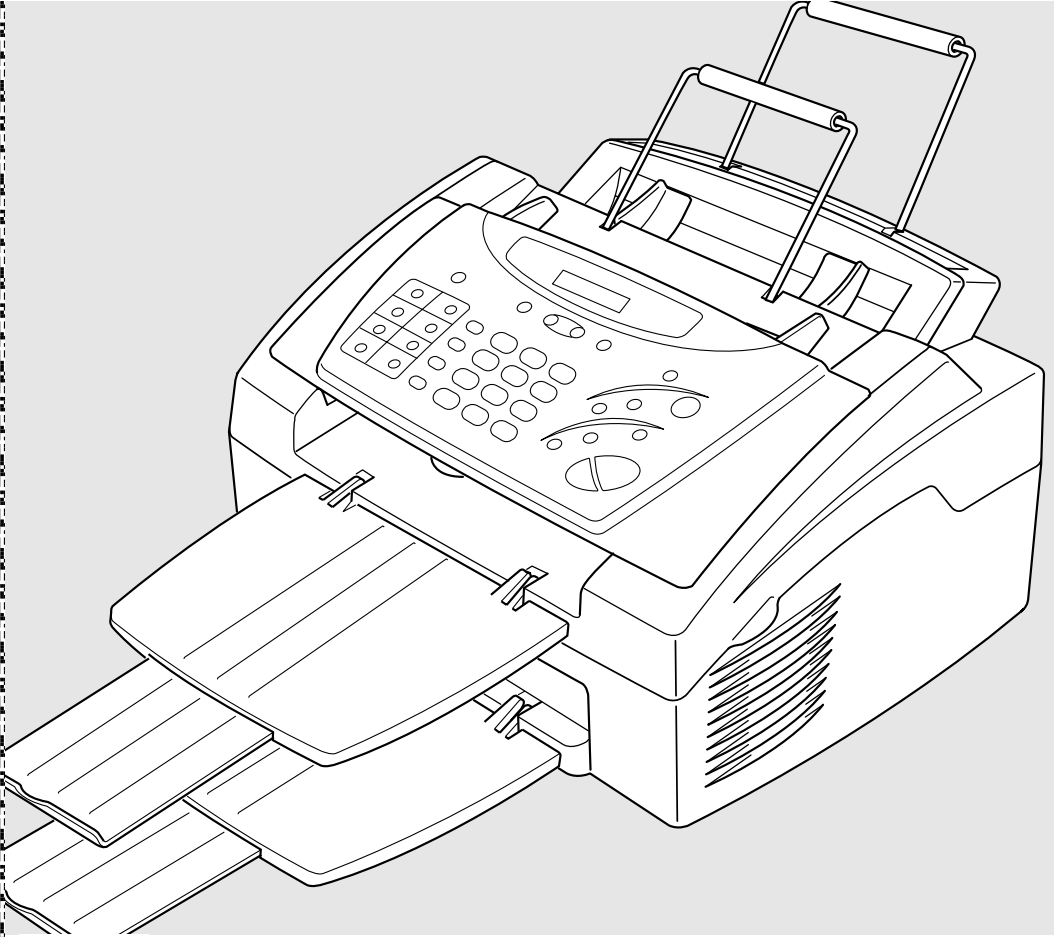OWNER'S MANUAL

# FAX-8060P
# MFC-9060

**brother**

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

## APPROVAL INFORMATION

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

Congratulations on purchasing your Brother Fax machine.

Please set up your machine as follows — refer to the Owner's Manual for further information.

**<Installation - Chapter 2>**

1.  Check the Packing List
2.  Install the Drum Unit
3.  Install the Phone Line and Power Cord
4.  Attach Wire Extensions and Document/Paper Trays
5.  Loading Paper
6.  Connect External Telephone (Only if you are sharing one line for both telephone and fax)

**<Initial Setup - Chapter 4>**

7.  Set Date and Time
8.  Set Station ID

**<Setup Receive - Chapter 5>**

9.  Select an Answer mode

**<Setting Up the Machine and Computer to Work Together - Chapter 12>**
**(For MFC-9060 Only)**

10. Connecting Brother Machine to PC

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# Table of Contents

## 1 Introduction

## 2 Installation

## 3 On-Screen Programming

## 4 Initial Setup

*5* **Setup Receive**

*1*

C H A P T E R   O N E

# Introduction

## *Using This Manual*

Thank you for purchasing a Brother fax machine.

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

Additionally, your machine has a Help Key. Press **Help** (FAX-8060P) or **Copy/Help**(MFC-9060) 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 also be able to find information about a specific feature or function by checking the Index at the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

## Symbols Used in This Manual

Note or additional information.

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

Warnings detail precautions you must take to avoid possible personal injury.

# *About Fax Machines*

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

## Fax Tones and Handshake

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

The receiving fax responds with fax receiving tones—loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays **RECEIVE**. If your fax machine is set to the Fax Only Mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your fax machine continues to send the "chirps" for about 40 seconds, and the screen continues to display **RECEIVE**. To cancel the receiving mode, press **Stop**

When your fax machine is in Fax/Tel (**F/T**) Mode, it answers with a short beep. After this beep, the fax machine listens for CNG tones, and then responds with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialled. 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 (or answering machine) to your fax machine.

## ECM (Error Correction Mode)

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

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

# FAX-8060P Control Panel Overview
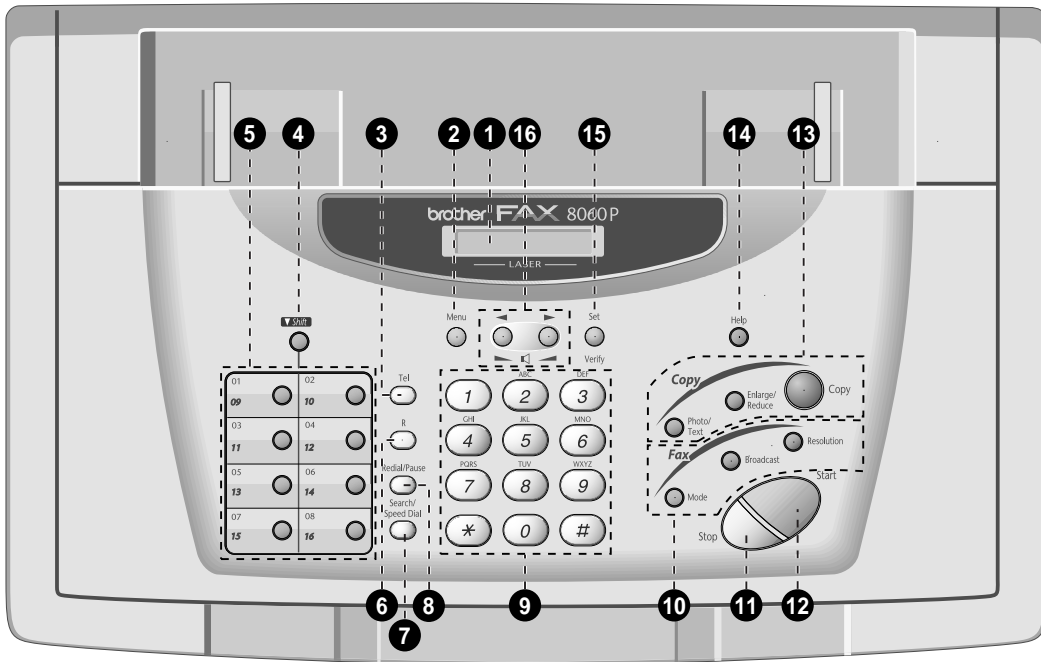


### ① Liquid Crystal Display

Displays messages to help you set up and operate your machine.

### ② Menu

Lets you access the function and programming mode.

### ③ Tel (Telephone)

This key is used to have a telephone conversation having picked up the external handset in F/T pseudo-ringing etc.

### ④ Shift

This key is used to access the "9" through "16" One Touch keys.

### ⑤ One Touch Dial Keys

These 8 keys give you access to 16 previously stored phone numbers.

### ⑥ R (Recall)

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

### ⑦ Search/Speed Dial

Lets you look up numbers stored in the dialling memory. Also, lets you dial stored phone numbers by pressing **#** and two-digit number.

**8 Redial/Pause**

Re-dials the last number called. Also inserts a pause in autodial numbers.

**9 Dial Pad**

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

**10 Fax Keys:**

**Mode**

Select how the fax machine will handle incoming calls.

**Broadcast**

Use this key when you want to send a fax to several different locations (maximum 96 locations at once).

**Resolution**

Sets the resolution when you send a fax.

**11 Stop**

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

**12 Start**

Starts sending a fax.

**13 Copy Keys:**

**Photo/Text**

Lets you identify the type of document you want to copy: a photograph or text.

**Enlarge/Reduce**

Lets you select an enlargement or reduction ratio: 100%, 120%, 125%, 150%, 200%, 50%, 75%, 87%, 93%, Selecting AUTO automatically reduces the original to the selected paper size.

**Copy**

Makes a copy.

**14 Help**

Prints a quick reference Help List.

**15 Set/Verify**

Stores a function setting into the machine. When the machine is idle, you can also use this key to print the Transmission Verification Report for your last transmission.

**16 ◄ (Left Arrow)**
**► (Right Arrow)**
**Volume**

Moves the LCD cursor to the left or right in Function mode so you can make selections. Also, adjusts speaker and ring volume.

# *MFC-9060 Control Panel Overview*
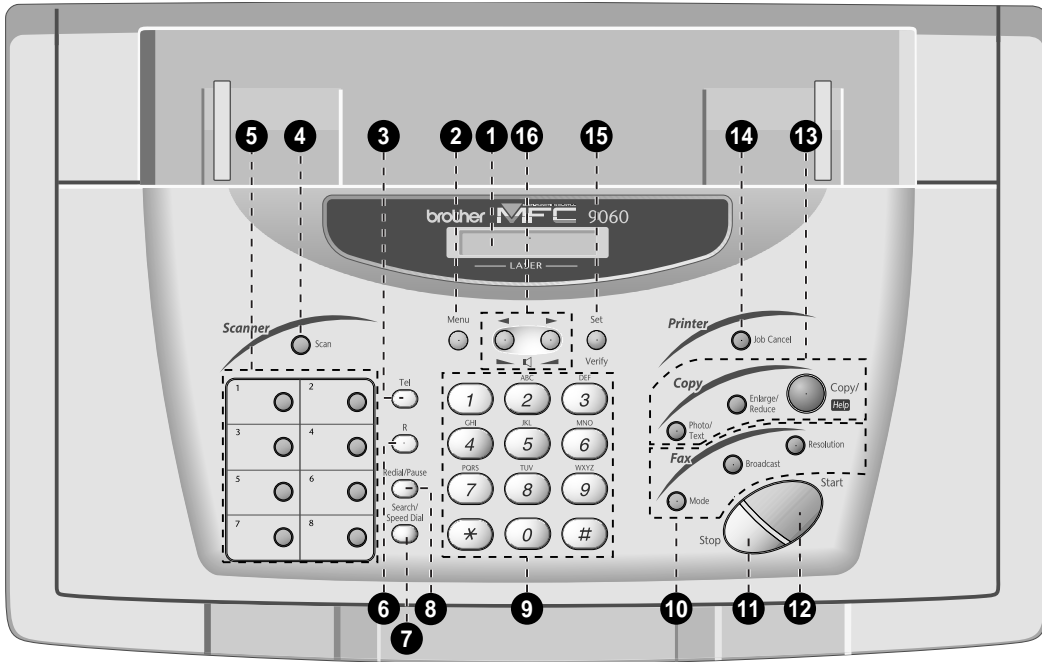


**1 Liquid Crystal Display**
Displays messages to help you set up and operate your machine.

**2 Menu**
Lets you access the function and programming mode.

**3 Tel (Telephone)**
This key is used to have a telephone conversation having picked up the external handset in F/T pseudo-ringing etc.

**4 ScannerKey:**

**Scan**
Lets you scan the next original into your computer and select the type of destination: word processing, graphics or E-mail application.

**5 One Touch Dial Keys**
These 8 keys give you access to 8 previously stored phone numbers.

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

**7** **Search/Speed Dial**
Lets you look up numbers stored in the dialling memory. Also, lets you dial stored phone numbers by pressing **#** and two-digit number.

**8** **Redial/Pause**
Re-dials the last number called. Also inserts a pause in autodial numbers.

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

**10** **Fax Keys:**

**Mode**
Select how the fax machine will handle incoming calls.

**Broadcast**
Use this key when you want to send a fax to several different locations (maximum 88 locations at once).

**Resolution**
Sets the resolution when you send a fax.

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

**12** **Start**
Starts sending a fax.

**13** **Copy Keys:**

**Photo/Text**
Lets you identify the type of document you want to copy: a photograph or text.

**Enlarge/Reduce**
Lets you select an enlargement or reduction ratio: 100%, 120%, 125%, 150%, 200%, 50%, 75%, 87%, 93%, Selecting AUTO automatically reduces the original to the selected paper size.

**Copy/Help**
Makes a copy. If the ADF is empty, a quick reference Help List will be printed.

**14** **Printer Key:**

**Job Cancel**
Clears data from the printer memory.

**15** **Set/Verify**
Stores a function setting into the machine. When the machine is idle, you can also use this key to print the Transmission Verification Report for your last transmission.

**16** ◄ **(Left Arrow)**
► **(Right Arrow)**
**Volume**
Moves the LCD cursor to the left or right in function mode so you can make selections. Also, adjusts speaker and ring volume.

CHAPTER TWO
......................................

# Installation

.................................................

## *Packing List*

Make sure you have the following items:

**Wire Extensions** **(Both wire extensions are same size)**

**Manual Feed Slot**

**Telephone Wire Cord**

(Example for the U.K.)

**Multi-purpose Sheet Feeder**

**Drum Unit Assembly (with free Starter Toner Cartridge)**

**Document Tray**

**Paper Tray**

**Owner's Manual**

**CD-ROM (For MFC-9060 Only)**

**IEEE-1284 Compliant Bi-directioned Cable (For MFC-9060 Only)**
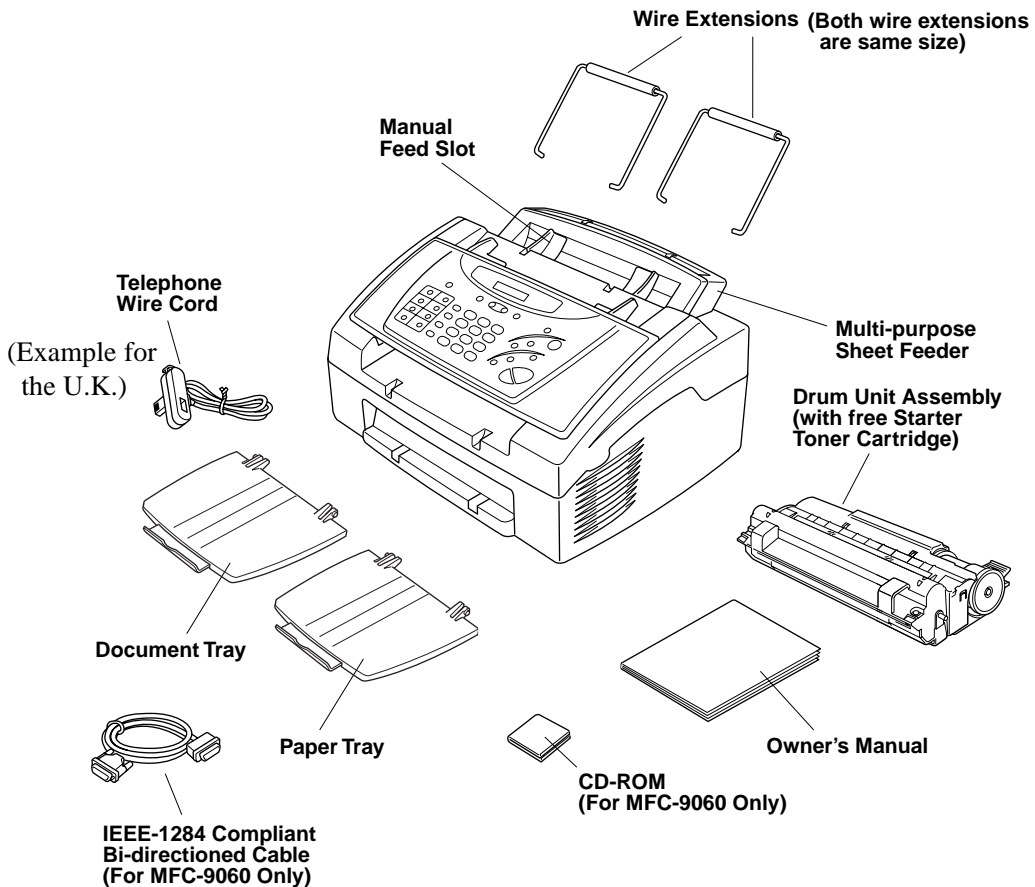
Whenever you transport the machine, use the packing materials that came with your machine and pack the machine correctly.

# *Choosing a Location*

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

Avoid placing your machine where it may be knocked. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Do not connect your machine to electrical outlets controlled by wall switches or automatic timers as 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. Ensure the airflow from the fan on the right hand side of the machine is not impeded.

**CAUTION**
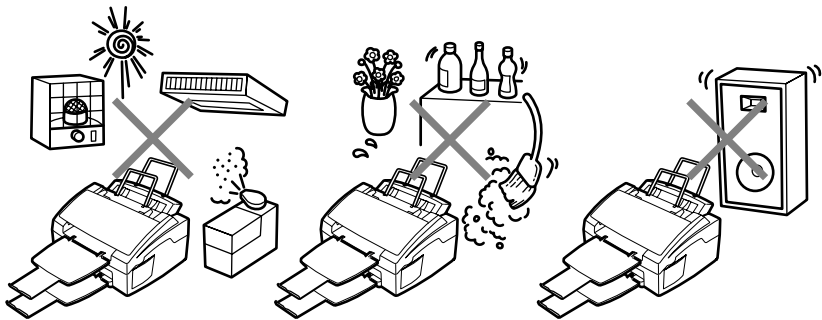
# *Caution*

**1** We recommend that this product be used with a surge protection device to protect the product against damage caused by a lightning strike.

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

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

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

# *Assembly*

## Install 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 starter sheet – this will be ejected while the machine is warming up.
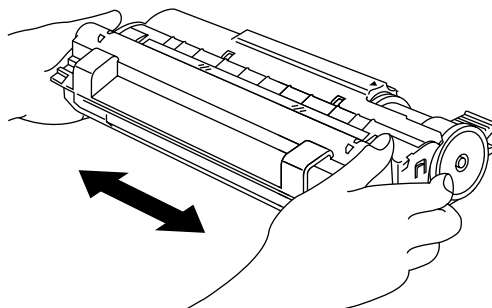
## Do NOT remove starter sheet.
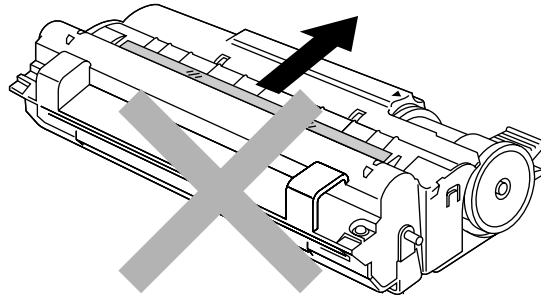
**2** Open the top cover of the machine.
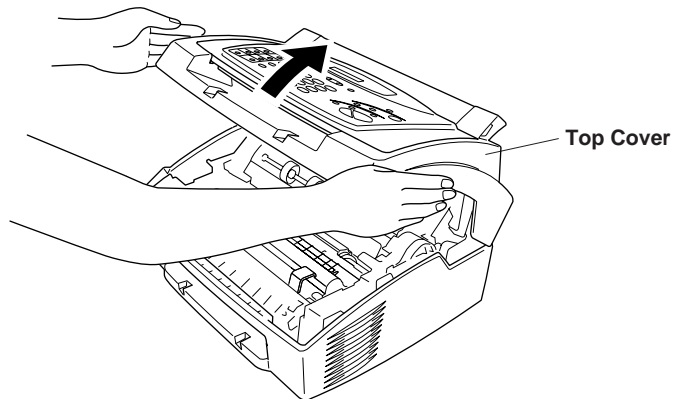
**Top Cover**

**3** Holding the drum unit by its handles, insert it in the machine.
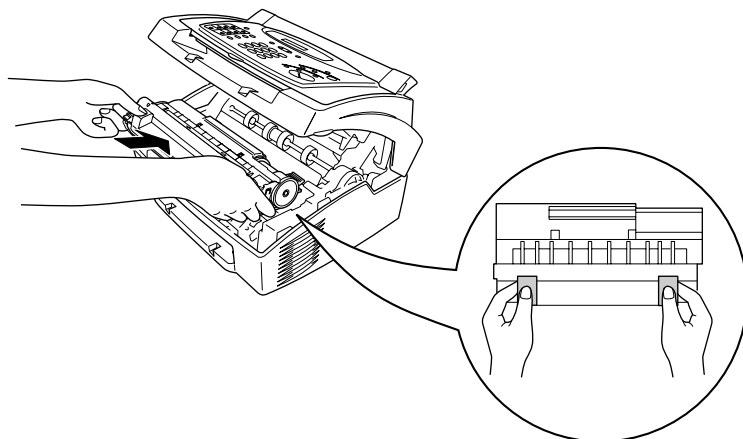
**4** Close the top cover.
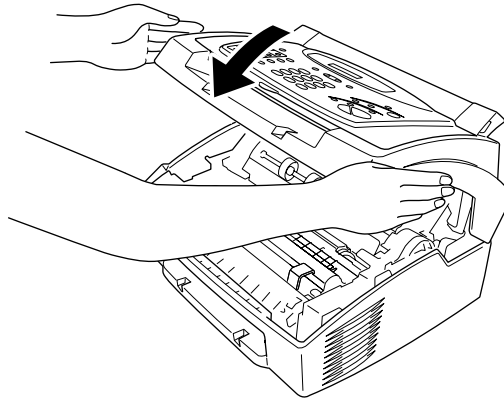
## Setting Up the Machine

Follow the instructions below to connect power cord, and telephone line.
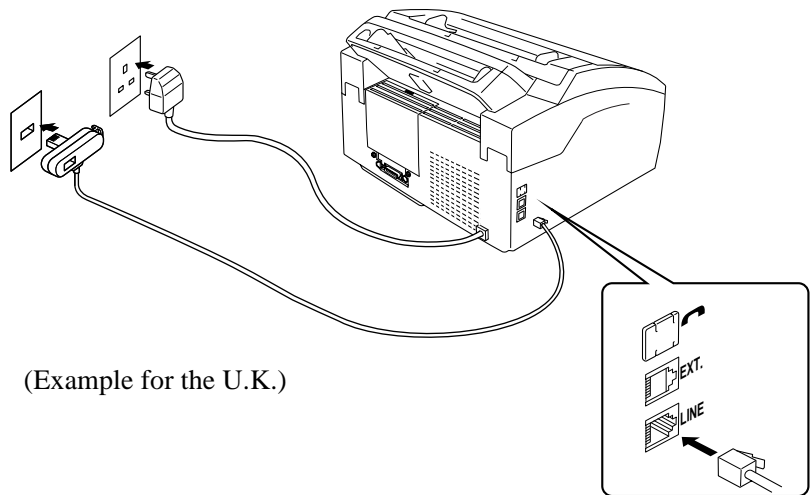
(Example for the U.K.)

