



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER FAX-575. You'll find the answers to all your questions on the BROTHER FAX-575 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual BROTHER FAX-575**  
**User guide BROTHER FAX-575**  
**Operating instructions BROTHER FAX-575**  
**Instructions for use BROTHER FAX-575**  
**Instruction manual BROTHER FAX-575**

**USER'S GUIDE**



FAX-575

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**Manual abstract:**

Register your product (USA only) By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. @@Please complete and fax the Brother Warranty Registration and Test Sheet, or for your convenience and most efficient way to register your new product, register on-line at <http://www.brother.com/registration> 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> For Customer Service In USA: 1-800-284-4329 (voice) 1-901-379-1215 (fax) 1-800-284-3238 (TTY service for the hearing-impaired) 1-877-BROTHER (voice) (514) 685-4898 (fax) In Canada: Service Center Locator (USA only) For the location of a Brother authorized service center, call 1-800-284-4357. Service Center Locations (Canada only) For the location of a Brother authorized service center, call 1-877-BROTHER. i Brother fax back system (USA only) Brother 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 receive faxed instructions and an Index of fax back subjects. In USA only:

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In USA: 1-888-879-3232 (voice) 1-800-947-1445 (fax) <http://www.brothermall.com> In Canada: 1-877-BROTHER (voice) DESCRIPTION Print Cartridge and a Refill (1 set per box) 2 Refills for use in PC-501 Print Cartridge Telephone Line Cord Telephone Handset Handset Curled Cord Paper Wire Extension

Document Support Paper Tray User's Guide Surge Protection Device with Telephone Line Protection (2 outlets) Surge Protection Device with Telephone Line Protection (8 outlets) PC-501 PC-402RF LG3077001 LF3800002 LG3768004 LF3814001 LF8268001 LF3926001 LF3929001 QPD 120 FX 120 ITEM

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This limited warranty ("warranty") is given only to the original end-use/retail purchaser (referred to in this warranty as "Original Purchaser") of the accompanying product, consumables and accessories (collectively referred to in this warranty as "this Product").

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· If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty. What is covered: · This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items include but are not limited to print heads, toner, drums, ink cartridges, print cartridges, refill ribbons, therma PLUS paper and thermal paper. · Except as otherwise provided herein, Brother warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions. · This warranty applies only to products purchased and used in the United States. For products purchased in, but used outside, the United States, this warranty covers only warranty service within the United States (and does not include shipping outside the United States). What is the length of the Warranty Periods: · Machines: one year from the original purchase date. · Accompanying Consumable and Accessory Items: 90 days from the original purchase date or the rated life of consumable, whichever comes first. What is NOT covered: This warranty does not cover: (1) Physical damage to this Product; (2) Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging); (3) Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother®-brand parts and Consumable and Accessory Items); (4) Consumable and Accessory Items that expired in accordance with a rated life; and, (5) Problems arising from other than defects in materials or workmanship.



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(6) Normal Periodic Maintenance Items, such as Paper Feeding Kit, Fuser and Laser Units.

This limited warranty is VOID if this Product has been altered or modified in any way (including but not limited to attempted warranty repair without authorization from Brother and/or alteration/removal of the serial number). What to do if you think your Product is eligible for warranty service: Report your issue to either our Customer Service Hotline at 1-800-284-4329 for Fax, MFC and DCP and 1-800-276-7746 for Printers, or to a Brother Authorized Service Center within the applicable warranty period. Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call 1-800-521-2846.

What Brother will ask you to do: After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale. You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping. What Brother will do: If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty and if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother® One Year Limited Warranty and Replacement Service (USA only) by Brother in its sole discretion.

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Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty period **THEY DISCLAIM ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.** No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly. Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you. This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Province to Province. Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-877-BROTHER. Internet support: support@brother.ca or browse Brother's Web Site: [www.brother.com](http://www.brother.com) Brother International Corporation (Canada) Ltd. 1 Rue Hôtel de Ville Dollard-Des-Ormeaux, QC H9B 3H6 vi Safety precautions To use the fax machine safely Please refer to these instructions for later reference and before attempting any maintenance.

WARNING There are high voltage electrodes inside the fax machine.

Before you clean the fax machine, make sure you have unplugged the telephone line cord first and then the power cord from the AC power outlet. Do not handle the plug with wet hands. Doing this might cause an electrical shock. After you have just used the fax machine, some internal parts are extremely HOT! Please be careful. WARNING 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 jack. Never install telephone wiring during a lightning storm. Never install a telephone jack in a wet location. This product must be installed near an AC power outlet that is easily accessible. In case of emergencies, you must disconnect the power cord from the AC power outlet to shut off power completely.



