window.

To add a New Contact to Another Group:

1 In the NetCentric FaxStorm window, click on the **Contacts** button—**OR**— Select *Contact Manager* from the Contact menu. The Contact Manager window appears.

2 Click the folder where you want to place the new contact and click the New Contact button. The Contact Detail window appears.

3 Enter the information about the contact in the *Contact Detail* window.

4 Click the **OK** button to save the new contact. The *Contact Manager* window appears, listing the new contact in the group you selected.

5 Close the *Contact Manager* window to return to the NetCentric FaxStorm window.

Changing Contact Detail

Each contact has one Contact Detail window for all addresses, or locations, of that particular contact, even if the locations appear in different groups within the Contact Manager.

To edit the information of an existing contact, open the Contact Detail window for that contact:

1 In the Contact Manager window, double-click on the contact
—**OR**—
Select the contact in the Contact Manager window and select *Edit/View* from the Contact menu, or click the **Edit/View** button.

2 When the Contact Detail window appears, enter the additional information and changes, as needed. If you are ready to accept your changes, skip to Step 5.

3 To add another location for this contact, select the Add... button. The Add Location window will appear:

```
Add Location                              [X]

This window is used to add a location to the
current contact (e.g., work, home, beach, etc.).
Each location can be viewed by clicking on the
tabs at the bottom of the "Contact Detail"
window.

Location Name: [                    ▼]

        [ ✓ OK ]   [ ✗ Cancel ]
```
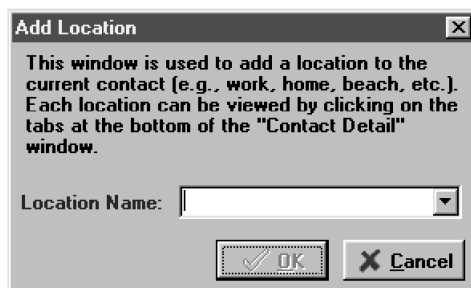
4 Enter the name of the new location and click the OK button. The Contact Detail window reappears and you will be prompted to enter the new location information.

5 When you are ready to accept the information in the Contact Detail window, click the **OK** button to save your changes.

6 When the Contact Manager window re-appears, close it.

Setting Up Multiple Addresses

The *Contact Detail* window has three tabs: *General*, *Notes* and *User Fields*.

The *General* tab of the *Contact Detail* window has a separate sub-tab for each address or location. On the General tab you can modify the contact information, add and delete addresses, launch a web browser to view that contact's URL, specify the contact's default medium for file delivery (either fax or e-mail) and go to the Country Lookup utility to look up country codes. See the online *Help* for more information.

On the *Notes* tab, you can enter personal notes to the contact's record.

On the *User Fields* tab, you can define user fields for adding additional information about the contact.

Moving or Copying a Contact to Another Group

In the *Contact Manager* window, you can move a contact from one group to another, or copy a contact from one group into another group.

■   To **move** a contact from one group to another, select a contact and drag it into the destination group. A dialog box asks you to confirm the move.

■   To **copy** a contact from one group to another, press the Control key, select a contact, and drag it into the destination group. A dialog box asks you to confirm the copy.

Creating a Group for Broadcasting

You can create groups in the Contact Manager so you can quickly address a fax to all the recipients in that group. If you create a new group without initially opening the Contact Manager window, then the top-level group *All* is selected by default.

To set up a group to broadcast to multiple recipients:

1 In the *Contact Manager* window, select the group folder under which you wish to assign the new group.

2 Select *New Group* from the *Contact* menu—**OR**—Click on the **New Group** button in the Contact Manager window. The New Group window appears:

New Group	✕
Group Name:	Division 2
	✓ OK ✕ Cancel
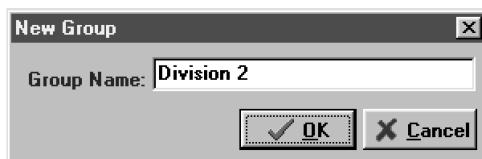
3 Enter a name (up to 25 characters) for the new group.

4 Click the **OK** button.

Managing Your Faxes in the Status Manager

The Status Manager connects to your account, retrieves your sent and received faxes and displays their status. You can open the Status Manager to check your faxes, or you can set the Status Manager's options so that Status Manager checks the status at an interval you choose.

The Outbox lists the faxes you have sent from your faxing account. Each fax is identified by the type (fax or broadcast), recipient name, subject, status, recipient phone number and fax number, creation time, and speed of transmission. Faxes that were not sent from NetCentric™ FaxStorm are shown with an asterisk in the first column. Fax status might be stopped, completed, processing, queued, failed, scheduled, or sending to server.