**1** Connect the power cord.

**IMPORTANT:**

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

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

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

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

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

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

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

**NOTICE:**

- This machine must be fitted with an earthed plug.

- Since the machine is earthed via the mains plug, 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.

- Do not touch the rollers at the paper exit.

**2** Connect one end of the telephone line cord to the socket marked LINE on the left side of the machine. Connect the other end to the modular wall socket.

**3** Attach the wire extensions to the Multi-purpose Sheet Feeder, and to the document guide base.
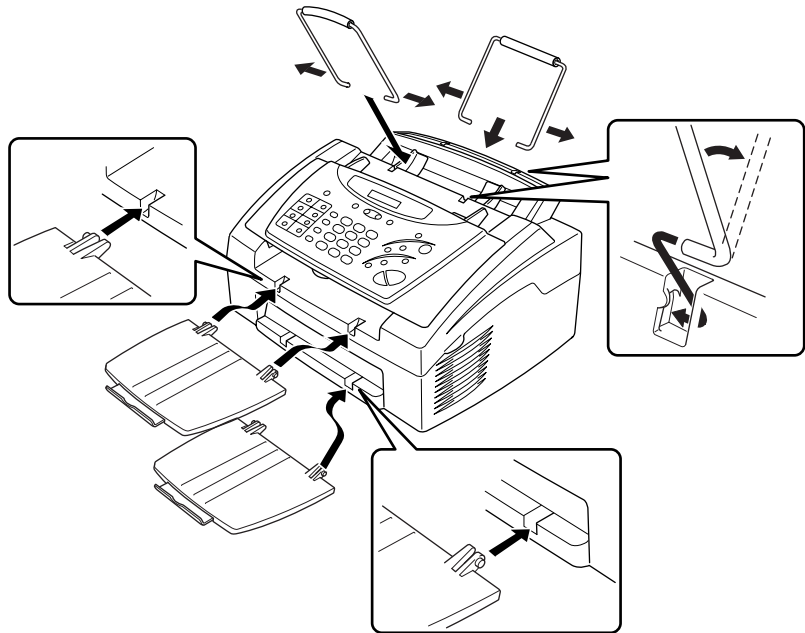
**4** Attach the document and paper trays to the machine, and pull out their extensions.

## Loading Paper

**1** Open the Multi-purpose Sheet Feeder cover.
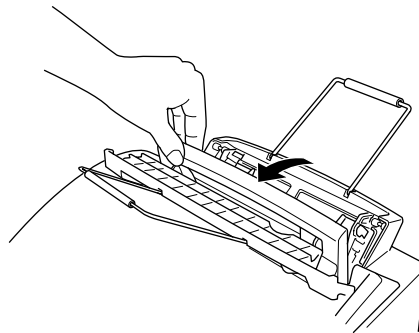
**2** Fan the paper well. Load the paper, making sure that the printing surface is towards the fax unit and the paper level is stacked below the triangle mark. The feeder can hold up to 200 sheets of paper.
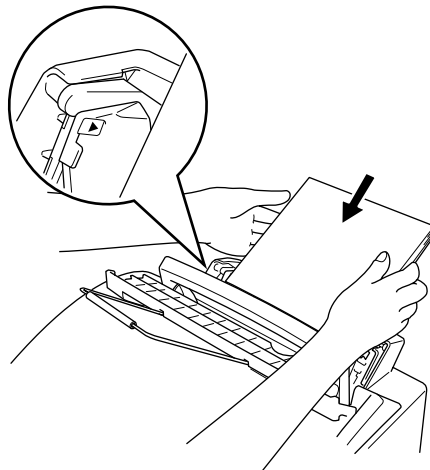
**3** Adjust the guides to fit the paper width.
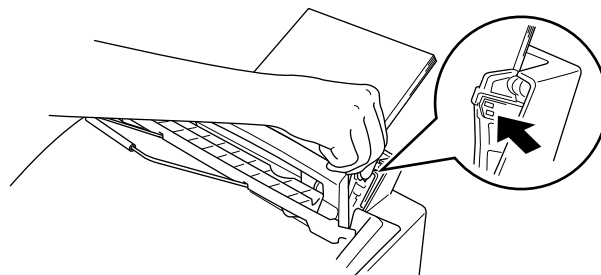
### Acceptable Paper

Size       :   A4 (210 mm x 297 mm)
Weight    :   60 g/m$^2$ – 158 g/m$^2$
Thickness  :   0.08 – 0.20 mm

## Manual Feed Slot

The Multi-purpose Sheet Feeder also has a Manual Feed Slot. You can load paper sheet-by-sheet into this slot. You do not have to remove paper from the Multi-purpose Sheet Feeder.



**Multi-purpose
Sheet Feeder**

**Manual Feed Slot**
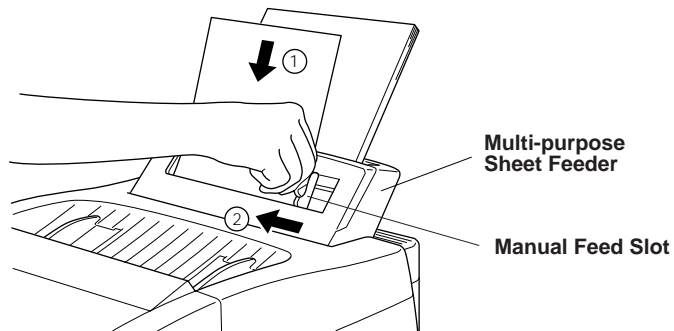
# Multi-Line Connections (PABXs)

Most offices use a central telephone system, or PABX. The machine will work with most PABX or key systems that allow a two-wire analogue connection. However, we recommend that you have a separate telephone line for your machine. You can then leave the machine in Fax Only Mode to receive faxes any time of day or night.

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

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

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

**3** The unit may be used with either pulse or tone dialling.

## Using Extension Telephones

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

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

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

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

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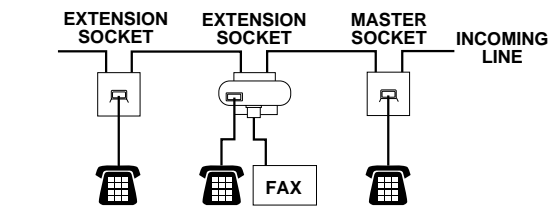


**INADVISABLE CONNECTION OF EXTENSION SOCKETS**
**Fig. 1.**



**FAX MACHINE MUST BE PLUGGED**
**INTO MASTER SOCKET**
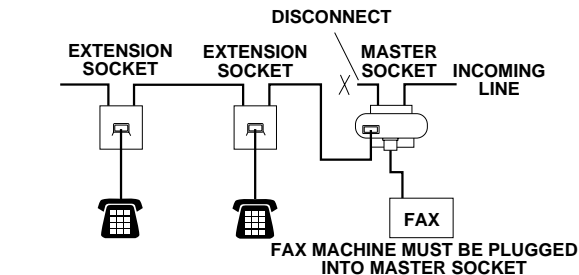
**RECOMMENDED CONNECTION OF EXTENSION SOCKETS**
**Fig. 2.**

# Connecting an External Telephone Answering Device (TAD)

## Sequence

You might choose to connect an additional answering machine. When you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls. The machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it doesn't hear the CNG tones, the machine will not answer the call, and messages can be left on the TAD by callers in the normal way.

The TAD must answer within a maximum of four rings. However, we recommend two rings as the TAD setting. The 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 instructions in this manual for recording your outgoing message. Do not use a "toll-saver" ring setting on the TAD.

It is important that the TAD is connected via the EXT socket on the machine or on the line jack unit. Do not use a line doubler on the line jack as this can cause answering problems.

## Connections

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

(Example for the U.K.)

**TAD**

**TAD**
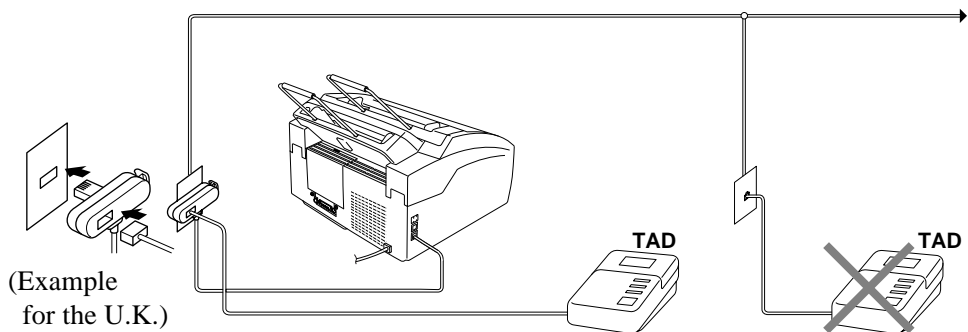
**2** Set your external TAD to two rings or less.

**3** Record the outgoing message (see below).

**4** Set the TAD to answer calls.

**5** Set the Answer Mode to **TAD:ANSWER MACH.** by pressing **Mode**.

### Outgoing Message (OGM) of External TAD

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

**1** We recommend the outgoing message (OGM) is no longer than 20 seconds.

**2** Allow 5 seconds of silence at the beginning of your message. (This allows the fax to detect the calling tone prior to OGM, so reception can be faster.)

**3** We recommend that you end your OGM by giving your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax manually by pressing ∗51 and Start"

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

## Connecting an External Telephone

You can connect a separate telephone (or telephone answering device) to your machine, as shown below.



(Example for the U.K.)

**External Telephone**

**Extension Telephone**
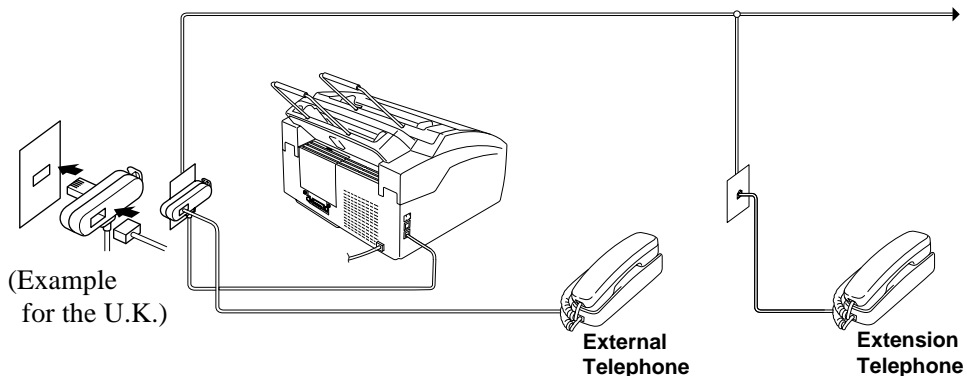
Whenever this external phone (or TAD) is in use, the screen displays **TELEPHONE**.

C H A P T E R   T H R E E

# On-Screen Programming

## *User-Friendly Programming*

*See "Using This Manual" chap. 1*

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

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

### Function Mode

You can access the Function Mode by pressing **Menu**.

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

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

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

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**.

## Alternating Displays

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

FAX: NO. & START

COPY: PRESS COPY

## Function Selection Table

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

| 1. INITIAL SETUP | | | |
|---|---|---|---|
| **Function** | **Description** | **Factory Set** | **Chapter** |
| **1. TONE/PULSE** | Select the dialling mode. | **TONE** | 4 |
| **2. DATE/TIME** | Enter date and time for LCD display and to print on transmissions. | -- | 4 |
| **3. STATION ID** | Program the name, fax number and telephone number to appear on each transmitted page. | -- | 4 |
| **4. BEEPER** | Adjust the volume level of the beeps when you press a key, an error occurs or a document is sent or received. | **LOW** | 4 |
| **5. PBX** | Turn on if this function if your machine is connected to PABX (private automatic Branch Exchange.) | **OFF** | 4 |
| **6. CLOCK CHANGE** | Adjust the machine's clock by one hour for summer/winter time. | -- | 4 |
| **7. SLEEP MODE** | Power save mode. | **00 MIN** | 4 |

## 2. SETUP RECEIVE

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. RING DELAY** | Number of rings before the machine answers in Fax/Tel (**F/T**) or Fax Mode. | **02** | 5 |
| **2. F/T RING TIME** | Sets the time for "F/T pseudo-ring" in Fax/Tel (**F/T**) Mode. | **30** | 5 |
| **3. FAX DETECT** | Receive fax messages without pressing the **Start** key. | **ON** | 5 |
| **4. REMOTE CODE** | Enter a code to activate or deactivate your machine from a remote location. | **OFF** (✱51, #51) | 5 |
| **5. REDUCTION** | Reduces size of image. | **AUTO** | 5 |
| **6. MEM. RECEIVE** | Automatically stores any incoming faxes in its memory if it runs out of paper. | **ON** | 5 |
| **7. PRINT DENSITY** | Adjusts printing to be lighter or darker. | -- | 5 |
| **8. POLLING RX** | You call another fax machine to receive a fax from it. | -- | 5 |
| **9. TONER SAVE** | Increase life of toner cartridge. | **OFF** | 5 |

## 3. SETUP SEND

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. COVERPG SETUP** | Automatically sends a programmable cover page or prints a sample coverpage. | **OFF** | 6 |
| **2. COVERPAGE NOTE** | Program a customized message for fax cover page. | -- | 6 |
| **3. CONTRAST** | Change the lightness or darkness of a fax you are sending. | **AUTO** | 6 |
| **4. RESOLUTION** | Allows you to change resolutions page by page. | **STANDARD** | 6 |
| **5. OVERSEAS MODE** | Special setting for international transmissions. | **OFF** | 6 |
| **6. CALL RESERVE** | You can send a fax, then speak to the person operating the other fax machine or print a sample call back message. | **OFF** | 6 |
| **7. TIMER** | Set the machine to send your documents later. | -- | 6 |

## 3. SETUP SEND (continued)

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **8. POLLED TX** | Set Polled Transmission for someone to poll your fax machine to receive a fax from you. | -- | 6 |
| **9. REAL TIME TX** | **NEXT FAX ONLY/ON/OFF** | **OFF** | 6 |

## 4. REMAINING JOBS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| | Cancel a delayed fax (timer) or polling job. | | 6 |

## 5. INTERRUPT

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| | Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling. | | 6 |

## 6. SET QUICK-DIAL

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

## 7. PRINT REPORTS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. XMIT REPORT** | Print confirmation of transmission after each document is sent. | **OFF** | 10 |
| **2. JOURNAL** | Lists information about the last 50 incoming and outgoing faxes. | **JOURNAL:OFF** | 10 |
| **3. QUICK-DIAL** | Lists names and numbers stored in One Touch and Speed Dial memory (in numerical order). | -- | 10 |
| **4. TEL. INDEX** | Alphabetical list of stored numbers. | -- | 10 |

## 7. PRINT REPORTS (continued)

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **5. SYSTEM SETUP** | Lists various system settings. | -- | 10 |
| **6. MEMORY STATUS** | Lists information about memory use. | -- | 10 |

## 8. REMOTE FAX OPT

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

## 0. MISCELLANEOUS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. TX LOCK** | Prohibits most functions except receiving faxes. | **OFF** | 4 |
| **2. BT CALL SIGN** (Only for the UK) | Use with BT Call Sign. | **OFF** | 5 |

C H A P T E R   F O U R

# Initial Setup

## Getting Started

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

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

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

DIALLING:TONE

DIALLING:PULSE

**2** Use ◄ or ► to select the dialling mode.

**3** Press **Set** when the screen displays the dialling mode you want.

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

### Setting the Date and Time

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

In the event of a power failure, the machine maintains date and time information for about 12 hours. All other settings remain unaffected.

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

ENTER YEAR:XX

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

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

ENTER MONTH:XX

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

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

ENTER DAY:XX

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

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

ENTER TIME:XX:XX

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

**9** Press **Set**.

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

## Setting the Station ID

*See "Composing an Electronic Cover page" chap. 6*

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

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

- The "+" (plus) character

- Your Country Code (e.g. "44" for the United Kingdom, "41" for Switzerland)

- Your local area code minus any leading "0" ("9" in Spain)

- A space

- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, your machine is installed in the United Kingdom, is to be used for both fax and voice calls, and your national telephone number is 0161-444 5555, then you must set the fax and telephone number parts of your station ID as: +44 161-444 5555

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

FAX:

*See
"Entering
Text"
in this
chapter*

**2** Enter your fax number (up to 20 digits). The screen displays your entry.

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

> TEL:

**4** Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again. The screen displays your entry.

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

> NAME:

**6** Use the dial pad to enter your name (up to 20 characters). (You can use the following chart to help you enter letters.)

**7** Press **Set** to confirm.

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

■ The telephone number you have entered is used only for the Call Back Message and Cover Page features.

■ If you do not enter a fax number, no additional information can be entered.

■ To enter a space, press ► once between numbers and twice between characters.

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

## Entering Text

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

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

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

## Inserting Spaces

If you want to enter a blank space, press ► twice.

## Making Corrections

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

## Repeating Letters

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

## Special Characters and Symbols

Press ✳ for      (space) ! " **#** $ % & ' ( ) ✳ + , - . / €

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

Press 0 for       Ä Ë Ö Ü À Ç È É 0

Press the ✳, #, or **0** key, until the cursor appears under the character/ symbol you want to enter. Then press ► or enter the next letter.

## Setting the Beeper Volume

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

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

**2** Press ◄ or ► to select your setting.

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

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

## PABX and TRANSFER

Your machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. The recall facility on your fax machine supports timed break recall only (TBR), PBXS normally can work with this for gaining access to an outside line, or for transferring a call to another extension: The feature works when the **R** key is pressed.

## Setting PABX

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

**1** Press **Menu**, **1**, **5**.
The screen displays
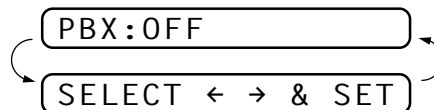
```
 PBX:OFF

 SELECT ← → & SET
```

**2** Press ◄ or ► to select **ON** (or **OFF**).

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

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

You can program an **R** key press as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed Dial number (Function menu 6-1 or 6-2) press **R** first (the screen displays "**!**"), then enter the telephone number. If you do this, you do not need to press **R** each time before you dial using a One Touch or Speed Dial location. (See chap. 7.)

However, if PBX is set to **OFF**, you can't use the One Touch or Speed Dial number that the **R** keypress is programmed into.

## Setting the Clock Change

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

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

The screen displays

```
TO SUMMER TIME ?

SELECT ← → & SET
```
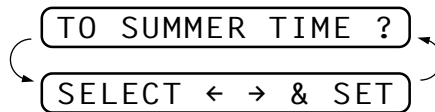
**2** Press ◄ or ► to select Summer time to gain an hour or Winter time to lose an hour.

**3** Press **Set**.

**4** Press **1** to change to Winter time or Summer time. —**OR**— Press **2** to exit without changing.

## Sleep Mode

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

**1** Press **Menu**, **1**, **7**.

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

**3** Press **Set**.

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

## Setting the Speaker Volume

You can adjust the speaker volume when your machine has dialled (onhook dialling) and the line is connected. You can turn the volume OFF or you can select a volume level.

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 machine is idle. You can turn the ring OFF.

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

Each key press changes the volume to the next setting.

The new setting will remain until you change it again.

## Memory Storage

In the event of a power failure, all settings in the **INITIAL SETUP**, **SETUP RECEIVE**, **SET QUICK-DIAL** and **REMOTE FAX OPT**, plus the **COVERPG SETUP** and **COVERPAGE NOTE** (from **SETUP SEND**) functions are stored permanently.

## TX Lock

This feature allows you to prevent unauthorised access to the fax machine. When switched ON, TX Lock prohibits most functions. The following functions listed are available while TX Lock is switched ON.

■ Receiving faxes

■ Answering & making telephone calls with an external telephone

■ Scheduled Delayed Transmission*

■ Polling*

■ Fax Forwarding*

■ Remote Retrieval

\* Provided it was set before TX Lock was switched ON.

# Using TX Lock

You must use a password to switch TX Lock ON and OFF.

## Setting Up the TX Lock for the First Time

**1** Press **Menu**, **0**, **1**.

The screen prompts you to enter the password, and then press **Set**.

```
NEW PASSWD:XXXX

ENTER & SET
```

**2** Enter a 4-digit number as a new password.

**3** Press **Set**.

The screen prompts you re-enter the password.

```
VERIFY:XXXX

ENTER & SET
```

**4** Re-enter the password and press **Set**.

**5** The screen displays

```
SET TX LOCK

SET PASSWORD
```
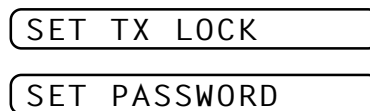
**6** Press ◄ or ► to choose **SET TX LOCK**.

**7** Press **Set**. The screen prompts you to enter the password.

```
PASSWORD:XXXX

ENTER & SET
```

**8** Enter a 4-digit password, followed by **Set**.

This is the same as the security password of your machine already stored.

The screen displays **ACCEPTED** for 2 seconds, followed by **TX LOCK MODE** - TX Lock is now switched ON.

If the password you enter at Step 8 is incorrect, the screen would display **WRONG PASSWORD**. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set TX Lock.