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To reduce the risk of shock or fire, use only a No.26 AWG or larger telecommunication line cord. vii **WARNING IMPORTANT SAFETY INSTRUCTION**  
When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, 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 (other than a cordless type) 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** Choosing a location Place the fax machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the fax machine near a telephone wall jack and a standard, grounded AC power outlet. Choose a location where the temperature remains between 50°F and 95°F (10°-35°C). Caution Avoid placing the fax machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect the fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the fax machine's memory. Do not connect the fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones. viii **Quick Reference Guide** Sending faxes Automatic transmission Storing Speed-Dial numbers 1 2 3 Insert the document face down in the ADF (up to 10 pages).

Enter the fax number you want to call. Press Fax Start. 1 2 3 4 Receiving faxes Select Receive Mode 1 Press Receive Mode to select FAX ONLY, FAX/TEL, TAD:ANSWER MACH. or MANUAL. If you select FAX/TEL, make sure you set Ring Delay and F/T Ring Time.

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Press Search/Speed Dial and use the dial pad to enter the first letter of the name you are looking for. Press or to search the memory. Press Fax Start, when the LCD shows the name you want to call. Making copies Making a single copy 1 2 Insert the document face down in the ADF. Press Copy/Reports twice. Sorting multiple copies 1 2 3 4 5 Insert the document face down in the ADF. Press Copy/Reports. Enter the number of copies you want (up to 99). Press Menu/Set. Press or to select SORT, and then press Copy/Reports.

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Electrical Hazards alert you to a possible electrical shock. Cautions specify procedures you must follow or avoid to prevent possible damage to the fax machine. Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features. Improper Setup alerts you to devices and operations that are not compatible with the fax machine. Finding information All the chapter headings and subheadings are listed in the Table of Contents.

You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide. Introduction 1-1 Fax Test Sheet and Product Registration (USA only) After setting your Station ID, please fill in the Test Sheet included with the fax machine and fax it to Brother's Automated Fax Response System as your first transmission. This will check that your fax machine is working properly. To get a response, you must have set up your

Station ID. (See Setting the Station ID on page 4-2.

) In USA only: 1-877-268-9575 (fax) When your Test Sheet is received, a Confirmation Sheet and Product Registration form will be sent back to your fax machine. Please fill in the form and return it to complete your registration. 1-2 Introduction Part names Front view 4 Document Support 1 Telephone Line Cord 2 Telephone Handset 7 Paper Guides 3 Handset Curled Cord 8 Control Panel 9 Cover Open Lever Description Connect the fax machine to a telephone wall jack. Use when receiving or making voice calls. Use to connect the handset to the fax machine. Supports the document in the ADF. Supports the paper in the paper tray. Load paper here. Press and slide to fit the document width. Use the keys and display to control the fax machine.

To open the top cover, lift this lever. 5 Paper Wire Extension 6 Paper Tray No. Name 1 2 3 4 5 6 7 8 9 Telephone Line Cord Telephone Handset Handset Curled Cord Document Support Paper Wire Extension Paper Tray Paper Guides Control Panel Cover Open Lever Back view 10 External Telephone Line Jack 11 Telephone Line Jack No. Name 10 11 External Telephone Line Jack (EXT.) Telephone Line Jack (LINE) Description Plug in the telephone line of an external telephone or TAD here. Plug in the telephone line here. Introduction 1-3 Control panel overview 1 13 2 12 11 3 4 5 6 7 8 9 10 1 LCD (Liquid Crystal Display) Displays messages on the screen to help you set up and use your fax machine. 2 Dial Pad Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the fax machine. The # key lets you temporarily switch the dialing type during a telephone call from "PULSE" to "TONE". (Canada Only) 3 Hook Lets you dial telephone and fax numbers without lifting the handset.

4 Hold/Caller ID Lets you place calls on hold. Also, lets you view or print the Caller ID list. 5 Redial/Pause Redials the last number you called. It also inserts a pause in Quick-Dial numbers. 6 Search/Speed Dial Lets you look up numbers stored in the dialing memory and lets you dial stored numbers by pressing # and a two-digit number.

7 Receive Mode Use to select how your fax machine will handle incoming calls. 8 Resolution Adjusts the resolution when you send a fax or make a copy. 9 Stop/Exit Stops a fax, cancels an operation or exits from the menu. : Fax Start Starts an operation, such as sending a fax. A Copy/Reports With document in the ADF: Makes a copy.

