Manual Transmission

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

1 Place the original face down in the ADF.

2 Pick up the handset and listen for a dial tone—**OR**—press **Hook** and listen for a dial tone.

3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call using Search). (See *One Touch Dialing*, page 7-4.)

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

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

Automatic Transmission

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

1 Place the original face down in the ADF.

2 Enter the fax number using One Touch, Speed Dial, Search or the dial pad. (See *Speed Dialing*, page 7-5.)

3 Press **Start**.

Manual and Automatic Fax Redial

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

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

Dual Access

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

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

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

1 Make sure the ADF is empty.

2 Place the original in the ADF.

3 Enter the fax number.

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

Note: Your FAX/MFC normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

Real Time Transmission

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

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

1 Place the original face down in the ADF.

2 For the FAX, press **Function**, **3**, **9**.
For the MFC, press **Function**, **1**, **3**, **9**.

```
9.REAL TIME TX
```

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

```
REALTIME TX:ON?
```

4 For the next fax only, press ◄ or ► to select ON (or OFF) and press **Set**.

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

6 Enter fax number and press **Start**.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.) (See *Canceling Jobs in Memory*, page 6-4.)

1 *If the machine is idle*,
For the FAX, press **Function**, **4**.
For the MFC, press **Function**, **1**, **4**.
—**OR**—
If the machine is busy, go to step 2.

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

3 Press **Stop** to exit.

Canceling Jobs While Scanning the Original

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

Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Delayed Fax, Polling Receive, Polled Transmit or faxes in memory waiting to be sent. If no jobs are waiting, the screen displays NO JOB WAITING.

If the FAX/MFC is idle,

1   For the FAX, press **Function**, **4**.
    For the MFC, press **Function**, **1**, **4**.
    Any waiting jobs appear on the LCD.

    `4.REMAINING JOBS`

2   If you have more than two jobs waiting,
    press ◄ or ► to select the job you want to
    cancel and press **Set**.
    —**OR**—
    If you have only one job waiting, go to Step 3.

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

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

4   Press **Stop** to exit.

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

Basic Sending Operations

Composing Electronic Cover Page

The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank.
(See *One Touch Dialing*, page 7-4, *Speed Dialing*, page 7-5.)

The cover page indicates your Station ID, and the number of pages you're sending. If you have Coverpage Setup set to ON (For the FAX, press **Function**, **3**, **1**. For the MFC, press **Function**, **1**, **3**, **1**.), the number of pages remains blank.
(See *Setting Station ID*, page 4-1.)

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

`1.COMMENT OFF`

`2.PLEASE CALL`

`3.URGENT`

`4.CONFIDENTIAL`

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 4-2 to help enter characters. (See *Composing Your Own Comments*.)

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

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

Composing Your Own Comments

You can set up two custom comments.

1 For the FAX, press **Function**, **3**, **2**.
For the MFC, press **Function**, **1**, **3**, **2**.

```
2.COVERPAGE MSG
```

2 Press ◄ or ► to choose position 5 or 6 for your customized comment and press **Set**.

3 Use the dial pad to enter your customized comment and press **Set**. (See *Entering Text*, page 4-2.)

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

Cover Page for Next Fax Only

Make sure the Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

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

1 Place the original in the ADF.

2 For the FAX, press **Function**, **3**, **1**.
For the MFC, press **Function**, **1**, **3**, **1**.

```
1.COVERPG SETUP
```

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

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

5 Press ◄ or ► to select one of the standard or custom comments and press **Set**.

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

7 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 8.

8 Enter the fax number you're calling.

9 Press **Start**.

Always Send Cover Page

Make sure Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

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

1 For the FAX, press **Function**, **3**, **1**.
For the MFC, press **Function**, **1**, **3**, **1**.

> COVERPAGE:OFF?

2 Press ◄ or ► to select COVERPAGE: ON?, and press **Set**.

3 If you selected ON, press ◄ or ► to select one of the standard or custom comments and press **Set**.

4 Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu
—**OR**—
Press **2** to exit if you are finished choosing settings.