You can delete, move, sort, and manipulate the records of your faxes in the Status Manager after they have been sent. You can move a fax to the History tab by clicking the Delete button and selecting that option.

Accessing the Status Manager

■ Click the **Status** button—**OR**—select *Status* from the *Fax* menu—**OR**— Select Status Manager from the Utilities menu.

You will be prompted to enter your account name and password. The Status Manager window appears:
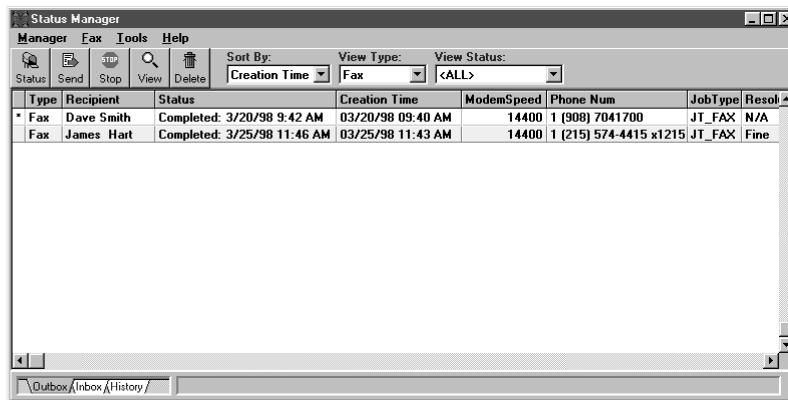
Checking the Status of Sent Faxes (Outbox)

1 Click the **Outbox** tab at the bottom left-hand side of the Status Manager window.

2 Double-click the fax to view the *Inbox Detail* window for status information.

3 Click on a fax to select it, and click the **View** button to view the file. To delete a fax, click the **Delete** button.

Viewing Faxes You Received (Inbox)

1 Click the **Inbox** tab at the bottom left-hand side of the Status Manager window. FaxStorm downloads all faxes that have been sent to your Inbox.

2 Click on a fax to select it, and click the **View** button to view the file.

3 Double-click the fax to view the *Inbox Detail* window for status information. To delete a fax, click the **Delete** button.

Managing Faxes from Your Account Page

Your Fax Service Provider Account is a directory on the POPserver to which you were assigned when you created your account.

Accessing Your Account Page

You can access your account through a web browser home page using a URL similar to *http://www.server.net/~accountID/* where *www.server.net* is your primary POPserver, and *accountID/* is your account name or account ID

—OR—

You can access your account directly from NetCentric™ FaxStorm by selecting *Account Home Page* from the *Utilities* menu. Each time you connect to your account home page, you must enter the account name and password.

Viewing Received Faxes in Your Account Page Inbox

Faxes that are sent to your fax Inbox can be viewed from your account home page, as well as from NetCentric™ FaxStorm. *See online HELP if you need more information*.

1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.

2 Click the Faxes link on the left side of your account home page. The Faxes frame appears within the browser.

3 Click the Inbox hypertext link. Your Account Page Inbox will be displayed, listing your received faxes.
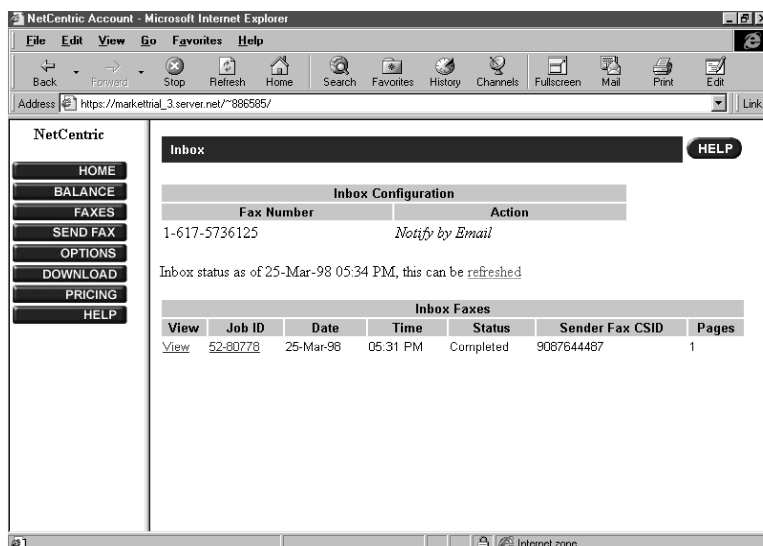
Checking Sent Faxes in Your Account Page Outbox

You can check the faxes you sent from your account home page, as well as from NetCentric™ FaxStorm.