Without document in the ADF: Lets you access the Reports menu. 1-4 Introduction B One-Touch Keys These keys give you instant access to previously stored Quick-Dial numbers. C 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 fax machine. or Press to scroll forward or backward to see a menu selection. --OR-- You can press these keys to adjust the beeper, ring or speaker volume. or Press to scroll through the menus and options. You can also use these keys to do a numerical search for stored numbers. Introduction 1-5 About fax machines Custom features Do you have Voice Mail on the phone line? If you have Voice Mail on the phone line where you will install your new fax machine, there is a strong possibility that Voice Mail and the fax machine may conflict with each other while receiving incoming calls. Why should there be problems? Since both the fax machine and Voice Mail 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 your Voice Mail is set to answer after two rings and the fax machine is set to answer after four, your Voice Mail will stop the fax machine from receiving faxes. If you set Voice Mail and the fax 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 Voice Mail nor the fax machine can pass the call back to the other after the call has been answered.



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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 Voice Mail choose this service, which is called 'Distinctive Ring', and they are very satisfied with it. (See Distinctive Ring on page 5-8.) Another way to avoid possible problems is to replace your Voice Mail with an answering machine. Your fax machine is designed to work with an answering machine or TAD (telephone answering device). (See Connecting an external telephone answering device (TAD) on page 1-8.) 1-6 Introduction 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 Fax Start and they will continue for about 60 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these 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 RECEIVE. If the fax machine is set to the FAX ONLY mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, the fax machine will continue to send the "chirps" for about 40 seconds, and the LCD continues to show RECEIVE. To cancel the receiving, press Stop/Exit.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible. When you have an external Telephone Answering Device (TAD) on your fax line, your TAD will decide the number of rings before the call is answered. Pay special attention to the directions for connecting a TAD in this chapter. (See Connecting an external telephone answering device (TAD) on page 1-8.) ECM (Error Correction Mode) The Error Correction Mode (ECM) is a way for the fax machine to check a fax transmission while it is in progress. ECM transmissions are only possible between machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the fax machine.

The fax machine must have enough memory for this feature to work. Introduction 1-7 Connections Connecting an external telephone You can connect a separate telephone (or telephone answering device) directly to your fax machine as shown in the diagram below. Connect the telephone's line cord to the jack labeled EXT. in the side of the fax machine. . Extension Telephone External Telephone Whenever this phone (or TAD) is in use, the LCD shows EXT. TEL IN USE, and, if the fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, lift the handset and press Hook. Connecting an external telephone answering device (TAD) Sequence You may choose to connect an answering device. However, when you have an external TAD on the same telephone line as the fax machine, the TAD answers all calls and the fax machine "listens" for fax calling (CNG) tones.

If it hears them, the fax machine takes over the call and receives the fax. If it doesn't hear CNG tones, the fax machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message. The TAD must answer within four rings (the recommended setting is two rings). The fax machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow the instructions in this manual for recording your outgoing message.

We do not recommend using the toll saver feature on your external answering machine if it exceeds four rings. If you do not receive all your faxes, you must reset the setting on your external TAD to four rings or less. 1-8 Introduction If you subscribe to your telephone company's Distinctive Ring service: You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on the fax machine, use that number as a fax number and set your fax machine's Receive mode to MANUAL. The recommended setting is four rings on the external TAD when you have the telephone company's Distinctive Ring Service. If you do not subscribe to Distinctive Ring service: You must plug your TAD into the EXT.

jack of the fax machine. If your TAD is plugged into a wall jack, both your fax machine and the TAD will try to control the phone line. (See illustration on page 1-10.) Introduction 1-9 Unless you are using Distinctive Ring, do not connect a TAD elsewhere on the same phone line. TAD TAD Connections The external TAD must be plugged into the side of the fax machine, into the jack labeled EXT. The fax machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring). 1 2 3 4 5 6 Plug the telephone line cord from the wall jack into the back side of the fax machine, in the jack labeled LINE. Plug the telephone line cord from your external TAD into the back side of the fax machine, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.) Set your external TAD to four rings or less.

(The fax machine's Ring Delay setting does not apply.) Record the outgoing message on your external TAD. Set the TAD to answer calls. Set the Receive Mode to TAD:ANSWER MACH.. (See Choosing the Receive Mode on page 5-1.) Recording outgoing message (OGM) on an external TAD Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception. 1 2 3 Record 5 seconds of silence at the beginning of your message. (This allows the fax machine time to listen for the fax CNG tones of automatic transmissions before they stop.

