Setting your changes as the new default

You can save the fax settings for Fax Resolution, Contrast, Scan Size and Real Time TX you use most often by setting them as default. These settings will stay until you change them again.

a Press ⬛ (**Fax**).

b Press ◀ or ▶ to choose your new setting you want to change, and then press the new option.
Press **OK**.
Repeat this step for each setting you want to change.

c After changing the last setting, press and choose Set New Default.

d Press Yes.

e Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

a Press ⬛ (**Fax**).

b Press ◀ or ▶ to choose Factory Reset.

c Press and choose Yes.

d Press **Stop/Exit**.

Sending a fax manually

Manual transmission lets you hear the dialing, ringing and fax-receiving tones while sending a fax.

a Press ⬛ (**Fax**).

b Load your document.

c To listen for a dial tone do one of the following:

■ (MFC-790CW) Press **Speaker Phone** or pick up the handset.

■ (MFC-990CW) Press **Speaker Phone** on the machine or press ☎ on the cordless handset.

d Dial the fax number.

e When you hear the fax tone, press **Black Start** or **Color Start**.
If you are using the scanner glass press Yes to send a fax.

f If you picked up the handset of an external telephone, replace it.

Sending a fax at the end of a conversation

At the end of a conversation you can send a fax to the other party before you both hang up.

a Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.

b Load your document.

c Press **Black Start** or **Color Start**.

■ If you are using the scanner glass, press Yes to send a fax.

d Replace the handset of the external phone.

Out of Memory message

If you get an Out of Memory message
while scanning the first page of a fax, press
Stop/Exit to cancel the fax.

If you get an Out of Memory message
while scanning a subsequent page, you will
have the option to press **Black Start** to send
the pages scanned so far, or to press
Stop/Exit to cancel the operation.

Note

If you get an Out of Memory message
while faxing and you do not want to delete
your stored faxes to clear the memory,
you can send the fax in real time. (See
Real time transmission on page 39.)

6 Receiving a Fax

Choose the correct Receive Mode

You must choose receive mode depending on the external devices and telephone services you have on your line.

Choose the correct Receive Mode

The correct Receive mode is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring, etc.) you have (or will be using) on the same line as the Brother machine.

Will you be using a Distinctive Ring number for receiving faxes?
Brother uses the term "Distinctive Ring" but different telephone companies may have other names for this service such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing. See *Distinctive Ring* on page 62 for instruction on setting up your machine using this feature.

Will you be using Voice Mail on the same telephone line as your Brother machine?
If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. See *Voice Mail* on page 61 for instructions on setting up your machine using this service.

Will you be using the Built-in Message Center?
Your Brother machine has a built-in digital Message Center that allows you to store incoming voice or fax messages. (See *Setting up the Message Center* on page 78.)

Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?
Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose Manual as your receive mode. See *Manual* on page 45.

Will you be using your Brother machine on a dedicated fax line?
Your machine automatically answers every call as a fax. Choose Fax Only as your receive mode. See *Fax only* on page 45.

Will you be using your Brother machine on the same line as your telephone?

Do you want to receive voice calls and faxes automatically?
The Fax/Tel receive mode is used when sharing the Brother machine and your telephone on the same line. Choose Fax/Tel as your receive mode. See *Fax/Tel* on page 45.
Important Note: You cannot receive voice messages on either Voice Mail or an answering machine with the Fax/Tel mode.

Do you expect to receive very few faxes?
Choose Manual as your receive mode. You control the telephone line and must answer every call yourself. See *Manual* on page 45.

To set the receive mode follow the instructions below:

1 Press MENU.

2 Press ▲ or ▼ to choose Initial Setup.

3 Press Receive Mode.

4 Press and choose Fax Only, Fax/Tel or Manual.

5 Press **Stop/Exit**.
The LCD will display the current receive mode.

Using receive modes

Some receive modes answer automatically (Fax Only and Fax/Tel). You may want to change the ring delay before using these modes. See *Ring Delay* on page 46.

Fax only

Fax only mode will automatically answer every call as a fax call.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

■ Faxes will be automatically received.

■ Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast pseudo/double-ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 46 and *Ring Delay* on page 46.)

Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring feature.

To receive a fax in manual mode lift the handset of an external telephone or press **Hook**. When you hear fax tones (short repeating beeps), press **Black Start** or **Color Start**. You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Easy Receive* on page 47.)

Message Center (MC)

Message Center (MC) helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

■ Faxes will be automatically received.

■ Voice callers can record a message.

To set up the Message Center mode see page 78.

	If Message Center Mode is On, it will override your receive mode setting. The screen shows MC.
	If Message Center Mode is Off, the receive mode returns to your original setting. (See *Message Center mode* on page 78.)

6

Receive mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in `Fax Only` or `Fax/Tel` mode. If you have external or extension telephones on the same line as the machine, keep the ring delay setting of 4 rings.

(See *Using external and extension telephones* on page 69 and *Easy Receive* on page 47.)

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press Ring Delay.

5. Press and choose how many times the line rings before the machine answers. If you choose 0, the line will not ring at all.

6. Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (a fast double-ring) for the time you have set in the F/T ring time setting. If you hear the F/T ring it means that you have a voice caller on the line.

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using remote codes* on page 69.)

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press F/T Ring Time.

5. Press and choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

6. Press **Stop/Exit**.

Note

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Easy Receive

If Easy Receive is **On**:

The machine receives a fax call automatically, even if you answer the call. When you see Receiving on the LCD or when you hear "chirps" through the handset you are using, just replace the handset. Your machine will do the rest.

If Easy Receive is **Semi**:

The machine will only receive a fax call automatically if you answered it using the machine's handset, cordless handset or Speaker Phone. If you answered at an extension telephone press * **5 1**. (See *Using external and extension telephones* on page 69.)

If Easy Receive is **Off**:

If you are at the machine and answer a call first by lifting a handset, then press **Black Start** or **Color Start**, and then press receive to receive.

If you answered at an extension telephone press * **5 1**. (See *Using external and extension telephones* on page 69.)

Note

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the fax receive code * **5 1**.

- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to Off.

- (MFC-990CW) If you typically carry the cordless handset away from the machine, we recommend that you turn on Easy Receive. If Easy Receive is turned off and you answer a fax call you will have to go to the machine and press **Black Start** or **Color Start**.

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press Easy Receive.

5. Press and choose On, Semi (or Off).

6. Press **Stop/Exit**.

6

Memory Receive (Black&White only)

You can only use one Memory Receive operation at a time.

■ Fax Forwarding

■ Paging

■ Fax Storage

■ PC Fax Receive

■ Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the memory receive operation, a LCD question will appear on the LCD. (See *Changing Memory Receive Operations* on page 51.)

Fax Forwarding

When you choose Fax Forwarding, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press Memory Receive.

5. Press and choose Fax Forward.

Note

If Fax Preview is set to On, the LCD will ask you to turn it off and print all future incoming faxes as you cannot use Fax Forward with Fax Preview. Press Yes if you want to choose Fax Forwarding.

6. Enter the forwarding number (up to 20 digits).
   Press OK.

7. Press and choose Backup Print:On or Backup Print:Off.

Note

• If you choose Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is the safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

• When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to the fax forwarding number you programmed.

8. Press **Stop/Exit**.

Paging

When you choose Paging, your machine dials the pager number you have programmed, and then dials your PIN (Personal Identification Number). This activates your pager so you will know that you have a fax message in the memory.

If you have set Paging, a backup copy of the received fax will automatically be printed at the machine.

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press Memory Receive.

5. Press and choose Paging.

6. Enter your pager phone number followed by # # (up to 20 digits).
   Press OK.
   Do not include the area code if it is the same as that of your machine.
   For example, press:
   1 8 0 0 5 5 5 1 2 3 4 # #.

g Do one of the following:

■ If your pager needs a PIN, enter the PIN, press **#**, press OK, and then enter your fax number followed by **# #**.

Press OK.

For example, press:

1 2 3 4 5 # OK **1 8 0 0 5 5 5 6 7 8 9 # #**

■ If you do not need a PIN, press:

OK, and then enter your fax number followed by **# #**. Press OK.