## Changing the TX Lock Password

**1** Press **Menu**, **0**, **1**.

```
SET TX LOCK
```

```
SET PASSWORD
```

**2** Press ◄ or ► to choose **SET PASSWORD**.

**3** Press **Set**.

The screen prompts you to enter the old password.

```
OLD PASSWD:XXXX
```
```
ENTER & SET
```

**4** Enter the current password.

**5** Press **Set**.

The screen prompts you to enter the new password.

```
NEW PASSWD:XXXX
```
```
ENTER & SET
```

**6** Enter a 4-digit number as a new password.

**7** Press **Set**.

The screen prompts you to re-enter the new password.

```
VERIFY:XXXX
```
```
ENTER & SET
```

**8** Enter the new password again and press **Set**.

**9** Press **Stop** to exit.

## Switching TX Lock ON

**1** Press **Menu**, **0**, **1**.

The screen displays

```
SET TX LOCK
```

```
SET PASSWORD
```

**2** Press ◄ or ► to choose **SET TX LOCK**.

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

```
PASSWORD:XXXX

ENTER & SET
```

**4** Enter a 4-digit password, followed by **Set**.

This is the same as the security password of your machine already stored.

The screen displays **ACCEPTED** for 2 seconds, followed by **TX LOCK MODE** - TX Lock is now switched ON.

If the password you enter at Step 4 is incorrect, the screen would display **WRONG PASSWORD**. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set TX Lock.

## Switching OFF TX Lock

**1** When TX Lock is switched ON, press **Menu**.

The screen prompts you to enter the password, followed by **Set**.

```
PASSWORD:XXXX

ENTER & SET
```

**2** Enter a 4-digit password and press **Set**.

The screen displays **ACCEPTED**, then after 2 seconds the display reverts to normal. TX Lock is now switched OFF.

If the password you enter at Step 2 is incorrect, the screen would display **WRONG PASSWORD**. After 2 seconds the display will then return to displaying **TX LOCK MODE**. You must then start from Step 1 to switch OFF TX Lock.

If you forget the TX Lock password, please contact your Brother dealer for service.

CHAPTER FIVE

# Setup Receive

# Basic Receiving Operations

## Select Answer Mode

There are four different receive modes for your machine. You may choose the mode that best suits your needs by pressing **Mode** repeatedly until the screen displays the setting you want to use.

You'll need to connect an external telephone to select Fax/Tel (**F/T**) or Manual Mode.

| Answer Mode | For |
| --- | --- |
| 1. **MANUAL** (with an External Telephone) | You must answer all calls yourself. If you hear fax tones, press **Start** to begin receiving the fax, then hang up. |
| 2. **FAX ONLY** | The machine automatically answers every call as a fax call. You cannot receive a voice call, but, if you have connected an External telephone, you can still dial out and make voice calls. (This setting is recommended if the fax machine is on its own dedicated line.) |
| 3. **FAX/TEL** (with an External Telephone) | The machine automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with an F/T pseudo-ring, different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay and F/T Ring Time features (on the following pages). |

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

4. **TAD:ANSWER MACH.** This is the only setting in which you can use an **external** answering machine. Your telephone answering device is connected to your machine, and answers every call. Once the external telephone answering device (TAD) answers, the machine listens for fax tones. If it detects fax tones, fax messages are printed.

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

**Current Answer Mode**

```
09/06 15:25   FAX
```

FAX **: FAX ONLY**
F / T **: FAX/TEL**
TAD **: EXTERNAL ANSWERING DEVICE**
MAN **: MANUAL**

### To select or change your Answer Mode

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

```
FAX ONLY
```

```
FAX/TEL
```

```
TAD:ANSWER MACH.
```

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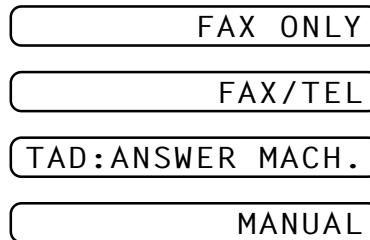
**2** Continue to press **Mode** until your new selection appears. After 2 seconds, the screen returns to the date and time display, along with your new Answer Mode setting.

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

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

## Setting the Ring Delay

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

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

**2** Press ◄ or ► to select how many times the line rings before the machine answers 01-04.

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

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

## Setting the F/T Ring Time

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

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

**2** Press ◄ or ► to select how long the machine will ring to alert you that you have a voice call.

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

RING TIME:30 SEC

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

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

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

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

# Fax Detect (with an External Telephone)

When you use this feature, you don't have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait for several seconds. When you see **RECEIVE** on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall socket, just replace the handset, and your machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting **OFF** means you'll have to activate the machine yourself, by pressing **Start** or by pressing ✳ **5 1** if you are not at your machine. (You have to set Remote Activation to **ON** in **Menu**, **2**, **4** to use ✳ **5 1**.)

**1** Press **Menu**, **2**, **3**.

**2** Use ◄ or ► to select **ON** or **OFF**.

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

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

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

# Printing a Reduced Incoming Document

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

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

> 5.REDUCTION

**2** Use ◄ or ► to select the reduction ratio you want—**AUTO**, **100%**, **93%** or **87%**. Choose **100%** if you don't want a reduction.

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

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

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

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

## Reception into Memory

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

**If the MEMORY RECEPTION setting is ON at this time…**

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

**If the MEMORY RECEPTION setting is OFF at this time…**

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

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

> 6.MEM.RECEIVE

**2** Use ◄ or ► to select **ON** or **OFF**.

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

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

## Setting the Print Density

If your machine is printing too light or too dark, you can adjust the print density level. The new setting will remain until you change it again.

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

**2**   Press ◄ or ► to select your setting. Each key press changes the print density to the next setting.

**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 **Menu**, **2**, **9**.

**2**   Press ◄ or ► to turn **ON** (or **OFF**).

**3**   Press **Set**.

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

# *Advanced Receiving Operations*

## Operation from an External or Extension Telephone

An external phone is a telephone that is plugged into your machine (either into the machine's EXT socket or into the back of the connector that plugs into the telephone wall socket).

An extension phone is another phone on the same phone number as your machine, but plugged into a different telephone wall socket. For example, your machine may be connected to a phone line in your study, and you may have another phone on the same line (and same phone number) in your kitchen. This feature enables you to answer the phone in the kitchen if it rings while you are making a coffee, knowing that you can transfer the call to your machine if the incoming call is a fax.

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

*See "F/T Ring Time" in this chapter*

If the machine answers a voice call and F/T pseudo-rings for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone. The Deactivation Code is used only in Fax/Tel (**F/T**) Mode. (You have to set Remote Activation to **ON** in **Menu**, **2**, **4** to use ✻ **5 1** or **# 5 1**.)

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

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

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

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

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

When the machine is in Fax/Tel (**F/T**) Mode, it will use the F/T Ring Time (F/T pseudo-ringing) to alert you to a voice call. If you're at the machine, you can lift the external telephone's handset and press **Tel** to answer.

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

### **Changing Remote Codes**

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

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

#### **To change Remote Codes**

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

**2** Press ◄ or ► to select **ON** (or **OFF**).

> REMOTE ACT.:ON

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

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

> ACT.CODE:✳51

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

> DEACT.CODE:#51

**6** Press **Stop** to exit.

## **Printing a Fax from Memory**

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

**1** Press **Menu**, **8**, **4**.

**2** Press **Start**.

**3** After all the data save in the memory is printed out. Press **Stop**.

# *BT Call Sign (For U.K. Only)*

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone line) just for receiving faxes.

You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

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

■ In Fax/Tel (**F/T**) or Fax Only mode, the machine will answer all numbers on the phone line.

## Set the BT Call Sign

**1** Set the machine to Manual mode.

**2** Press **Menu**, **0**, **2**.
The screen displays the current setting of this feature.

**3** Press ◄ or ► to select **ON** (or **OFF**).

**4** Press **Set**.

**5** Press **Stop** to exit.

# *Polling*

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

All parties involved in polling need to set up their machines to accommodate polling. When someone polls your machine to receive a fax, they pay for the call; if you poll someone's fax machine to receive a fax, you pay for the call. (See "Setup for Polling Transmit" in chap. 6.)

Some machines do not respond to the polling function.

## Secure Polling

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

## Setup for Polling Receive

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

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

```
POLLING:STANDARD
SELECT ← → & SET
```
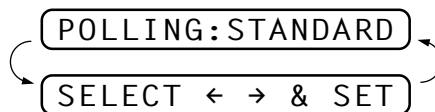
**2** Press ◄ or ► to choose **STANDARD**.

**3** Press **Set**.

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

```
ENTER FAX NO.
THEN PRESS START
```

**4** Enter the fax number you are polling.

**5** Press **Start**. The screen displays **DIALING**.

## Setup for Polling Receive with Secure Code

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

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

```
POLLING:STANDARD
SELECT ← → & SET
```
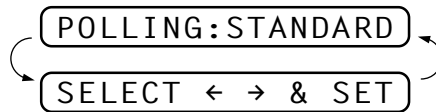
**2** Press ◄ or ► to choose **SECURE**.

**3** Press **Set**.

**4** Enter a four-digit number.

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

**5** Press **Set**.

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

```
ENTER FAX NO.
THEN PRESS START
```

**6** Press **Start**.

## Setup Delayed Polling Receive

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

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

```
POLLING:STANDARD
SELECT ← → & SET
```
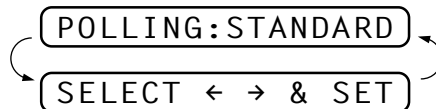
**2** Press ◄ or ► to choose **TIMER**.

**3** Press **Set**.

**4** The screen prompts you to enter the time you want to begin polling.

```
SET TIME=15:25
```

**5** Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.

**6** Press **Set**. The screen prompts you to enter the fax number you are polling.

> ENTER FAX NO.
>
> THEN PRESS START

**7** Enter the fax number (you can use One Touch or Speed Dial, or dial manually).

**8** Press **Start**. The machine makes the polling call at the time you entered.

You can set up only one Delayed Polling.

### Sequential Polling

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

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

> POLLING:STANDARD

**2** Press ◄ or ► to choose **STANDARD**, **SECURE** or **TIMER**.

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

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

> ENTER FAX NO.
>
> THEN PRESS START

- If you selected **SECURE**, enter a four-digit number and press **Set**.

- If you selected **TIMER**, enter the time (in 24-hour format) you want to begin polling and press **Set**.

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

**6** Press **Start**.

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

> ACCEPTED

> DIALING     #XX

CHAPTER SIX

# Setup Send

· · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·

## *Before You Begin*

■ Documents must be between 14.8 and 21.6 cm wide, and 15 and 60 cm long. This machine can only scan an image 20.8 cm wide, regardless of how wide the document is.

■ Make sure you insert documents **face down**, **top edge first**.

■ Adjust the paper guides to fit the width of your document.

**Paper Guides**
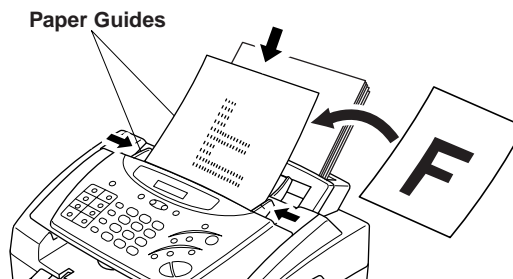
*See "Resolution" in this chapter*

■ The automatic document feeder (ADF) can hold up to 20 pages, feeding each one individually through the fax machine. Use standard (64 g/m$^2$~90 g/m$^2$) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.

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

■ **DO NOT** use curled, wrinkled, folded, or ripped document, or document with staples, paper clips, paste, tippex and/or liquid paper or tape attached. **DO NOT** use cardboard, newspaper, or fabric.

■ Make sure documents written with ink are completely dry.

## Resolution

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

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

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

**Super Fine** —— Good for small print or artwork; transmits slower than **FINE** resolution.

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

## Contrast

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

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

**2** Press **Menu**, **3**, **3**.

**3** Use ◄ or ► to select **AUTO**, **LIGHT**, or **DARK**.

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

> ```
> ACCEPTED
> ```
>
> ```
> NEXT
> ```
>
> ```
> 1.YES 2.NO
> ```
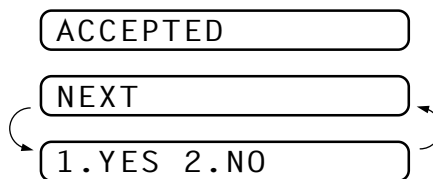
**5** Press **2** if you are finished choosing settings, and go to Step 6. — **OR**— Press **1** if you want to select additional settings. The display returns to **SETUP SEND** menu.

**6** Enter a fax number and press **Start** to send a fax.

## Automatic Transmission

This is the easiest way to send a fax.

**IMPORTANT:** Do **not** pick up the external telephone's handset.

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

**2** Enter the fax number using One Touch Dial, Speed Dial, Search or the dial pad.

**3** Press **Start**. The machine starts scanning the document and the display indicates the job number and how much memory is available. Then the machine will start dialling if it is not sending, receiving or printing the other documents.

## Manual Transmission (with an External Telephone)

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

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

*See "One Touch Dialling" chap. 8*

**2** Pick up the handset of the external telephone and listen for a dial tone.

**3** Enter the fax number using One Touch Dial, Speed Dial, Search or the dial pad.

*See "Speed Dialling" chap. 8*

**4** When you hear the fax tone, press **Start**.

**5** Return the handset to its cradle of the external telephone.

## Fax Redial

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

**1** Press **Redial/Pause**.

**2** Press **Start**.

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

## Dual Access

You can scan up to 50 messages into the fax memory, even while the machine is receiving or sending another fax (from the 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 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 a scan. If you get a **MEMORY FULL** message while scanning in a subsequent page, you'll have the option to press **Start** to transmit the pages scanned so far, or to press **Stop** to cancel the operation.

**1** Make sure the document feeder is empty.

**2** Place the document in the feeder.

**3** Enter the fax number.

**4** Press **Start**. The machine starts scanning the document and the screen displays the job number (#XX) of the fax, and how much memory is available. When the machine starts dialling you can immediately repeat Steps 1 through 4 for the next fax.

## Real Time Transmission

When you are sending a fax, the machine will scan originals into memory before sending. Then, as soon as the phone line is free, the machine will start dialing and sending the fax. If memory becomes full, the machine will send the document in real time, even if **REAL TIME TX** is set to **OFF**.

Sometimes you may want to send an important document immediately, without waiting for memory transmission. You can set **REAL TIME TX** to **ON**.

**1** Place the document in the feeder.

**2** Press **Menu**, **3**, **9**.
The screen displays

> 9.REAL TIME TX

**3** 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**.

> REAL TIME TX:ON

**4** Press **Set**.

**5** For the next fax only, press ◄ or ► to select **ON** (or **OFF**).
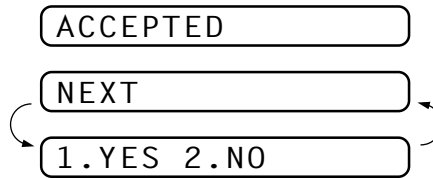
**6** Press **Set**.

```
ACCEPTED
```

```
NEXT
```

```
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 have finished choosing settings and go to Step 9.

**8** Enter the fax number and press **Start**.

## *Basic Sending Operations*

### Composing an Electronic Cover Page

*See "Setup Quick-Dial Numbers" chap. 7*

The cover page is sent to the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory, if you have used this feature to start the call. If you're dialling manually, the name is left blank.

*See "Setting Station ID" chap. 4*

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

You can select a comment to include on your cover page, or you can select **NOTE OFF** if you do not wish to include a comment.

```
1.NOTE OFF
```

```
2.PLEASE CALL
```

```
3.URGENT
```

```
4.CONFIDENTIAL
```
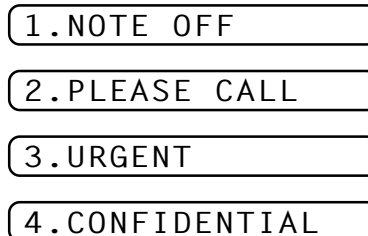
As well as using one of the comments above, you can also enter up to two customized messages, each 27 characters long. Use the chart of "Entering Text" in chap. 4 to help enter characters.

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 will change their default settings.

## Cover Page for Next Fax Only

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

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

**1** Insert the document in the feeder.

**2** Press **Menu**, **3**, **1**.

**3** Press **Set** when the screen displays **NEXT FAX ONLY**.

**4** Press ◄ or ► to select **ON** (or **OFF**).

**5** Press **Set**.

**6** Press ◄ or ► to view the comment selections.

> 1.NOTE OFF

> 2.PLEASE CALL

> 3.URGENT

> 4.CONFIDENTIAL

> 5.                        (user defined)

> 6.                        (user defined)
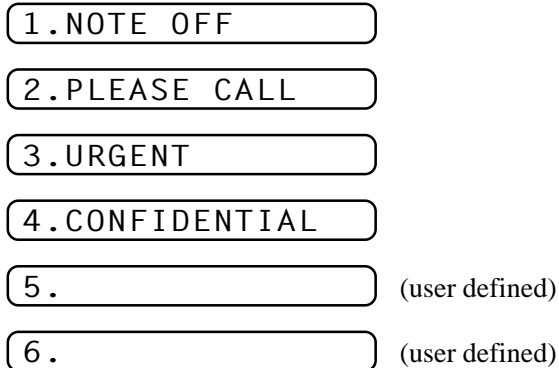
**7** Press **Set** when the screen displays your selection.

**8** Enter two digits to indicate the number of pages you are sending.
(Enter 00 to leave the number of pages blank.) If you make a
mistake, press ◄ to back up and re-enter the number of pages.

**9** Press **Set**. The screen displays

> ACCEPTED

> NEXT

> 1.YES 2.NO
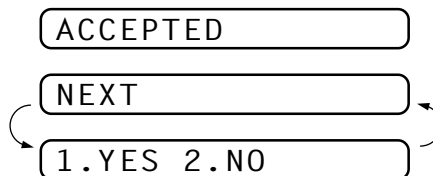
**10** Press **1** if you want to select additional settings. The display returns
to the **SETUP SEND** menu. —**OR**— Press **2** if you have finished
choosing settings and go to Step 11.

**11** Enter the fax number you're calling.

**12** Press **Start**.

## Always Send Cover Page

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

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

**1** Press **Menu**, **3**, **1**.

**2** Press ◄ or ► to select.

> COVERPAGE:OFF

> COVERPAGE:ON

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

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

> 1.NOTE OFF

> 2.PLEASE CALL

> 3.URGENT

> 4.CONFIDENTIAL

> 5.                              (user defined)

> 6.                              (user defined)

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

> ACCEPTED

> NEXT

> 1.YES 2.NO

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

### Using a Printed Cover Page

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

**1** Press **Menu**, **3**, **1**.

**2** Press ◄ or ► to select **PRINT SAMPLE**.

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

**4** Press **Start**. Your machine prints a copy of your cover page.

```
=== COVER PAGE ===

TO:              _____

FROM:        _____
      FAX:
      TEL:
              PAGE[S] TO FOLLOW

COMMENT:
```

## Cover Page Message

You can set up two customized comments.

### Composing Your Own Comments

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

> 2.COVERPAGE NOTE

*See "Entering Text" chap. 4*

**2** Use ◄ or ► to choose position 5 or 6 for your customized comment.

**3** Press **Set**.

**4** Use the dial pad to enter your customized comment.

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

> ACCEPTED

> NEXT

> 1.YES 2.NO

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

# Advanced Sending Operations

## Overseas Mode

Sometimes, when sending a fax to overseas numbers, problems can be experienced. This mode makes the machine work better for such calls.

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

**1** Insert the document.

**2** Press **Menu**, **3**, **5**.

```
5.OVERSEAS MODE
```

**3** Press ◄ or ► to select **ON** (or **OFF**).

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

```
ACCEPTED
```

```
NEXT
```

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

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

**6** Enter the fax number you're calling.

**7** Press **Start**.

## Call Reservation (with an External Telephone)

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

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

**1** Insert the document in the feeder.

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

CALL RESERVE:OFF

CALL RESERVE:ON

**3** Press ◄ or ► to select **ON** (or **OFF**).

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

CALL MESSAGE:OFF

CALL MESSAGE:ON

**5** Press ◄ or ► to select **ON** (or **OFF**).

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

ACCEPTED

NEXT

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 have finished choosing settings, and go to Step 8. The screen prompts you to enter the fax number you want to call.

**8** Enter the fax number, and press **Start**.

**9** If you've set Call Reservation to **ON**, pick up your external telephone's handset and press **Tel** if the machine rings.

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

## Print Sample Call Back Message

**1** Press **Menu**, **3**, **6**.

**2** Press ◄ or ► to select **PRINT SAMPLE**.

**3** Press **Set**.

**4** Press **Start**.

## Delayed Transmission (Timer)

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

**1** Insert the document in the feeder.

**2** Press **Menu**, **3**, **7**.

**3** Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM).

**4** Press **Set**. The screen displays

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

**5** Press **1** to select **DOC**. —**OR**— Press **2** to select **MEMORY**. If you select **1.DOC**, the machine will not start scanning the document until the preset time. The document must be left in the feeder.