) Limit your speaking to 20 seconds. End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing 51 and Start." 1 - 10 Introduction We recommend beginning your OGM with an initial 5-second silence because the fax machine cannot hear fax tones over a resonant or loud voice.



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You may try omitting this pause, but if the fax machine has trouble receiving, then you must re-record the OGM to include it.

**Special line considerations Roll Over phone lines** A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order. The fax machine can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the fax machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. The fax machine will work best on a dedicated line.

**Two-Line phone system** A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your fax machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for the fax machine. **Converting telephone wall outlets** There are three ways to convert to an RJ11 jack. The first two ways may require assistance from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If the fax machine is on Line 1, plug the fax machine into L1 of the triplex adapter. If the fax machine is on Line 2, plug it into L2 of the triple adapter. **Triplex Adapter RJ14 RJ11 RJ14 Introduction 1 - 11** Installing fax machine, external two-line TAD and two-line telephone When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, the fax machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the fax machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with the fax machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1 2 3 4 Place the two-line TAD and the two-line telephone next to the fax machine. Plug one end of the telephone line cord for the fax machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back side of the fax machine. Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the fax machine. **Triplex Adapter Two Line Phone External Two Line TAD Fax Machine** You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the fax machine's wall outlet.

You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD. **1 - 12 Introduction Multi-Line connections (PBX)** Most offices use a central telephone system. While it is often relatively simple to connect the fax machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you. It is advisable to have a separate line for the fax machine. If the fax machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received. If you are installing the fax machine to work with a PBX 1 2 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX. If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to MANUAL.

All incoming calls should initially be regarded as telephone calls. Custom features on your phone line If you have Voice Mail, Call Waiting, RingMaster, an answering service, an alarm system or other custom feature on one phone line it may create a problem with the operation of your fax machine. (See Custom features on a single line on page 12-7.) **Introduction 1 - 13 2 Paper About paper Handling and using plain paper** Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat. Paper specifications for the paper tray Size: Weight: Thickness: Capacity: letter, legal 17 to 24 lb (64 to 90 g/m<sup>2</sup>) 0.003 to 0.0047 in. (0.08 to 0.

12 mm) up to 50 sheets (under the following conditions: temperature 23°C, humidity 50%) The fax machine can only scan an image 8.2 in. (208 mm) wide, regardless of how wide the paper is. Do not use cardboard, newspaper or fabric. Do not use paper: that is extremely shiny or highly textured that was previously printed by a printer that cannot be arranged uniformly when stacked that is made with a short grain that is curled, wrinkled, folded, ripped, stapled, paperclipped, pasted, or taped 2-1 Paper How to load paper To load paper Before you add paper, remove all of the paper from the paper tray.

1 Fan the stack of paper well to avoid paper jams and mis-feeds. Tap the stack of paper so the edges are even. 2 Gently insert the paper. The side to be printed on must be face down. **ediS mirP Paper Paper 2-2 3 On-Screen Programming User-friendly programming** The fax machine is designed to be easy to use with LCD on-screen programming using the navigation keys.

User-friendly programming helps you take full advantage of all the menu selections the fax machine has to offer. Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program the fax machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options. **Menu table** You can probably program the fax machine without the User's Guide if you use the Menu table that begins on page 3-3. These pages will help you understand the menu selections and options that are found in the fax machine programs.



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You can program the fax machine by pressing Menu/Set, followed by the menu numbers. For example to set RESOLUTION to FINE: Press Menu/Set, 3, 4 and or to select FINE. Press Menu/Set. Memory Storage If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas Mode, and so on) will be lost.

You may also have to reset the date and time. 3-1 On-Screen Programming Navigation keys Access the menu Go to the next menu level Accept an option Scroll through the current menu level Go back to the previous menu level Go forward to the next menu level Exit the menu You can access the menu mode by pressing Menu/Set. When you enter the menu, the LCD SELECT & SET scrolls. Press 1 for Initial Setup 1.INITIAL SETUP --OR-- Press 2 for Setup Receive menu 2.SETUP RECEIVE --OR-- Press 3 for Setup Send menu 3.SETUP SEND --OR-- Press 4 for Cancel Job menu 4.CANCEL JOB --OR-- Press 5 for Interrupt menu 5.INTERRUPT --OR-- Press 6 for Set Quick-Dial menu 6.SET QUICK-DIAL --OR-- Press 7 for Setup Reports menu 7.SETUP REPORTS --OR-- Press 8 for Remote Fax Opt menu 8.REMOTE FAX OPT --OR-- Press 0 for Miscellaneous menu 0.MISCELLANEOUS You can scroll more quickly through each menu level by pressing the arrow key ( or ) for the direction you want. Select an option by pressing Menu/Set when that option appears on the LCD. Then the LCD shows the next menu level.