For example, press:

OK **1 8 0 0 5 5 5 6 7 8 9 # #**

h Press **Stop/Exit**.

Note

You cannot change a paging number or PIN remotely.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

a Press MENU.

b Press ▲ or ▼ to choose Fax.

c Press Setup Receive.

d Press Memory Receive.

e Press and choose Fax Storage.

f Press **Stop/Exit**.

Note

Color faxes cannot be stored in the memory. When you receive a color fax your machine prints the color fax at your machine.

PC Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear at the bottom left side of the LCD.

When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the Software User's Guide on the CD-ROM.)

If you choose Backup Print:On the machine will also print the fax.

a Press MENU.

b Press ▲ or ▼ to choose Fax.

c Press Setup Receive.

d Press Memory Receive.

6

⑤ Press PC Fax Receive.

Note

If Fax Preview is set to On, the LCD will ask you to turn it off and print all future incoming faxes as you cannot use Fax Forward with Fax Preview. Press Yes if you want to choose Fax Forwarding.

⑥ Press and choose <USB> or the PC you want to receive.

⑦ Press and choose Backup Print:On or Backup Print:Off.

⑧ Press **Stop/Exit**.

Note

• PC Fax Receive is not supported in the Mac OS®.

• Before you can set up PC Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX Receiving* in the Software User's Guide on the CD-ROM.)

• If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error and Maintenance messages* on page 147.)

• When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

Changing the destination PC

① Press MENU.

② Press ▲ or ▼ to choose Fax.

③ Press Setup Receive.

④ Press Memory Receive.

⑤ Press PC Fax Receive.

⑥ Press Change.

⑦ Press and choose <USB>, or the PC you want to receive faxes.

⑧ Press and choose Backup Print:On or Backup Print:Off.

⑨ Press **Stop/Exit**.

Turning off Memory Receive Operations

① Press MENU.

② Press ▲ or ▼ to choose Fax.

③ Press Setup Receive.

④ Press Memory Receive.

⑤ Press and choose Off.

⑥ Press **Stop/Exit**.

Note

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Memory Receive Operations* on page 51.)

Changing Memory Receive Operations

If received faxes are left in your machine's memory when you change the Memory Receive Operations, the LCD will ask you one of the following questions:

■ Erase All Fax?

■ Print All Fax?

  • If you press Yes, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.

  • If you press No, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward, Paging or Fax Storage], press ▲ or ▼ to choose the PC.

The LCD will ask you the following message:

■ Send Fax to PC?

  • If you press Yes, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For detail, see *PC Fax Receive* on page 49.)

  • If you press No, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Fax Preview (Black & White only)

How to preview a received fax

You can view received faxes on the LCD by pressing the Fax Preview. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes.

Setting Fax Preview

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press and choose Fax Preview.

5. Press Yes.

6. LCD will tell you that any future faxes will not be printed as you receive them. Press Yes.

Note

  • When Fax Preview is turned on your machine can only print the color faxes it receives. It cannot store them in memory.

  • When Fax Preview is turned on a backup copy of received faxes will not be printed, even if you have set Backup Print On.

  • Fax Preview is not available when Fax Forwarding is turned on.

Using Fax Preview

When you receive a fax, you will see the pop-up message on the LCD. (For example: New Fax(es): 02)

1. Press Fax Preview.
   The LCD displays the new fax list.

6

Note

You can also see your old fax list by pressing the Old Fax tab on the LCD. Press the New Fax tab to go back to your new fax list.

b Press and choose the fax you want to see.
Press OK.

Note

• If your fax is large there may be a delay before it is displayed on the LCD.

• The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "XX".

c Press **Stop/Exit**.

When a fax is open, press More. The buttons will appear on the LCD and perform the operations shown below.

Button	Description
	Enlarge the fax.
	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
	Rotate the fax clockwise.
	Delete the fax. Press Yes to confirm.
	Go back to the previous page.
	Go to the next page.
OK	Go to the next step. (Print, Back and Exit are available.)
	Go back to the fax list.

	Print the fax. Press Yes to print the whole message or No to print the current page only. (After printing, you can choose to delete or keep the fax.)

How to delete all faxes in the list

1 Press Fax Preview.

2 Press More.

3 Press and choose Delete All. Press Yes to confirm.

How to print all faxes in the list

1 Press and choose Fax Preview.

2 Press and choose Print All.

3 Press **Stop/Exit**.

Changing the settings to turn off the fax preview

1 Press Fax Preview.

2 Press More.

3 Press Turn Off Fax Preview.

4 Press Yes to confirm.

5 Do one of the followings:

■ If you do not want to print the stored faxes, press Continue.
Press Yes to confirm.

■ If you want to print all the stored faxes, press Delete after printing.

■ If you do not want to turn the preview off, press Cancel.
Press **Stop/Exit**.

Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of Letter, Legal or A4 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size* on page 26.)

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press Setup Receive.

4. Press Auto Reduction.

5. Press and choose On (or Off).

6. Press **Stop/Exit**.

Receiving a fax at the end of a conversation

At the end of a conversation you can ask the other party to fax you information before you both hang up.

1. Ask the other party to place the document in their machine and to press the Start or Send key.

2. When you hear the other machine's CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.

3. Press Receive to receive a fax.

4. Replace the handset of the external telephone.

Receiving faxes into memory when paper tray is empty (Black & White only)

As soon as the paper tray becomes empty during fax reception, the LCD shows No Paper Fed and begins receiving faxes into the machine's memory. Put some paper in the paper tray. (See *Loading paper and other print media* on page 10 and *Printing a fax from the memory* on page 53.)

Printing a fax from the memory

If you have chosen paging or fax storage, you can still print a fax from the memory when you are at your machine.

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press and choose Print Fax.

④ Press **Black Start**.

Note

When you print a fax from the memory, the fax data will be erased.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is inactive code (---∗).

① Press MENU.

② Press ▲ or ▼ to choose Fax.

③ Press Remote Access.

④ Enter a three-digit code using numbers 0-9, ∗, or #.
Press OK. (The preset '∗' cannot be changed.)

Note

Do not use the same code as your Fax Receive Code (∗ **5 1**) or Telephone Answer Code (**# 5 1**). (See *Using external and extension telephones* on page 69.)

⑤ Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press Clear in step ④ to restore the inactive setting (---∗) and press OK.

Using your Remote Access Code

a Dial your fax number from a touch tone telephone or another fax machine.

b When your machine answers, enter your remote access code (3 digits followed by *) at once.

c The machine signals if it has received messages:

■ **1 long beep — Fax messages**

■ **No beeps — No messages**

d When the machine gives two short beeps, enter a command.
The machine will hang up if you wait longer than 30 seconds to enter a command.
The machine will beep three times if you enter an invalid command.

e Press **9 0** to reset the machine when you have finished.

f Hang up.

Note

If your machine is set to Manual mode and you want to use the remote retrieval features, wait about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

6

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by ∗), the system will give two short beeps and you must enter a remote command.

Remote commands			Operation details
91	**Playing Voice messages**		After one long beep, the machine plays the ICM.
	1 Repeat or Skip Backward		Press **1** while listening to an ICM to repeat it. If you press **1** before a message, you will hear the previous message.
	2 Skip Forward		While playing the ICM, you can skip to the next message.
	9 STOP Playing		Stop Playing the ICM.
93	**Erase all ICM**		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase it because all voice messages have not been played, or there are no voice messages to erase.
			*This code erases all recorded messages, not one at a time.
94	**Play and Record OGM in Memory**		
	1 Play	1 Msg Ctr OGM	The machine plays the selected OGM. You can stop playing the OGM by pressing **9**.
		2 F/T OGM	
	2 Record	1 Msg Ctr OGM	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing **9**.
		2 F/T OGM	
95	**Change the Fax Forwarding, Paging or Fax Storage settings**		
	1 OFF		You can choose Off after you have retrieved or erased all your messages.
	2 Fax Forwarding		One long beep means the change is accepted. If you hear three short beeps, you cannot change it because something has not been set up (for example, a Fax Forwarding or Paging number has not been registered). You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 58.) Once you have registered the number, Fax Forwarding will work.
	3 Paging		
	4 Fax Forwarding number		
	6 Fax Storage		
96	**Retrieve a fax**		
	2 Retrieve all faxes		Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 58.)
	3 Erase faxes from the memory		If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**		
	1 Fax		You can check whether your machine has received any faxes or voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	2 Voice		

Remote commands		Operation details
98	**Change the Receive Mode**	
	1 Msg Ctr	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Pressing **9 0** allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

1. Dial your fax number.

2. When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.

3. When you hear two short beeps, press **9 6 2**.

4. Wait for the long beep, enter the number (up to 20 digits) of the remote fax machine you want your fax messages sent to using the dial pad, then enter **# #**.

