



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER 2820. You'll find the answers to all your questions on the BROTHER 2820 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER 2820
User guide BROTHER 2820
Operating instructions BROTHER 2820
Instructions for use BROTHER 2820
Instruction manual BROTHER 2820



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<http://yourpdfguides.com/dref/5515403>

Manual abstract:

i ii Safety precautions We use the following icons throughout this User's Guide. Warnings tell you what to do to prevent possible personal injury. Electrical Hazard icons alert you to a possible electrical shock. Hot Surface icons warn you not to touch machine parts that are hot. Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects. Improper Setup icons alerts you to devices and operations that are not compatible with the machine. Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features. To use the machine safely Please keep these instructions for later reference and read them before attempting any maintenance. Note (For FAX-2820) If there are faxes in the machine's memory, you need to print them or save them before you turn off the power and unplug the machine. (To print the faxes in the memory, see Printing a fax from the memory on page 4-4.

To save the faxes in memory, see Forwarding faxes to another fax machine on page 11-5.) WARNING There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the electrical socket. Do not handle the plug with wet hands. Doing this might cause an electrical shock.

iii WARNING After you use the machine, some internal parts are extremely HOT! To prevent injuries, be careful not to put your fingers in the area shown in the illustration. The fuser unit is marked with a caution label. Please do not remove or damage the label. □ Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the wall socket.

Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location. □ This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must disconnect the power cord from the electrical socket to shut off the power completely. Do not use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations. Do NOT use flammable substances or any type of spray to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock. WARNING IMPORTANT SAFETY INSTRUCTIONS When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following: 1.

Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool. 2.

Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning. 3. Do not use this product to report a gas leak in the vicinity of the leak. SAVE THESE INSTRUCTIONS iv Quick Reference Guide Sending Faxes Automatic Transmission Storing Speed-Dial numbers 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Enter the fax number using One-Touch, Speed-Dial, Search or the dial pad. Press Start.

1 2 3 4 5 Press Menu/Set, 2, 3, 2. Using the dial pad, enter a three-digit Speed-Dial location number (001 - 200). Press Menu/Set. Enter the number (up to 20 digits). Press Menu/Set.

Enter the name up to 15 characters (or leave it blank). Press Menu/Set. Storing numbers Storing One-Touch Dial numbers Press Stop/Exit. 1 2 Press Menu/Set, 2, 3, 1. Press the One-Touch key where you want to store the number.

Dialling operations One-Touch Dialling / Speed-Dialling 1 Note FAX-2820 and FAX-2920 only: To access One-Touch numbers 11 to 20, hold down Shift as you press the One-Touch key. If it is not illuminated in green, press (Fax). 2 3 Load your document. Press the One-Touch key of the number you want to call.

3 4 5 Enter the number (up to 20 digits). Press Menu/Set. Enter the name up to 15 characters (or leave it blank). Press Menu/Set. Press Stop/Exit. Note FAX-2820 and FAX-2920 only: To dial One-Touch numbers 11 to 20, hold down Shift as you press the One-Touch key.

—OR— Press Search/Speed Dial, press #. Press the three-digit Speed-Dial number. 4 Press Start. v Using Search 1 2 3 4 5 If it is not illuminated in green, press (Fax). Load your document. Press Search/Speed Dial, and then enter the first letter of the name you're looking for. □ Press □ or to search the memory. Press Start. Making copies Single copy 1 2 3 Press green. (Copy) to illuminate it in Load your document.

Press Start. Sorting copies using the ADF 1 2 3 4 5 6 Press green. (Copy) to illuminate it in Load your document. Use the dial pad to enter the number of copies you want (up to 99). Press Options and □ or □ to select Stack/Sort .

Press Menu/Set. Press □ or □ to select Sort. Press Menu/Set. Press Start. vi Table of Contents 1 Introduction Using this Guide .

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. S-10 I R Index Remote Retrieval Access card xii 1 Introduction Using this Guide Throughout this Guide you will see special symbols alerting you to important warnings, notes and actions. Special fonts identify keys you should press, messages that appear on the LCD, and important points or related topics. Bold Italics Courier Bold typeface identifies specific keys on the machine's control panel. Italicized typeface emphasizes an important point or refers you to a related topic.

Courier type face identifies the messages on the LCD of the machine. Warnings tell you what to do to prevent possible personal injury. Electrical Hazard icons alert you to a possible electrical shock. Hot Surface icons warn you not to touch machine parts that are hot. Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects. Improper Setup icons alerts you to devices and operations that are not compatible with the machine. Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features. Note Illustrations in the User's Guide are based on MFC-7225N. 1-1 Introduction Choosing a location Place your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard, grounded electrical socket.

Choose a location where the temperature remains between 10°C and 32.5°C. CAUTION □ Avoid placing your machine in a high-traffic area. □ Do not place the machine near heaters, air conditioners, water, chemicals, or refrigerators. □ Do not expose the machine to direct sunlight, excessive heat, moisture, or dust. □ Do not connect your machine to an electrical socket controlled by wall switches or automatic timers. □ Disruption of power can wipe out information in the machine's memory. □ Do not connect your machine to an electrical socket on the same circuit as large appliances or other equipment that might disrupt the power supply. □ Avoid interference sources, such as speakers or the base units of cordless phones. 1 1-2 Chapter 1 How to access the complete User's Guide (MFC-7225N only) This User's Guide does not contain all the information about the machine such as how to use the advanced features of the Fax, Printer, Scanner, PC Fax and Network.



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When you are ready to learn detailed information about these operations, read the complete User's Guide located in the 'Documentation' section of the CD-ROM. Note If this window does not appear, use Windows® Explorer to run the setup.exe program from the root directory of the Brother CD-ROM. 4 5 Click Documentation. Click the documentation you want to read.