```
ACCEPTED
```

```
NEXT
```

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

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

```
ENTER FAX NO.
```

```
THEN PRESS START
```

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

## Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Broadcast** key, you can include up to 16 (FAX-8060P), 8 (MFC-9060) One Touch locations, up to 30 Speed Dial locations, and up to 50 manually dialled numbers (maximum of 96 (FAX-8060P) or 88 (MFC-9060) 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 numbers of locations used for broadcasting.  If you broadcast to more than the maximum locations available, you will not be able to setup transmissions using dual access and the timer.

The easiest way to broadcast is to first combine frequently used One Touch and Speed Dial numbers as a Group, which uses up a One Touch Key. (Remember, you can have up to six Groups and Quick Dial numbers can be included in more than one Group). Then by pressing **Broadcast** between each location, you can include One Touch, Speed Dial, Groups, and manual dialling (using the dial pad) in the same broadcast. Use the **Search/Speed Dial** 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.

**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

*See "Setting Up Groups for Broadcasting" chap. 7*

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

**4** Enter the next number.
Example: Speed Dial

**5** Press **Broadcast**.

**6** Enter the next fax number.
Example: Manual dialling, using the dial pad.

**7** Press **Start**.

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

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

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

■ If the line is busy or a connection could not be made for some other reasons while broadcasting, the 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).

## Multiple Resolution Transmission

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

**1** Insert documents in feeder, then press **Menu**, **3**, **4**.

**2** Use ◄ or ► to select resolution for page 1, then press **Set**.

**3** Repeat Step 2 for subsequent pages. Press **Stop** when you're finished. The screen displays

```
ACCEPTED
```

```
NEXT
```

```
1.YES 2.NO
```
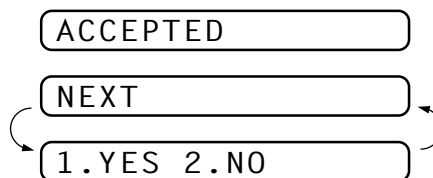
**4** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu. —**OR**— Press **2** if you have finished choosing settings.

**5** Enter the fax number you're calling, and press **Start**.

## Setup for Polling Transmit

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

**1** Place document to be retrieved in feeder.

**2** Press **Menu**, **3**, **8**.

**3** The screen displays

```
POLLING:STANDARD
```

```
SELECT ← → & SET
```

**4** Press ◄ or ► to choose **STANDARD**.

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

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

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

```
ACCEPTED
```
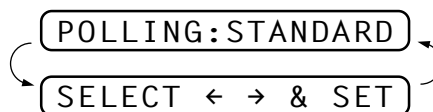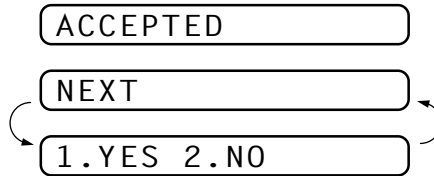
```
NEXT
```

```
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 have finished choosing settings and go to Step 8.

**8** Press **Start**.

If you pressed **1** in Step 6, the printed document remains in the document feeder until your machine is polled. However, you can "interrupt" it to send another fax.

## Setup for Polling Transmit with Secure Code

When you set **POLLING:SECURE** to on, anyone who polls your machine must enter the polling ID number. You can use Secure Polling only with another Brother fax machine.

**1** Place document in feeder.

**2** Press **Menu**, **3**, **8**.

**3** The screen displays

```
POLLING:STANDARD
```

```
SELECT ← → & SET
```

**4** Press ◄ or ► to choose **SECURE**, and press **Set**.

**5** Enter a four-digit number and press **Set**.

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

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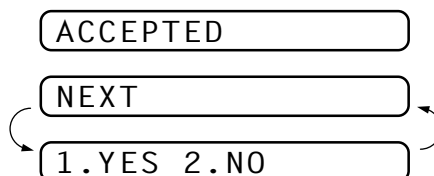
```
ACCEPTED
```

```
NEXT
```

```
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 have finished choosing settings and go to Step 8.

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

## Cancelling a Job 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.

## Cancelling a Job in Memory

You can cancel a job that is waiting in memory.

If the machine is idle,

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

Any waiting jobs appear on the display. If nothing is waiting, the screen displays **NO JOB WAITING**.

$$\boxed{\text{4.REMAINING JOBS}}$$

**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.

$$\boxed{\text{\#02 SALES REPORT}}$$
$$\boxed{\text{1.CLEAR 2.QUIT}}$$

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

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

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

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

## Interrupting Delayed Fax and Polling Transmit Jobs

You can send a fax without cancelling the Timer or Poll Waiting with documents in the feeder by "interrupting" it. When you interrupt the Timer to send a "new" set of documents, the machine will not automatically redial the number if it was busy. Also, you cannot use the function mode if you have interrupted the Timer or Poll Waiting.

**1** Press **Menu**, **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 **Menu**, **5**, to restore the timer.

CHAPTER SEVEN

# Setup Quick-Dial Numbers

## *Storing Numbers for Easy Dialling*

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

### Storing One Touch Dial Numbers

*See "One Touch Dialling" chap. 8*

You can store 16 (FAX-8060P) or 8 (MFC-9060) fax/phone numbers that you can dial by pressing one key. You can also store names with these numbers. Even if you lose electrical power, numbers stored in memory will not be lost. When you press a One Touch key, the screen displays the name or number as the call is dialled.

*One Touch keys are not the dial pad keys. They are the 8 keys located to the left of the dial pad. For FAX-8060P, One Touch Numbers 9-16 are accessed by holding down **Shift** while you press the appropriate One Touch key.*

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

**2** Press the One Touch key where you want to store a number. The screen displays the location you selected.

**3** Enter a number (up to 20 digits).

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

> NAME:

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

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

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

**7** Press **Set**.

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

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

## Storing Speed Dial Numbers

*See "Speed Dialling" chap. 8*

You can store Speed Dial numbers, which you dial by pressing only four keys. There are 30 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

**1** Press **Menu**, **6**, **2**.
The screen prompts you to enter a location.

> SPEED-DIAL? #

**2** Use the dial pad to enter a two-digit location (01–30).

**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 of "Entering Text" in chap. 4 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
    **F/T**      both a fax and telephone number

**9** Press **Set**.

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

## Changing One Touch and Speed Dial Numbers

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

> 1.CHANGE 2.QUIT

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

**2** Enter a new number.

- ■ If you want to erase the number, press **Stop** when the cursor is to the far left of the digits. The letters above and to the right of the cursor will be deleted.

- ■ If you want to change a digit, use ◄ or ► to position the cursor under the digit you want to change, then enter it.

**3** Follow the directions in Storing One Touch Dial or Speed Dial Numbers.

*See "Storing One Touch Dial Numbers" and "Storing Speed Dial Numbers" in this chapter*

## 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. (This is called 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 6 small Groups, or you can assign up to 45 (FAX-8060P) or 37 (MFC-9060) numbers to one large Group.

You can include up to 15 (FAX-8060P) or 7 (MFC-9060) One Touch locations, or up to 30 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 **Menu**, **6**, **3**.
The screen displays

SELECT ONE-TOUCH

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

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

G01:∗05#09_

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

NAME:

ENTER & SET

**6** Use the dial pad and the chart of "Entering Text" in chap. 4 to enter a name for the group (for example, NEW CLIENTS).

**7** Press **Set**.

**8** Press **Stop** to exit.

You can print a list of all One Touch and Speed Dial numbers. Group numbers will be marked in the column of "**GROUP**". See chap. 10, "Printing Reports".

C H A P T E R   E I G H T

# Telephone (Voice) Operation

## *Making Voice Calls with an External Telephone*

If you connect an external telephone to the machine, your fax machine can be used to make normal telephone calls. You can dial numbers, by using One Touch or Speed Dial memory, or using the dial pad.

### Manual Dialling with an External Telephone

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

**1** Pick up the external telephone's handset.

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

**3** To hang up, replace the external telephone's handset.

### One Touch Dialling

*See "Storing One Touch Dial Numbers" chap. 7*

**1** Pick up the external telephone's handset.

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

**3** To hang up, replace the external telephone's 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 ASSIGNED**. 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 external telephone's handset, press **Start** when the receiving fax machine answers with fax tones.

## Speed Dialling

**1** Pick up the external telephone's handset.

**2** When you hear a dial tone, press **Search/Speed Dial**, press **#**, then press the two-digit Speed Dial number.

**3** To hang up, replace the external telephone's 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 tone.

## Pause

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

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

## On Hook Dialling

**1** Dial the number by using the dial pad or One Touch key, or **Search/Speed Dial** and then two-digit Speed Dial number.

**2** The number you are dialling, or the name you have stored for One Touch or Speed Dial is displayed on the LCD.

**3** Press **Start**.

**4** Pick up the external telephone's handset and press **Tel** when you hear the caller at other end from the monitor speaker.

When you make a call by pressing **Start** after dialling, you can listen to the other end of the line from the monitor speaker, but they can't hear you unless you pick up the external telephone's handset.

If you accidentally press **Tel** before lifting the external telephone's handset, the call will be disconnected.

## Search

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

**1** Press **Search/Speed Dial**, 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, press **Start** to begin dialling.

**4** Pick up the external telephone's handset and press **Tel** 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 external telephone's handset.)

**5** When the call is over, hang up.

## Chain Dialling

You can store very long dialling sequences by dividing them and setting them up as One Touch and Speed Dial numbers. Then while dialling, you can combine two or more One Touch and/or Speed Dial numbers and even include manual dialling using the dial pad. You can use these numbers in any combination. The combined number will be dialled, in the order you entered it, as soon as you press **Start**.

For example:
You store "555" on One Touch key **01** and "7000" on One Touch key **02**. If you press One Touch **01**, **02** and **Start**, you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. So, if you press One Touch **01** and press "7001" using the dial pad, you can dial "555-7001".

Using access codes is easy. Sometimes you may want to choose from among several long distance carriers when you make a call; rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as One Touch and Speed Dial numbers.

## Tone/Pulse

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

**1** Lift the external telephone's handset.

**2** Press **#**. Any digits dialled after this sends tone signals.

**3** When you hang up, the machine returns to pulse dialling service.

*See "Select Answer Mode" chap. 5*

## Fax/Tel (F/T) Mode

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

## Tel Key

This key is used to enter into a telephone conversation having picked up the handset of an external telephone in F/T pseudo-ringing etc.

Also, if you press **Tel** when you are talking lifting the external telephone's handset with the other end, you can hear the other end from machine's monitor speaker, but the other end cannot hear you.
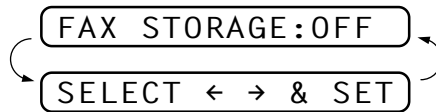
CHAPTER NINE
••••••••••••••••••••••••••••••••

# Remote Fax Options

••••••••••••••••••••••••••••••••••••••••••••••••

## *Setting Fax Storage*

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

**1** Press **Menu**, **8**, **2**.

The screen prompts you to choose a fax setting.

> 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 the Fax Storage **OFF**, the screen prompts you to erase any faxes in memory.

> ERASE ALL DOC?
>
> 1.YES 2.NO
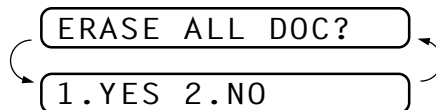
*See "Printing a Fax from Memory" chap. 5*

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

# *Fax Forwarding*

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

## Programming a Fax Forwarding Number

*See
"Changing
the Fax
Forwarding
number"
in this
chapter*

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 **Menu**, **8**, **1**.

**2** Press ◄ or ► to select **ON** (or **OFF**).

> FAX FWD:ON

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

> FWD#:

> ENTER & SET

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

**5** Press **Set**.

**6** Press **Stop** to exit.

You can also dial into your machine from a remote location to switch this
feature on, or to change the number you want your faxes forwarding to.

# *Changing the Remote Access Code*

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

**1** Press **Menu**, **8**, **3**.

**2** Enter a three-digit number from 000 to 998. The ✱ cannot be
changed. Do not use the same digits that appear in your Remote
Activation or Deactivation Code.

**3** Press **Set**.

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

# *Remote Retrieval*

## Using Your Remote Access Code

To listen to your voice messages, you can call from any touch tone phone. To receive faxes at your location, you must call from a fax machine using touch tone. For convenience, you can retrieve faxes from a touch tone phone by having them sent to a fax machine. For example, if your hotel room does not have a fax machine, you can enter the number of the fax machine at the hotel's Front Desk.

**1** Dial your fax number from a touch tone phone.

**2** When your fax machine answers and beeps, immediately enter your Remote Access Code (the factory setting is 159✶).

**3** The fax machine signals the kinds of messages received:

> **1 long beep—Fax message(s)**
>
> **No long beep—No messages**

**4** The fax machine prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.

**5** Press **9 0** to reset the machine when you finish.

**6** Hang up.

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

## Remote Commands

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

**Change Fax Forwarding Setting**

Press **9 5**

*then to*

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

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

**Program Fax Forward Number**—Press **4**. Enter the new number of the remote fax machine where you want your fax messages forwarded, then press **# #**. Automatically, the machine will turn Fax Forwarding **ON**.

**Turn Fax Storage ON**—Press **6**.

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

### Retrieve a Fax

Press **9 6**

*then to*

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

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

**Erase all fax messages**—Press **3**. If the fax data in memory has not been printed before, it will be printed first, and then erased.

### Check the Receiving Status

Press **9 7**

*then for*

**Fax messages**—Press **1**.

 **1 long beep**—Received messages.

 **3 short beeps**—No messages.

### Change Answer Mode

Press **9 8**

*then for*

**TAD**—Press **1**.

**Fax/Tel (F/T)**—Press **2**.

**Fax**—Press **3**.

### Exit Remote Operation

Press **9 0**

## Retrieving the Memory Status List

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

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code (the factory setting is **1 5 9** ✶).

**3** When you hear two short beeps, use the dial pad to press **9 6 1**.

**4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want the Memory Status List forwarded, and then press **# #**.

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

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

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

## Retrieving Fax Messages

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code (the factory setting is **1 5 9** ✶).

**3** As soon as you hear two short beeps, use the dial pad to press **9 6 2**.

**4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press **# #**.

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

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

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

## Changing the Fax Forwarding Number

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

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code (the factory setting is **1 5 9 ⋆**).

**3** When you hear two short beeps, use the dial pad to press **9 5 4**.

**4** Enter the new number of the remote fax machine (up to 20 digits) where you want your fax messages forwarded, and then press **# #**.

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

**5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.

**6** Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press **# #**.

**7** After you hear your fax machine beep, hang up and wait.

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

**8** Check the forwarding number.

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

CHAPTER TEN

# Printing Reports

# Machine Settings and Journal

You can print the following lists and reports:

| 1.XMIT REPORT | If set to **ON** a Transmission Verification Report is printed after each Fax has been sent. |

| 2.JOURNAL | Journal lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive. |

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

| 4.TEL.INDEX | Quick-Dial list (above), alphabetically. |

| 5.SYSTEM SETUP | Lists settings for **INITIAL SETUP**, **SETUP RECEIVE**, **PRINT REPORTS** and **REMOTE FAX OPT**. |

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

## To Print a Report

**1** Press **Menu**, **7**.

**2** Enter the number (see list above) of the report you want to print. For example, press **4** to print the **TEL.INDEX**. For printing a Journal press **2**, then press ◄ or ► to choose **PRINT JOURNAL** and press **Set**.

**3** Press **Start**.

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

## Transmission Verification (Xmit) Report

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

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

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

**1** Press **Menu**, **7**, **1**.

**2** Press ◄ or ► to select **ON** or **OFF**.

**3** Press **Set**.

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

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

## Journal Period

You can set the machine to print activity reports at specific intervals (1, 3, 6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to **OFF**, you can print the report by following the steps in the previous section.

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

**2** Press ◄ or ► to display

```
JOURNAL PERIOD
```

**3** Press **Set**.

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

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

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

**7** Press **Set**.

**8** Press **Stop** to exit.

# Making Copies

## *Using Your Machine as a Copier*

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

Copy

○ Photo/Text    ○ Enlarge/Reduce    ● Copy
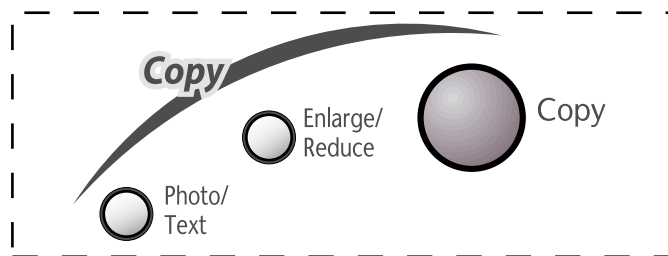
(Example for FAX-8060P)

The scannable area of your machine begins at approximately 4mm from the edge of the paper.

**(4mm)**

**Non-scannable area**

**(4mm)**
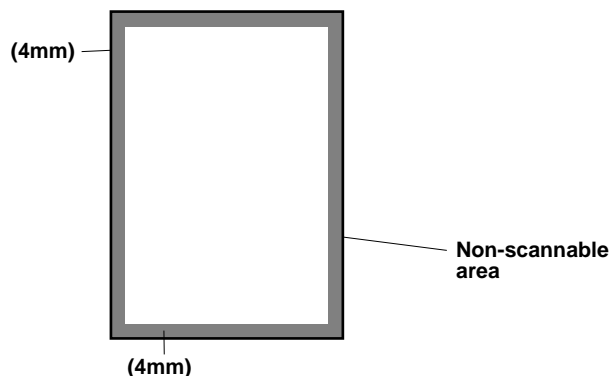
## Making a Single Copy

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

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

**2** Press **Copy**, then wait five seconds for the document to feed to the start position. —**OR**— Press **Copy** again.

DO NOT pull the paper while copying is in progress.

## Using the Photo/Text Key

You can select the Copy resolution for your type of the original document (**TEXT**, **AUTO** or **PHOTO**). Select the right kind of image you're copying.

**1** Place the document in the feeder.

**2** Press **Photo/Text**. The screen will display the default setting.

```
DOC TYPE:AUTO

SELECT ←→ & COPY
```
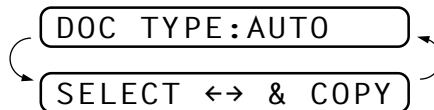
    **TEXT** (text only)

    **AUTO** (line art, graphs, or any combination including photograph)

    **PHOTO** (photograph only)

**3** Press ◄ or ► to select the right kind of image you're copying, and press **Copy**.

**4** Using dial key pad, enter the number of copies.

**5** Wait five seconds or press **Copy** again.

## Making Multiple Copies

There are two ways to make multiple copies on your 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 and Sorting Multiple Copies

**1** Place the document 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**.

**5** Press ◄ or ► to select **STACK** or **SORT**.

**6** Press **Copy**.

## If You Get a Memory Full Message

If the memory becomes full while your scanning a document to be
copied the screen displays