Press or to scroll to your next menu selection. Press Menu/Set. When you finish setting an option, the LCD shows ACCEPTED. On-Screen Programming 3-2 Press the Menu numbers. (ex.

Press 1, 1 for Date/Time) --OR-- to select Main Menu Menu Selections 1. DATE/TIME -- to select Options to accept Descriptions to exit Page 4-1 Puts the date and time on the LCD and in the headings of faxes you send. Program your name and fax number to appear on each page you fax. Adjust the volume level of the beeps that sound when you press a key, an error occurs or a document is sent or received. For the hearing-impaired, you can set the volume to the VOL AMPLIFY:ON setting on a permanent or temporary basis. Changes for Daylight Saving Time automatically. Selects the dialing mode. 2. STATION ID 3. BEEPER -- 4-2 OFF LOW HIGH 4-4 1.

INITIAL SETUP 4. VOLUME AMPLIFY ON (PERMANENT/ TEMPORARY) 4-5 OFF 5. AUTO DAYLIGHT ON OFF 4-1 6. TONE/PULSE TONE (For Canada PULSE Only) 7. LOCAL LANGUAGE (For Canada Only) 1. RING DELAY 2.SETUP RECEIVE ENGLISH FRENCH 4-6 Allows you to change the See French LCD Language to manual. French. Sets the number of rings before your fax machine answers in FAX/TEL or FAX ONLY mode. Sets pseudo/double-ring time in FAX/TEL Mode.

5-2 04 03 02 01 00 70 40 30 20 ON SEMI OFF 2. F/T RING TIME 5-3 3. EASY RECEIVE Receive fax messages without pressing the Fax Start key. 5-3 The factory setting (option) is shown in bold. 3-3 On-Screen Programming Press the Menu numbers.

(ex. Press 1, 1 for Date/Time) --OR-- to select Main Menu Menu Selections 4. REMOTE CODE to select Options ON ( 51, #51) OFF to accept Descriptions to exit Page 5-6 2.SETUP RECEIVE (Continued) You can answer all calls at an extension or external phone and use codes to turn the fax machine on or off. You can personalize these codes.

Reduces size of incoming faxes. Selects size of paper for fax receiving Sets up your fax machine to poll another fax machine. Automatically sends a programmable cover page or prints a sample coverpage. Program a customized message for fax cover page. Change the lightness or darkness of the faxes you send. Allows you to change resolutions page by page. If you are having difficulty sending faxes overseas, set this to on. 5. AUTO ON REDUCTION OFF 6. PAPER LETTER LEGAL A4 -- 5-4 5-4 7.

POLLING RX 1. COVERPG SETUP 5-6 NEXT FAX ONLY ON OFF PRINT SAMPLE 6-6 2. COVERPAGE -- MSG 3.SETUP SEND 3. CONTRAST AUTO LIGHT DARK 6-6 6-4 4. RESOLUTION STANDARD FINE S.FINE PHOTO 5. OVERSEAS MODE 6. CALL RESERVE ON OFF 6-4 6-8 You can send a fax, then ON speak or print a sample OFF PRINT SAMPLE call back message. 6-9 The factory setting (option) is shown in bold.

On-Screen Programming 3-4 Press the Menu numbers. (ex. Press 1, 1 for Date/Time) --OR-- to select Main Menu Menu Selections 7. DELAYED FAX 3.SETUP SEND (Continued) -- to select Options to accept Descriptions to exit Page 6-10 Set the time of day in 24 hour format that the delayed faxes will be sent.

Set up your fax machine with a document to be retrieved by another fax machine. 8. POLLED TX ON OFF 6-11 9. MEMORY TX NEXT FAX ONLY You can send faxes from memory. ON OFF -- -- Cancel a delayed fax or polling job.