• Quick Setup Guide: Setup and Software Installation Instructions • User's Guide (3 manuals): User's Guide for stand-alone operations, Software User's Guide and Networking User's Guide • PaperPort® User's Guide: Document Management Software To view Documentation (For Windows®) From the Start menu, select Brother, MFL Pro Suite MFC-7225N from the Programs Group and then select User's Guide. —OR— How to find Scanning instructions There are several ways you can scan documents. You can find the instructions as follows: Software User's Guide: □ How to scan using Windows® on Chapter 2 1 2 3 Turn on your PC. Insert the Brother CD-ROM labelled Windows® into your CD-ROM drive. If the model name screen appears, click your model name. If the language screen appears, click your language. The CD-ROM main menu will appear. (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0) □ Using ControlCenter2.0 on Chapter 3 (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0) □ Network Scanning on Chapter 6 PaperPort® User's Guide □ Instructions for scanning directly from ScanSoft® PaperPort® 1-3 Introduction To view Documentation (For Macintosh®) How to find Scanning instructions There are several ways you can scan documents. You can find the instructions as follows: Software User's Guide: □ Scanning from a Macintosh® on Chapter 7 1 1 Turn on your Macintosh®. Insert the Brother CD-ROM labelled Macintosh® into your CD-ROM drive. The following window will appear. (For Mac OS® 9.

1 - 9.2/Mac OS® X 10.2.4 or greater) □ Using ControlCenter2.0 (For Mac OS® X 10.2.4 or greater) on Chapter 7 □ Network Scanning on page 7-19 (For Mac OS® X 10.2.4 or greater) Presto!® PageManager® User's Guide □ Instructions for scanning directly from Presto!® PageManager® (Mac OS® X) 2 3 4 Double-click the Documentation icon. The select Language screen appears, double-click your language.

Click the documentation you want to read. • Quick Setup Guide: Setup and Software Installation Instructions • User's Guide (3 manuals): User's Guide for stand-alone operations, Software User's Guide and Networking User's Guide 1-4 Chapter 1 Control panel overview FAX-2820 and FAX-2920 have the same keys. 01/01 00:00 Fax MFC-7225N 12 01/01 00:00 Fax 1-5 Introduction 1 One-Touch Keys These 10 keys give you instant access to 10 (MFC-7225N) or 20 (FAX-2820 and FAX-2920) previously stored dial numbers. 6 7 Stop/Exit Stops an operation or exits from the menu. Reports Print the Transmission Verification Report, Help List, Quick-Dial List, Fax Journal, User Settings, Order Form and Network Configuration*.

(*MFC-7225N only) 1 2 Fax and telephone keys: Redial/Pause Redials the last number you called. It also inserts a pause in quick dial numbers. Tel/R This key is used to have a telephone conversation after picking up the external handset in F/T pseudo-ringing. Also, use this key to gain access to an outside line, or to transfer a call to another extension when it is connected to a PABX (PBX). Resolution Sets the resolution when you send a fax.

8 Mode keys: Fax Lets you access Fax mode. Scan (MFC-7225N only) Lets you access Scan mode. Copy Lets you access Copy mode. 9 3 Navigation keys: Menu/Set The same key is used for Menu and Set operations. Lets you access the Menu to program and store your settings in the machine. In standby mode you can press these keys to adjust the ring volume. □ Search/Speed Dial Lets you look up numbers that are stored in the dialling memory. It also lets you dial stored numbers by pressing # and a three-digit number. Liquid Crystal Display (LCD) Displays messages on the screen to help you set up and use your machine. @ Copy key (Temporary settings): Options You can quickly and easily select temporary settings for copying.

A Shift (FAX-2820 and FAX-2920 only) To access One-Touch numbers 11 to 20, hold down Shift as you press the One-Touch key. B Printer key: (MFC-7225N only) Job Cancel You can cancel a print job and clear the printer memory. Press to scroll forward or backward to a menu selection. □ or □ Press to scroll through the menus and options. 4 Dial Pad Use these keys to dial telephone or fax numbers and as a keyboard for entering information into the machine. The # key lets you temporarily switch the dialling mode during a telephone call from Pulse to Tone. 5 Start Lets you start sending faxes or make copies. 1-6 □ □ Chapter 1 Load document You can send a fax, make copies, and scan from the ADF (automatic document feeder). 1 Pull out the ADF document support. Note The scan feature is not available for FAX-2820 and FAX-2920.

Using the automatic document feeder (ADF) The ADF can hold up to 20 pages, feeding each one individually through the machine. Use standard 80 g/m2 paper and always fan the pages before putting them in the ADF. CAUTION □ DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped. □ DO NOT use cardboard, newspaper or fabric. □ Make sure documents written with ink are completely dry.

□ Documents to be faxed must be from 147.3 to 215.9 mm wide and 100 to 356 mm long. 2 Fan the pages well. Make sure you insert the documents face down, top edge first in the ADF until you feel them touch the feed roller.

3 Adjust the paper guides to fit the width of your documents. CAUTION DO NOT pull on the document while it is feeding. 1-7 Introduction About paper Recommended paper To get the best print quality, we suggest using the following paper. Paper Type Plain paper Item Xerox Premier 80 g/m2 Xerox Business 80 g/m2 M-real DATACOPY 80 g/m2 IGEPA X-Press 80 g/m2 Recycled paper Transparency Labels Xerox Recycled Supreme 3M CG 3300 Avery laser label L7163 Choosing acceptable paper We recommend that you test paper (especially special sizes and types of paper) on the machine before purchasing large quantities. For optimum printing, use a recommended type of paper, especially for plain paper and transparencies. For more information on paper specifications, call your nearest authorized sales representative or the place where you purchased your machine. □ Use labels or transparencies that are designed for use in laser printers. □ If you are using special paper and the machine has problems feeding from the paper tray, try again using the manual feed slot. □ You can use recycled paper in this machine. 1 □ Use paper that is made for plain-paper copying.