Using a Printed Cover Page

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

1 For the FAX, press **Function**, **3**, **1**.
For the MFC, press **Function**, **1**, **3**, **1**.

2 Press ◄ or ► to select PRINT SAMPLE? and press **Set**.

3 Press **Start**. Your FAX/MFC prints a copy of your cover page.

```
              === COVER PAGE ===

    TO:            _____

    FROM:          _____
          FAX:
          TEL:

                   PAGE[S] TO FOLLOW
    COMMENT:
```

Contrast

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

1 Place the original, face down in the ADF.

2 For the FAX, press **Function**, **3**, **3**.
For the MFC, press **Function**, **1**, **3**, **3**.

3 Press ◄ or ► to select AUTO, S.LIGHT or S.DARK and press **Set**.

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

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

Resolution

When you have an original in the ADF, you can use the **Resolution** key to change the default setting. Press **Resolution** continuously until you see the lights change to the setting you want. For Standard, turn Fine and S. Fine lights off. For Photo, turn them both on. (See *Multiple Resolution Transmission*, page 6-9.)

Standard—Good for most typed documents.

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

S.Fine (Super Fine)—Good for small print or artwork; transmits slower than fine resolution.

Photo—Use for documents with varying shades of gray; slowest transmission time.

Advanced Sending Operations

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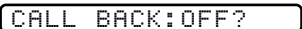
After you send a fax using this feature, the feature turns itself off.

1 Place the original face down in the ADF.

2 For the FAX, press **Function**, **3**, **5**.
For the MFC, press **Function**, **1**, **3**, **5**.

```
5.OVERSEAS MODE
```

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

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

5 Enter the fax number you're calling.

6 Press **Start**.

Call Reservation

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

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

1 Place the original face down in the ADF.

2 For the FAX, press **Function**, **3**, **6**.
For the MFC, press **Function**, **1**, **3**, **6**.

[CALL RESERVE:OFF]

3 Press ◄ or ► to select CALL
RESERVE:ON (or OFF) and press **Set**.
The LCD displays the current seting for
Call Back Message.

[CALL BACK:OFF?]

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

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

6 Enter the fax number.

7 Press **Start**.

8 If you've set Call Reservation to ON, pick up your handset if the FAX/MFC rings.

⊘ You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling.

[Note] You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

1 For the FAX, press **Function**, **3**, **6**.
For the MFC, press **Function**, **1**, **3**, **6**.

2 Press ◄ or ► to select PRINT SAMPLE? and press **Set**.

3 Press **Start**.

Delayed Fax

During the day you can store *up to* 50 documents in memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up a time of day in the Delayed Timer function on page 4-6, you can accept it in Step 3 or enter another time for this fax.

1   Place the original face down in the ADF.

2   For the FAX, press **Function**, **3**, **7**.
    For the MFC, press **Function**, **1**, **3**, **7**.

3   Accept the displayed time or enter another time for this fax and press **Set**.

4   Press **1** to leave the original waiting in the ADF
    —**OR**—

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

    Press **2** to scan the original into memory.
    (See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)

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

6   Enter the fax number.

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

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

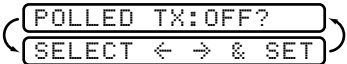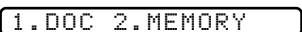*The number of documents you can scan into memory varies with the data they contain.*

Multiple Resolution Transmission

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

1   Place the original face down in the ADF.

2   For the FAX, press **Function**, **3**, **4**.
    For the MFC, press **Function**, **1**, **3**, **4**.

    ```
    PAGE 01:STANDARD
    SELECT ← → & SET
    ```

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

4   Repeat Step 3 for subsequent pages.

5   Press **Stop** when you're finished.

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

7   Enter the fax number you're calling.
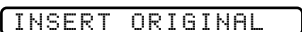
8   Press **Start**.

Setting Up Polled Transmit

Polled Transmit is when you set up your FAX/MFC to wait with an original so another fax machine can retrieve it. (See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)

1   Place the original to be retrieved face down in the ADF.

2   For the FAX, press **Function**, **3**, **8**.
    For the MFC, press **Function**, **1**, **3**, **8**.

    POLLED TX:OFF?
    SELECT ← → & SET

3   Press ◄ or ► to choose POLLED TX:ON?
    and press **Set**.

    1.DOC 2.MEMORY

4   Press **1** to select DOC if you want your FAX/MFC to scan the printed original at the time it is polled—**OR**—Press **2** to select MEMORY.

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

6   Press **Start**.

    If you pressed **1** in Step 4, the printed original remains in the ADF until your FAX/MFC is polled. However, you can "interrupt" it to send another fax.