1 Log on to your account home page using a web browser, or select *Web* from the *Utilities* menu, then select *Account Home Page*.

2 Click the Faxes link on the left side of your account home page. The Faxes frame appears within the browser.

3 Click the Outbox hypertext link. Your Account Page Outbox will be displayed, listing your received faxes:
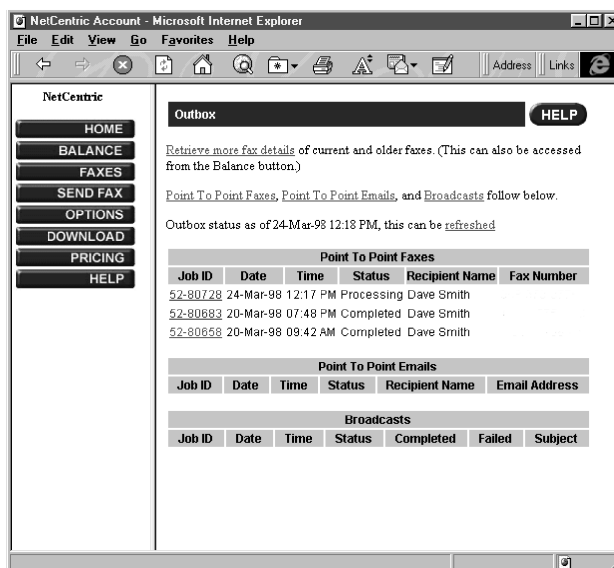
Customer Support

You can select *Web Problem Reports* from the *Utilities* menu of the NetCentric™ FaxStorm window. Your web browser will open the problem report page of NetCentric Corporation. Use this to send your problem directly to Customer Support at NetCentric Corporation, or

Contact NetCentric Corporation at

17 Monsignor O'Brien Highway
Cambridge, MA, USA 02141

1 (617) 720-5200 EXT. 150 (voice)   9 a.m. to 6 p.m., EST,
Monday through Friday

1 (617) 720-5201 (fax)

E-mail: Support@NetCentric.com   24 hours a day 7 days a week

APPENDIX D

(Option) Automatic E-Mail Printing

Automatic E-Mail Printing (For Windows® 95, 98 Only)

The Brother Automatic E-Mail Printing software is a utility program that reads your E-mail messages from a specified POP3 server and automatically prints to a printer.

> Please read this section before using the software and check the online README.WRI file in the root directory of the CD-ROM 1 for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

Main Features

- You can use Automatic E-Mail Printing with other E-mail software:
  Brother Automatic E-Mail Printing has some extra functions that other E-mail software, such as Netscape Navigator™ or MS Internet Mail, do not support.

- Automatic E-Mail Printing can be configured for a multiple-user account:
  In Brother Automatic E-Mail Printing you can set more than one e-mail account on a single PC so you can print e-mail in each account automatically.

- Automatic access to your specifed POP3 server at the specifed time:
  You can specify the time when the Brother Automatic E-Mail Printing automatically accesses the server to check for new mail.

- Provides an "In Memory" printer driver:
  You can receive and print e-mail data at the same time by searching for a specified character string in the mail header. It allows you to see the sender, subject and relevant part of the mail content.

Automatic E-Mail Printing is for Windows® 95, 98 Only

Automatic E-Mail Printing is a 32-bit software application. It cannot run on Windows® 3.1 or 3.11, even if Win32 is installed on your computer.

You Cannot Use a 16-bit TCP/IP Stack

To run Automatic E-Mail Printing, you MUST have a 32-bit TCP/IP stack. Windows® 95, 98 provides built-in 32-bit TCP/IP stacks that you can set up.

If You are Using Korean Windows® 95, 98

If you are using Korean Windows® 95, 98, you must choose *English* in the Language menu of the installer.

Setting Up Automatic E-Mail Printing

To access the Properties of Brother window and set up your options:

1 From the Automatic E-Mail Printing window, select *Properties* from the Mail pull down menu.

The User Settings window will appear.