6-12 5.INTERRUPT 4.CANCEL JOB 6-5 -- -- Send a fax now, even if you have your fax machine set to send a fax later, or if you have it set for Polling. Stores One-Touch Dial numbers, so you can dial by pressing one key. Stores Speed-Dial numbers, so you can dial by pressing only a few keys. Sets up a Group number for Broadcasting. 6-13 6.SET QUICK-DIAL 1. ONE-TOUCH -- DIAL 2. SPEED-DIAL -- 7-1 7-2 3.

SETUP GROUPS -- 7-4 9-1 9-1 7.SETUP REPORTS 1. TRANSMISSION ON OFF 2. JOURNAL PERIOD Initial setup for Transmission Verification Report and Fax Journal EVERY 30 FAXES EVERY 6 HOURS period. EVERY 12 HOURS EVERY 24 HOURS EVERY 2 DAYS EVERY 7 DAYS OFF The factory setting (option) is shown in bold. 3-5 On-Screen Programming Press the Menu numbers. (ex. Press 1, 1 for Date/Time) --OR-- to select Main Menu Menu Selections to select Options to accept Descriptions to exit Page 8-1 8.REMOTE FAX OPT 1. FWD/PAGE/ OFF STORE FAX FORWARD PAGING FAX STORAGE Sets the fax machine to forward fax messages, to call your pager, or to store incoming faxes in the memory so you can retrieve them while you are away from your fax machine.

You must set your own code for Remote Retrieval. Print incoming faxes stored in the memory. If interference on your phone line interrupts your faxes, try the BASIC' setting. Use with phone company Distinctive Ring service to register the ring pattern with the fax machine. Lets you use the telephone company's Call Waiting/ Caller ID subscriber service.

Uses the telephone company's Distinctive Ring subscriber service to display the caller's name or number on the fax machine as it rings. 2. REMOTE ACCESS --- 8-3 3. PRINT FAX -- 1. COMPATIBILITY NORMAL BASIC 5-6 12-4 0.

MISCELLANEOUS 2. DISTINCTIVE ON OFF SET 3. CALL WAITING ID ON OFF 5-8 5-13 4. CALLER ID -- (US only) 5-10 The factory setting (option) is shown in bold. On-Screen Programming 3-6 4 Initial Setup Getting started Setting the Date and Time When the fax 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 fax machine will be printed on every fax you send. If there is a power failure, you may have to reset the date and time.



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1 2 3 4 5 6 Press Menu/Set, 1, 1. 1.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.) Enter two digits for the day. Press Menu/Set. (For example, enter 06.) Enter the time in 24-Hour format. Press Menu/Set. (For example, enter 15:25 for 3:25 P.

M.) Press Stop/Exit. The LCD now shows the date and time whenever the fax machine is in Standby mode. Turning on Automatic Daylight Savings Time You can set the fax machine to change automatically for Daylight Savings Time. It will reset itself forward one hour in the Spring and backward one hour in the Fall.

Make sure you have set the correct day and time in the DATE/TIME setting. The default setting is OFF. 1 2 3 Press Press OFF). Press Press Menu/Set, 1, 5. or to select ON (or Menu/Set.

Stop/Exit. 5.AUTO DAYLIGHT 4-1 Initial Setup Setting the Station ID You should store your name or company name and fax number so they print on all fax pages that you send. The telephone number will appear only on cover pages and call back messages. 1 2 Press Menu/Set, 1, 2. 2.STATION ID Enter your fax number (up to 20 digits). Press Menu/Set. You must enter a fax number to continue (up to 20 digits). If you do not enter a fax number, you cannot enter any more information.

You can not enter a hyphen. Enter your telephone number (up to 20 digits). Press Menu/Set. Use the dial pad to enter your name (up to 20 characters). Press Menu/Set. (See Entering text below.) Press Stop/Exit. The LCD will show the date and time. If the Station ID has already been programmed, the Station ID will ask you to press 1 to make a change or 2 to exit without changing the setting. 3 4 5 Entering text When you are setting certain menu selections, such as the Station ID, you may need to type text into the fax machine.

Most number keys have three or four letters printed on them. The keys for 0, # and do not have printed letters because they are used for special characters. By pressing the appropriate dial pad key repeatedly, you can access the character you want. Press Key 2 3 4 5 6 7 8 9 one time A D G J M P T W two times B E H K N Q U X three times C F I L O R V Y four times 2 3 4 5 6 S 8 Z five times A D G J M 7 T 9 Initial Setup 4-2 Inserting spaces To enter a space in the fax number, press once between numbers. To enter a space in the name, press twice between characters.