Interrupting Delayed Fax and Polled Transmit Jobs

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

1   For the FAX, press **Function**, **5**.
    For the MFC, press **Function**, **1**, **5**.

2   Wait 2 seconds, then remove the original
    that are waiting in the ADF.

    INSERT ORIGINAL

3   Place the "new" original you want to send or make a copy now in the ADF.

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

5   Press **Start**.

6   After the transmission is finished, place the "old" original back into the ADF.

7   For the FAX, press **Function**, **5**, for the MFC, press **Function**, **1**, **5**, to restore the Delayed Fax and/or Polling.

7 Auto Dial Numbers and Dialing Options

Storing Numbers for Easy Dialing

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

If you loose electrical power, auto dial numbers in memory will **NOT** *be lost*.

Storing One Touch Dial Numbers

You can store 16 (FAX 2600) or 8 (MFC 4600) fax/phone numbers that you can dial by pressing one key. For FAX 2600, to access numbers 09 to 16, hold down **Shift**.You also can store names with these numbers. When you press a One Touch dial location, the LCD displays the name or number as the call is dialed. (See *One Touch Dialing*, page 7-4.)

One Touch keys are not the dial pad keys. They are the 8 keys located to the right of the dial pad.

1 For the FAX, press **Function**, **6**, **1**.
For the MFC, press **Function**, **1**, **6**, **1**.

2 Press the One Touch key where you want to store a number. (One Touch key **01** has been pre-programmed for Brother fax-back system (USA only). You can override it if you wish.) The LCD displays the location you selected. (See *Fax Settings and Activity*, page 9-1.)

3 Enter a number (up to 20 digits) and press
Set. If you want to enter a pause in the

$$\boxed{\text{NAME:}}$$

dialing sequence (for example, to access an outside line), press **Redial/Pause** as you're entering digits. Pressing **Redial/Pause** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen. (See *Changing One Touch and Speed Dial Numbers*, page 7-2.)

4 Use the dial pad to enter the name (up to 15 characters) and press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—To store the number without a name, press **Set**.

5 Press ◄ or ► to select the type you want and press **Set**.
FAX   A fax only number
TEL   A telephone (voice) number
FAX/TEL Both a fax and telephone (voice) number

6 Return to Step 2 to store another One-Touch number—**OR**—Press **Stop** to exit. When you dial an AUTO DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.

Note If you need to store a longer pause than 3.5 seconds, press **Redial/Pause** two or more times.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only four keys. There are 30 Speed Dial locations. (See *Speed Dialing*, page 7-5 and *Fax Settings and Activity*, page 9-1.)

1 For the FAX, press **Function**, **6**, **2**.
  For the MFC, press **Function**, **1**, **6**, **2**.

SPEED-DIAL? #
ENTER & SET

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

#05:
ENTER & SET

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

NAME:

4 Use the dial pad to enter the name or company (up to 15 characters) and press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—Press **Set** to store the number without a name. (See *Entering Text*, page 4-2.)

5 Press ◄ or ► to select the type of number and press **Set**.
  FAX   A fax number
  TEL   A telephone (voice) number
  FAX/TEL   Both a fax and telephone number

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

Changing One Touch and Speed Dial Numbers

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

1. CHANGE—OR—2. EXIT.

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

2 Enter a new number.

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

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

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

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting) and **Start**. **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. **Finally**, you can have up to six small Groups, or you can assign up to 45 (FAX 2600) or 37 (MFC 4600) numbers to one large Group.

You can include up to 15 (FAX 2600) or 7 (MFC 4600) One Touch locations, and up to 30 speed Dial locations. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

(See *Storing One Touch Dial Numbers*, page 7-1, *Storing Speed Dial Numbers*, page 7-2 and *Broadcasting*, page 7-6.)

1 For the FAX, press **Function**, **6**, **3**.
For the MFC, press **Function**, **1**, **6**, **3**.

`SELECT ONE-TOUCH`

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

`SETUP GROUP:GO`
`ENTER & SET`

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

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

`G01:*05#09_`

5 Press **Set** to accept the numbers for this group.

`NAME:`
`ENTER & SET`

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

7 Press **Stop** to exit.

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

Dialing Options

==

You can use your FAX/MFC to make telephone and FAX calls by dialing manually, or by using Search, One Touch or Speed Dial memory.