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□ Use paper that is 75 to 90 g/m2. □ Use neutral paper. Do not use acidic or alkaline paper. □ Use long-grain paper. □ Use paper with a moisture content of approximately 5%. 1-8 Chapter 1 CAUTION Do not use the following types of paper or envelopes, they may cause a paper jam and damage your machine.

□ Do not use: •••••••• Inkjet paper; Coated paper, such as vinyl coated paper; Pre-printed or highly textured paper, or paper with an embossed letterhead; Label sheets that have had any labels removed; Paper that has been previously printed on; Paper that cannot be arranged uniformly when stacked; Paper that is made with a short grain; Damaged, curled, wrinkled, or irregularly shaped paper. 4 mm or longer 4 mm or longer □ Do not use: •••••••• Envelopes that are of a baggy construction; Envelopes that are embossed (have raised writing on them); Envelopes that are self-adhesive; Envelopes that have clasps on them; Envelopes that are not sharply creased; Envelopes that are pre-printed on the inside. Paper capacity of the paper trays Paper size Paper tray A4, Letter, Executive, A5, A6, B5 and B6 Width: 69.9 - 215.

9 mm Length: 116 - 406.4 mm Paper types Plain paper, Recycled paper Transparency Manual feed slot Plain paper, Recycled paper, Bond paper, Envelope, Labels and Transparency No. of sheets up to 250 (80 g/m2) up to 10 1 1-9 Introduction How to load paper To load paper or other media in the paper tray 4 Put paper in the paper tray. Maximum Paper Mark 1 1 Pull the paper tray completely out of the machine. 5 Put the paper tray firmly back in the machine. Lift the ADF document output support and unfold the output paper tray support flap before you use the machine. 2 While pressing the paper guide release lever, slide the adjusters to fit the paper size. Check that the guides are firmly in the slots. Output Paper Tray Support Flap 3 Fan the stack of paper well to avoid paper jams and mis-feeds. Note When you put paper in the paper tray, please remember the following: □ Check that the paper is flat in the tray and below the maximum paper mark, and that the paper guides are touching the sides of the paper stack.

□ The side to be printed on must be face down. 1 - 10 Chapter 1 To load paper or other media in the manual feed slot You can load envelopes and special print media one at a time into this slot. Use the manual feed slot to print or copy on labels, envelopes or thicker paper. Note When you put paper in the manual feed slot, please remember the following: □ The side to be printed on must be face up. □ Put the leading edge (top of the paper) in first and push it gently into the slot. □ Make sure that the paper is straight and in the proper position on the manual feed slot. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam. □ Do not put more than one sheet or envelope in the manual feed slot at a time or you may cause the machine to jam. 1 Slide the paper guides to fit the paper size. 2 Using both hands put one sheet of paper in the manual feed slot until you feel the front edge of the paper touch the paper feed roller.

Let go of the paper when you feel the machine feed the paper in a short distance. 1 - 11 Introduction About fax machines Custom features Do you have BT's Call Minder on the phone line? If you have Call Minder on the phone line where you will install your new machine, there is a strong possibility that Call Minder and the machine may conflict with each other while receiving incoming calls. How can you avoid possible problems? A very good way to avoid problems like the one mentioned, is to get a second phone number on your present phone line. Many people with Call Minder choose an alternative service, which is called "BT Call Sign", and they are very satisfied with it. Another way to avoid possible problems is to replace Call Minder with an answering machine. Your Brother machine is designed to work with an answering machine or TAD (telephone answering device). (See Connecting an external telephone answering device (TAD) on page A-3.) 1 Why should there be problems? Since both the machine and Call Minder will pick up the call, after the number of rings you have set, each of them has the ability to keep the other from receiving calls. For example, if Call Minder is set to answer after two rings and your machine is set to answer after four, Call Minder will stop your machine from receiving faxes. If you set Call Minder and the Brother machine to answer after the same number of rings, there is no way of knowing which one will answer first.

It is important to remember that neither Call Minder nor the machine can pass the call back to the other after the call has been answered. 1 - 12 Chapter 1 Fax tones and handshake When someone is sending a fax, the fax machine sends fax calling tones (CNG tones). These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press Start and they will continue for about 60 seconds after dialling. During that time, the sending machine must begin the "handshake" or connection with the receiving machine.

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message. The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows Receiving. If your machine is set to the Fax Only mode, it will answer every call automatically with fax receiving tones.

If the other person hangs up, your machine will continue to send the "chirps" for about 40 seconds, and the LCD continues to show Receiving. To cancel receiving, press Stop/Exit. The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so both machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialled. So it is important for the receiving machine to answer the call in as few rings as possible. ECM (Error Correction Mode) The Error Correction Mode (ECM) is a way for the machine to check a fax transmission while it is in progress. If the machine detects errors during fax transmission, it resends the pages of the fax that had an error. ECM transmissions are only possible between fax machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the machine.

1 - 13 2 Getting started 6 Press Stop/Exit. The LCD now shows the date and time whenever the machine is idle in Fax mode.



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When the machine is in Sleep mode, the LCD shows Sleep. (See Sleep Time on page 2-7.) Initial setup Setting the Date and Time When the machine is not in use it will display the date and time. If you set up the Station ID the date and time displayed by your machine will be printed on every fax you send. If there is a power failure, you may have to reset the date and time. No other settings will be affected. 2 Setting Tone and Pulse dialling mode Note Your machine can store the date and time up to 2 hours (For FAX-2820) or 4 days (For FAX-2920 and MFC-7225N) if there is a power failure. 1 2 3 Press Menu/Set, 0, 4.