2 Select the User you want to set up and click the *Properties* button.

The Properties of Brother window will appear:
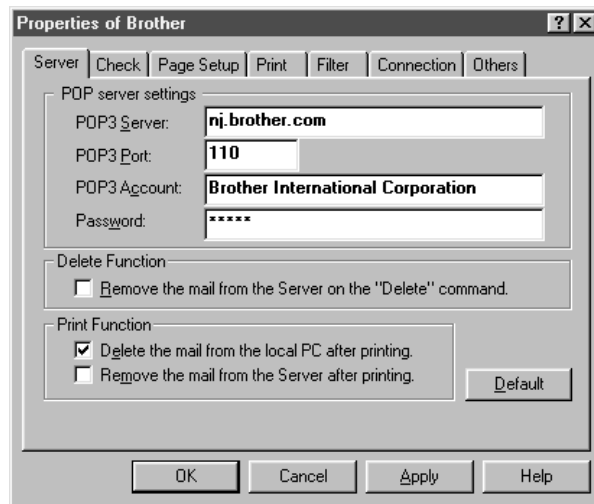
Setting Up the Server

In the Server tab of the Properties of Brother window, you must enter your POP3 Server, POP3 Port, POP3 Account name, and Password. Check the Delete Function and Print Function options as desired.

Setting the Check Time

In the Check tab of the Properties of Brother window, you can set up Automatic E-Mail Printing to check for new mail at specified intervals—**OR**—at a specified time—**OR**—every time you click the New Mail icon. Check the *Display mail log* checkbox if you want your log to show all new mail.
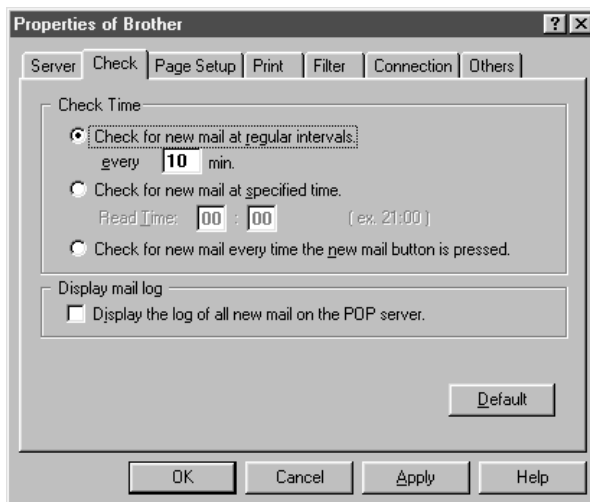
Continue to set up the *Page Setup, Print, Filter, Correction* and *Others* (applications where you want to be able to view new e-mail messages) as needed. Please see Online Documentation and Help files on the CD-ROM1 if you need more detailed information.

Using Automatic E-Mail Printing

In the Automatic E-Mail Printing window, click the icon buttons for the following options: New Mail, Print, View, Delete, Properties, Hide your log information and Add to Task Tray.
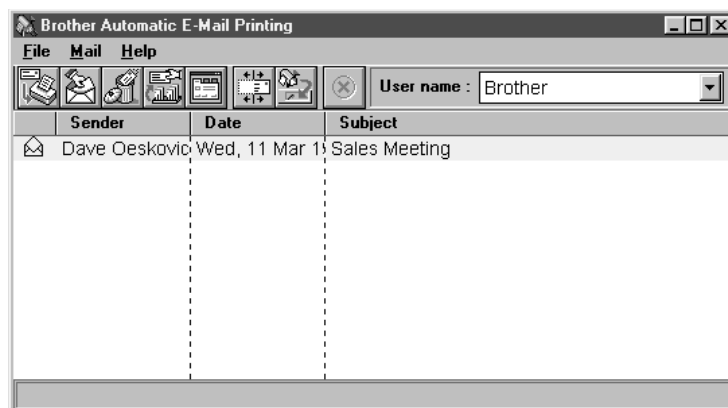
Uninstalling Automatic E-Mail Printing from Windows® 95, 98

You can delete the Automatic E-Mail Printing software, using the *Add/Remove* Program in Windows® 95, 98.

If the Uninstall Program Displays an Error Message

When you install the Automatic E-Mail Printing software and create a user, a directory name is created for that user. The uninstall utility program has no knowledge of this user directory. So, when you run the uninstall utility program to remove the Automatic E-Mail Printing software, the uninstall program displays an error message. To resolve this difficulty, delete the "**inetprn**" directory and any sub-directories that the Automatic E-Mail Printing software created on your hard disc drive.