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

Manual Dialing

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

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

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

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

4 To hang up, replace the handset.

One Touch Dialing

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

2 When you hear a dial tone, press the One Touch key of the location you want to call. (See *Storing One Touch Dial Numbers*, page 7-1.)

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

4 To hang up, replace the handset.

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

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

Speed Dialing

1 Pick up the handset—**OR**—Press **Hook**.
(See *Storing Speed Dial Numbers*, page 7-2.)

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

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

4 To hang up, replace the handset.

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

Dialing Access Codes and Credit Card Numbers

Sometimes you may want to choose from among several long distance carriers when you make a call. Rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as One Touch numbers. You can store these long dialing sequences by dividing them and setting them up on separate keys in any combination. You can even include manual dialing using the dial pad. The combined number will be dialed in the order you entered it, as soon as you press **Start**.
(See *Storing One Touch Dial Numbers*, page 7-1.)

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

Search

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

1 Press **Search/Speed Dial**, then enter the first letter of the name you're looking for.

2 Press ◄ or ► to search the memory.

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

4 Press **Start** to begin dialing.

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

6 When the call is over, hang up.

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Broadcast** key, you can include up to 16 (FAX 2600), 8 (MFC 4600) One Touch locations, up to 30 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 96 (FAX 2600) or 88 (MFC 4600) locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer. (See *Setting Up Groups for Broadcasting*, page 7-3.)

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

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

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

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

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

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

1 Place the original face down in the ADF.

2 Enter a number using One Touch, Speed Dial, Group numbers, Search or the dial pad.
Example: Group number

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

4 Enter the next number.
Example: Speed Dial

5 Press **Broadcast**.

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

7 Press **Start**.

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

Pause

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

Hold

1 Press **Hold** to put a call on Hold.

2 You can replace the handset without disconnecting the call.

3 Pick up the FAX/MFC handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Tone/Pulse

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

1 Lift the handset.

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

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

Redial

If the last number you dialed was busy, press **Redial/Pause** for easy re-dialing.

8 **Remote Fax Options**
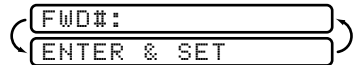
Fax Forwarding/Paging

You can **NOT** *use Paging and Fax Forwarding at the same time.*
You can **NOT** *use Paging and Fax Forwarding when "Fax Storage" is set to OFF.*
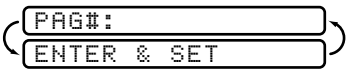
Programming a Fax Forwarding Number

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

1 For the FAX, press **Function**, **8**, **1**.
For the MFC, press **Function**, **1**, **8**, **1**.

2 Press ◄ or ► until the screen displays
FAX FORWARD? and press **Set**.

```
FWD#:
ENTER & SET
```

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

4 Press **Stop** to exit.

Programming Paging Number

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

1 For the FAX, press **Function**, **8**, **1**.
For the MFC, press **Function**, **1**, **8**, **1**.

2 Press ◄ or ► until the screen displays
PAGING? and press **Set**.

```
PAG#:
ENTER & SET
```

3 Enter your paghone number (up to 20 digits) followed by **# #** and press **Set**.
Do not include the area code if it is the same as that of your FAX/MFC.
For example, **1 8 0 0 5 5 5 1 2 3 4 # #**.

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

—**OR**—

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

5 Press **Stop** to exit.

You cannot change a Paging number or PIN remotely.

Note Press **Redial/Pause** for each 3.5 second delay, as needed.
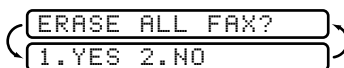
Setting Fax Storage

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory. (See *Remote Retrieval*, page 8-3.)

1 For the FAX, press **Function**, **8**, **2**.
For the MFC, press **Function**, **1**, **8**, **2**.

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

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

3 Press **Stop** to exit.

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

```
ERASE ALL FAX?
1.YES 2.NO
```

If you press **1**, all fax data is erased and Fax Storage is turned off. If you press
2, data is not erased, and Fax Storage remains on.
(See *Printing a Fax in Memory*, page 5-8.)

Changing Remote Retrieval Access Code

Enter your Remote Retrieval Access Code when the FAX/MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 ✻, but you can change this. (See *Changing Remote Codes*, page 5-6.)