Note

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

5. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

You can change the default setting of your fax forwarding number from another touch tone telephone or fax machine.

1. Dial your fax number.

2. When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.

3. When you hear two short beeps, press **9 5 4**.

4. Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #**.

Note

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

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

6. Hang up after you hear your machine beep.

7 Telephone Services and External devices

Voice operation

Voice calls can be made either with the handset, the cordless handset (MFC-990CW only), the speaker phone, or an external telephone, by dialing manually, or by using Quick Dial numbers.

Note

If you have the MFC-990CW, please see the Digital Cordless Handset BCL-D10 User's Guide.

Making a telephone call

7 Do one of the following:

- (MFC-790CW) Pick up the handset or press **Speaker Phone**.

- (MFC-990CW) Pick up the cordless handset and press ⬛ (Talk) or press Speaker Phone on the machine.

8 When you hear the dial tone, enter a number using the dial pad or pressing the Speed Dial.

9 (*Speaker phone*) speak clearly toward the microphone.

10 To hang up, do one of the following:

- (MFC-790CW) Replace the handset or press **Speaker Phone**.

- (MFC-990CW) Press ⬛ (Off) on the cordless handset or press Speaker Phone on the machine.

Hold

For MFC-790CW

1 Press **Hold** to put a call on Hold. You can replace the handset without disconnecting the call.

2 Pick up the machine's handset or press **Speaker Phone** to release the call from Hold.

Note

You can pick up an extension telephone and continue speaking without releasing the call from Hold on the machine.

For MFC-990CW

1 If you answered by pressing **Speaker Phone** on the machine, press **Hold/Intercom** on the machine to put a call on Hold.

2 To release the call from Hold, press **Speaker Phone** on the machine.

Note

You can pick up an extension telephone and continue speaking without releasing the call from Hold on the machine.

Tone or Pulse (Canada only)

If you have a Pulse dialing service, but need to send Tone signals (for example, for telephone banking), follow the instructions below:

1 Do one of the following:

- (MFC-790CW) Pick up the handset or press **Speaker Phone**.

■ (MFC-990CW) Pick up the cordless

handset and press [📞] (Talk) or press **Speaker Phone** on the machine.

2️⃣ Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

When you hang up, the machine will return to the Pulse dialing service.

Fax/Tel mode when the power key is on

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call.

If you are at an extension telephone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the pseudo/double 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**.

(MFC-790CW) If you are at the machine, you can lift the handset or press **Speaker Phone** to answer.

(MFC-990CW) Press **Speaker Phone** on the machine or use the cordless handset.

Fax/Tel mode when the power key is off

When the **On/Off** Key is off you can receive faxes automatically if the **On/Off** setting is Fax Receive:On (See *Power Off setting* on page 24.)

Fax/Tel mode will work in the following ways.

When the machine is in Fax/Tel mode and pseudo/double-rings to tell you to pick up a voice call, you can only answer by picking up the machine's handset or cordless handset

and pressing [📞] (Talk).

If you answer before the machine pseudo/double-rings, you can also pick up the call at an external or extension telephone.

Telephone services

Your machine supports the Caller ID and Distinctive Ring subscriber telephone services that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, answering services, alarm systems or other custom features on one telephone line may affect the way your machine works. If you have Voice Mail on your telephone line, please read the following carefully.

Voice Mail

If you have Voice Mail on the same telephone line as your Brother machine, Voice Mail and the Brother machine will conflict with each other when receiving incoming calls.

For example, if your Voice Mail is set to answer after 4 rings and your Brother machine is set to answer after 2 rings, then your Brother machine will answer first. This will prevent callers from being able to leave a message in your Voice Mail.

Similarly, if your Brother machine is set to answer after 4 rings and your Voice Mail is set to answer after 2 rings, then your Voice Mail will answer first. This will prevent your Brother machine from being able to receive an incoming fax, since Voice Mail cannot transfer the incoming fax back to the Brother machine.

To avoid conflicts between your Brother machine and your voice mail service, do one of the following:

Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term 'Distinctive Ring,' but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. (See *Distinctive Ring* on page 62.)

OR

Set your Brother machine's Receive Mode to "Manual." Manual Mode requires that you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax sending tones you must transfer the call to the Brother machine. (See *Using external and extension telephones* on page 69.) Unanswered fax and voice calls will go to your Voice Mail. (To set the machine in **MANUAL** Mode, see *Choose the correct Receive Mode* on page 43.)

7

Distinctive Ring

Distinctive Ring is a function of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term "Distinctive Ring," but telephone companies market the service under a variety of names, such as Smart Ring, Ring Master or Ident-a-Ring. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.

Note

- You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

- Please call your telephone company for availability and rates.

What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same telephone line. **If you need more than one telephone number, it is cheaper than paying for an extra line**. Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

What does Brother's 'Distinctive Ring' do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new telephone number on your line can just receive faxes.

Do you have Voice Mail?

If you have Voice Mail on the telephone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls.* **However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems**. If each one has a separate telephone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions on next page to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.
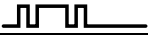
Note

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

Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	long-long	⊓⊓___
2	short-long-short	⊔⊓⊔__
3	short-short-long	⊔⊔⊓__
4	very long (normal pattern)	⌐‾⌐__

Note

Ring Pattern #1 is often called short-short and is the most commonly used.
If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown**.

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

■ The first two rings are silent on the machine. This is because the fax must 'listen' to the ring pattern (to compare it to the pattern that was 'registered'). (Other telephones on the same line will ring.)

■ If you program the machine properly, it will recognize the registered ring pattern of the 'fax number' within 2 ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.

Registering the Distinctive Ring pattern

Very Important!

After you have set the Distinctive Ring feature to On, your Distinctive Ring number will receive faxes automatically. The receive mode is automatically set to Manual and you cannot change it to another receive mode while Distinctive Ring is set to On. This ensures the Brother machine will only answer the Distinctive Ring number and not interfere when your main telephone number is called.

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press ▲ or ▼ to choose Miscellaneous.

4. Press Distinctive.

5. Press Set.

6. Press and choose the stored ring pattern you want to use. Press OK.
   (You hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)

7. Press **Stop/Exit**.
   Distinctive Ring is now set to On.

Turning off Distinctive Ring

1. Press MENU.

2. Press ▲ or ▼ to choose Fax.

3. Press ▲ or ▼ to choose Miscellaneous.

4. Press Distinctive.

5. Press and choose Off.

6. Press **Stop/Exit**.

7

Note

If you turn off Distinctive Ring, the machine will stay in `Manual` receive mode. You will need to set the Receive Mode again. (See *Choose the correct Receive Mode* on page 43.)

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of the numbers to fax to, add to Speed Dial or delete from the history. (See *Caller ID history* on page 72)

■ You can see the first 18 characters of the number (or name).

■ The `Unavailable` message means the call originated outside your Caller ID service area.

■ The `PrivateCall` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 84.)

Note

• This feature may not be available in certain areas of the USA and Canada.

• The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting up your area code (USA only)

When returning calls from the caller ID history your machine will automatically dial "1" plus the area code for all calls. If your local dialing plan requires that the "1" not be used for calls within your area code enter your area code in this setting. With the area code setting, calls returned from the caller ID history to your area code will be dialed using 10 digits (area code + 7-digit number). If your dialing plan does not follow the standard 1 + area code + 7-digit number dialing system for calling outside your area code, you may experience problems returning calls automatically from the caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to return calls automatically.