```
MEMORY FULL P.01
PRESS STOP KEY
```

If you were scanning the first page to be copied, press **Stop** to cancel the
operation and restart to make a single copy. If you were scanning a
subsequent page, you'll have the option to press **Copy** to copy the pages
scanned so far —**OR**— press **Stop** to cancel.

## Reducing and Enlarging Copies

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

**2** Press **Enlarge/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** Enter the number (1-99) of copies you want.

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

**7** Press ◄ or ► to select **STACK** or **SORT**.

**8** Press **Copy**.

C H A P T E R   T W E L V E

# Setting Up the Machine and Computer to Work Together
## (For MFC-9060 only)

## *Before You Begin*

**1** Make sure you have an IEEE 1284 compliant, bi-directional parallel interface cable.

**2** Disconnect the telephone line cord, then unplug the machine power cord from the electrical outlet before connecting the parallel interface cable.

**3** Make sure your computer is off and unplugged from electrical power before you connect the interface cable.

## Computer Requirements

Recommended system requirements for the communication software suite provided are:

| Windows® Operating System | IBM PC Processor Speed | RAM Minimum | RAM Recommended | Available Hard Disk Space | CD-ROM Speed |
|---|---|---|---|---|---|
| 95, 98, 98SE | 486/66MHz | 24MB | 32MB | 50MB | 2X |
| NT®4.0 Workstation | Pentium 75MHz | 32MB | 64MB | 50MB | 2X |
| 2000 Professional | Pentium 133MHz | 64MB | 128MB | 50MB | 2X |

**NOTE:** Use only a shielded parallel interface cable that is IEEE 1284 compatible and less than 2m (6.5 feet) long.

........................................................

# *Connecting the machine to Your Computer*

**IMPORTANT**

To install the software using Windows NT® Workstation Version 4.0 or Windows® 2000 Professional, you must be logged on as the Administrator.

**1** Connect the interface cable to the parallel interface port on the back of the machine, and secure with the wire clips.

**2** Connect the interface cable to the printer port of your computer, and secure with the two screws. (To locate your computer's printer port, see your computer's user guide.)
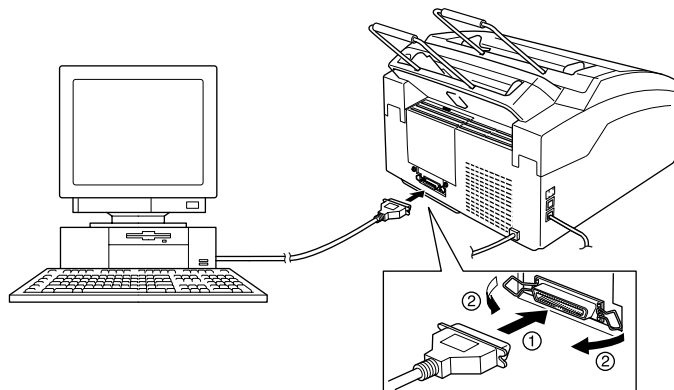
**3** Ensure the machine is switched on before you plug the PC into the electric socket, then switch on the PC.

Your MFC-9060 is a 4-in-one multi-function center—it's a fax, copier, printer and scanner. Before you can print from Windows® on your PC, you must first install the printer driver that is included on CD-ROM.

## Installing the Brother Drivers Using Windows® 95, 98 and 98SE

If you are using Windows® 2000 Professional, go to page 93.
If you are using Windows NT® Workstation Version 4.0, go to page 97.

**1** When the **Add New Hardware Wizard** screen appears, click **Next**.

**For Windows® 98, 98SE user:**



Each operating system version has different dialog. Some text may be different depending on the operating system you are using.

**For Windows® 95 user:**

Select "**Driver from disk provided by hardware manufacturer**" and click **OK**.



The instructions in Steps 2 to 10 are for Windows® 98SE.

**2** Select (**Recommended**) and click **Next**.



**3** Insert the CD-ROM into your CD-ROM drive.

**4** Select **Specify a location** and remove the other check marks, then click **Browse** to locate the file.



**5** Double-click on the CD icon and click on the "**x:\eng\w9x\para**" folder. (x: is the drive letter for your CD-ROM drive.) Then, click **OK**.
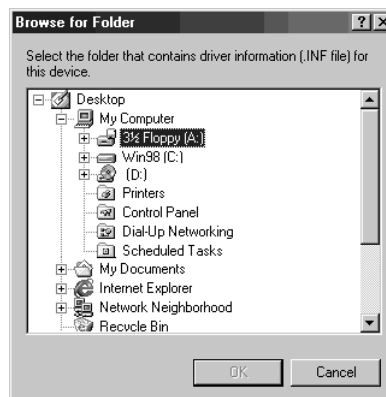
**6** Make sure **Specify a location** is selected and click **Next**.

**7** Make sure your printer driver name appears in the dialog box, and click **Next**.

**8** You can type a name for this printer, or you can use the name supplied on screen. When you have finished, click **Finish**.

9 When the **Add New Hardware Wizard** displays, click **Finish**.

When the **Setup** window appears, and the status bar reaches 100%, the remained drivers will be copied.
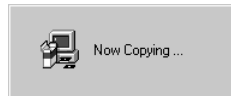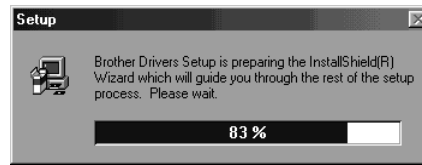
10 Click **OK**.

All the drivers have been installed. Now you can print and scan.

If you want to install MFL Pro, go to the section "Installing the Brother Software".

## Installing the Brother Drivers
## Using Windows® 2000 Professional

**1** When the **Found New Hardware Wizard** screen appears, click **Next**.



**2** Select (**Recommended**) and click **Next**.
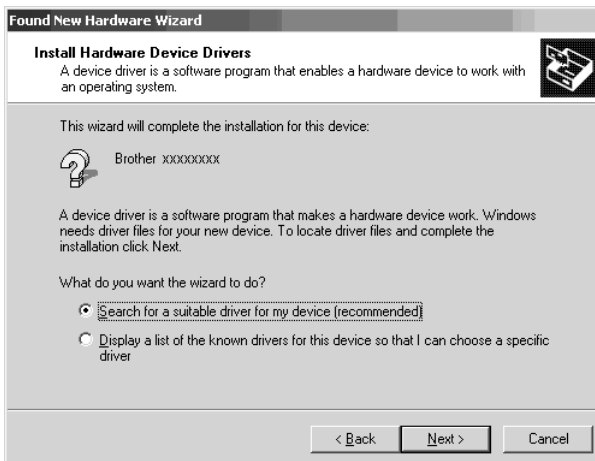


**3** Insert the CD-ROM into your CD-ROM drive.

**4** Select **Specify a location** and remove the other check marks, then click **Next**.
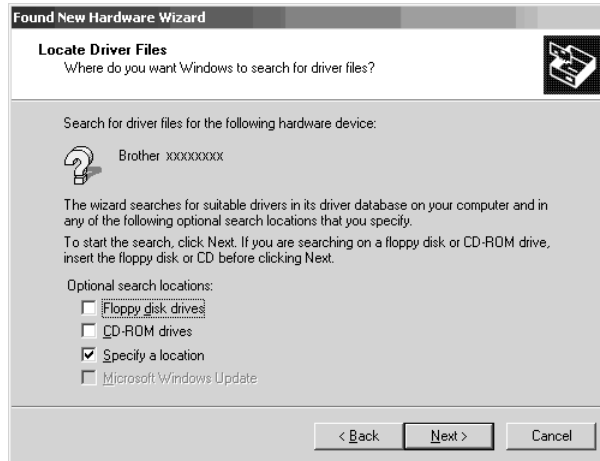


**5** Click **Browse** to locate the file.



**6** Double-click on the CD icon and click on the "**x:\eng\w2k\para**" folder, then click **OK**. ("x" is the drive letter for your CD-ROM drive.)
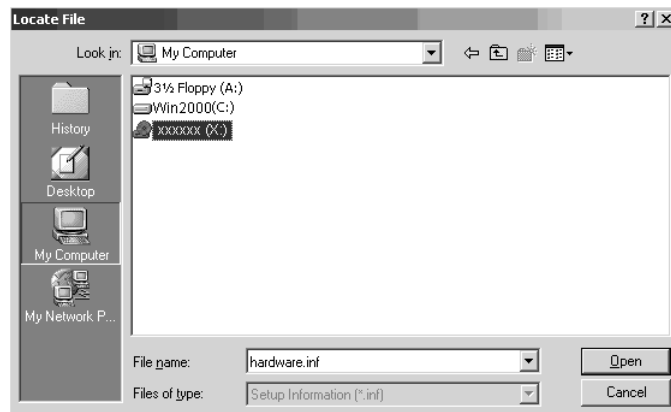
**7** Click **Next**.

**8** Click **Finish**.

**9** Repeat Steps 1-8 several times for Brother drivers.

You might see "**Digital Signature Not Found**" dialog during installation. If you see it, click **Yes** to install the driver.
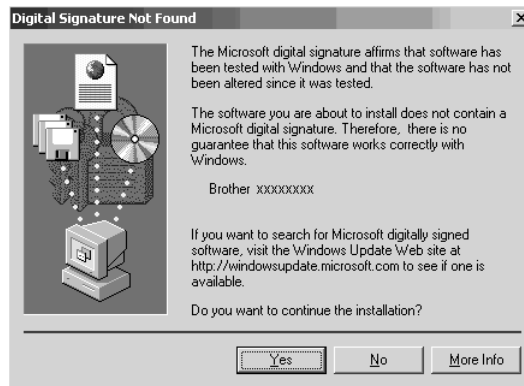
**10** Click **Finish**.

When the **Setup** window appears, and the status bar reaches the remaining drivers will be copied.
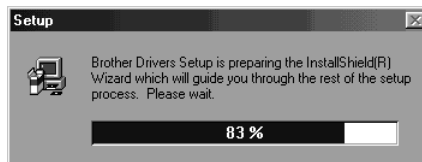
> **Setup** ⊠
>
> Brother Drivers Setup is preparing the InstallShield(R) Wizard which will guide you through the rest of the setup process. Please wait.
>
> **83 %**

> Now Copying ...

**11** Click **OK**.

> **Brother Drivers Installation Ver.X.XX** ⊠
>
> ⓘ  Brother Drivers Installation Completed!
>
> OK

All the drivers have been installed. Now you can print and scan.

If you want to install MFL Pro, go to the section "Installing the Brother Software".

## Installing the Brother Drivers Using Windows NT® Workstation Version 4.0

**1** Windows NT® Workstation Version 4.0 does not have Plug & Play, so you will have to install the drivers manually. Click **Start** in the Task bar, and select **Setting**, **Printer**. Then double-click the **Add Printer**.

> **Printers**
> File  Edit  View  Help
> Printers
>
> Add Printer
>
> 1 object(s)
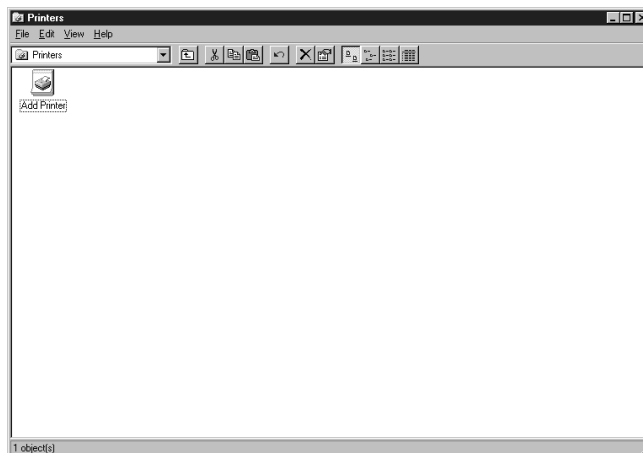
**2** Select **My Computer** and click **Next**.

**3** Select **LPT1:** and click **Next**.
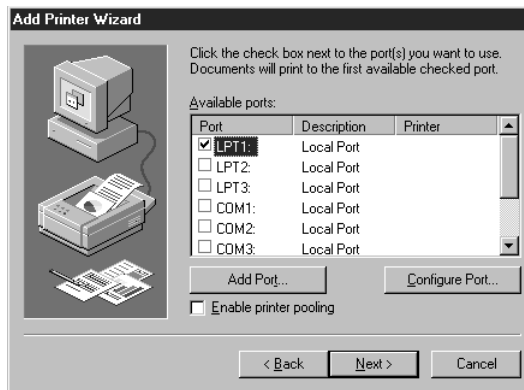
**4** Insert the CD-ROM into your CD-ROM drive.

**5** Click the **Have Disk...**
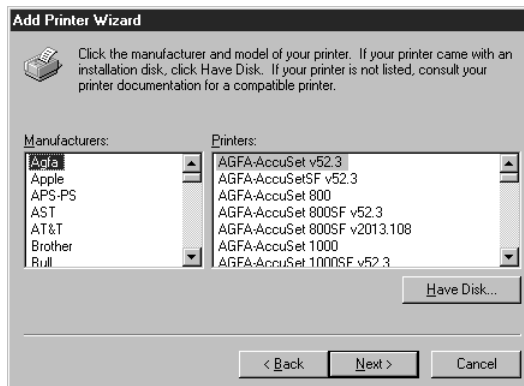
**6** Click **Browse** to locate the file.
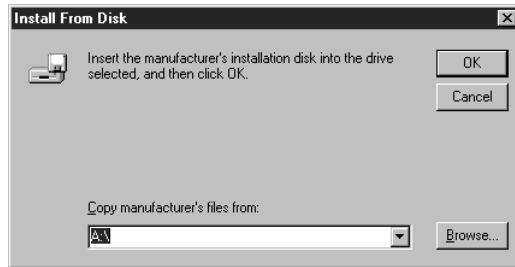
**7** Double-click the CD icon and click the "**x:\eng\nt40**" folder, then click **Open**. ("x" is the drive letter for your CD-ROM drive.)
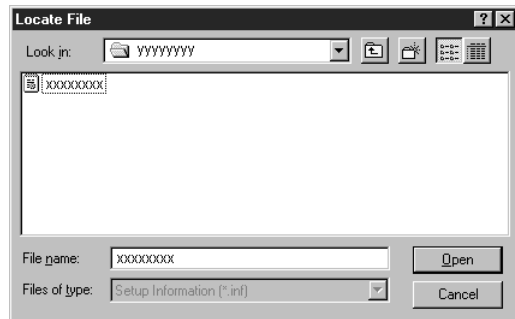
**8** Click **OK**.

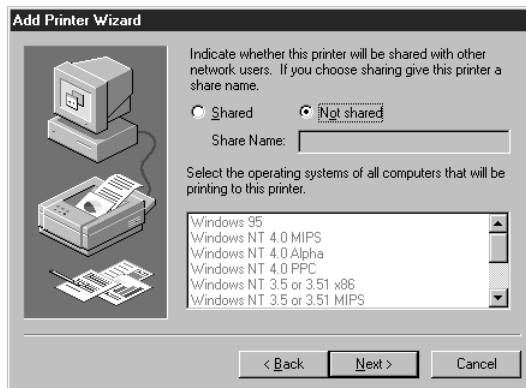**9** Select your printer model, then click **Next**. This dialog may not be displayed on some MFC models.
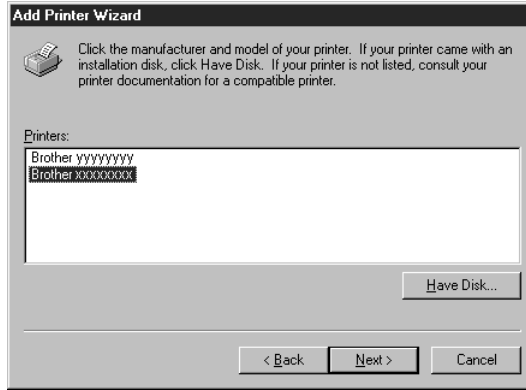


For some models, this step is not necessary. Proceed to Step 10.

**10** Click **Next**.



**11** Select **Not Shared**, then click **Next**.

**12** Select **Yes** (**Recommended**) to print a Test Page and click **Finish**.

**13** After the test page has been printed, click **Yes**.
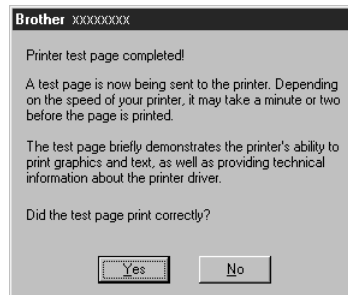
Now the printer driver has been installed, and you can see it.
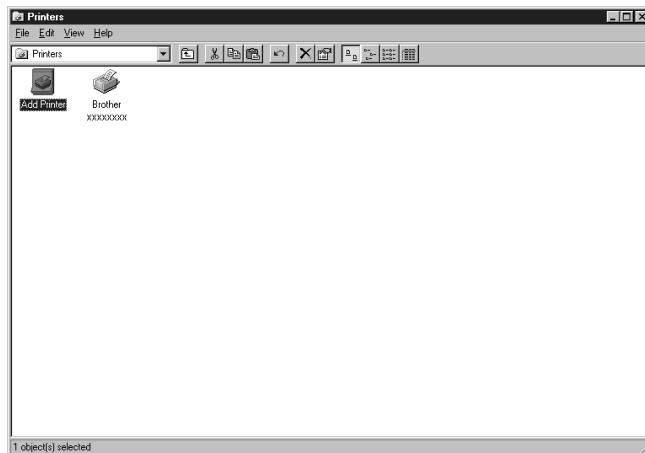
**14** To install the other drivers (such as the scanner), you will have to install them manually. Click **Start** in the task bar, then select **Run**. Enter **x:\eng\nt40\setup\setup.exe** then click **OK**. ("x" is the drive letter for your CD-ROM drive.)

When the **Setup** window appears, and the status bar reaches 100%, the remaining drivers will be copied.
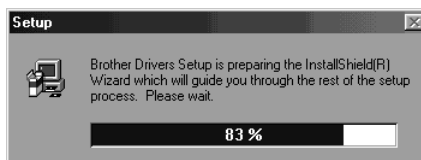
**15** Click **OK**.

All drivers have been installed. Now you can print and scan.

If you want to install MFL Pro, go to the section "Installing the Brother Software".

# *Installing the Brother Software*

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**IMPORTANT**

You must install Printer and Scanner drivers before you install the software. (See *Connecting the Brother Machine to Your Computer*.)

---

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

The language Selection Screen appears. Click your language menu. *(If this window does not appear, please use Windows Explorer to run the setup.exe program from the root directory of the Brother CD.)*

The main CD-ROM screen appears:



The software will detect the operating system you are using and display it at the bottom of the screen. When you move to each item, a popup screen appears, which shows you the detail of the menu.

If you are using Windows® 2000 Professional or Windows NT® 4.0, before you can install the software, you must be logged on as the Administrator.

## To install Multi-Function Link® Pro (Main Application):

**1** Click the first button **Install MFL-Pro**.

**2** Follow the instructions on the screen. ScanSoft® PaperPort® will be installed. After the installation, you must restart your PC.
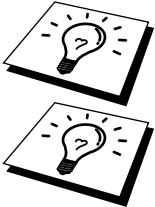
Clicking **Install MFL-Pro**, will install ScanSoft® PaperPort®, and ScanSoft® TextBridge® OCR applications.

Muti-Function Link® Pro includes True Type fonts. PaperPort® is a document management application for viewing scanned documents. ScanSoft® TextBridge® is an OCR application that converts an image into text and integrates it into PaperPort®.

## To View On-Line Documentation:

**1** Click **View On-Line Documentation**.

The following screen will appear:



**2** To view the documentation you want, click the appropriate button.

*If you do not have Adobe Acrobat Reader on your system at this time, you can install it now by clicking* **Install Adobe Acrobat Reader**. The latest English language Adobe Acrobat reader has been included on the enclosed CD. For further information, and other languages, contact: **http://www.adobe.com/**. This software is free to download.

**3** When you are finished viewing On-Line Documentation, click **Back** to return to the main CD-ROM screen.

## To Find Brother Home Page:

From the main screen you can access the Brother Home Page, by clicking **Brother Home Page**.

To access our web site at www.brother.com, where you will find additional information about Brother products and services, such as specification sheets and Frequently Asked Questions (FAQs), click **Brother Home Page**.

## Helpful Hints

• The installer automatically sets the printer port to the parallel interface, BRMFC (for Windows® 95/98/98SE) and BMFC (for Windows NT® Workstation 4.0 and Windows® 2000 Professional).

• To uninstall Multi-Function Link® Pro, click the Uninstall icon in the Brother MFL Pro Program group and follow the instructions on the screen.

C H A P T E R   T H I R T E E N

# Using the Machine as a Printer
## (For MFC-9060 only)

# *Special Printing Features*

## Windows® Printing

*See "Connecting the machine to Your Computer" in chap. 12*

The dedicated printer driver for Microsoft® Windows® 95, 98, 98SE, 2000 Professional and Windows NT® Workstation Version 4.0 are available on the CD-ROM supplied with your machine. You can easily install them into your Windows® system using our installer program. 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.

## Enhanced Memory Management

The machine has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the printer's (machine's) memory. You can avoid memory errors and print most full-page, 600dpi graphic and text data, including larger fonts, with the machine's standard memory.

# *Printing From Your PC*

## Multi-Purpose Sheet Feeder

The machine's multi-purpose sheet feeder can feed plain paper, envelopes, and organizer paper. When the 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 machine. If there are more pages, the machine begins to print the next page automatically. When the machine finishes printing all data, it returns to online status.

You may select the proper paper source, paper size, and orientation in your application software.

*See "Acceptable Paper" in this chapter*

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.

## Loading Envelopes

If you load envelopes into the Multi-purpose sheet feeder, make sure they are inserted in the direction shown below.
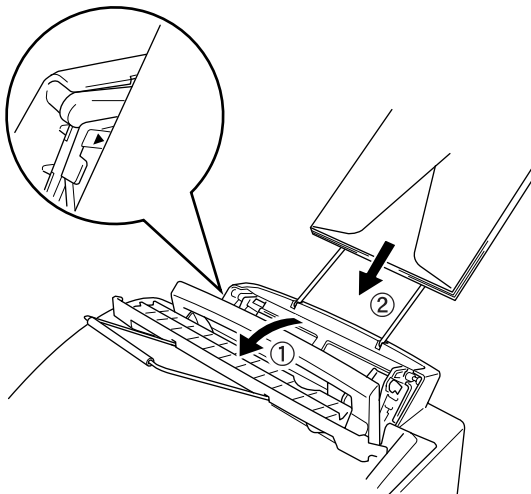
## Manual Feed Slot

The Multi-purpose sheet feeder also has a manual feed slot. You can load paper sheet-by-sheet 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 in this chapter.

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.

## Paper Tray

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

## Job Cancel Key

You can clear data from the memory.

# Simultaneous Printing/Faxing

Your machine can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the 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.

# *Acceptable Paper*

To achieve high quality printing using your machine, it's very important to select the right kind of paper.

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

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

| | Cut Sheet | Envelope |
|---|---|---|
| Basis Weight | 60 to 158 g/m$^2$<br>(16 to 42 lb.) | 75 to 90 g/m$^2$<br>(20 to 24 lb.)<br>single thickness |
| Caliper | (±0.03 to ±0.08 in.)<br>0.08 to 0.2 mm | (0.0033 to 0.0058 in.)<br>0.084 to 0.14 mm<br>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
Output Tray: Approx. 100 sheets of 75 g/m$^2$ (20 lb) A4/Letter paper

# Using the Windows®– Based Brother Control Centre

## (For MFC-9060 only)

## Brother Control Centre

The Brother Control Centre is a software utility that pops up on the PC screen whenever paper is placed in the ADF. This allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Centre eliminates the need to manually launch the specific applications.

The Brother Control Centre provides two categories of functions:

1. Scan directly to a file, E-mail, word processor or graphic application of choice

2. Enhanced copy functions, such as Two on One Copying
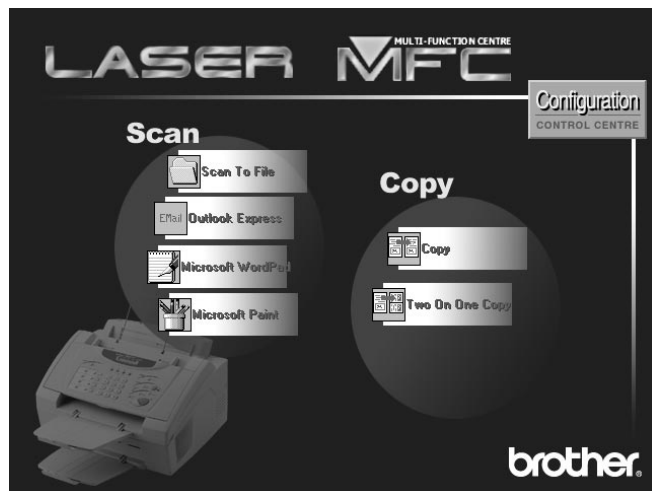
## AutoLoad the Brother Control Centre

The Control Centre is initially configured to automatically load each time Windows® is started. When the Control Centre is loaded the Control Centre 🐾 icon will appear in the task bar. If you don't want the Control Centre to load automatically, you can turn AutoLoad off.

## How to Turn Off AutoLoad

**1** Left click the Control Centre 🐾 icon and click **Show**.

**2** When the Control Centre icon appears, left click on the **Configuration** Configuration **Control Centre** button. A dialogue box with a check box labeled "**AutoLoad Pop-up**" will appear:

```
┌─ Pop-Up Setting ──────────────────────────┐
│  ☑ AutoLoad Pop-Up                        │
└───────────────────────────────────────────┘
┌─ Global Scanner Settings ─────────────────┐
│  FAXing, Filing and Copying            ▼  │
│                                           │
│  Resolution:  100x100                  ▼  │
│  Color Mode:  Black & White            ▼  │
│  Scan Size:   Legal 8.5 x 14 in        ▼  │
│                                           │
│  Brightness: ─────────/─────────          │
│  Contrast:   ─────────/─────────          │
│  [ Save Settings ]  [ Restore Defaults ]  │
│                                           │
│                            [    OK    ]   │
└───────────────────────────────────────────┘
```
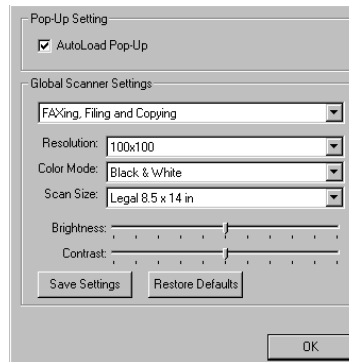
**3** Uncheck the **AutoLoad Pop-Up** option.

# *Using the Scan Key*

You can use the Scan key on the control panel to scan originals into your word processing, graphics or E-mail applications.

The advantage of using the **Scan** key is that you avoid the mouse clicks required to scan from your PC.

**Scanner**
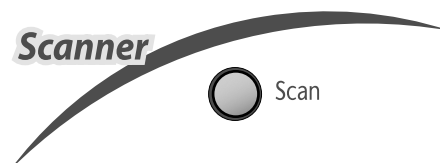
◯ Scan

# *Using the Control Panel Keys*

Before you can use the **Scan** key on the control panel, you must have connected the MFC to your Windows®-based PC and loaded the appropriate Brother Drivers for your version of Windows®. When you are ready to use the Scan key, make sure the Brother Control Centre application is running on your PC.

## Scan Image

You can scan a picture into your graphics application for viewing and editing.

**1** Place the original face down in the ADF.

**2** Press **Scan**.