1 For the FAX, press **Function**, **8**, **3**.
For the MFC, press **Function**, **1**, **8**, **3**.

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

3 Press **Stop** to exit.

Remote Retrieval

You can call your FAX/MFC from any fax machine using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Cut out the Remote Retrieval Access Card on the last page of this manual and keep it in your wallet as an aid. (See *Changing Remote Retrieval Access Code*, page 8-3.)

Using Remote Retrieval Access Code

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

2 When your FAX/MFC answers and beeps, immediately enter your Remote Retrieval Access Code (1 5 9 ✻).

3 The FAX/MFC signals the kinds of messages received:
1 long beep—Fax message(s)
No long beeps—No messages

4 The FAX/MFC then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the FAX/MFC hangs up. If you enter an invalid command, theFAX/MFC beeps three times.

5 Press **9 0** to reset the FAX/MFC when you finish.

6 Hang up.

If your FAX/MFC is set to MANUAL mode, you can access your machine by waiting about 2 minutes, then entering the Remote Retrieval Access Code within 30 seconds.

Remote Commands

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

Remote Commands		Operation Details
95 **Changing Fax Forwarding / Paging setting**		
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see p. 8-1). Once you have registered the number, the FAX/MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see p. 8-5) to make sure that the Fax Forwarding number you registered is correct in the List.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	6 Fax Storage ON	
	7 Fax Storage OFF	
		You can set FAX STORAGE to ON or OFF.
96 **Retrieve a fax**		
	1 Memory Status List	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See p. 8-5)
	2 Retrieve all faxes	
	3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97 **Check the Receiving Status**		
	1 FAX	You can check whether your FAX/MFC has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98 **Change Receive Mode**		
	1 TAD	If you hear one long beep, you can change the Receive Mode. If you hear three short beeps, you cannot change it.
	2 FAX/TEL	
	3 FAX	
90 **Exit**		After a long beep, you can exit remote access.

Retrieving Memory Status List

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

1 Dial your fax number.

2 When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✳**).

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

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

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

5 After you hear your FAX/MFC beep, hang up and wait.
Your FAX/MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

1 Dial your fax number.

2 When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✳**).

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

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

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

5 After you hear your FAX/MFC beep, hang up and wait.
Your FAX/MFC calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

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

1 Dial your fax number.

2 When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9 ✳**).

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

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

_{Note} You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, press **#**.

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

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

7 After you hear your FAX/MFC beep, hang up and wait. Your FAX/MFC calls the remote fax machine. The remote fax machine prints the Memory Status List showing the new forwarding number.

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

9 **Printing Reports**

Fax Settings and Activity

You can print the following lists and reports:

`1.XMIT REPORT`	Choose if you would like a Transmission Verification Report printed after every fax you send.
`2.ACT.REPORT`	Activity Report lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive.
`3.AUTO DIAL`	Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.
`4.TEL.INDEX`	AUTO DIAL LIST (above), alphabetically.
`5.USER SETTINGS`	Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, REMOTE FAX OPT, and TEL SERVICE.
`6.MEMORY STATUS`	Lists summary information and amount of occupied memory.

To Print a Report

1 For the FAX, press **Function**, **7**.
For the MFC, press **Function**, **1**, **7**.

2 Enter the number of the report you want to print.
For example, press **4** to print the Telephone Index List (see page 9-1).

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

3 Press **Start**.

4 Press **Stop** to exit.

Transmission Verification (Xmit) Report

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

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

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

1 For the FAX, press **Function**, **7**, **1**.
For the MFC, press **Function**, **1**, **7**, **1**.

2 Press ◄ or ► to select ON or OFF and press **Set**.

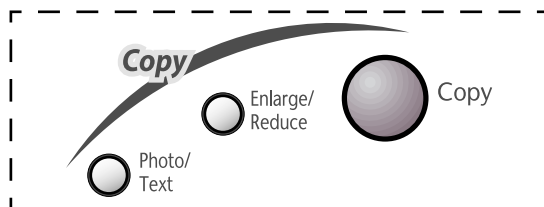*3* Press **Stop** to exit.

Activity Report Interval

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

1 For the FAX, press **Function**, **7**, **2**.
For the MFC, press **Function**, **1**, **7**, **2**.

2 Press ◄ or ► to display **INTERVAL?** and press **Set**.

`INTERVAL?`

3 Press ◄ or ► to choose an interval and press **Set**.
(If you choose 7 days, the screen prompts you to choose the day of the week that the 7-day countdown begins.