1 Press MENU.

2 Press ▲ or ▼ to choose Fax.

3 Press ▲ or ▼ to choose Miscellaneous.

4 Press Area Code.

5 Enter your Area Code (3-digit number), and press OK.

6 Press **Stop/Exit**.

Connecting an external TAD (telephone answering device)

You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine 'listens' for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

Note

- If you do not receive all your faxes, shorten the Ring Delay setting on your external TAD.

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

  You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company's Distinctive Ring Service. You cannot use the Toll Saver setting.

- If You Do Not Subscribe to Distinctive Ring Service:

  You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the telephone line. (See the illustration below.)
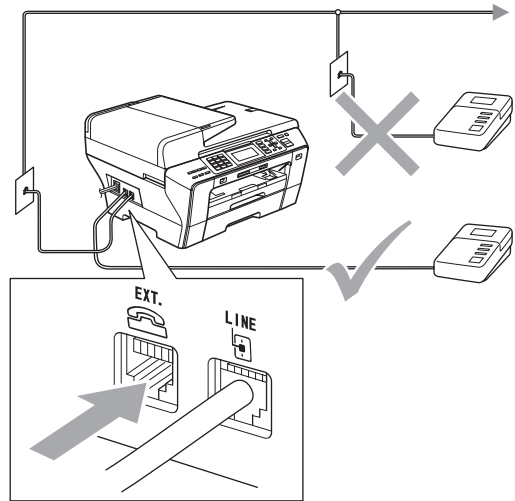
1 TAD

When the TAD answers a call, the LCD shows Ext. Tel in Use.

Connections

The external TAD must be plugged into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

1. Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.

2. Plug the telephone line cord from the external TAD into the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)

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

7

④ Record the outgoing message on your external TAD.

⑤ Set the TAD to answer calls.

⑥ Set the Receive Mode to Manual. (See *Choose the correct Receive Mode* on page 43.)

Recording outgoing message (OGM) on an external TAD

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

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

② Limit your speaking to 20 seconds.

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

Note

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

Special line considerations

Roll over telephone lines

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

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

Two-line telephone system

A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine. (See page 47.)

Converting telephone wall outlets

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

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triple adapter.

Triplex Adapter
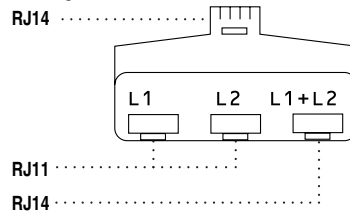
Installing machine, external two-line TAD and two-line telephone

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

a Put the two-line TAD and the two-line telephone next to your machine.

b Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.

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

d Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the machine.
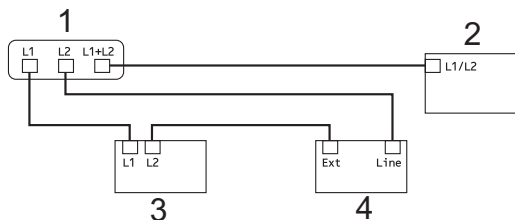
1 **Triplex Adapter**
2 **Two Line Telephone**
3 **External Two Line TAD**
4 **Machine**

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

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

External and extension telephones

Connecting an external or extension telephone

You can connect a separate telephone or telephone answering device directly to your machine as shown in the diagram below.

Connect the telephone line cord to the jack labeled EXT.
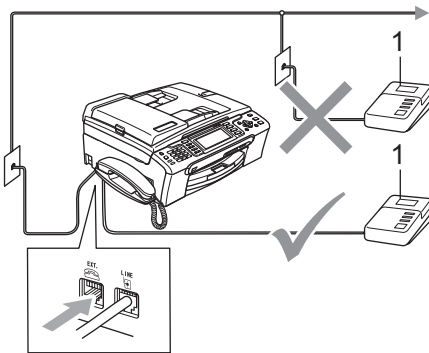
1 Extension telephone

2 External telephone

When you are using an external or extension telephone, the LCD shows Telephone.

Using external and extension telephones

If you answer a fax call on an extension or an external telephone connected to the EXT. jack of the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ∗ **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* on page 46.)

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ∗ **5 1** and wait for the chirp or until the LCD shows Receiving, and then hang up.

📝 Note

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 47.)

Using a Non-Brother cordless external telephone (MFC-790CW only)

If your non-Brother cordless telephone is connected to the EXT. jack of the machine and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Speaker Phone** to send the call to the cordless handset.

Using remote codes

Fax Receive code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by dialing the Fax Receive Code ∗ **5 1**. Wait for the chirping sounds then replace the handset. (See *Easy Receive* on page 47.) Your caller will have to press **Start** to send the fax.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Black Start**.

7

Telephone Answer code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing **Pause**.

Changing the remote codes

The preset Fax Receive Code is ⁎ **5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

1 Press MENU.

2 Press Fax.

3 Press Setup Receive.

4 Press Remote Code.

5 Press and choose On (or Off).

6 Do one of the following.

  ■ If you want to change the Fax Receive Code, enter the newFax Receive.

    Press OK, go to step **8**.

  ■ If you do not want to change the Fax Receive Code, press OK, go to step **7**.

7 Do one of the following.

  ■ If you want to change the Telephone Answer Code, enter the new Tel Answer.

    Press OK, go to step **8**.

  ■ If you do not want to change the Fax Receive Code, press OK, go to step **8**.

8 Press **Stop/Exit**.

Note

• If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code (such as **# # #** and **9 9 9**).

• Remote Codes might not work with some telephone systems.

8

Dialing and storing numbers

How to Dial

Manual dialing

Press all of the digits of the fax or telephone number.

Speed Dialing

1 Press Speed Dial.

2 Press and choose the number you want to call (See *Storing Speed Dial numbers* on page 73.). You can also choose the number by alphabetical order by pressing [icon] on LCD.

Note

If the LCD shows Not Registered when you enter or search a Speed Dial number, a number has not been stored at this location.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial**, and then press **Black Start** or **Color Start** to try again. If you want to make a second call to a number you recently dialed, you can press **Redial** and choose one of the last 30 numbers from the Outgoing Call List.

Redial only works if you dialed from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial once after five minutes.

1 Press **Redial**.

2 Press and choose the number you want to redial.

3 Press Send a fax.

4 Press **Black Start** or **Color Start**.

Note

In Real Time Transmission the automatic redial feature does not work when using the scanner glass.

Outgoing Call

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to Speed Dial or delete from the history.

a Press **Redial**.
You can also choose by pressing History.

b Press Outgoing Call tab.

c Press and choose the number you want.

d Do one of the following:

■ To make a telephone call, press Make a phone call.

■ To send a fax, press Send a fax.

Press **Black Start** or **Color Start**.

■ If you want to store the number, press More and then press Add to Speed Dial.

(See *Storing Speed Dial numbers from Outgoing Calls* on page 74.)

■ If you want to delete the number from the Outgoing Call history list, press More and then press Delete.

Press Yes to confirm.

e Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 64.)

The number, or name if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. When the thirty-first call comes in to the machine, it replaces information about the first call.

a Press History.

b Press Caller ID hist. tab.

c Press and to choose the number you want.

d Do one of the following:

■ To make a telephone call, press Make a phone call.

■ To send a fax, press Send a fax.

Press **Black Start** or **Color Start**.

■ If you want to store the number, press More and then press Add to Speed Dial.

(See *Storing Speed Dial numbers from Outgoing Calls* on page 74.)

■ If you want to delete the number from the Caller ID history list, press More and then press Delete.

Press Yes to confirm.

e Press **Stop/Exit**.

Note

• (USA only) If you redial from the Caller ID history outside your area code, you must set up your AREA CODE in advance. (See *Setting up your area code (USA only)* on page 64.)

• You can print the Caller ID List. (See *How to print a report* on page 84.)

Storing numbers

You can set up your machine to do the following types of easy dialing: Speed Dial and Groups for broadcasting faxes. When you dial a Quick Dial number, the LCD shows the name, if you stored it, or the number.

Note

If you lose electrical power, the Quick Dial numbers that are in the memory will not be lost.