Making corrections If you entered a letter incorrectly and want to change it, press to move the cursor under the incorrect character. Then press Stop/Exit. All the letters above and to the right of the cursor will be deleted. Re-enter the correct characters. You can also back up and type over incorrect letters.

Repeating letters If you need to enter a character that is on the same key as the previous character, press to move the cursor to the right before you press the key again. Special characters and symbols Press , # or 0, and then press or to move the cursor under the special character or symbol you want. Then press Menu/Set to select it. Press Press # Press 0 for for for (space) ! " # \$ % & ' ( ) ; <=>?@[J^\_ ÉÀÈÊÏÇËÖ NOTICE +,-./ The Telephone Consumer

Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual. To program this information into the fax machine, see Setting the Date and Time on page 4-1 and Setting the Station ID on page 4-2. 4-3 Initial Setup Setting the Beeper Volume You can change the beeper volume. The default (factory) setting is LOW. When the beeper is on, the fax machine will beep when you press a key, make a mistake or after you send or receive a fax. 1 2 3 Press Menu/Set, 1, 3.

Press or to select LOW, HIGH or OFF. Press Menu/Set. Press Stop/Exit. 3.BEEPER Setting the Speaker Volume You can adjust the speaker volume by pressing Hook, and then selecting a speaker volume level. Press or to adjust the volume level. The LCD shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again. Choosing the Handset Volume (For Volume Amplify) Before you begin to use your fax machine, you must decide if you need to set the handset volume to VOL AMPLIFY: ON? for a user who is hearing-impaired.

The AMPLIFY volume level complies with FCC standards. VOLUME AMPLIFY: OFF This default setting is appropriate if none of the users are hearing-impaired. During a conversation, users can press or on the control panel to adjust the volume to LOW or HIGH. When the handset is replaced, the handset volume will remain until you change it again. Initial Setup 4-4 VOLUME AMPLIFY: ONTEMPORARY This setting is appropriate if some of the users are hearing-impaired.

During a conversation, users can press or on the control panel to adjust the volume to LOW or HIGH. When the handset is replaced, the handset volume returns to the default setting of LOW. VOLUME AMPLIFY:ONPERMANENT Choose VOL AMPLIFY: ON?PERMANENT? if all of the users are hearing-impaired. During a conversation, users can press or on the control panel to adjust the volume to LOW or HIGH. When the handset is replaced, the handset volume returns to the default setting of amplify.

When you press or on the control panel to adjust the volume, the LCD shows the setting you are choosing. Each key press changes the volume to the next setting. It is important that you do not choose PERMANENT unless all users are hearing-impaired. Otherwise, the default setting of amplify may damage the hearing of some users. Setting Volume Amplify Please carefully read Choosing the Handset Volume (For Volume Amplify) on page 4-4 before you do the following steps: 1 2 3 4 Press Menu/Set, 1, 4. 4.VOLUME AMPLIFY If none of the users are hearing-impaired, press or to select VOL AMPLIFY:OFF?, and then press Menu/Set and go to Step 4. --OR-- If some or all of the users are hearing-impaired, press or to select VOL AMPLIFY:ON?, and then press Menu/Set. If all the users are hearing-impaired, press or to select PERMANENT?, and then press Menu/Set. --OR-- If only some of the users are hearing-impaired, press or to select TEMPORARY, and then press Menu/Set.

Press Stop/Exit. 4-5 Initial Setup Setting the Ring Volume You can turn the ring off or you can select a ring volume level when your machine is idle (not being used). Press or to adjust the volume level. Every time you press these keys, the fax machine will ring so you can hear the active setting as the LCD shows it.



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The volume changes with each key press. The new setting will stay until you change it again. Setting Tone and Pulse dialing mode (Canada Only) 1 2 3 Press Menu/Set, 1, 6. Press or to select PULSE (or TONE). Press Menu/Set. Press Stop/Exit.

6.TONE/PULSE Setting up your area code (USA only) If you must dial the area code to call within your area code, do not enter this setting. 1 2 3 Press Menu/Set, 0, 4. Use the dial pad to enter your area code, and then press Menu/Set. Press Stop/Exit.

4.CALLER ID AREA CODE:000 AREA CODE:908 Initial Setup 4-6 5 Setup Receive Basic receiving operations Choosing the Receive Mode There are four different Receive Modes for the fax machine. You can choose the mode that best suits your needs. LCD FAX ONLY (automatic receive) FAX/TEL\* (fax and telephone) How it works The fax machine automatically answers every call as a fax. The fax machine controls the line and automatically answers every call.