```
SCANNING:IMAGE

SELECT  ←  →  &  SET
```
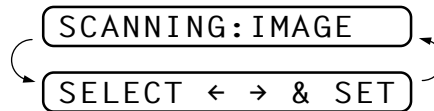
**3** Press ◄ or ► to select **SCANNING:IMAGE** and press **Set**.

The MFC will scan the original and send an image to your graphics application.

## Scan/OCR

If your original is text, you can have it automatically converted by ScanSoft™ TextBridge® to an editable text file and then displayed in your word processing application for further editing.

**1** Place the original face down in the ADF.

**2** Press **Scan**.

```
SCANNING:OCR

SELECT  ←  →  &  SET
```
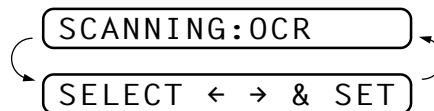
**3** Press ◄ or ► to select **SCANNING:OCR** and press **Set**.

The MFC will scan the original, perform OCR in ScanSoft™ TextBridge®, and then display the result in your word processing application for viewing and editing.

## Scan to E-mail

You can scan an original into your E-mail application as a file attachment. Although the Brother Control Centre can be configured to send file attachments at one time, you can easily change this setting.

**1** Place the original face down in the ADF.
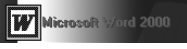
**2** Press **Scan**.

```
  ⎛ SCANNING:E-MAIL ⎞
  ⎝ SELECT ← → & SET ⎠
```
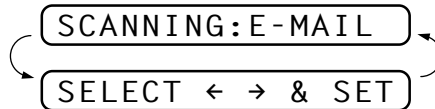
**3** Press ◄ or ► to select **SCANNING:E-MAIL** and press **Set**.

The MFC will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

# *Brother Control Centre Features*

## Auto Configuration

During the installation process the Control Centre checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor. For example, if you are using Outlook as your default E-mail application, the Control Centre automatically will create a link and a scanning application button for Outlook.

You can change a default application by right-clicking on any of the Scan buttons in the Control Centre and selecting a different application. For example, you can change a scan button from MS Word [W] Microsoft Word 2000 to MS Word Pad [ Microsoft WordPad ] by changing the application that is listed for the Word Processor.

## Scanning Operations

*Scan to File*—allows you to scan directly to a disk file with two mouse clicks. You can change the file type, destination directory and file name, as needed.

*Scan to E-mail*—enables you, with just two mouse clicks, to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

*Scan to Word Processor*—enables you to scan a page or document, run ScanSoft TextBridge OCR and insert the text (not graphic image) into a word processing file with just two mouse clicks. You have the option of selecting the destination word processing program, such as Word Pad, MS Word, Word Perfect, etc.

*Scan to Graphic Application*—allows you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint or Corel PhotoPaint.

## Copy Operations

*Copy*—allows you to use the PC and any Windows® printer driver for enhanced copy functions. You can scan the page on the Brother MFC and print the copies using any of the features of the Brother MFC printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC.

*Two on One Copy*—allows you to use the Two on One page feature of the Brother printer driver to copy two original pages onto a single output page. This feature creates a thumbnail of each page and prints both images on a single page.

## Scanner Settings for Scan and Copy Buttons

When the Pop-Up screen is displayed, you can access the Scanner Settings window.

Click the Configuration icon at the top right of the Brother Control Centre screen—**OR**—Click the **Modify Settings…** button on any of the Configuration screens.
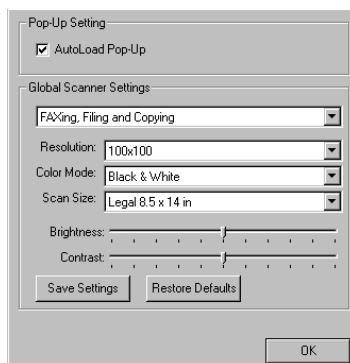
## Global Settings

*AutoLoad Pop-Up*—Click this checkbox if you want Brother MFL Control Centre to load when you boot your computer.

## Setting Up the Scanner Configurations

The Pop-Up application stores eight different scanning modes. Each time you scan a document, you will choose the most appropriate scanning mode from the following:

> *Filing and Copying*
> *Text for OCR*
> *Photos*
> *Photos (High Quality)*
> *Photos (Quick Scan)*
> *Custom*
> *Draft Copy*
> *Fine Copy*

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

> *Resolution*—Select the scanning resolution you most frequently use.
> *Color Mode*—From the pull-down list, select
> *Scan Size*—From the pull-down list, select
> *Brightness*—Slide the adjuster from 0% to 100%
> *Contrast*—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or later decide to return to the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

### To Access the Scanner Configurations Screen:

**1** Place the original in the ADF.

**2** Right-click the appropriate Control Centre button to display the *Configurations…*, then click it. The configuration screen for that **Control Centre** button will appear.

**3** To save your settings, press the **OK** button, or To return to the factory default settings, press the **Restore Defaults** button.
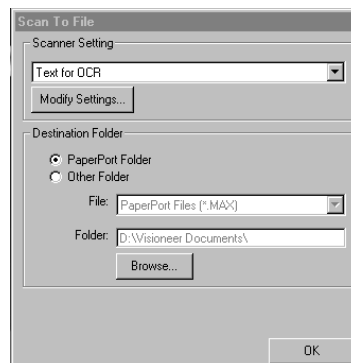
### Perform an Operation from the Control Centre Screen

If you see this screen it means you left-clicked a button in the Control Centre window without first placing an original in the ADF.
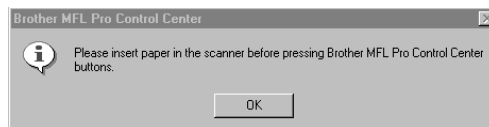
Place a document in the ADF, then click **OK** to return to the Control Centre screen.

## *Scan to File*

## Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for that mode, click the **Modify Settings…** button.

## Destination Folder

*PaperPort Folder*—Select this checkbox to scan the document into your PaperPort folder.

*Other Folder*—Select this checkbox, to scan the document as another file type and/or into another directory/folder.

*File*—If you selected Other Folder from the pull-down list, select the type of file:

| | |
|---|---|
| PaperPort Files (*.MAX) | TIFF-Uncompressed (*.TIF) |
| Self Viewing Files (*.EXE) | TIFF Group 4 (*.TIF) |
| PaperPort 5.0 Files (*.MAX) | TIFF Class F (*.TIF) |
| PaperPort 4.0 Files (*.MAX) | Multi-Page TIFF-Uncompressed (*.TIF) |
| PaperPort 3.0 Files (*.MAX) | Multi-Page TIFF Group 4 (*.TIF) |
| Windows Bitmap (*.BMP) | Multi-Page TIFF Class F (*.TIF) |
| PC Paintbrush (*.PCX) | PDF Files (*.PDF) |
| Multi-page PCX (*.DCX) | Portable Network Graphics (*.PNG) |
| JPEG Image Files (*.JPG) | FlashPix (*.FPX) |
| | HFX Fax Files (*.HFX) |

To Search your system for the directory and folder you want, click the **Browse…** button. Click **OK** to save your settings.

# Scan to E-mail
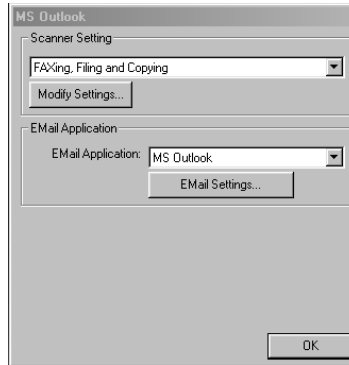


## Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for that mode, click the **Modify Settings…** button.

## Email Application

*Email Package*—From the pull-down list, select your E-mail application.

*Email Settings*—Click the **EMail Settings…** button to set up links.

The Links Preferences window will appear:
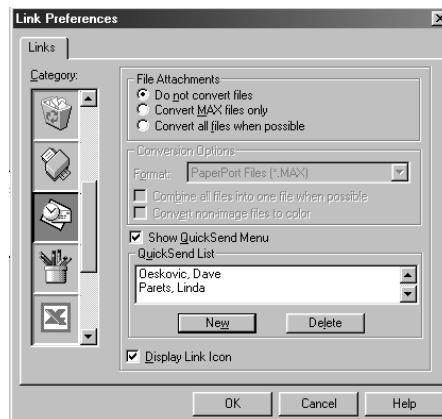
# File Attachments

*Do not convert files*—Click this checkbox if you do not want to change the file type of attachments. The Conversion Options will not be available (grayed).

*Convert MAX files only*—Click this checkbox if you want to convert only attachments that are PaperPort files.

*Convert all files when possible*—Click this checkbox if you want to change the file type of all attachments.

# Conversion Options

*Format*

*Combine all files into one file when possible*—Click this checkbox to combine all files of the same type into one file.

*Convert non-image files to color*—Click this checkbox to convert all files that have been processed through OCR to color.

# Show QuickSend Menu

Click this checkbox if you want the Select QuickSend Recipient window to be displayed when you choose Scan to E-mail. This feature works only with MAPI type E-mail applications, such as Microsoft Exchange, Microsoft Outlook and Eudora.

# QuickSend List

You can create a list of Email names and addresses for quick selection.

Click the **New** button to add a name(s) to your QuickSend list. Your Email phone book listing is displayed, so you can select stored names or create new ones:
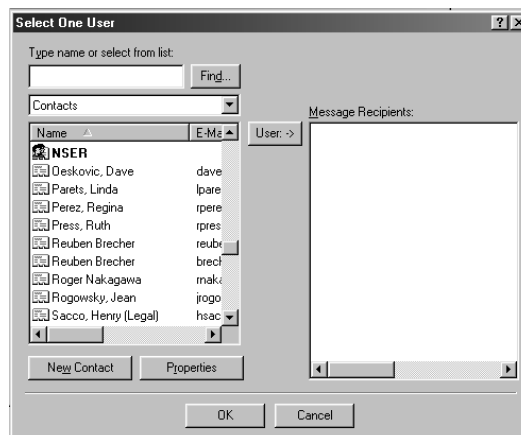
Highlight the name(s) you want to add to your list, click the **User** button, then click **OK** to return to the Link Preference window.

From the Link Preference window, you can remove a name from the QuickSend list, highlight the name and clicking the **Delete** button.

# *Scan to Word Processor*



## Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for that mode, click the **Modify Settings…** button.

# Word Processor

*Word Processor*—From the pull-down list, select the word processor you want to use.

Click the **Link Settings…** button to display a screen to set up a link to the version of OCR and document format that you want to use:
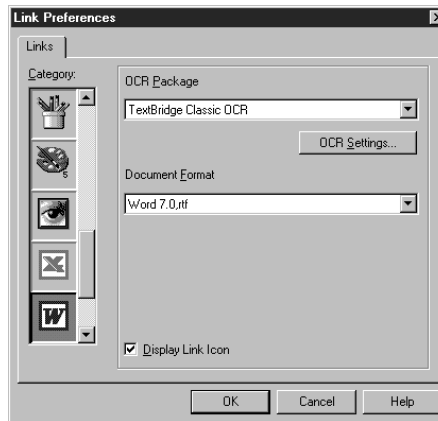


*OCR Package*—From the pull-down list, select TextBridge Classic OCR if you want to use the OCR package that was installed with the Brother software.

Click the **OCR Settings…** button to choose how the OCR application will read the pages you scan into your word processor application.

The Preferences window will appear:
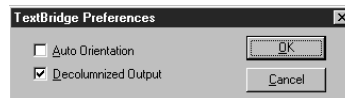


Select your setting and click **OK**.

- *Auto Orientation*—Check this checkbox if you want your word processor application to read the page as it is set up.

- *Decolumnized Output*—Check this checkbox if you want your word processor application to read across the entire page from left to right.

  *Document Format*—From the pull-down list, select the file format you want to use for your word processor or text documents.

# *User Defined Button*
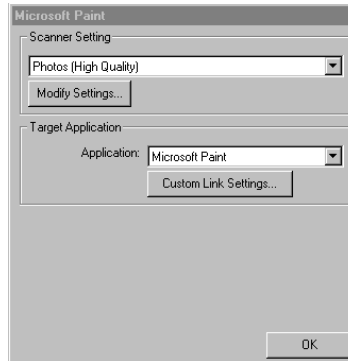


## Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for that mode, click the **Modify Settings…** button.

## Target Application

*Application*—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings…** button to set up links for your user-defined application.

# Copy / Two on One Copy



## Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for that mode, click the **Modify Settings…** button.

## Copy Settings

Brother MFL Pro Printer

*Copies*—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options…** button.

Click the **OK** button to save your Copy settings.

C H A P T E R   F I F T E E N

# Using ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge® (For MFC-9060 only)

ScanSoft™ Paper Port® for Brother is a document management application. You will use PaperPort® to view scanned documents. PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your documents. It allows you to combine or "stack" documents of different formats for printing or filing. PaperPort® can be accessed through the PaperPort® program group.
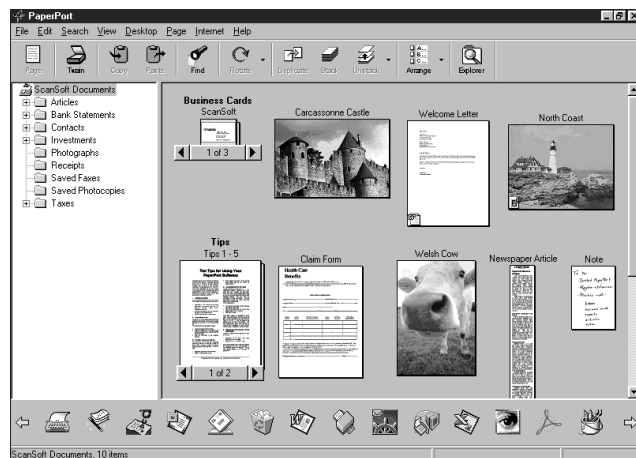


The complete ScanSoft™ PaperPort® Owner's Manual, including ScanSoft™ TextBridge® OCR, is in the On-Line Documentation on the CD-ROM. This chapter is only an introduction to the basic operations.

When you install Multi-Function Link® Pro, ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge® OCR are installed with it automatically.

**To Uninstall PaperPort® and ScanSoft™ TextBridge**

Select **Start**, **Settings**, **Control Panel**, **Add/Remove Programs** and the **Install/Uninstall** tab. Select PaperPort® from the list and click the **Add/ Remove** button.

# Viewing Items in ScanSoft™ PaperPort® for Brother

PaperPort® provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.

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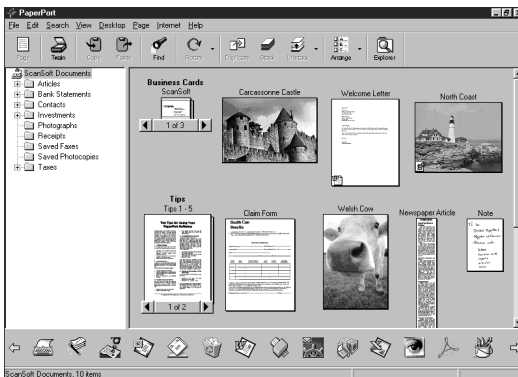


Desktop View displays items as thumbnails

Page View displays each item as a full page

## Organizing Your Items in Folders

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

- Folders are arranged in a "tree" structure in the Folder View. You use this pane to select folders and view their items in Desktop View.

- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.

- Folders can be "nested"—that is, stored in other folders.

- When you double-click a folder, its items (both PaperPort® MAX files and other files) appear on the Desktop.

- You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

## Links to Many Other Applications

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

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



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

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

Software by: 

ScanSoft™ TextBridge® OCR is automatically installed with PaperPort® when you install Multi-Function Link® Pro on your computer.

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

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

# Importing Items from Other Applications

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

- Print to the Desktop View from another application, such as Microsoft Excel.

- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

# Exporting Items in Other Formats

You can export or save PaperPort® items in several popular file formats. You can export formats BMP, PCX, DCX, JPG, TIF, PDF, PNG, FPX, HFX, or self-viewing. For example, you could create a file for an Internet Web site and export it as a JPEG file. Web pages often use JPEG files for displaying images.

### Exporting an Image File

**1** Select the Export command from the File pull-down menu in the 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 PaperPort® without saving it.

## 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 PaperPort® window, select **Acquire** from the File drop-down
menu or select the **TWAIN** or **Scan** button. The Multi-Function Link®
Pro Scanner Setup dialog box will appear:
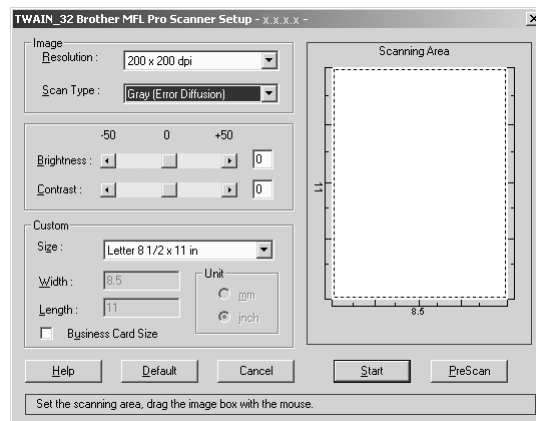


## Scanning a Document into your PC

**1** Insert document(s) face down in the document feeder of the 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, close the scanner window. The PaperPort®
screen will appear showing the image you scanned highlighted in red.

## 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.)

256 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.)

- 4 (210 x 297 mm.)

- Legal (8 1/2 x 14 in.)

- A5 (148 x 210 mm.)

- B5 (182 x 257 mm.)

- Executive (7 1/4 x 10 1/2 in.)

- Business Card (60 x 90 mm.)

- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in.)

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

#### *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 to scan the image.

**1** Insert document face down in document feeder of the 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.



**You can crop the prescanned image**
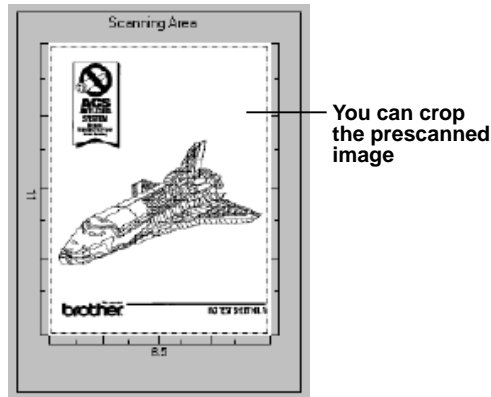
**3** To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.

**4** Place document in the document feeder of the 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 PaperPort® window.

**7** In the PaperPort® 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.

C H A P T E R  S I X T E E N

# Important Information

## Important Safety Instructions

**1** Read all of these instructions.

**2** Save them for later reference.

**3** Follow all warnings and instructions marked on the product.

**4** Unplug this product from the telephone and AC sockets (in this order) before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

**5** Do not place this product on an unstable surface.

**6** Slots and openings in the case 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 soft surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

**7** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

**8** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.

**9** Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

**10** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

**11** Do not touch a document during printing.

**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 a risk of fire or electric shock. Never spill liquid of any kind on the product.

**13** Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

**14** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

**15** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified service personnel under the following conditions:

**A** When the power cord is damaged or frayed.

**B** If liquid has been spilled into the product.

**C** If the product has been exposed to rain or water.

**D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

**E** If the product has been dropped or the cabinet has been damaged.

**F** If the product exhibits a distinct change in performance, indicating a need for service.

## IEC 825 Specification

This machine is a Class 1 laser product as defined in IEC 825 specifications. The label shown below is attached in countries where required.