Storing a pause

Press **Pause** to put a 3.5-second pause between numbers. If you are dialing overseas, you can press **Pause** as many times as needed to increase the length of the pause.

Storing Speed Dial numbers

You can store up to 100 2-digit Speed Dial locations with a name, and each name can have two numbers. When you dial you will only have to press a few keys (For example: Speed Dial, press and choose the number you want to make a call, press Make a phone call, and **Black Start** or **Color Start**).

a Press Speed Dial.

b Press More.

c Press Set Speed Dial.

d Do one of the following:

■ Enter the name (up to 16 characters) using the buttons on LCD.

Press OK.

(To help you enter letters, see *Entering Text* on page 190.)

■ To store the number without a name, press OK.

e Enter the fax or telephone number (up to 20 digits).
Press OK.

f Do one of the following:

■ Enter the second fax or telephone number (up to 20 digits).

Press OK.

■ If you do not want to store a second number, press OK.

g Enter the 2-digit Speed Dial location where you want to store the number. Press OK.

Note

If the 2-digit Speed Dial location you choose is already taken, the machine beeps. Choose a different location.

h The LCD displays your settings. Press OK to confirm.

i Do one of the following:

■ To store another Speed Dial number, go to step c.

■ To finish the setting, press **Stop/Exit**.

8

Storing Speed Dial numbers from Outgoing Calls

You can also store Speed Dial numbers from the Outgoing Call history.

1 Press **Redial**.
You can also choose by pressing History.

2 Press Outgoing Call tab.

3 Press and choose the name or number you want to store.
Press OK.

4 Press More.

5 Press Add to Speed Dial.

Note

Speed Dial locations begins with **#** (for example, **#02**).

6 Do one of the following:

■ Enter the name (up to 16 characters) using the buttons on LCD.

Press OK.

(To help you enter letters, see *Entering Text* on page 190.)

■ To store the number without a name, press OK.

7 Press OK to confirm the fax or telephone number you want to store.

8 Do one of the following:

■ Enter the second fax or telephone number (up to 20 digits).

Press OK.

■ If you do not want to store a second number, press OK.

9 Enter the 2-digit Speed Dial location where you want to store the number.
Press OK.

Note

Speed Dial locations begin with **#** (for example, **# 0 2**).

• If the 2-digit Speed Dial location you choose is already taken, the machine beeps. Choose a different location.

10 LCD displays your settings.
Press OK to confirm.

11 Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID* on page 64.)

1 Press History.

2 Press Caller ID hist. tab.

3 Press and choose the number you want to store.

4 Press More.

5 Press Add to Speed Dial.

6 Do one of the following:

■ Enter the name (up to 16 characters) using the buttons on LCD.

Press OK.

(To help you enter letters, see *Entering Text* on page 190.)

■ To store the number without a name, press OK.

7 Press OK to confirm the fax or telephone number you want to store.

8 Do one of the following:

■ Enter a second fax or telephone number (up to 20 digits).

Press OK.

■ If you do not want to store a second number, press OK.

⁹ The LCD displays the Speed Dial location where the number is to be stored.
Press OK.

Note

Speed Dial locations begin with **#** (for example, **# 0 2**).

• If the 2-digit Speed Dial location you choose is already taken, the machine beeps. Choose a different location.

¹⁰ The LCD displays your settings.
Press OK to confirm.

¹¹ Press **Stop/Exit**.

Changing Speed Dial names or numbers

You can change or delete a Speed Dial number that has already been stored.

¹ Press Speed Dial.

² Press More.

³ Do one of the following:

■ Press Change to edit the names or numbers.

■ Press Delete to delete the names or numbers.

Press and choose the number you want to delete.

Press OK.

Go to step ⁹.

⁴ Press and choose the number you want to change.

⁵ Press and choose Name, Fax/Tel1: or Fax/Tel2:.

⁶ Do one of the following:

■ If you choose Name, enter the name (up to 16 characters) using the buttons on LCD.

(See *Entering Text* on page 190.)

■ If you choose Fax/Tel1: or Fax/Tel2:, enter the new number (up to 20 digits) using the buttons on LCD.

Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press **Clear/Back**. Re-enter the character.

⁷ Do one of the following:

■ Repeat step ⁶ if you want to make more changes.

■ If you have finished making changes, press OK.

⁸ The LCD displays your settings.

⁹ Press **Stop/Exit**.

Setting up groups for broadcasting

Groups, which can be stored on a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only a Speed Dial, the two-digit location and **Black Start**. First, you'll need to store each fax number in a Speed-Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 204 numbers in a large Group if you have 2 numbers in each location.

8

(See *Storing Speed Dial numbers* on page 73 and *Broadcasting (Black & White only)* on page 37.)

1. Press Speed Dial.

2. Press More.

3. Press Setup Groups.

4. Enter the group name (up to 16 characters) using the buttons on LCD. Press OK.

5. The LCD displays the Speed Dial location for the groups where the group number to be stored. Press OK.

6. Press and choose the numbers you want to add. Press OK. If you want to list the numbers by alphabetical order, press ▦ A.

7. The LCD displays the group name and numbers. Press OK to confirm.

8. Do one of the following:

   ■ To store another Group for broadcasting, repeat steps **2** to **7**.

   ■ To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 84.)

Changing a Group name

1. Press Speed Dial.

2. Press More.

3. Press Change.

4. Press ▲ or ▼ to choose the Group name you want to change.

5. Press the Group name.

Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press **Clear/Back**. Re-enter the character.

6. Enter the new name (up to 16 characters) using the buttons on LCD. Press OK. (See *Entering Text* on page 190. For example, type NEW CLIENTS.)

7. Press OK.

8. Press **Stop/Exit**.

Deleting a Group

1. Press Speed Dial.

2. Press More.

3. Press Delete.

4. Press ▲ or ▼ to choose the Group you want to delete.

5. Press **Stop/Exit**.

Deleting a number from a Group

1. Press Speed Dial.

2. Press More.

3. Press Change.

4. Press ▲ or ▼ to choose the Group you want to change.

5. Press any number on the LCD.

6. The LCD displays the list of Speed Dial. Press ▲ or ▼ to uncheck the number you want to delete.

⑦ Press OK.

⑧ Press **Stop/Exit**.

Dialing Access codes and credit card numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See *Storing Speed Dial numbers* on page 73.)

For example, you might have stored '555 ' on Speed Dial: 03 and '7000 ' on Speed Dial: 02. You can use them both to dial '555-7000' if you press the following keys:

① Press Speed Dial.

② Press and choose 03.

Note

If you stored 2 numbers in one Speed Dial location, you will be asked which number you want to send to

③ Press Make a phone call.

④ Press Speed Dial.

⑤ Press and choose 02.

⑥ Press Send a Fax.

⑦ Press **Black Start** or **Color Start**.
You will dial '555-7000 '.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press Speed Dial, choose 03 and then press **7001** using the dial pad.

Note

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

8

Message Center

Message Center mode

The Message Center feature will store up to 99 incoming messages. Messages are stored in the order in which they are received.

Voice messages can be up to 3 minutes in length, and can also be picked up remotely (see *Using your Remote Access Code* on page 55). The number of messages you can store will depend on how much memory is being used by other features (for example, delayed and stored faxes).

In the event of a power failure your machine will retain messages that are in the memory for approximately 24 hours.

Setting up the Message Center

Recording the Message Center outgoing message (Msg Ctr OGM) is the first step you need to follow before you can use the Message Center.

To enter Message Center mode, follow the steps below:

1. Record your Message Center OGM (Msg Ctr OGM).

2. Press 🔘 to activate the Message Center.

Outgoing message (OGM)

Recording your OGM

You can record the following two different types of OGM:

■ Msg Ctr OGM

This message will be played when a call is received. The caller will be able to leave a voice or fax message.

■ F/T OGM

This message is played when a call is received and your machine is set to Fax/Tel mode. The caller will not be able to leave a message. See *Fax/Tel OGM (Announcement)* on page 79.

Your OGM must be less than 20 seconds long.