4.Tone/Pulse Press or to select Pulse (or Tone). Press Menu/Set. Press Stop/Exit. 1 2 3 Press Menu/Set, 0, 2.

2.Date/Time Enter the last two digits of the year. Press Menu/Set. Enter two digits for the month. Press Menu/Set.

(For example, enter 09 for September, or 10 for October.) 4 Enter two digits for the day. Press Menu/Set. (For example, enter 06 for 6th.) 5 Enter the time in 24-Hour format. Press Menu/Set. (For example, enter 15:25 for 3:25 P.M.) 2-1 Chapter 2 Setting the Station ID You should store your name or company name and fax number so they print on all fax pages you send. It is important that you enter the fax number in the internationally standardised format, i.

e. in accordance with the following strict sequence: The "+" (plus) character (by pressing key) Your Country Code (e.g. "44" for the United Kingdom, "41" for Switzerland) Your local area code minus any leading "0" ("9" in Spain) A space Your number on the local exchange, using spaces to aid readability as appropriate. Note You cannot enter a hyphen in the number. To enter a space press once between numbers. The telephone number you enter is only used for Cover Page features. (See Composing the electronic Cover Page on page 3-9.) 4 Use the dial pad to enter your name (up to 20 characters). (See Entering Text on page B-10).

Press Menu/Set. 5 Press Stop/Exit. Note If the Station ID has already been programmed, the LCD will ask you to press 1 to make a change or 2 to exit without changing. As an example, if the machine is installed in the United Kingdom and the same line is to be used for both fax and voice calls, and your national telephone number is 0161 444 5555, then you must set the fax and telephone number parts of your station ID as: +44 161 444 5555. 1 2 3 Press Menu/Set, 0, 3.

3.Station ID Enter your fax number (up to 20 digits). Press Menu/Set. Enter your telephone number (up to 20 digits). Press Menu/Set.

(If the telephone number and fax number are the same, enter the same number again.) 2-2 Getting started Setting the Phone Line Type If you are connecting the machine to a line that features a PABX (PBX) or ISDN to send and receive faxes, it is also necessary to change the Phone Line Type accordingly by completing the following steps. Note You can program a Tel/R key press as part of a number stored in a One-Touch or Speed-Dial location. When programming the One-Touch or Speed-Dial number (Menu/Set 2, 3, 1 or 2, 3, 2) press Tel/R first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press Tel/R each time before you dial using a One-Touch or Speed-Dial location. (See Storing numbers for easy dialling on page 5-1.) However, if PBX is not selected in the Phone Line Type setting, you cannot use the One-Touch or Speed-Dial number that Tel/R press is programmed into. 2 1 2 3 Press Menu/Set, 0, 5. 5.Phone Line Set Press or to select PBX, ISDN (or Normal).

Press Menu/Set. Press Stop/Exit. PABX (PBX) and TRANSFER The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your machine can be connected to most types of PABX (PBX). The machine's recall feature supports timed break recall only (TBR). TBR will work with most PABX (PBX) systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when Tel/R is pressed. 2-3 Chapter 2 General Setup Setting the Mode Timer (FAX-2820 and FAX-2920 only) The machine has two temporary mode keys on the control panel: Fax and Copy. You can change the number of seconds or minutes the machine takes after the last Copy operation before it returns to Fax mode.

If you select Off, the machine stays in the mode you used last. Setting the Mode Timer (MFC-7225N only) The machine has three temporary mode keys on the control panel: Fax, Scan and Copy. You can change the number of seconds or minutes the machine takes after the last Scan or Copy operation before it returns to Fax mode. If you select Off, the machine stays in the mode you used last. 1 1 2 2 Press Menu/Set, 1, 1.

1.Mode Timer Press Menu/Set, 1, 1. 1.Mode Timer Press or to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press Menu/Set.

Press or to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press Menu/Set. 3 Press Stop/Exit. 3 Press Stop/Exit. 2-4 Getting started Setting the Paper Type To get the best print quality, set the machine for the type of paper you are using. Setting the Paper Size You can use seven sizes of paper for printing copies: Letter, A4, B5, A5, B6, A6 and Executive and two sizes for printing faxes: Letter and A4. When you change the size of paper you load in the paper tray, you will need to change the paper size setting at the same time so your machine can fit an incoming fax or a reduced copy on the page. 1 2 Press

Menu/Set, 1, 2. 2.Paper Type 2 Press or to select Plain, Thin, Thick, Thicker, Transprncy (Transparency) or Recycled (Recycled paper).

Press Menu/Set. Note If you selected Transprncy as the paper type (Menu/Set, 1, 2) you will only be able to select Letter or A4 size paper in Step 2. 3 Press Stop/Exit. Note The machine ejects paper with printed surfaces face down onto the output paper tray in the front of the machine. When you use transparencies or labels, remove each sheet immediately to prevent smudging or paper jams. You can select Transprncy in Step 2 if Letter or A4 paper size has been selected (Menu/Set, 1, 3). 1 2 3 Press Menu/Set, 1, 3. 3.Paper Size Press or to select Letter, A4, A5, A6, B5, B6 or Executive. Press Menu/Set. Press Stop/Exit. 2-5 Chapter 2 Setting the Ring Volume You can turn the ring Off or you can select the ring volume level. Setting the Beeper Volume You can change the beeper volume. The default setting is Med. When the beeper is on, the machine will beep when you press a key, make a mistake, or after you sent or received a fax.

1 2 3 Press Menu/Set, 1, 4, 1. 1.Ring Press or to select Low, Med, High or Off. Press Menu/Set. Press Stop/Exit.