```
CLASS 1 LASER PRODUCT

APPAREIL À LASER DE CLASSE 1

LASER KLASSE 1 PRODUKT
```
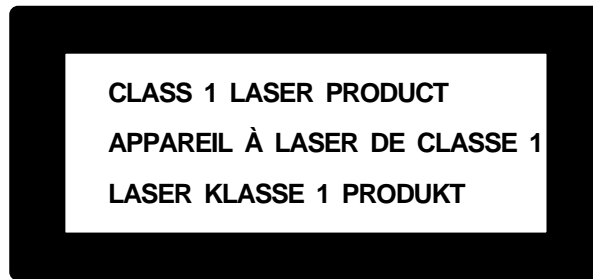
This machine has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.

**Caution**

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

The following caution label is attached near the scanner unit.

| | |
|---|---|
| CAUTION | INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCK OEFEATED. AVOID DIRECT EXPOSURE TO BEAM.  CLASS 3B LASER PRODUCT. |
| ADVARSEL | USYNLIG LASER STRÅLING NÅR KABINETLÅGET STÅR ÅBENT. UNGDÅ DIREKTE UDSÆTTELSE FOR STRÅLING.  KLASSE 3B LASER. |
| VARNING | OSYNLIG LASERSTRÅLNING HÄR DENNA DEL ÄR ÖPPNAD OCH SPÄRRAR ÄR URKOPPLADE.  STRÅLEN ÄR FARLIG.  KLASS 3B LASER APPARAT. |
| VARO! | AVATTAESSA JA SUOJALUKITUS OHITETTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE.  ÄLÄ KATSO SÄTEESEEN.  LUOKAN 3B LASERLAITE. |
| ADVARSEL | USYNLIG LASERSTRÅLING, UNNGÅ DIREKTE KONTAKT MED LASERENHETEN NÅR TOPPDEKSELET ER ÅPENT.  KLASSE 3B LASERPRODUKT. |
| ATTENTION | RADIATIONS LASER INVISIBLES OUAND OUVERT ET VERROUILLAGE ENLEVE. EVITER EXPOSITIONS DIRECTES AU FAISCEAU.  PRODUIT LASER CLASSE 3B. |
| VORSICHT | UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT.  NICHT DEM STRAHL AUSSETZEN. SICHERHEITSKLASSE 3B. |
| ATENCIÓN | RADIACIÓN LASER INVISIBLE CUANDO SE ABRE LA TAPA Y EL INTERRUPTOR INTERNO ESTÁ ATASCADO.  EVITE LA EXPOSICIÓN DIRECTA DE LOS OJOS.  PRODUCTO LASER CLASE 3B. |
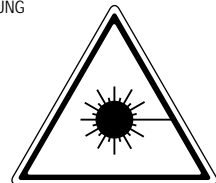
## For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalites.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

## IEC 825 Laser Class

CLASS 1 LASER PRODUCT.

## Disconnect device

The equipment must be installed near the socket outlet which must be easily accessible.

## IMPORTANT

If the socket outlet is not compatible with the mains plug as fitted, then remove the plug from the mains cord and fit an appropriate three pin plug. If the replacement plug is intended to take a fuse then fit the same fuse as the original.

If a moulded plug is severed from the power cord then it should be destroyed because a plug with cut wires is dangerous if plugged into a live socket outlet. Do not leave it where a child might find it.

In the event of replacing the plug fuse, fit a fuse approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug with the cover omitted.

WARNING - THIS PRINTER MUST BE PROPERLY EARTHED.

The wires in the mains cord are coloured in accordance with the following code:

Green and yellow: Ground

Blue: Neutral

Brown: Live

*17*

# Troubleshooting and Maintenance

## *Troubleshooting*

### Error Messages

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

| ERROR MESSAGES | | |
|---|---|---|
| **ERROR MESSAGE** | **CAUSE** | **ACTION** |
| **CHANGE DRUM SOON** | The drum unit is near the end of its life. | If you have a print quality problem, replace the drum unit with a new one. |
| **CHECK PAPER PRESS START KEY** | The 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 and then press **Start**. |
| **CHECK PAPER SIZE** | Your Paper Size setting may not be set correctly for the paper you are using. | When you see this error, the reduction ratio automatically will be changed to **AUTO** if you used a fixed reduction ratio (see chap. 5). |
| **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. |

| ERROR MESSAGE | CAUSE | ACTION |
|---|---|---|
| **COOLING DOWN PLEASE WAIT** | The temperature of the drum unit or toner cartridge is too hot. The 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 machine shows **COOLING DOWN** and **PLEASE WAIT**. | You must wait and allow the machine to resume printing when it is ready. |
| **COVER OPEN** | The top 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 re-transmit 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 "Document Jam" in this chapter. |
| **MACHINE ERROR XX** | Machine has a mechanical problem. | Unplug the machine. Then contact your Brother dealer for service. |
| **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. |
| **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 ASSIGNED** | 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 chap. 7. |

| ERROR MESSAGE | CAUSE | ACTION |
|---|---|---|
| **PLS OPEN COVER** | A page, piece of paper or paper clip, etc. may be jammed inside the machine. | Open the top cover. If you see any jammed paper or other item, gently pull it out, then close the scanner unit. If the error message remains, open and close the top cover again. If the machine cannot reset itself and return to the date and time prompt, it will display **MACHINE ERROR XX**. Please call your Brother dealer for service. |
| **PRINTER JAM** | The recording paper is jammed in the machine. | Do not pull the paper out until you see next page. |
| **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 "Replacing the Toner Cartridge" in this chapter). |
| **CHANGE TONER** | If the display shows **CHANGE TONER**, you can still print. But the toner is depleted and the 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 machine.

**3** Close the control panel and press **Stop**.
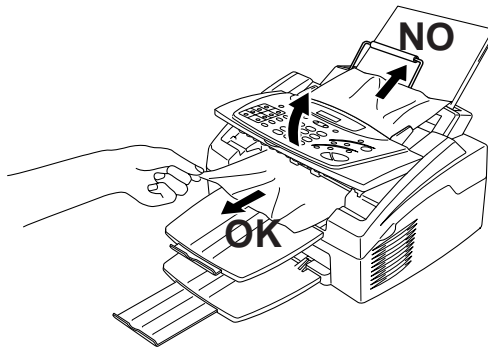


## Printer Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Use the diagram below to help locate the position of the paper.

⚠️ **WARNING**

Do not force the jammed paper from the paper tray because you may damage the machine and cause toner to scatter.

After you have used the machine, some internal parts of the machine are extremely **HOT**! When you open the top cover of the machine, never touch the shaded parts shown in the following diagram.
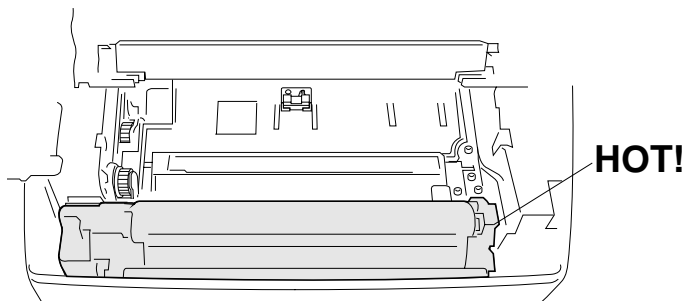
**1** **Clearing a Paper Jam in the Multi-purpose Sheet Feeder.**

If paper is jammed inside the Multi-purpose Sheet Feeder, open the Multi-purpose Sheet Feeder to pull the jammed paper upwards out of the feeder; then close the Multi-purpose Sheet Feeder. Also, open the top cover and check that a torn piece of paper does not remain inside the machine.

**Multi-purpose Sheet Feeder**
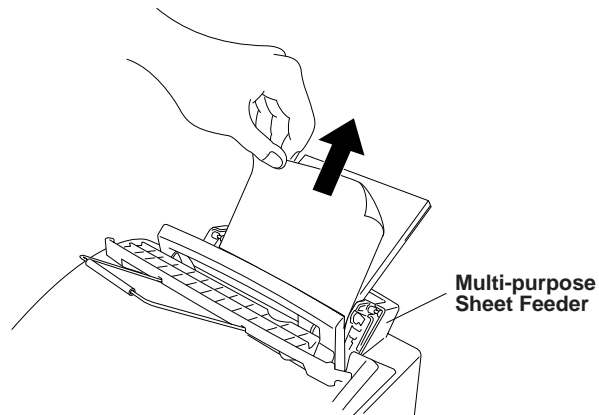
**2** **Clearing a Paper Jam near the Drum Unit.**

If paper is jammed near the drum unit, open the top cover and remove the drum unit. Then, pull the jammed paper upwards and out of the machine. Reinstall the drum unit and close the top cover.

**Paper is jammed near drum unit**
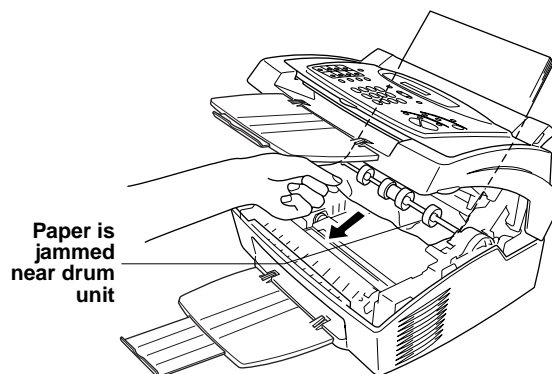
**3** **Clearing a Paper Jam in the Fuser Unit.**

If paper is jammed in the fuser unit, open the top cover and remove the drum unit. Then, pull the jammed paper out of the fuser. Reinstall the drum unit and close the top cover.

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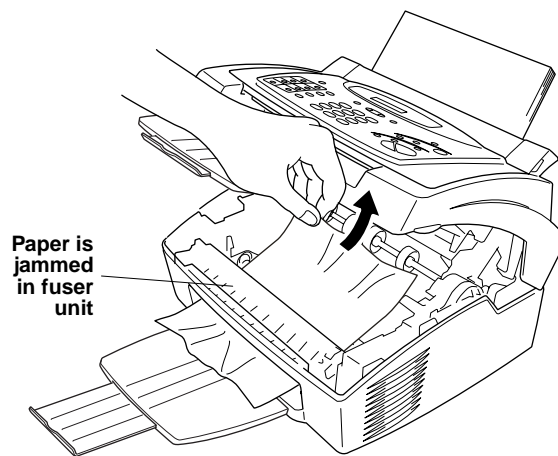
## If You Are Having Difficulty with Your Machine

If you think there is a problem with your machine, make a copy first. If the copy looks good, the problem is probably not your machine. Check the table below and follow the troubleshooting tips.
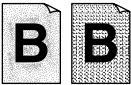
| | DIFFICULTY | SUGGESTIONS |
|---|---|---|
| ▶ **Printing and Receiving Faxes** | Condensed print and horizontal streaks/top and bottom of sentences are cut off. | If your copy looks good, you probably had a bad connection, with static or interference on the phone line.<br>If a copy looks worse, then call your Brother dealer for service. |
| | Vertical streaks/black lines appear on the fax you receive | Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your 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, 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 dealer for service. |
| | Machine "hears" voice as CNG tone | If your machine is set to Fax Detect ON, and it answers voice calls by trying to receive a fax, try turning Fax Detect to OFF. |
| | Horizontal streaks | 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. |
| ▶ **Phone Line or Connections** | Dialling does not work | Check for a dial tone. Change **TONE/PULSE** setting (see chap. 4). Check all line cord connections. Check power cord connection. Send a manual fax by lifting the external telephone's handset, and dialling the number. Wait to hear fax receiving tones before pressing **Start**. |
| | The machine does not answer when called | Make sure the machine is in the correct receiving mode for your setup (either Fax, Fax/Tel (**F/T**) or TAD). Check for dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, call your Telephone Company to check the line. |
| | No dial tone on the external telephone's handset | Lifting the external phone's handset —**OR**— press any dial pad key then **Start**. If you hear no dial tone, check telephone line cord connections at the machine and wall socket. Check that the external telephone is connected to the machine correctly. Test the wall socket with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company. |
| ▶ **Sending Faxes** | Poor transmitting quality | Try changing your resolution to FINE or SUPERFINE (see chap. 6) Make a copy to verify the machine's scanner operation. |

| DIFFICULTY | SUGGESTIONS |
|---|---|
| Transmission verification 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. |
| When 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 machine's scanner may be dirty, so try cleaning it. |
| When the receiving party says vertical streaks appear on the faxes they receive | Your machine's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner and make a copy to check if the problem was caused by your machine. |
| F/T pseudo-ring in Fax/Tel (**F/T**) Mode. | The machine knows the incoming call is not a fax so it is signalling you to answer the telephone call. Pick up the external telephone's handset and press **Tel** or answer from an extension phone and press your machine's Deactivation Code (default setting is **#**51). |
| Transferring a fax call to the machine. | If you answered at the machine, press **Start** and hang up immediately. If you answered at an extension phone, press your Remote Activation Code (default setting is **∗**51). When your machine answers, hang up. |
| The machine does not print. | Make sure the machine is plugged in. The toner cartridge and drum unit are installed properly. The interface cable is securely connected between the machine and computer. Check to see if LCD is showing an error message. |
| The machine prints unexpectedly or it prints garbage. | Unplug it. Make sure your application software is correctly set up to use the machine by checking the primary settings in your application software. |
| The 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 you connect the printer cable correctly. |
| The 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. |
| My headers or footers appear when I view my document on the screen but do not show up when I print them. | Most laser printers have a restriced 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. |

▶ **Handling Incoming Calls**

▶ **General Printing Difficulties (For MFC-9060 only)**

| | DIFFICULTY | SUGGESTIONS |
|---|---|---|
| ▶ **Windows® Setup Printing Difficulties (For MFC-9060 only)** | I cannot print from my application software. | Make sure the Windows® printer driver is installed and you select it in your application software. |
| ▶ **Paper Handling Difficulties** | The 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 and then press **Start**. 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 machine does not load paper from the manual feed slot. | Reinsert the paper firmly, one sheet at a time. |
| | How can I clear paper jams? | See "Printer Jams". |
| ▶ **Copy Quality Difficulties** | 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. |
| ▶ **Print Quality Difficulties** | Printouts are too dark or light | Adjust the print conditions by setting the Print Density function, It has been factory set to the middle position. See "Setting the Print Density" in chap. 5. |
| | Printed pages contain white stripes. <br><br>**White Stripes or Faint Images** | You may fix this by wiping the scanner windows with a clean soft cloth. (See "Regular Maintenance" and "Cleaning the Drum Unit" in this chapter.) 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. <br><br>**Dark Stripes or Toner Stains** | Clean the machine's interior and the primary corona wire of toner cartridge. See "Regular Maintenance" and "Cleaning the Drum Unit" in this chapter. 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 spots in black text and graphic areas. <br><br>**White Spots** | Make sure that you use paper that meets the specifications. 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. |

| DIFFICULTY | SUGGESTIONS |
|---|---|
| Toner scatters and stains the printed page.<br><br>**Scattering Toner** | Adjust the print conditions by setting the Print Density function. Clean the machine's interior. See "Regular Maintenance" and "Cleaning the Drum Unit" in this chapter. Make sure that you use paper that meets specifications. See chap. 13. 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.<br><br>**Black Page** | Wipe the electric terminals. 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.<br><br>**White page** | Make sure that the toner cartridge is not empty. Wipe the electric terminals referring to "Regular Maintenance" and "Cleaning the Drum Unit" in this chapter. Make sure that a torn piece of paper does not remain on the scanner window. |
| Printed pages are marked regular intervals.<br><br>**Example of Regular Marking** | Markings may disappear by themselves. Try copying at multiple pages to clear this problem. Markings may occur if the machine has not been used for a long time. A possible cause is that the surface of the drum is 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.<br><br>**Blurred Page** | Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the 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" and "Cleaning the Drum Unit" in this chapter.) 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 printed page.<br><br>**Ghost Images** | Adjust the print conditions by setting the Print Density function. 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 consumble and it is necessary to replace it periodically.

# *Packing and Shipping the Machine*

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

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

**2** Open the top cover.
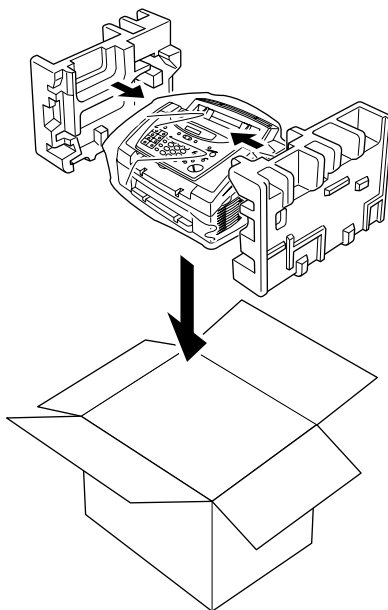
**3** Remove the drum unit assembly.

### WARNING

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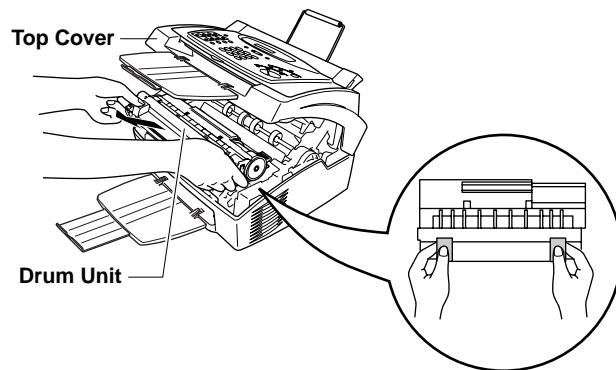


**Top Cover**

**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**
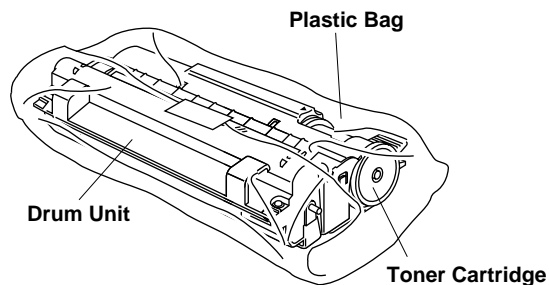
**5** Close the top cover. Remove the wire extension, document tray, paper tray and pack them.

**6** Wrap the 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 carton as shown below.
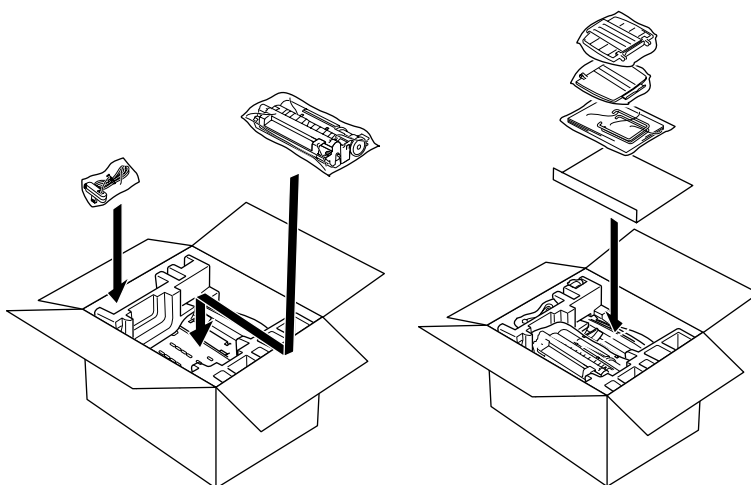
**8** Close the carton and tape it shut.

# *Regular Maintenance*

You can keep your 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 machine and do not use water.

## Cleaning the 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** Wipe dirt off the machine using a slightly damp clean cloth.

**3** 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**

**Open the control panel**

**White Bar**

**Glass Cover**
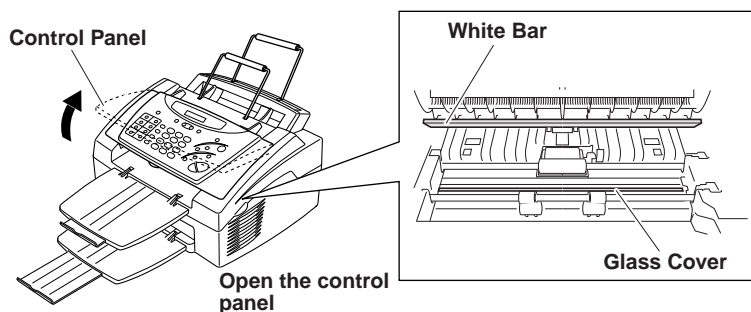
# Cleaning the Printer

## 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.
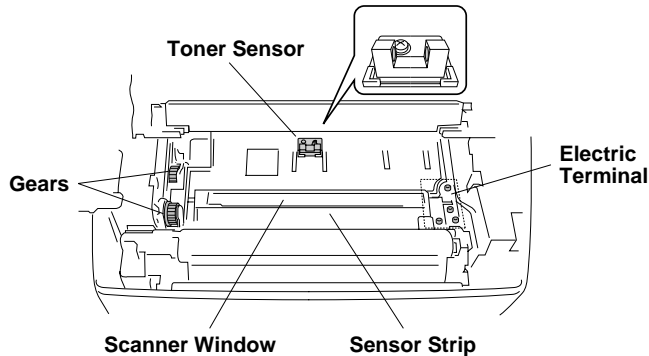
## WARNING

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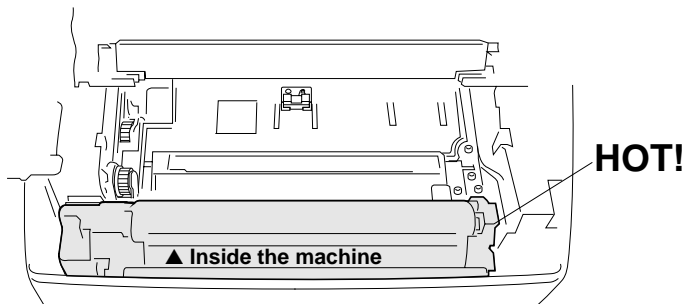