1. Press MENU.

2. Press Fax.

3. Press ▲ or ▼ to choose Setup Msg Ctr.

4. Press OGM.
The LCD prompts you to choose an OGM.

5. Press either Msg Ctr OGM or F/T OGM.

Note

If callers tell you they cannot leave a message on your machine, make sure you have chosen Msg Ctr OGM (not F/T OGM).

6. Press Record OGM.

g Record your message, using one of the options below:

 ■ (MFC-790CW)

 Pickup the handset, record your message, and replace the handset when finished.

 ■ (MFC-990CW)

 Speak clearly toward the microphone 🎤 to record your message. Press **Stop/Exit** when finished.

 The Message Center will play your OGM back to you.

h Press **Stop/Exit**.

Listening to your OGM

a Press MENU.

b Press ▲ or ▼ to choose Fax.

c Press ▲ or ▼ to choose Setup Msg Ctr.

d Press OGM.

e Press Msg Ctr OGM or F/T OGM.

f Press and choose Playing OGM. Adjust the volume by pressing Volume ◀ or ▶.

g Press **Stop/Exit**.

Erasing your OGM

a Press MENU.

b Press ▲ or ▼ to choose Fax.

c Press ▲ or ▼ to choose Setup Msg Ctr.

d Press OGM.

e Press Msg Ctr OGM or F/T OGM.

f Press and choose Erase OGM.

g Do one of the following:

 ■ Press Yes to erase the OGM.

 ■ Press No to exit without erasing.

h Press **Stop/Exit**.

Fax/Tel OGM (Announcement)

If your machine is set to Fax/Tel receive mode this message will be played by your Brother machine to a caller. Unlike the TAD OGM, the caller *will not* be able to leave a message.

To record your Fax/Tel OGM follow the instructions on *Outgoing message (OGM)* on page 78 and choose F/T OGM (not Msg Ctr OGM).

If you need to review the steps for setting up the Fax/Tel receive mode, see *Choose the correct Receive Mode* on page 43.

Activating Message Center mode

When the 📧 light glows, Message Center mode is active. Press 📧 to enter MC mode.

9

Managing your messages

Message indicator

The ☊ light flashes if there are any new messages waiting for you.

The LCD displays the total number of voice and fax messages stored in the Message Center memory.

Fax messages are only stored when Fax Storage or Fax Preview is turned on. See *Memory Receive (Black&White only)* on page 48.

Playing voice messages

All messages are played in the order they were recorded. The LCD shows the number of the current message, the total number of messages, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

1 Press **Play/Record** or **Play**.
The following commands are available when playing messages:

◀◀	Repeats a message.
▶▶	Skips to the next message.
◀ or ▶	Adjusts the volume.

2 Press **Stop/Exit**.

Erasing incoming messages

To erase voice messages individually

1 Press **Play/Record** or **Play**.
The machine will sound a two second beep and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.

2 To erase a specific message, press **Erase** immediately after the two short beeps, or while the message is playing.

3 Do one of the following:

■ Press Yes to erase the message.

■ Press No to cancel.

4 Press **Stop/Exit**.

To erase all of your messages

1 Press **Erase**.
The LCD displays the following:

■ Erase All Voice?

2 Do one of the following:

■ Press Yes to erase all of your voice messages.

■ Press No to cancel.

Additional Message Center operations

Setting maximum time for incoming messages

Your machine's default setting will save incoming messages up to 30 seconds long. To change this setting follow the steps below:

1. Press MENU.

2. Press Fax.

3. Press ▲ or ▼ to choose Setup Msg Ctr.

4. Press ICM Max.Time.

5. Press and choose the maximum time setting for incoming messages (30, 60, 120 or 180 seconds).

6. Press **Stop/Exit**.

Setting toll saver

When the toll saver feature is on, the machine will answer after two rings if you do have voice or fax messages, and after four rings if you do not have any messages.

This way, when you call your machine for remote retrieval, if it rings three times, you have no messages and can hang up to avoid a toll charge.

The toll saver feature is only available when Message Center mode is on. When toll saver is On, it overrides your ring delay setting.

If you are using Distinctive Ring, do not use the Toll Saver feature.

1. Press MENU.

2. Press Fax.

3. Press Setup Receive.

4. Press Ring Delay.

5. Press Toll Saver.

6. Press and choose On (or Off).

7. Press **Stop/Exit**.

9

ICM Recording Monitor

This feature lets you turn the speaker volume for voice messages On or Off. When you turn the monitor Off, you will not hear messages as they come in.

1️⃣ Press MENU.

2️⃣ Press Fax.

3️⃣ Press ▲ or ▼ to choose Setup Msg Ctr.

4️⃣ Press ICM Rec.Monitr.

5️⃣ Press Off or On.

6️⃣ Press **Stop/Exit**.

Recording a conversation (MFC-790CW only)

If you are using the handset, you can record a telephone conversation by pressing **Play/Record** or **Play** during the conversation. Your recording can be as long as the incoming message maximum time (up to 3 minutes). The other party will hear an intermittent beeping while recording. To stop recording, press **Stop/Exit**.

10 Printing Reports

Fax reports

You need to set up the Transmission Verification Report and Journal Period using the **Menu** keys.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (OK). If you choose On or On+Image, the report will print for every fax you send.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Choosing On+Image or Off+Image will print a section of the fax's first page on the report to help you remember.

When the Transmission Verification Report is set to Off or Off+Image, the Report will only print if there is a transmission error, with NG in the RESULT column.

> **Note**
>
> If you choose On+Image or Off+Image, the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See *Real time transmission* on page 43.)

1. Press MENU.

2. Press Fax.

3. Press Report Setting.

4. Press Transmission.

5. Press and choose On, On+Image, Off or Off+Image.

6. Press **Stop/Exit**.

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps on *How to print a report* on page 84. The factory setting is Every 50 Faxes.

1. Press MENU.

2. Press Fax.

3. Press Report Setting.

4. Press Journal Period.

5. Press ◀ or ▶to choose an interval.
   (If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)

   ■ 6, 12, 24 hours, 2 or 7 days

   The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

   ■ Every 50 Faxes

   The machine will print the Journal when the machine has stored 50 jobs.

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

7. Press **Stop/Exit**.

Reports

The following reports are available:

■ Transmission

Prints a Transmission Verification Report for your last transmission.

■ Help List

A help list showing how to program your machine.

■ Quick Dial

Lists names and numbers stored in the Speed Dial memory, in alphabetical or numerical order.

■ Fax Journal

Lists information about the last incoming and outgoing faxes. (TX: Transmit.) (RX: Receive.)

■ User Settings

Lists your settings.

■ Network Config

Lists your Network settings.

■ Display#

Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1 Press MENU.

2 Press Print Reports.

3 Press and choose the report you want.

4 (Quick Dial Only) Press and choose Alphabetical Order or Numerical Order.

5 Press **Black Start**.

6 Press **Stop/Exit**.

11 Polling

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

Setup to receive polling

a Press 📠 (**Fax**).

b Press ◀ or ▶ to choose Polling RX.

c Press and choose On (or Off).

d Enter the fax number you are polling.

e Press **Black Start** or **Color Start**.
The LCD shows Dialing.

Sequential polling (Black & White only)

Sequential polling lets you request documents from several fax machines in one operation. Afterwards, a Sequential Polling Report will be printed.

a Press 📠 (**Fax**).

b Press ◀ or ▶ to choose Polling RX.

c Press and choose On (or Off).

d Press Broadcast.

e Do one of the following:

■ Press and choose Add Number and enter the number using a dial pad.

Press OK.

■ Press and choose Speed Dial. Press 📇 A to choose

Alphabetical Order or Numerical Order. Press ▲ or ▼ to select a number.

f After you have entered all the fax numbers by repeating steps e, press OK.

g Press **Black Start**.
The machine polls each number or Group number in turn for a document.

Press **Stop/Exit** while the machine is dialing to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and canceling waiting jobs* on page 40.

Polled transmit (Black & White only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and canceling waiting jobs* on page 40.)

Set up for polled transmit

1. Press (**Fax**).

2. Load your document.

3. Press ◀ or ▶ to choose Polled TX.

4. Press and choose On (or Off).

5. Press **Black Start**.

6. If you are using the scanner glass, the LCD will prompt you to choose one of the following options.

   ■ Press Yes to send another page. Go to ❼.