1 2 3 Press Menu/Set, 1, 4, 2. 2.Beeper Press or to select Low, Med, High or Off. Press Menu/Set.



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Press Stop/Exit. —OR— You can adjust the ring volume when your machine is idle (not being used). In mode (Fax), press or to adjust the volume level. Every time you press these keys, the machine will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again.

Setting the Speaker Volume You can adjust the machine's one-way speaker volume. 1 2 3 Press Menu/Set, 1, 4, 3. 3.Speaker Press or to select Low, Med, High or Off. Press Menu/Set. Press Stop/Exit. 2-6 Getting started Turning on Automatic Daylight Savings Time You can set the machine to change automatically for Daylight Savings Time. It will reset itself forward one hour in the Spring and backward one hour in the Autumn. Make sure you have set the correct date and time in the Date/Time setting. Sleep Time Setting the Sleep Time reduces power consumption by turning off the fuser inside the machine while it is idle.

You can choose how long the machine is idle (from 00 to 99 minutes) before it goes into sleep mode. The timer is automatically reset when the machine receives a Fax or PC data* (*MFC-7225N only) or makes a copy. While the machine is in sleep mode you will see Sleep on the LCD. If you try to print or copy in sleep mode, there will be a short delay while the fuser warms up to its working temperature. 2 1 2 3 Press Menu/Set, 1, 5.

5.Auto Daylight Press or to select On (or Off). Press Menu/Set. Press Stop/Exit. 1 2 Press Menu/Set, 1, 6, 2.

2.Sleep Time Use the dial pad to enter the length of time the machine is idle before it goes into sleep mode (00 to 99). Press Menu/Set. Toner Save You can conserve toner using this feature. When you set Toner Save to On, print appears lighter. The default setting is Off. 3 Press Stop/Exit. 1 2 3 Press Menu/Set, 1, 6, 1. 1.Toner Save Press or to select On (or Off).

Press Menu/Set. Press Stop/Exit. Note If you want to turn off sleep mode, press Start and Options simultaneously in Step 2. If the machine is in sleep mode when you change the Sleep Time, the new setting will take effect the next time the machine copies, prints or is turned off and on. 2-7 Chapter 2 Setting the LCD Contrast You can change the contrast to help the LCD look lighter or darker. Setting up the password Note If you have already set the password and want to change it, please see Changing the TX Lock password below. If you forget the TX Lock password, please call your Brother dealer for service. 1 2 3 Press Menu/Set, 1, 7. 7.LCD Contrast Press or to select Light or Dark.

Press Menu/Set. Press Stop/Exit. 1 2 Press Menu/Set, 1, 8, 1. 1.TX Lock Security You can set up your machine with multiple levels of security using TX Lock (FAX-2820 only), Memory Security (FAX-2920 and MFC-7225N only) and Setting Lock.

Enter a four-digit number for the password. Press Menu/Set. If you are entering the password for the first time, the LCD shows Verify. 3 4 1 2 3 4 5 6 Re-enter the password. Press Menu/Set.

Press Stop/Exit. TX Lock (FAX-2820 only) TX Lock lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on TX Lock, so they won't be lost. While TX Lock is on, the following operations are available: Receiving faxes Fax Forwarding (if Fax Forwarding was already on) Remote Retrieval (if Fax Storage was already on) Changing the TX Lock password Press Menu/Set, 1, 8, 1. 1.TX Lock Press or to select Set Password . Press Menu/Set. Enter the registered four-digit password. Press Menu/Set.

Enter a four-digit number for the new password. Press Menu/Set. If the LCD shows Verify, re-enter the new password. Press Menu/Set. Press Stop/Exit. While TX Lock is on, the following operations are NOT available: Sending faxes Copying 2-8 Getting started Turning TX Lock on 1 2 3 Press Menu/Set, 1, 8, 1. 1.TX Lock Memory Security (FAX-2920 and MFC-7225N only) Memory Security lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on Memory Security, so they won't be lost.

While Memory Security is on, the following operations are available: Receiving faxes into memory (limited by memory capacity) Fax Forwarding (if Fax Forwarding was already on) Remote Retrieval (if Fax Storage was already on) Press or to select Set TX Lock . Press Menu/Set. Enter the registered four-digit password. Press Menu/Set. The machine goes offline and the LCD shows TX Lock Mode.

2 Turning TX Lock off 1 2 Press Menu/Set. Enter the registered four-digit password. Press Menu/Set. TX Lock is automatically turned off. While Memory Security is on, the following operations are NOT available: Sending faxes Printing received faxes Copying PC printing (MFC-7225N only) Scanning (MFC-7225N only) Note If you enter the wrong Password, the LCD shows Wrong Password and stays offline.

The machine will stay in TX Lock Mode until the registered password is entered. Note To print the faxes in memory, turn off Memory Security. MFC-7225N only: You must turn off PC Fax Receive before you can turn on Memory Security. (See Turning off Remote Fax Options on page 6-3.) 2-9 Chapter 2 Setting up the password Note If you have already set the password and want to change it, please see Changing the Memory Security password below. If you forget the Memory Security password, please call your Brother dealer for service. Changing the Memory Security password 1 2 3 Press Menu/Set, 1, 8, 1. 1.Mem Security Press or to select Set Password . Press Menu/Set.

Enter the registered four-digit password. Press Menu/Set. 1 2 Press Menu/Set, 1, 8, 1. 1.Mem Security 4 5 6 Enter a four-digit number for the password. Press Menu/Set. If you are entering the password for the first time, the LCD shows Verify. Enter a four-digit number for the new password. Press Menu/Set. If the LCD shows Verify, re-enter the new password.

Press Menu/Set. Press Stop/Exit. 3 4 Re-enter the password. Press Menu/Set. Press Stop/Exit.