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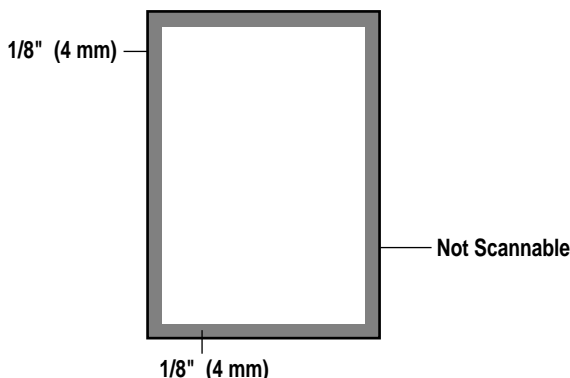(For example, enter 19:45 for 7:45 PM).

5 Press **Stop** to exit.

10 **Making Copies**

Using the FAX/MFC as a Copier

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

The scannable area of your FAX/MFC begins at approximately one-eighth inch (4 mm) from the edge of the paper.

Making a Single Copy

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

1 Place the original face down in the ADF.

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

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

To stop the copy process and release the original, press **Stop**.

Type of Original

You can select the Copy resolution for your type of original. The default setting is AUTO, which is used for originals that contain both text and photographs. TEXT is used for originals containing only text. PHOTO is used for copying photographs.

1 Place the original face down in the ADF.

2 Press **Photo/Text**.

```
┌─────────────────────┐
│ DOC TYPE:AUTO?      │
├─────────────────────┤
│ SELECT ← → & SET    │
└─────────────────────┘
```

3 Press ◄ or ► to choose the type of original and press **Copy**.

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

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

Making Multiple Copies

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

Sorting Multiple Copies

1 Place original face down in the ADF.

2 Press **Copy**.

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

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

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

6 Press **Copy**.

If you select **SORT**or **STACK** after pressing **Copy** and get a MEMORY FULL message while you are scanning the first page, press **Stop** to cancel the job and restart it to make a single copy. If you selected **SORT** and the memory full message appears while scanning subsequent pages, you can press **Copy** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy** for stacked copies.

Enlarging and Reducing Copies

1 Place the original to be copied face down in the ADF.

2 Press **Enlarge/Reduce**.

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

4 Press **Copy**.

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

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

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

8 Press **Copy**.

11 Troubleshooting and Routine Maintenance

Troubleshooting

Brother fax-back system

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

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

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

The Brother fax-back system number (USA only) has been preprogrammed on One Touch key **1**.

Frequently Asked Questions (FAQs)

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

http://www.brother.com

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA: 1-888-298-3616

From within Canada: 1-514-685-2040

Error Messages

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

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

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

ERROR MESSAGE	CAUSE	ACTION
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem, then replace the drum unit with a new one.
CHECK PAPER PRESS START KEY	The FAX/MFC is out of paper or paper is not properly loaded in the multi-purpose sheet feeder.	Refill the paper or remove the paper and load it again and then press **Start**.
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see page 5-5).	When you see this error, the reduction ratio automatically will be changed to Auto if you used a fixed reduction ratio (see page 5-4 to 5-5).
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN PLEASE WAIT	The temperature of the drum unit or toner cartridge is too hot. The FAX/MFC will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the FAX/MFC shows COOLING DOWN and PLEASE WAIT.	You must wait and allow the FAX/MFC to resume printing when it is ready.

ERROR MESSAGE	CAUSE	ACTION
COVER OPEN	The top cover was not completely closed.	Open, then close each cover.
DISCONNECTED	The other party or other party's FAX/MFC terminated the call.	Try to fax or receive again or call the other party to see what happened.
DOCUMENT JAM	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see page 11-6.
DOWNLOAD FULL (May occur when the MFC is used as a printer.) (For MFC 4600 Only)	The download buffer is full.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted.
MACHINE ERROR XX	The FAX/MFC has a mechanical problem.	Turn off the power. Then call Brother Customer Service: **USA:** 1-800-284-4329 **From within Canada:** 1-800-853-6660 **From within Montreal:** 1-514-685-6464
MEMORY FULL (May occur when the MFC is used as a printer.)	Machine memory capacity has been exceeded.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted. • If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document.
NO RESPONSE/ BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.