   ■ Press No or **Black Start** to send the document.

7. Place the next page on the scanner glass, press OK. Repeat ❻ and ❼ for each additional page.
   Your machine will automatically send the fax.

Section III

▶ # Copy

12 Making copies

How to copy

Entering Copy mode

When you want to make a copy, press

![Copy icon] (**Copy**) to illuminate it in blue.
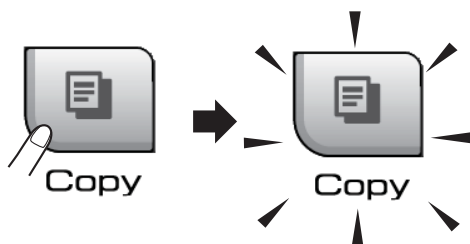
The LCD shows:
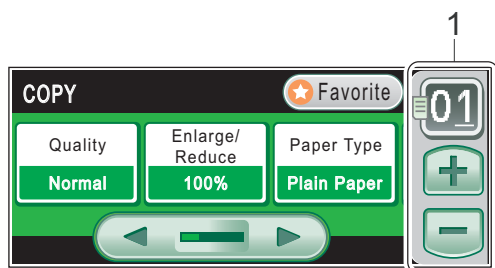
1 No. of Copies

Press the number box directly and enter the number you want.

Also you can enter the number of copies by pressing ![+] or ![-] on the screen (as shown above).

Press ◀ or ▶ to scroll through the **Copy** key options.

- Quality (See page 89.)
- Enlarge/Reduce (See page 90.)
- Paper Type (See page 93.)
- Paper Size (See page 93.)
- Brightness (See page 92.)
- Contrast (See page 92.)
- Stack/Sort (See page 92.)

- Page Layout (See page 91.)
- Book Copy (See page 93.)
- Watermark Copy (See page 93.)
- Favorite (See page 94.)

When the option you want is highlighted, press **OK**.

Note

- The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* on page 25.)

- Book Copy and Watermark Copy features are supported by technology from Reallusion, Inc. ![REALLUSION logo]

Making a single copy

You can make up to 99 copies.

1. Press ![Copy icon] (**Copy**).

2. Load your document.
   (See *Loading documents* on page 21.)

3. Press **Black Start** or **Color Start**.

Making multiple copies

You can make up to 99 copies.

1. Press ![Copy icon] (**Copy**).

2. Load your document.
   (See *Loading documents* on page 21.)

3. Enter the number of copies you want.

4. Press **Black Start** or **Color Start**.

📝 Note

To sort the copies, press ▲ or ▼ to choose Stack/Sort. (See *Sorting copies using the ADF* on page 92.)

Stop copying

To stop copying, press **Stop/Exit**.

Copy settings

You can change the copy settings temporarily for the next copy.

These settings are temporary, and the machine returns to its default settings 1 minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 25.)

If you have finished choosing settings, press **Black Start** or **Color Start**.

If you want to choose more settings, press ▲ or ▼.

📝 Note

You can save some of the settings that you use most often by setting them as a favorite (up to three can be saved). These settings will stay until you change them again. (See *Setting your favorites* on page 94.)

Changing copy quality

You can choose from a range of quality. The factory setting is Normal.

■ Fast

Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

■ Normal

Normal is the recommended mode for ordinary printouts. This produces good copy quality with good copy speed.

■ Best

Use best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

a Press 📠 (**Copy**).

b Load your document.

12

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Quality and choose Fast, Normal or Best.

e If you do not want to change additional settings, press **Black Start** or **Color Start**.

Enlarging or reducing the image copied

You can choose an enlargement or reduction ratio. If you choose Fit to Page, your machine will adjust the size automatically to the paper size you set.

a Press 🖻 (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Enlarge/Reduce.

e Press and choose Enlarge, Reduce, Fit to Page or Custom(25-400%).

f Do one of the following:

■ If you chose Enlarge or Reduce, press and choose the enlargement or reduction ratio you want.

■ If you chose Custom(25-400%), enter an enlargement or reduction ratio from 25% to 400%.

Press OK.

■ If you chose 100% or Fit to Page, go to step g

198% 4"x6"→A4
186% 4"x6"→LTR
104% EXE→LTR
97% LTR→A4
93% A4→LTR
83% LGL→A4
78% LGL→LTR
46% LTR→4"x6"
Fit to Page
Custom(25-400%)

g If you do not want to change additional settings, press **Black Start** or **Color Start**.

Note

• Page Layout is not available with Enlarge/Reduce.

• Fit to Page is not available with Page Layout, Book Copy and Watermark Copy.

• Fit to Page does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.

• Fit to Page is not available for a Legal size document.

Making N in 1 copies or a poster (page layout)

The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

You can also produce a poster. When you use the poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.

Important

■ Please make sure paper size is set to Letter or A4.

■ You cannot use the Enlarge/Reduce setting with the N in 1 and Poster features.

■ If you are producing multiple color copies, N in 1 copy is not available.

■ `(P)` means Portrait and `(L)` means Landscape.

■ You can only make one poster copy at a time.

a Press [Copy] (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose `Page Layout`.

e Press and choose `Off(1 in 1)`, `2in1 (P)`, `2 in 1 (L)`, `4 in 1 (P)`, `4 in 1 (L)` or `Poster (3x3)`.

f If you do not want to change additional settings, press **Black Start** or **Color Start** to scan the page. If you placed the document in the ADF or are making a poster, the machine scans the pages and starts printing. **If you are using the scanner glass, go to step** g**.**

g After the machine scans the page, press `Yes` to scan the next page.

h Place the next page on the scanner glass. Press `OK`. Repeat steps g and h for each page of the layout.

i After all the pages have been scanned, press `No` to finish.

Note

If photo paper has been chosen in the Paper Type setting for N in 1 copies, the machine will print the images as if Plain paper had been chosen.

12

Place the document face down in the direction shown below:
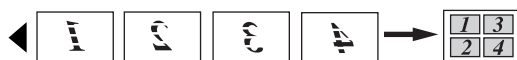
■ **2 in 1 (P)**
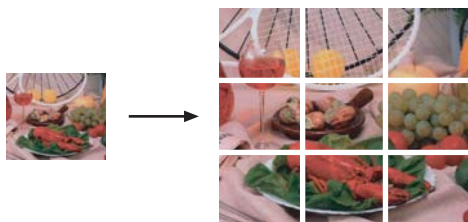

■ **2 in 1 (L)**
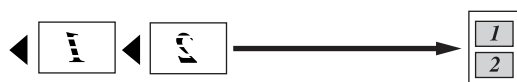
■ **4 in 1 (P)**

■ **4 in 1 (L)**

■ **Poster (3 x 3)**

You can make a poster size copy of a photograph.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 123, 123, 123, and so on.

a Press ![Copy icon] (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Stack/Sort.

e Press and choose Sort.
Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Note

Page Layout is not available with or Sort.

Adjusting Brightness and Contrast

Brightness

You can adjust the copy brightness to make copies darker or lighter.

a Press ![Copy icon] (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Brightness.

e Press ◀ to make a darker copy or press ▶ to make a lighter copy.
Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Contrast

You can adjust the copy contrast to help an image look sharper and more vivid.

a Press ![Copy icon] (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Contrast.

e Press ▶ to increase the contrast or press ◀ to decrease the contrast.
Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Paper Options

Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

a Press ▣ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to choose Paper Type.

e Press and choose Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency. Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Paper Size

If copying on paper other than Letter size, you will need to change the paper size setting. You can copy only on Letter, Legal, A4, A5 or Photo 4 in. × 6 in. (10 cm × 15 cm) paper.

a Press ▣ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press Paper Size.

e Press and choose Letter, Legal, A4, A5 or 4"x6".

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Book Copy

Book copy corrects dark borders and skew when copying from the scanner glass. Your machine can correct the data automatically or you can make specific corrections.

a Press ▣ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press Book Copy.

e Do one of the following:

■ If you want to correct the data yourself, press On(Preview).