2 - 10 Getting started Turning Memory Security on Setting Lock Setting Lock lets you prevent unauthorized access to the machine settings. While Setting Lock is On, the following operations are NOT available without password: Date & Time Station ID Set Quick-Dial (One-Touch Dial, Speed-Dial and Setup Groups) Mode Timer Paper Type Paper Size Volume Auto Daylight Ecology (Toner Save and Sleep Time) LCD Contrast Security (TX Lock or Memory Security and Setting Lock) 1 2 3 Press Menu/Set, 1, 8, 1. 1.Mem Security Press or to select Set Security. Press Menu/Set.

Enter the registered four-digit password. Press Menu/Set. The machine goes offline and the LCD shows Secure Mode.



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2 Note If there is a power failure, the data in the memory will remain for up to 4 days. Turning Memory Security off 1 2 Press Menu/Set. Enter the registered four-digit password. Memory Security is automatically turned off and the LCD shows the date and time. Setting up the password Note If you have already set the password and want to change it, please see Changing the Setting Lock password on next page. If you forget the Setting Lock password, please call your Brother dealer for service. Note If you enter the wrong Password, the LCD shows Wrong Password and stays offline.

The machine will stay in Secure Mode until the registered password is entered. 2 - 11 Chapter 2 1 2 Press Menu/Set, 1, 8, 2. 2.Setting Lock Turning Setting Lock on 1 2 3 4 1 2 3 Press Menu/Set, 1, 8, 2. 2.Setting Lock Enter a four-digit number for the password. Press Menu/Set. If you are entering the password for the first time, the LCD shows Verify. Press or to select On. Press Menu/Set.

Enter the registered four-digit password. Press Menu/Set. Press Stop/Exit. 3 4 1 2 3 4 5 6 Re-enter the password. Press Menu/Set.

Press Stop/Exit. Turning Setting Lock off Press Menu/Set, 1, 8, 2. 2.Setting Lock Changing the Setting Lock password Press Menu/Set, 1, 8, 2. 2. Setting Lock Enter the registered four-digit password. Press Menu/Set twice. Press Stop/Exit. Press or to select Set Password . Press Menu/Set. Enter the registered four-digit password. Press Menu/Set. Enter a four-digit number for the new password. Press Menu/Set. If the LCD shows Verify, re-enter the new password.

Press Menu/Set. Press Stop/Exit. Note If you enter the wrong Password, the LCD shows Wrong Password . The machine will stay in Setting Lock mode until the registered password is entered. 2 - 12 3 Setup Send One-Touch Dialling Press the One-Touch key of the location you want to call. (See Storing One-Touch numbers on page 5-1.) How to enter Fax mode Before sending faxes or changing fax send or receiving settings, make sure (Fax) is illuminated in green. If it is not, press (Fax) to enter Fax mode. The default setting is Fax mode. 3 Note FAX-2820 and FAX-2920 only: To dial One-Touch numbers 11 to 20, hold down Shift as you press the One-Touch key.

Shift is not available for MFC-7225N. FAX-2820 and FAX-2920 MFC-7225N How to dial You can dial in any of the following ways. Manual dialling Press all of the digits of the phone or fax number. 3-1 Chapter 3 Speed-Dialling Press Search/Speed Dial, #, and then the three digit Speed-Dial number. (See Storing Speed-Dial numbers on page 5-2.

) Search You can search for names you have stored in the One-Touch and Speed-Dial memories. Press Search/Speed Dial and the navigation keys to search. (See Storing One-Touch numbers on page 5-1 and Storing Speed-Dial numbers on page 5-2.) To search numerically Three-digit number Note If the LCD shows Not Registered when you enter the One-Touch or Speed-Dial number, a number has not been stored at this location. To search alphabetically* * To search alphabetically, you can use the dial pad to enter the first letter of the name you are looking for.

3-2 Setup Send Fax Redial If you are sending a fax manually and the line is busy, press Redial/Pause, and then press Start to try again. If you want to make a second call to the last number dialled, you can save time by pressing Redial/Pause and Start. Redial/Pause only works if you dialled from the control panel. If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals. How to Fax Automatic transmission This is the easiest way to send a fax. Press Start immediately after dialling. (For an example of automatic faxing, follow the steps in Faxing from the ADF on this page.) 3 Faxing from the ADF 1 2 3 If it is not illuminated in green, press (Fax). Put the document face down in the ADF. Dial the fax number.

Press Start. The machine starts scanning the document. Manual transmission (with an external telephone only) Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax. 1 2 3 4 5 6 If it is not illuminated in green, press (Fax). Load your document. Pick up the handset of the external phone and listen for a dial tone. On the external phone, dial the fax number you want to call. When you hear the fax tone, press Start. Replace the handset of the external phone. 3-3 Chapter 3 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 Start to send the pages scanned so far, or to press Stop/Exit to cancel the operation. Basic sending operations Sending faxes using multiple settings When you send a fax you can choose any combination of these settings: cover page, contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission. 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 3-6.) 1 If it is not illuminated in green, press (Fax).

After each setting is accepted, the LCD will ask if you want to enter more settings: Next 1.Yes 2.No 2 Press 1 to select more settings. The LCD will return to the Setup Send menu. —OR— Press 2 if you have finished choosing settings and go to the next step.

3-4 Setup Send Contrast If your document is very light or very dark, you may want to change the contrast. Use Light to send a light document. Use Dark to send a dark document. Fax Resolution After you load the document, you can use the Resolution key to change the setting temporarily (for this fax only). In Fax mode , press Resolution and or to select the setting you want, and then press Menu/Set. —OR— You can change the default setting: 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Press Menu/Set, 2, 2, 1. 1.Contrast 3 1 2 3 If it is not illuminated in green, press (Fax).