**1** Open the top cover.

**2** Remove the drum unit assembly.

**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 isopropyl 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** Turn the drum unit upside down carefully.

**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.



**Home Position (▼)**

**Tab**          **Corona Wire**
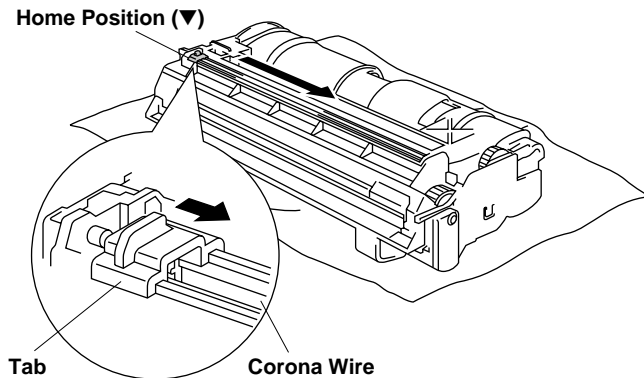
⚠ **CAUTION**

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

**4** Install the drum unit into the machine.

See the section "Replacing the Drum Unit" in this chapter.

**5** Close the top cover.

**6** Plug in the power cord.

**7** Connect the telephone line.

# Replacing the Toner Cartridge

The machine can print approximately 2,200 pages with one toner cartridge (TN-200). When the toner cartridge is running low, the display shows **CHANGE TONER**. The machine is supplied with a starter toner cartridge that must be replaced after approximately 1,000 pages. Actual page count will vary depending on your average document type (i.e. standard letter, detailed graphics). The above specifications relate to a 5% black coverage A4 size document.

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 with Brother dealer for 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 waste.

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

The display shows **TONER EMPTY** to indicate that the toner is empty. Once this indication appears, your machine will not resume printing until you have installed a new toner cartridge.

## Steps for Replacing Toner Cartridge

### WARNING

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



**HOT!**

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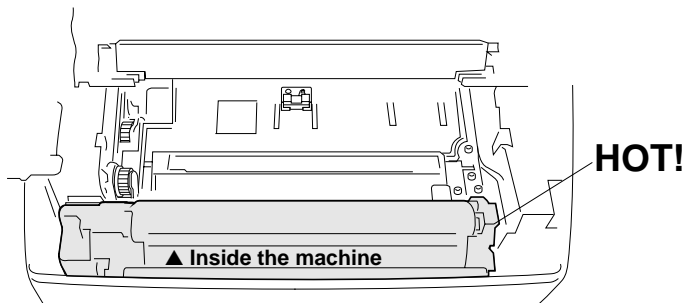
**1** Open the top cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by the handles and gently lift the drum forward toward you.
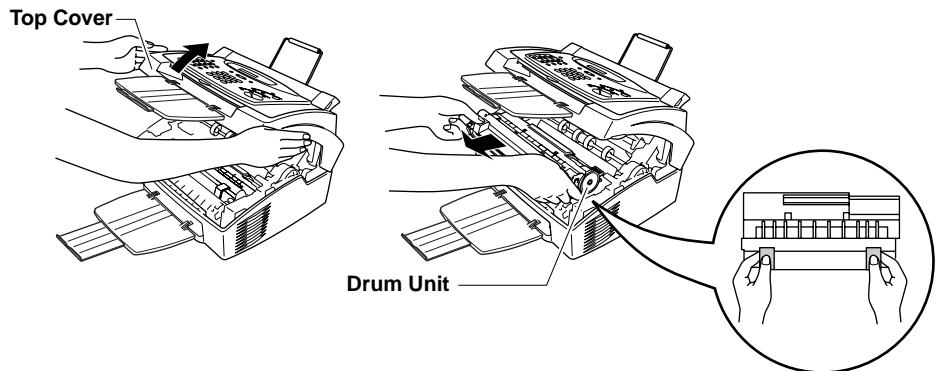
**Top Cover**

**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**
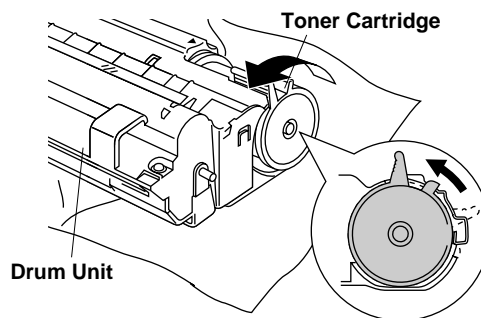
**Drum Unit**

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

![Warning triangle icon] **WARNING**

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash them with cold water.
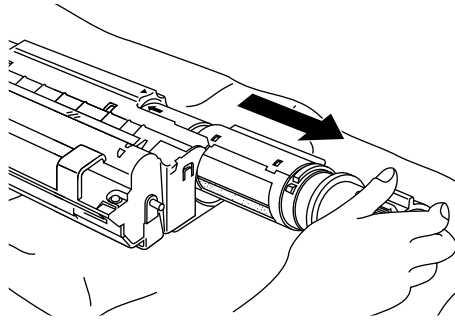


**4** Unpack the new toner cartridge. Place the used toner cartridge into the aluminium bag and discard it according to local regulations.



New Toner Cartridge    Aluminium Bag    Old Toner Cartridge
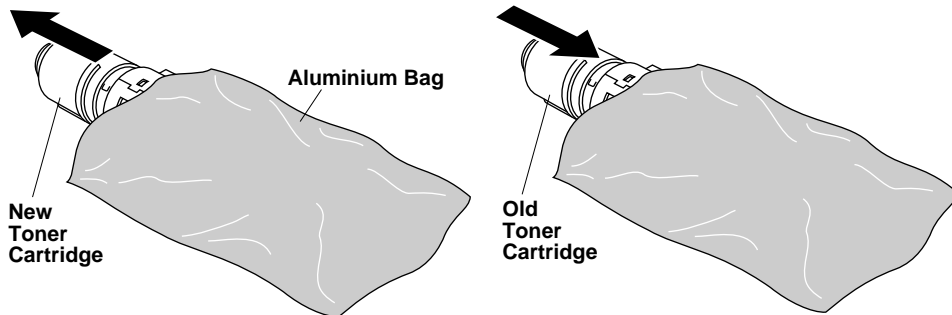
![Warning triangle icon] **WARNING**

■ Wait to unpack the toner cartridge until immediately before you install it into the 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-200 series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your machine's warranty.

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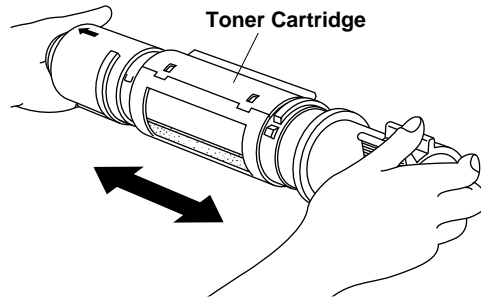
**Toner Cartridge**

**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 bar is exactly aligned with the guide slot in the drum unit.
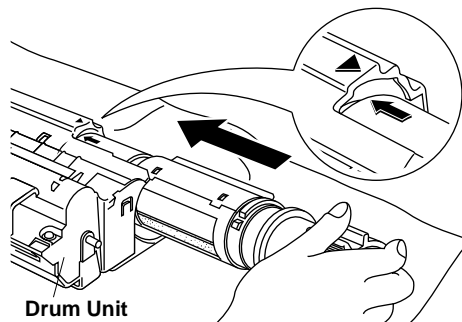
**Drum Unit**

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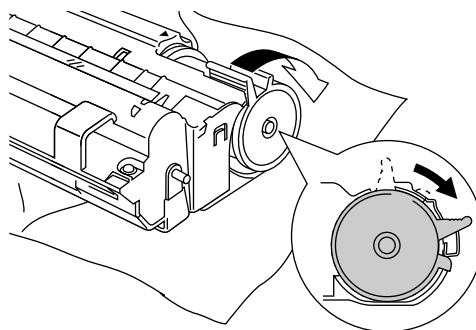
**8** Reinstall the drum unit into the machine and close the top cover.
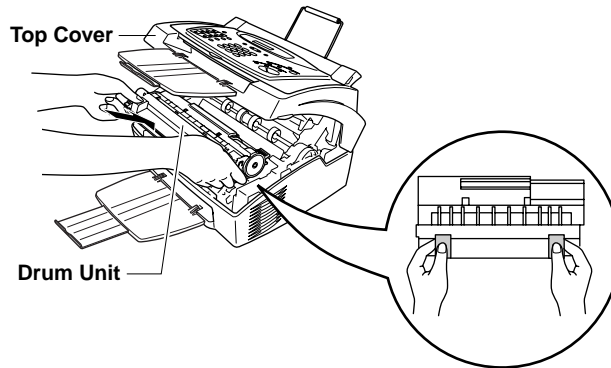


## Replacing the Drum Unit

The 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. Prepare a new drum unit to replace the current one. You may need to order one from your Brother dealer.

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 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 machine.

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 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**

After you have just used the machine, some internal parts of the machine will be extremely **HOT**! So please be careful.



**HOT!**
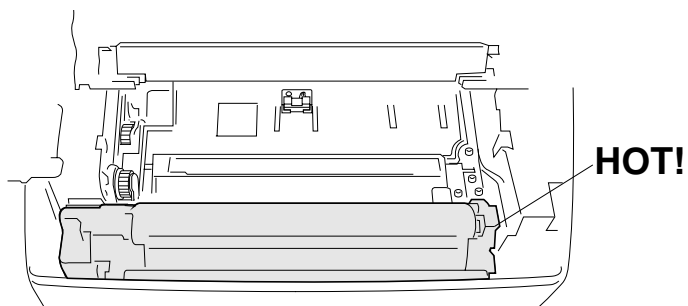
Follow these steps to replace the drum unit:

**1** Open the top cover.

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



Top Cover
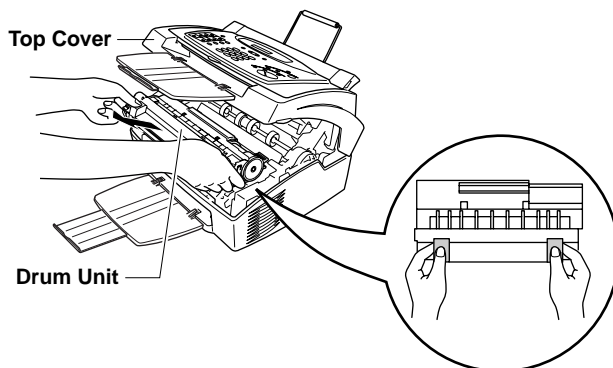
Drum Unit

**3** Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see "Replacing the Toner Cartridge" in this chapter.

**Toner Cartridge**
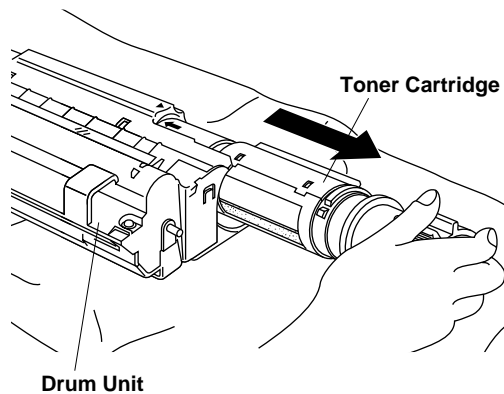
**Drum Unit**

Discard the used drum unit according to local regulations. 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 rubbish.

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

**New Drum Unit**

**Old Drum Unit**

**Alminium Bag**
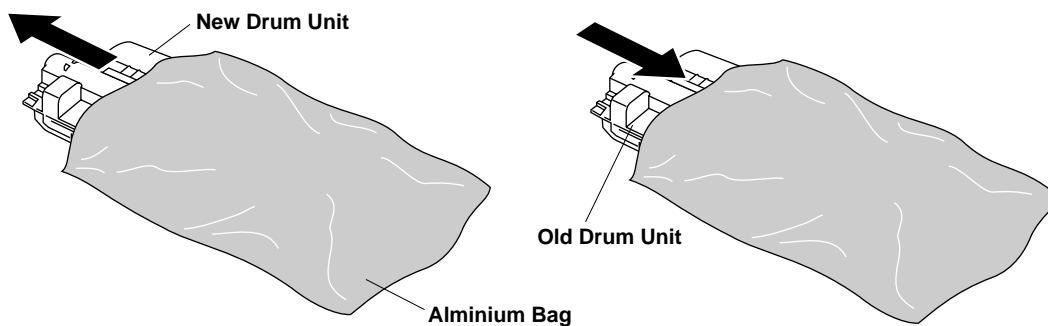
**5** Gently rock the new drum from side to side five or six times.
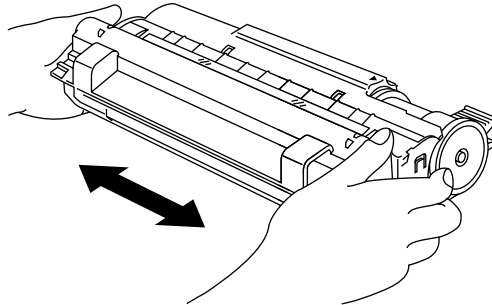


! **WARNING**
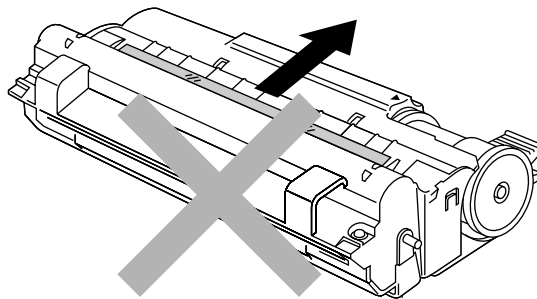


- Do not pull or force the starter sheet from your machine. It will be ejected automatically.

- Wait to unpack the drum unit immediately before installing it into the 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.

- Do not touch the scanner window with your finger.

**6** Reinstall the toner cartridge into the new drum unit. For more information, see "Replacing the Toner Cartridge" in this chapter.

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



**Top Cover**

**Drum Unit**
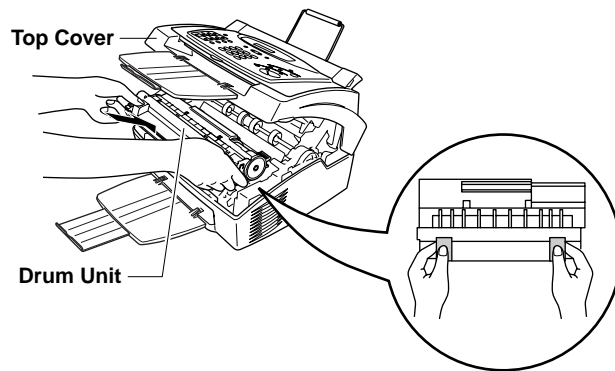
**8** The machine will automatically eject the starter sheet. Do not pull or force the starter sheet from the machine.



**Clear Plastic Starter Sheet**
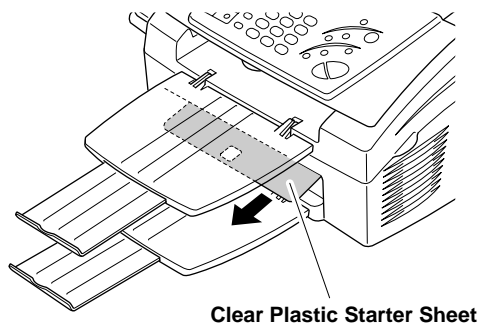
CHAPTER EIGHTEEN

# Specifications

| | |
|---|---|
| **Type** | Desktop facsimile transceiver |
| **Compatibility** | ITU-T Group 3 |
| **Coding system** | MH/MR/MMR |
| **Modem speed** | 14400 - 2400 bps; Automatic Fallback |
| **Document input width** | 148 mm to 216 mm |
| **Document input length** | 100 mm to 360 mm |
| **Scanning/Printing width** | 208 mm |
| **Paper cassette** | 200 Sheets (75 g/m$^2$) |
| **Printer type** | Laser Printer |
| **Grey scale** | 64 levels (Dithered) |
| **Display** | LCD, 16 characters |
| **Polling types** | Standard, Secure, Delayed, Sequential |
| **Contrast control** | Automatic/Light/Dark (manual setting) |
| **Resolution** | • Horizontal 8 dots/mm |
| | • Vertical Standard—3.85 lines/mm |
| | Fine, Photo—7.7 lines/mm |
| | Superfine, Photo (copy)—15.4 lines/mm |
| **One Touch Dial** | 16 stations (8x2) (FAX-8060P) |
| | 8 stations (MFC-9060) |
| **Speed Dial** | 30 stations |
| **Automatic redial** | 4 times at 2 minute intervals |
| **Speaker type** | Monitor |
| **Auto answer** | 1, 2, 3 or 4 rings |
| **Communication source** | Public switched telephone network (PSTN) |

........................................

# *Printer Specifications*

| | |
|---|---|
| **Printer Driver**<br>(For MFC-9060 only) | Windows® 95, 98, 98SE, 2000 professional and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability |
| **Interface**<br>(For MFC-9060 only) | Bi-directional parallel cable (IEEE-1284) |
| **Memory**<br>(For MFC-9060 only) | 1 MB |
| **Printer Method** | Electrophotography by semiconductor laser beam scanning |
| **Resolution**<br>(For MFC-9060 only) | 600 dots/inch |
| **Print Quality** | Normal printing mode<br><br>Economy printing mode (saves up to 50% of the normal toner usage) |
| **Print Speed**<br>(For MFC-9060 only) | 6 pages/minute (when loading letter size or A4 paper from the multi-purpose sheet feeder) |
| **Print Media** | Toner cartridge:<br><br>Life Expectancy: up to 2,200 pages/new toner cartridge<br>up to 1,000 pages/starter toner cartridge<br><br>(when printing A4 or letter size paper at 5% print coverage)<br>Toner life expectancy will vary depending on the type of average print job.<br><br>Drum Unit:<br><br>Life Expectancy: 8,000 pages at 1 page per job<br>There are many factors that determine the actual drum life, such as temparature, humidity, type of paper and toner that you use, the number of pages per print job, etc. |

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

# *Electrical and Environment*

| | |
|---|---|
| **Temperature** | (Allowable)  10 - 32.5° C (50 - 90.5° F) |
| | (Storage)     3.3 - 40° C (38 - 104° F) |
| **Warm-Up** | Max. 1 minute at 23° C (73.4° F) |
| **First Print** | 20 seconds (when loading Letter size paper for the Multi-purpose Sheet Feeder) |
| **Power Source** | 220 ~ 240V AC 50/60Hz |
| **Power Consumption** | Operating (Copying); 160 W or less (25° C)<br>Sleep Mode: 8 W or less<br>Stand by:     30 W or less (25° C) |
| **Noise** | Operating:   50 dB A or less<br>Stand by:    39 dB A or less |
| **Humidity** | Operating:   35 to 80% (without condensation)<br>Storage:     20 to 80% (without condensation) |
| **Dimensions** | 385 x 334 x 250 mm/(15.2 x 13.2 x 9.9 inches) |
| **Weight** | 8.2 kg/(18.1 lbs) |

Specifications are subject to change for improvement without prior notice.

# Glossary

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**ADF (Automatic Document Feed)** Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

**Automatic fax transmission** Sending a fax without picking up the external telephone's handset.

**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 with a message for the other party to call you back.

**Call Reservation** Allows you send a fax and then at the end of transmission, you can talk with the other party.

**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 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 Transmission**  Sends your fax at a later time (up to 24 hours later).

**Drum unit**  A printing device for your machine.

**Dual Access**  Your 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.

**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 machine's memory, eliminating the need for making up cover pages manually.

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

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

**Fax Storage**  You can store faxes in memory for remote retrieval.

**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 graphics.

**Grey scale**  The shades of grey 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.

**Journal**  Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

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

**LCD (Liquid crystal display)**  The display screen on the machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

**Manual fax**  Lift the external telephone's handset so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

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

**One Touch Dial**  Keys on the machine control panel where you can store numbers for easy dialling. You must use a separate key for each number.

**Out of Paper Reception**  Receives faxes into the machine's memory when the machine is out of paper.

**Overseas Mode**  Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

**Pause**  Allows you to place a 3.5 second delay in the dialling sequence stored on One Touch and Speed Dial numbers.

**Photo Mode**  A resolution setting that uses varying shades of grey for the best representation of photographs.

**Polling**  The process of a fax machine calling another fax machine to retrieve waiting fax messages.

**Pulse**  A form of dialling on a telephone line.

**Print reduction**  reduces the size of incoming faxes.

**Quick-Dial List**  A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

**Remaining Jobs**  You can check which jobs are waiting in memory and cancel jobs individually.

**Remote access**  The ability to access your machine remotely from a touch tone phone.

**Remote activation**  allows you to transfer a fax call, answered at an extension phone, to the machine.

**Remote access code**  The four-digit code that allows you to call and access your machine from a remote location.

**Resolution**  The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine, Photo.

**Ring Delay**  The number of telephone rings before the machine answers a call in Fax/Tel (**F/T**) or Fax Only Mode.

**Ring Volume**  Volume setting for the machine's ring.

**Rotary**  A form of dialling on a telephone line.

**Speaker Volume**  You can set the volume when your machine is onhook.

**Speed Dial**  A preprogrammed number for easy dialling. You must press the **Search/Speed Dial** key, press **#**, and then two digit code to start the dialling 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.

**System Setup List**  A printed report that shows the current setting of your machine.

**Tel-Index (Search)**  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.

**Timer**  A feature that lets you program a fax to go out at a certain time, such as Delayed Fax or Delayed Polling Receive.

**Tone**  A form of dialling 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 Saver**  A process that causes less toner to be affixed to the page to extend the life of the toner assembly. This will make the receiving document significantly lighter.

**Transmission**  The process of sending documents over the phone lines from your fax machine to the receiving fax machine.

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

# Index

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# Accessory List

| Model Name | Description |
|---|---|
| Laser Fax Toner | TN-200 |
| Laser Fax Drum | DR-200 |

## Change Answer Mode
Press **9 8**
*then for* **TAD**, press **1**.
　　　**Fax/Tel (F/T)**, press **2**.
　　　**Fax**, press **3**.

## Exit Remote Operation
Press **9 0**.

## Change Remote Access Code
1 Press **Menu**, **8**, **3**.
2 Enter the 3-digit number. The ✱ cannot be used.
3 Press **Set**.
4 Press **Stop** to exit.

## REMOTE CONTROL ACCESS CARD

### Using Remote Access Code
1 Dial your machine phone number from a touch tone phone.
2 Enter your Remote Control Access Code (159✱) after the beep.
3 Your machine signals the kinds of messages received:
　　**1 long beep — Fax message(s)**
　　**No beeps — no messages**
4 After 2 short beeps, enter a command.
5 Press **9 0** to reset your machine when you finish.
6 Hang up.

1

## Remote Commands

### Change Fax Forwarding Setting

Press **9 5**

*then to* **Turn feature off** press **1**.

    **Enter Fax Forwarding** press **2**.

    **Program Fax Forward Number** press **4**.
Enter the new number of the remote fax machine where you want your fax messages forwarded and then press **# #**. Press **9 6 1** after two short beeps, then enter the number of remote fax machine, and then **# #** to retrieve Memory Status List.

    **Turn Fax Storage on** press **6**.

    **Turn Fax Storage off** press **7**.

### Retrieve a Fax

Press **9 6**

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

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

    **Erase all fax messages** press **3**.

### Check the Receiving Status

Press **9 7 1**.

    **1 long beep — Fax message(s)**

    **3 short beeps — no messages**

**2**

**3**

**brother**

# EC Declaration of Conformity for Facsimile machines under R & TTE DIRECTIVE.

| **Manufacturer** | **Authorised Representative** |
|---|---|
| **KYOWA PLASTICS IND. (SHENZHEN) CO.,LTD.** | **Brother International Europe Ltd.,** |
| Fada Road, Wuhe Street Bantian Industry Zone, Buji Shenzhen, P.R.China | Brother House, 1 Tame Street, Audenshaw, Manchester, M34 5JE, UK. |

Herewith declare that:

| | | |
|---|---|---|
| **Products description** | : | Brother Fax Machines |
| **Type** | : | Group 3 Laser |
| **Model Name** | : | FAX-8060P / MFC-9060 |

Are in conformity with provisions of the R & TTE DIRECTIVE (99/5/EC)

Standards applied:

| **Harmonized** | : Safety | : EN60950 : up to Amd 11, 1997 |
|---|---|---|
| | : EMC | : EN55022 / 1998 Class B |
| | | : EN55024 / 1998 |
| | | : EN61000-3-2 / 1995 + A2 / 1998 |
| | | : EN61000-3-3 / 1995 |

**Year in which CE marking was first affixed** : 2000

**brother**

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support fax machines purchased in their own countries.

UK/IRE
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Printed in China

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