To Access the Add/Remove Programs Properties Window:

1 Close the Automatic E-Mail Printing application.

2 Click the **Start** button in the Taskbar.

3 Select *Settings*, then *Control Panel*.

The Control Panel window appears.

4 Double-click the *Add/Remove Program* icon in this window to run the Add/Remove Programs Properties utility program.

5 In the *Install/Uninstall* tab, select *Automatic E-Mail Printing* from the list of programs.

6 Click the **Add/Remove** button.

7 Then follow the prompts on your computer screen.

Glossary

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

ADF (Automatic Document Feeder) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

All Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Automatic E-Mail Printing Software application that automatically prints incoming E-Mail messages. (Included with the optional Multi-Function Link Pro software.)

automatic fax transmission Sending a fax without picking up the handset or pressing Hook.

Automatic Redial A feature that enables your fax machine to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

Backup Print Sets your fax 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.

beeper volume Volume setting for the beep when you press a key or make an error.

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 to 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.

Call Waiting Caller ID (For FAX 2750 only) If you subscribe to this service from the Telephone Company, your fax machine will show the Caller ID of a second call while you are on the telephone. You can switch back and forth between two calls.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.

communication error (or Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

Coding Method Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your fax machine is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.

Compatibility Group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Cover Page Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Message The comment that is on the Cover Page. This is a programmable feature.

Delayed Fax Sends your fax at a later time that day.

Delayed Timer You can program a certain time each day that all delayed faxes will be sent on a first come first served basis.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother fax machine uses the new number to simulate a dedicated fax line.

drum unit A printing device for your fax machine .

Dual Access Your fax machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

Easy Receive Enables your fax machine to respond to CNG tones if you interrupt a fax call by answering.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the document that had an error.

Electronic Cover Page A preprogrammed cover page that is transmitted from the fax machine's memory, eliminating the need for making up cover pages manually.

Extension Phone A telephone on the fax number that is plugged into a separate wall jack.

External Phone A TAD (telephone answering device) or telephone that is plugged into the EXT jack of your fax machine.

F/T Ring Time The length of time the fax 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 into memory to another preprogrammed fax number.

Fax Storage Your fax machine can store faxes in memory for remote retrieval.

FAX/TEL You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

fax tones The signals sent by sending and receiving fax machines while communicating information.

Fine Mode Resolution is 196 x 203 dpi. It is used for small print and graphs.

Function Mode The programming mode for changing the settings of your fax machine.

gray scale The shades of gray available for copying and faxing photographs.

group number A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

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

interval The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

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

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

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

Multi-Function Link Pro Turns your fax machine into a printer and scanner and enables PC faxing using the fax machine. (Optional Brother software application)

NetCentric™ FaxStorm Software application Brings together the power of the Internet and the reliability of Fax using Internet Faxing from your desktop. (Included with the optional Multi-Function Link Pro Software.)

One Touch Keys on the fax machine control panel where you can store numbers for easy dialing. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the fax 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 This feature enables your fax unit to call your pager when a fax message is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored on One Touch and Speed Dial numbers.

Photo mode A resolution setting that uses varying shades of gray for the best representation of photographs.

polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

printer alarm Audible alarm when the printer is not able to print.

print reduction Reduces the size of incoming faxes.

Pulse A form of dialing on a telephone line.

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

remote access The ability to access your fax machine remotely from a touch tone phone.

remote activation allows you to transfer a fax call, answered at an extension phone, to the fax machine.

remote access code The four-digit code that allows you to call and access your fax machine from a remote location.

resolution The number of vertical and horizontal lines per inch. See: Standard, Super Fine, Fine and Photo.

Ring Delay The number of rings before your fax machine answers an incoming call.

Ring Volume Volume setting for the fax machine's ring.

Rotary A form of dialing on a telephone line.

scanning The process of sending an electronic image of an original paper document into your computer. (Available with software option)

Speaker Volume You can set the volume when your fax machine is on Hook.

Speed Dial A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.

Standard resolution 98 x 203 dpi. It is used for regular size text and quickest transmission.

Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super fine resolution 392 x 203 dpi. Best for very small print and line art.

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

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

Tone A form of dialing on the telephone line used for Touch Tone telephones.

toner cartridge An accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process that causes less toner to be affixed to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

transmission The process of sending documents over the phone lines from your fax machine to the receiving fax machine.

User Option List A printed report that shows the current settings of your fax machine.

Visioneer PaperPort™ LE for Brother A document management application that enables you to view incoming faxes and scanned documents. (Included with the optional Multi-Function Link Pro software.)

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

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