Press **Black Start** or **Color Start** and go to step f

■ If you want the machine to correct the data automatically, press On and go to step g

f Adjust the skewed data using ⟳ or ↺ . Remove the shadows by using ◀ or ▶.

g If you have finished making corrections, press **Black Start** or **Color Start**.

Note

Book Copy is not available with Page Layout, Sort, Fit to Page and Watermark Copy.

Watermark Copy

You can place a logo or text into your document as a Watermark. You can select one of the template watermarks, data from your media cards or USB Flash memory drive, or scanned data.

12

Note

Watermark Copy is not available with Fit to Page, Page Layout and Book Copy.

a Press ![Copy icon] (**Copy**).

b Press Watermark Copy.

c Press Use Watermark.
Do one of the following:

■ If you want to use a template from the machine, press Edit Template and go to step d.

■ If you want to use your own data as a watermark, press Use Image and go to step e

d Press Text and choose the data you want to use, CONFIDENCIAL, DRAFT or COPY. Press OK.
Change other watermark settings from the available options as needed. Go to step f

e Do one of the following:

■ If you want to use your document as the watermark, press Scan.

Place the document that you want to use for the watermark in the ADF or on the scanner glass and press **Black Start** or **Color Start**.

The scanned data will be shown on the LCD.

Press OK and remove the watermark document you scanned.

Press OK.

Go to step f.

■ If you want to use your data from a media card or USB Flash memory drive as the watermark, insert the media card or USB flash memory drive and then press Media.

The image will be shown on the LCD.

Press and choose the image you want to use for the watermark.

Change other watermark settings from the available options as needed.

Press OK.

Go to step f

CAUTION

DO NOT take out the memory card or USB Flash memory drive while the PhotoCapture key is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

f Press OK to confirm to use watermark. Load your document.

g Enter the number of copies you want.

h If you do not want to change additional settings, press **Black Start** or **Color Start**.

Setting your favorites

You can store the copy settings that you use most often by setting them as a favorite. You can set up to three favorites.

a Press ![Copy icon] (**Copy**).

b Choose the copy option and settings you want to store.

c Press ◀ or ▶ to choose Favorite Settings.

d Press Store.

Note

Set Watermark Copy to Off or Template when storing Favorite Settings.

5️⃣ Press and choose the location where you want to store your setting for Favorite:1, Favorite:2 or Favorite:3.

6️⃣ Do one of the following:

- If you want to rename your setting, press ⌫ to delete characters. Then enter the new name (up to 12 characters).

  Press OK. (See *Entering Text* on page 190.)

- If you do not want to rename your setting, press OK.

Retrieving your favorite setting

When you are ready to use one of your favorite set of settings, you can recall it.

1️⃣ Press Favorite.

2️⃣ Press and choose the favorite setting you want to retrieve.

Rename your favorite setting

After you stored your favorite setting, you can rename it.

1️⃣ Press Favorite Settings.

2️⃣ Press Rename.

3️⃣ Press and choose the favorite setting you want to rename.

4️⃣ Enter the new name (up to 12 characters). (See *Entering Text* on page 190.)

5️⃣ Press OK.

'Out of Memory' message

If the Out of Memory message appears while scanning document, press **Stop/Exit** to cancel or **Black Start** or **Color Start** to copy the scanned pages.

You will need to clear some jobs from the memory before you can continue.

To free up extra memory, do the following:

- Turn off Fax Storage. (See *Fax Storage* on page 49.)
- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 53.)

When you get an Out of Memory message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

12

Section IV

▶

Walk-up Photo Printing

13 PhotoCapture Center®: Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center® Operations

Printing from a memory card or USB Flash memory drive without a PC

Even if your machine is not connected to your computer, you can print photos directly from digital camera media or a USB Flash memory drive. (See *Print Images* on page 101.)

Scanning to a memory card or USB Flash memory drive without a PC

You can scan documents and save them directly to a memory card or USB Flash memory drive. (See *Scan to a memory card or USB Flash memory drive* on page 111.)

Using PhotoCapture Center® from your computer

You can access a memory card or USB Flash memory drive that is inserted in the front of the machine from your computer.

(See *PhotoCapture Center®* for Windows® or *Remote Setup & PhotoCapture Center®* for Macintosh® in the Software User's Guide on the CD-ROM.)

Using a memory card or USB Flash memory drive

Your Brother machine has media drives (slots) for use with the following popular digital camera media: CompactFlash®, Memory Stick®, Memory Stick Pro™, SD, SDHC, xD-Picture Card™ and USB Flash memory drives.
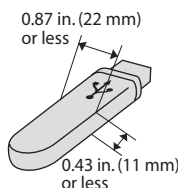

CompactFlash®   Memory Stick®
                       Memory Stick Pro™

SD, SDHC   xD-Picture Card™

0.87 in. (22 mm) or less

0.43 in. (11 mm) or less

USB Flash memory drive

- miniSD™ can be used with a miniSD™ adapter.

- microSD can be used with a microSD adapter.

- Memory Stick Duo™ can be used with a Memory Stick Duo™ adapter.

- Memory Stick Pro Duo™ can be used with a Memory Stick Pro Duo™ adapter.

- Memory Stick Micro(M2) can be used with a Memory Stick Micro(M2) adapter.

- Adapters are not included with the machine. Contact a third party supplier for adapters.

The PhotoCapture Center® feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Memory cards or a USB Flash memory drive folder structure

Your machine is designed to be compatible with modern digital camera image files and memory cards; however, please read the points below to avoid errors:

■ The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).

■ Walk-up PhotoCapture Center® printing must be performed separately from PhotoCapture Center® operations using the PC. (Simultaneous operation is not available.)

■ IBM Microdrive™ is not compatible with the machine.

■ The machine can read up to 999 files on a memory card or USB Flash memory drive.

■ CompactFlash® Type II is not supported.

■ This product supports xD-Picture Card™ Type M / Type H.

■ The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 105.)

Please be aware of the following:

■ When printing the Print Index or Print Image, the PhotoCapture Center® will print all the valid images, even if one or more images have been corrupted. The corrupted image will not be printed.

■ (memory card users)

Your machine is designed to read memory cards that have been formatted by a digital camera.

When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

■ (USB Flash memory drive users)

This machine supports USB Flash memory drives that have been formatted by Windows®.

13

Getting started

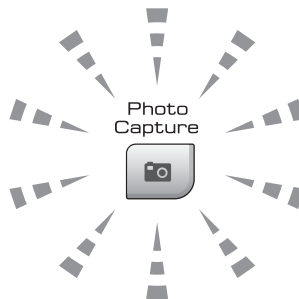Firmly put a memory card or USB Flash memory drive into the proper slot.
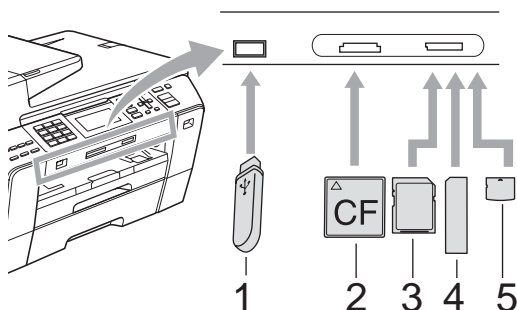
1 **USB Flash memory drive**

2 **CompactFlash®**

3 **SD, SDHC**

4 **Memory Stick®, Memory Stick Pro™**

5 **xD-Picture Card™**

> ⚠ **CAUTION**
>
> The USB direct interface supports only a USB Flash memory drive, a PictBridge compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

Photo Capture key lights:

■ **Photo Capture** light is on, the memory card or USB Flash memory drive is properly inserted.

■ **Photo Capture** light is off, the memory card or USB Flash memory drive is not properly inserted.

■ **Photo Capture** light is blinking, memory card or USB Flash memory drive is being read or written to.

> ⚠ **CAUTION**
>
> DO NOT unplug the power cord or remove the media from the media drive (slot) or USB direct interface while the machine is reading or writing to the media (the **Photo Capture** key is blinking). **You will lose your data or damage the card.**

The machine can only read one memory card or USB Flash memory drive at a time so do not put more than one device in the machine at a time.