Press or to select Auto, Light or Dark. Press Menu/Set. Press Menu/Set, 2, 2, 2. 2.Fax Resolution Press or to select the resolution you want. Press Menu/Set. Standard Fine Suitable for most typed documents. Good for small print and transmits a little slower than Standard resolution. Good for small print or artwork and transmits slower than Fine resolution. Use when the document has varying shades of grey or is a photograph.

This has the slowest transmission time. S.Fine Photo 3-5 Chapter 3 Dual Access You can dial a number, and begin scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data* (*MFC-7225N only). The LCD shows the new job number. Real Time Transmission When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the phone line is free, the machine will start dialling and sending.



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If the memory is full, the machine will send the document in real time (even if Real Time TX is set to Off). Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax:On for the next fax only.

Note □ The number of pages you can scan into the memory will vary depending on the data that is printed on them.

□ If you get an Out of Memory message while scanning the first page of a fax, press Stop/Exit to cancel scanning. If you get an Out of Memory message while scanning a subsequent page, you can press Start to send the pages scanned so far, or press Stop/Exit to cancel the operation. 1 2 3 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 2, 5. 5. Real Time TX To change the setting, press □ or □ to select On, Next Fax:On, Next Fax:Off or Off. Press Menu/Set. 3-6 Setup Send Broadcasting Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialled numbers in the same broadcast. Press Menu/Set between each of the numbers.

Use Search/Speed Dial to help you choose the numbers easily. (To set up Group dial numbers, see Setting up Groups for Broadcasting on page 5-3.) After the broadcast is finished, a Broadcast Report will be printed to let you know the results. Note □ If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 260 (MFC-7225N) or 270 (FAX-2820 and FAX-2920) different numbers. □ The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use Dual Access and Delayed fax. □ Enter the long dialling sequence numbers as you would normally, but remember that each One-Touch and Speed-Dial number counts as one number, so the number of locations you can store becomes limited. (See Access codes and credit card numbers on page 5-4.) □ If the memory is full, press Stop/Exit to stop the job or if more than one page has been scanned, press Start to send the portion that is in the memory. 3 1 2 3 If it is not illuminated in green, press (Fax).

Load your document. Enter a number using One-Touch, Speed-Dial, a Group number, Search or manual dialling using the dial pad. Press Menu/Set after each number. 4 After you have entered all the fax numbers, press Start. 3-7 Chapter 3 Checking job status Check which jobs are still waiting in the memory to be sent.

(If there are no jobs, the LCD shows No Jobs Waiting .) Cancelling a scheduled job You can cancel a fax job that is stored and waiting in the memory. 1 2 3 1 Press Menu/Set, 2, 6. 6. Remaining Jobs Press Menu/Set, 2, 6.

6. Remaining Jobs If you have more than one job waiting, press □ or □ to scroll through the list. Press Stop/Exit. Any jobs that are waiting will appear on the LCD. 2 If you have more than one job waiting, press □ or □ to select the job you want to cancel. Press Menu/Set. —OR— If you only have one job waiting, go to Step 3. Cancelling a fax in progress If you want to cancel a fax, while the machine is scanning, dialling or sending it, press Stop/Exit. 3 Press 1 to cancel. To cancel another job go to Step 2.

—OR— Press 2 to exit without cancelling. 4 Press Stop/Exit. 3-8 Setup Send Advanced sending operations Composing the electronic Cover Page The Cover Page is sent to the receiving party's machine. Your Cover Page includes the name stored in the One-Touch or Speed-Dial memory. If you are dialling manually, the name is left blank. The Cover Page shows your Station ID and the number of pages you're sending. (See Setting the Station ID on page 2-2.) If you have Cover Page set to On for all faxes (Menu/Set, 2, 2, 7), the number of pages is not shown on the cover page. You can select a comment to include on your Cover Page. 1.

Comment Off 2. Please Call 3. Urgent 4. Confidential Composing your own comments You can set up two comments of your own. 1 2 3 4 If it is not illuminated in green, press (Fax).

Press Menu/Set, 2, 2, 8. 8. Coverpage Note 3 Press □ or □ to choose 5 or 6 for your own comment. Press Menu/Set. Use the dial pad to enter your customized comment.

Press Menu/Set. (See Entering Text on page B-10.) Cover page for the next fax only If you have not yet set your Station ID this feature will not work. Make sure you have programmed the Station ID before continuing. (See Setting the Station ID on page 2-2.) If you only want to send a Cover Page with a particular fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the Cover Page. Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on B-10 for help entering characters. (See Composing your own comments on this page.) 5.

(User Defined) 6. (User Defined) 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Press Menu/Set, 2, 2, 7. 7. Coverpg Setup Most of the Setup Send settings are temporary to allow you to make changes for each fax you send. However, when you set up your Cover Page and Cover Page Comments, you are changing the default settings so they will be available while faxing. Press □ or □ to select Next Fax:On (or Next Fax:Off). Press Menu/Set. 3-9 Chapter 3 5 6 Press □ or □ to select one of the standard or your own comments.

Press Menu/Set. Enter two digits to show the number of pages you are sending. Press Menu/Set. (For example, press 0 2 for 2 pages or enter 0 0 to leave the number of pages blank. If you make a mistake, press to back up and re-enter the number of pages.

) □ Using a printed cover page If you prefer to use a printed cover page that you can write on, you can print the sample page and attach it to your fax. 1 2 3 4 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 2, 7. 7. Coverpg Setup Send a cover page for all faxes If you have not yet set your Station ID this feature will not work.

Make sure you have programmed the Station ID before continuing. (See Setting the Station ID on page 2-2.) You can set the machine to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting. Press □ or □ to select Print Sample . Press Menu/Set. Press Start. Your machine prints a copy of your cover page. Overseas Mode If you are having difficulty sending a fax overseas due to possible interference on the phone line, we recommend that you turn on the Overseas Mode. After you send a fax using this feature, the feature will turn itself off.