If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call. The external answering device (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed. 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 have an answering machine on the same line, even if it is on a separate wall jack on the same line. You cannot use the telephone company's Voice Mail in this mode.

TAD:ANSWER MACH. (with an external answering device) Use this mode if you have connected an external answering machine to your machine. The TAD setting works only with an external answering machine. Ring Delay and F/T Ring Time do not work in this setting. MANUAL (manual receive) Use this mode if you do not receive many fax messages, with Distinctive Ring 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 Easy Receive on page 5-3) \* In FAX/TEL mode you must set the RING DELAY and F/T RING TIME. If you have extension phones on the line, keep the RING DELAY set to 4 rings. 5-1 Setup Receive Current Receive Mode 09/06 15:25 FAX MAN:MANUAL FAX: FAX ONLY F/T: FAX/TEL TAD: ANSWER MACH. To select or change your Receive Mode 1 Press Receive Mode.

The LCD shows your current selection. FAX ONLY FAX/TEL TAD:ANSWER MACH. 2 MANUAL Continue to press Receive Mode until your new selection appears. After 2 seconds, the screen returns to the date and time display, along with your new Receive Mode setting. If you are changing the Receive Mode while in another operation, the screen returns to the current operation display.

Setting the Ring Delay The Ring Delay sets the number of times the fax machine rings before it answers in FAX ONLY or FAX/TEL mode. If you have extension phones on the same line as the fax machine or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting of 4. (See Easy Receive on page 5-3 and Operation from extension telephones on page 5-5.) 1 2 3 Press Menu/Set, 2, 1. 1.

RING DELAY Press or to select how many times the line will ring before the fax machine answers (00, 01, 02, 03, or 04). Press Menu/Set. (If you select 00, the line won't ring at all.) Press Stop/Exit. Setup Receive 5-2 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 fax machine will signal you with its special pseudo/double-ring when you have a voice call. (If it's a fax call, the fax machine prints the fax.) This pseudo double ringing happens after the initial ringing from the phone company. Only the fax 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 extension phone (in a separate wall jack) on the same line as the fax machine. (See Operation from extension telephones on page 5-5.

) 1 2 3 Press Menu/Set, 2, 2. F/T RING TIME Press or to select how long the fax machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press Menu/Set. Press Stop/Exit. Even if the caller hangs up during the pseudo/double-ringing, the fax machine will continue to ring for the set time. Easy Receive When you use this feature, you don't have to press Fax Start or the Fax Receive Code 5 1 when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. Selecting ON allows the fax machine to receive fax calls automatically, even if you lift the machine's handset or the handset of an extension or external phone. When you see RECEIVE on the LCD or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset and the fax machine will do the rest.

SEMI lets the fax machine receive the fax only if you've answered it at the fax machine. If you have set this feature to EASY RECEIVE:ON, but your machine does not automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive Code 5 1. At the machine lift the handset and then press Fax Start. If you send faxes from a computer on the same phone line and the machine intercepts them, set this feature to EASY RECEIVE:OFF. Selecting EASY RECEIVE:OFF means you'll have to activate the machine yourself by pressing Fax Start.

--OR-- Press 5 1 on the external or extension phone if you are not at your machine. 1 2 3 Press Menu/Set, 2, 3. Use or to select ON, SEMI or OFF. Press Menu/Set. Press Stop/Exit.

Setup Receive 3.EASY RECEIVE 5-3 Printing a reduced incoming fax (Auto Reduction) If you choose ON, the fax machine automatically reduces an incoming fax to fit on one page of Letter or Legal size paper, regardless of the paper size of the document. The fax machine calculates the reduction ratio by using the page size of the document and your Paper Size setting (Menu/Set, 2, 6). 1 2 3 Press Menu/Set, 2, 5. Use or to select ON (or OFF). Press Menu/Set. Press Stop/Exit. 5.AUTO REDUCTION If you receive faxes that are split on two pages, turn on this setting. If the document is too long, however, the fax machine may print it on two pages.

When Auto Reduction is turned on and an incoming document is smaller than your paper, no reduction will take place, and you will get the same size as the sender's document. Setting Paper Size You can use three sizes of paper for printing your faxes--Letter, Legal and A4. When you change the type of paper in the paper tray, you will need to change the setting for paper size at the same time, so your machine can fit an incoming fax on the page. 1 2 3 Press Menu/Set, 2, 6. Press or to select LETTER, LEGAL or A4.



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