1 2 3 4 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 2, 7. 7. Coverpg Setup 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Press Menu/Set, 2, 2, 9. 9. Overseas Mode Press □ or □ to select On (or Off).



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Press Menu/Set. If you selected On, press or to select one of the standard or your own comments.

Press Menu/Set. Press or to select On (or Off). Press Menu/Set. 3 - 10 Setup Send Delayed Fax During the day you can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in Step 4.

Delayed Batch Transmission Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Press Menu/Set, 2, 2, 3.

3.Delayed Fax 3 1 2 3 4 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 2, 4. 4.Batch TX Press Menu/Set to accept the displayed time.

—OR— Enter the time you want the fax to be sent (in 24-hour format). (For example, enter 19:45 for 7:45 PM.) Press Menu/Set. 1.Doc 2.

Memory Press or to select On (or Off). Press Menu/Set. Press Stop/Exit. Press 1 to leave the paper document waiting in the ADF. —OR— Press 2 to scan the document into the memory. Note The number of pages you can scan into the memory depends on the amount of data that is printed on each page. 3 - 11 Chapter 3 Setup for Polled Transmit (Standard) Polled Transmit is when you set up the machine to wait with a document so another fax machine can retrieve it. Note If you press 1 in Step 4, the document remains in the ADF until your machine is polled. If you want to use the ADF before the polled transmission occurs, you must use Menu/Set, 2, 6 to cancel the job. If you press 2 in Step 4, the document will be stored in the machine's memory and can be retrieved from any other fax machine until you delete the fax from memory by using the Cancelling a Job menu setting.

(See Cancelling a scheduled job on page 3-8.) Note When someone polls your machine to receive a fax, they pay for the call. If you poll someone's fax machine to receive a fax, you pay for the call. 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document.

Press Menu/Set, 2, 2, 6. 6.Polled TX Press or to select Standard. Press Menu/Set. 1.

Doc 2.Memory Press 1 to leave the paper document waiting in the ADF. —OR— Press 2 to scan the document into the memory. 3 - 12 Setup Send Setup for Polled Transmit with Secure Code Polled Transmit with Secure Code is a way to keep documents from falling into the wrong hands while the machine is set up for polling. Note If you press 1 in Step 5, the document remains in the ADF until your machine is polled. If you want to use the ADF before the polled transmission occurs, you must first cancel this job. If you press 2 in Step 5 the document will be stored in the machine's memory and can be retrieved from any other fax machine until you delete the fax from memory by using the Cancelling a Job menu setting. (See Cancelling a scheduled job on page 3-8.) You can use Secure Polling only with another Brother fax machine. Note When someone polls your machine to receive a fax, they pay for the call.

If you poll someone's fax machine to receive a fax, you pay for the call. 3 1 2 3 4 5 If it is not illuminated in green, press (Fax). Load your document Press Menu/Set, 2, 2, 6. 6.Polled TX Press or to select Secure. Press Menu/Set. Enter a four-digit number. Press Menu/Set. 1.Doc 2.

Memory Press 1 to leave the paper document waiting in the ADF. —OR— Press 2 to scan the document into the memory. 3 - 13 4 Setup Receive Basic receiving operations Choosing the Receive Mode There are four different Receive Modes for your machine. You can choose the mode that best suits your needs. LCD Fax Only (automatic receive) Fax/Tel (fax and telephone) (with an external or extension telephone) How it works The machine automatically answers every call as a fax.

The machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call. The external telephone answering machine (TAD) automatically answers every call. Voice messages are stored on the external TAD.

If it is a fax call, the machine receives the Fax. Manual (manual receive) (with an external or extension telephone or BT Call Sign) You control the phone line and must answer every call yourself. When to use it For dedicated fax lines. Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot use an answering machine on the same line, even if it is on a separate phone socket on the same line. You cannot use the telephone company's Voice Mail in this mode. External TAD (with an external telephone answering machine only) Use this mode, if you want to use an answering machine connected to your machine. The External TAD setting works only with an external answering machine. Ring Delay does not work in this setting. Use this mode if you do not receive many fax messages, use BT Call Sign, or if you are using a computer on the same line.

If you answer and hear fax tones, wait until the machine takes over the call, then hang up. (See Fax Detect on page 4-3.) 4-1 Setup Receive To select or change your Receive Mode Setting the 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 phones on the same line as the machine or subscribe to the BT Call Sign service, keep the Ring Delay setting of 4. (See Operation from extension telephones on page A-2 and Fax Detect on page 4-3.) 1 2 3 Press Menu/Set, 0, 1. 1.Receive Mode Press or to select Fax Only, Fax/Tel, External TAD or Manual. Press Menu/Set. Press Stop/Exit.

Current Receive Mode 1 2 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 1, 1. 1.Ring Delay 4 Fax : Fax Only F/T : Fax/Tel TAD : External TAD Mnl : Manual 3 Press or to select how many times the line rings before the machine answers (00 - 04). Press Menu/Set.

(If you select 00, the line won't ring at all.) 4 Press Stop/Exit. 4-2 Chapter 4 Setting the F/T Ring Time (Fax/Tel mode only) If you set the Receive Mode to Fax/Tel, you'll need to decide how long the machine will signal you with its special pseudo/double-ring when you have a voice call. (If it's a fax call, the machine receives the fax.) This pseudo/double-ring happens after the initial ringing from the phone company.

Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone on the same line as the machine. (See For Fax/Tel mode only on page A-2.) Fax Detect When you use this feature, you don't have to press Start or the Fax Receive Code 51 when you answer a fax call.



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