

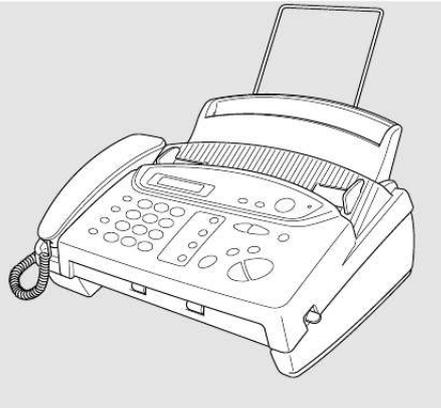


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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER FAX-T74. You'll find the answers to all your questions on the BROTHER FAX-T74 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER FAX-T74
User guide BROTHER FAX-T74
Operating instructions BROTHER FAX-T74
Instructions for use BROTHER FAX-T74
Instruction manual BROTHER FAX-T74

OWNER'S MANUAL



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FAX-T74
FAX-T76

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Manual abstract:

Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses. Symbols Used In This Manual Note or additional information. The machine would be damaged or would not work correctly if this is not observed. Warnings detail precautions you must take to avoid possible personal injury. i Chapter User-Friendly Programming We have designed your fax machine with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your machine has to offer. See "Using This Manual". Because you do all your programming on the LCD, we created step-by-step on-screen prompts to help you program your machine. All you need to do is follow the prompts as they guide you through the function menu selections and programming options and settings.

A complete list of the function selections, options, and settings that are available is provided in the appendix of this manual. See "Function Selection Table" on page 78. Function Mode You can access the Function Mode by pressing Menu/Set. When you enter the Function Mode, your machine displays a list of main menu options from which you can choose. These options appear one after the other on the display.

Select an option by pressing Menu/Set when the option appears on the LCD. You can "scroll" more quickly through options by pressing . When the screen displays your to scroll backward if you passed your choice or to save key selection, press Menu/Set. (Use strokes. Both arrow keys show all options, in the opposite order.

) When you finish a function, the screen displays ACCEPTED. If you want to exit the Function Mode, press Stop. Alternating Displays The LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you'll probably see most often is shown below, showing you that when you place a document in the feeder, you can either dial a number to send it as a fax or press the copy key to make a copy of the document. FAX: No. & START COPY: PRESS COPY User-Friendly Programming ii THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR. APPROVAL INFORMATION Brother advises that this product may not function correctly in a country other than which it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country. iii Chapter Table of Contents Using This Manual User-Friendly Programming Table of Contents ...

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

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

.....
.....

. iv PREPARATION AND SIMPLE USE GUIDE Control Panel Overview

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

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

.... 13 BASIC USE Chapter 1 Setup Custom Settings.....

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

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

.....
.....

17 Setup Quick Dial Numbers for Easy Dialling

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

18 Chapter 2 Sending a Fax Scanning Adjustment.....

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

... 21 Sending Operation

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

21 Dialling a Number

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

..... 22 Chapter 3 Receiving a Fax Answer Mode Settings ...

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

.. 24 Receiving a Fax ...

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

..... 27 Chapter 4 Chapter 5 Making Copies Copy Functions..

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

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

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

29 Telephone Making a Call

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

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

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

... 31 Answering a Call

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

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

... 32 Chapter 6 Printing Reports Types of Reports..

.....
.....

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

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

... 33 Transmission Report.....

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

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

.....
.....

.. 33 Setting Reports ...

.....

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

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

..... 33 *ADVANCED USE Chapter 7 Chapter 8 Advanced Sending Advanced Operations* .

.....
.....

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

.....
.....

. 35 *Advanced Receiving Operation from an External or Extension Telephone*.....

.....
.....

42 Telephone Services.....

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

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

. 43 *iv Chapter 9 Polling Polling Receive*

.....
.....

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

.....
.....

...47 Polled Transmit.....

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

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

.....
.....

49 Chapter 10 Remote Fax Options (FAX-T74) Fax Forwarding.....

.....

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

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

.....51 Remote Retrieval ...

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

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

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

.....51 Chapter 11 Message Manager (Only for FAX-T76) Message Manager Mode

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

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

....56 Fax Forwarding/Paging.....

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

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

.....

....61 Remote Retrieval .

.....
.....

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

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

...62 MAINTENANCE Chapter 12 Troubleshooting and Maintenance Error Messages.....

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

.....
.....

.....77 *Function Selection Table* ...

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

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

.....78 *Entering Text* .

.....
.....

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

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

.....81 *About Fax Machines* .

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

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

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

.....82 *Glossary*

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

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

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

.....83 *Index*

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

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

.....

.....
.....
.....
.....86 Accessory List

.....89 v Chapter Preparation and Simple Use Guide PREPARATION AND SIMPLE USE Simple steps to prepare and use the machine. Follow these simple steps below to prepare and use the machine. However, before you perform these steps, refer to the Important Safety Information, Precautions, Advice for Preparation and Simple Use Guide on page 5. If you need further information, refer to BASIC USE or ADVANCED USE.

11 Make sure you have the items shown below. Paper Wire Extension Telephone Line Cord Paper Tray Telephone Handset One Touch Name Label Handset Curled Cord Owner's Manual 12 Attach the paper wire extension and paper tray. 1 Paper Wire Extension 2 Paper Tray Preparation and Simple Use Guide 1 13 1 Remove Ribbon Protection Sheet. Open the top cover by lifting the lever on the right side of the top cover. Top Cover 2 Remove the ribbon protection sheet. 3 Remove the print cartridge and observe how the ribbon is wound on the print cartridge frame. Ensure that you purchase additional ribbons to reduce your printing costs. 4 Close the top cover. 14 1 Load paper Place up to 30 sheets of paper in the paper tray. Acceptable Paper Size : A4 Weight : 64 g/m2 90 g/m2 Thickness : 0.

08-0.10 mm Tap the stack of paper so the edges are even. 2 Chapter 15 Connect the handset, power cord and telephone line cord. PREPARATION AND SIMPLE USE Telephone Line Cord Handset Curled Cord 16 1 2 Set date and time Press Menu/Set, 1, 2. Enter the last two digits of the year, and press Menu/Set.

"01" represents the year 2001 in the machine. ENTER YEAR:XX 3 Enter two digits for the month and press Menu/Set. ENTER MONTH:XX 4 Enter two digits for the day and press Menu/Set. ENTER DAY:XX 5 Enter the time in 24 hour format and press Menu/Set. ENTER TIME:XX:XX 6 Press Stop to exit.

(See "Setting the Date and Time" in this chapter.) 17 1 2 Set station ID Press Menu/Set, 1, 3. Enter your fax number (up to 20 digits) and press Menu/Set. FAX: 3 Enter your telephone number (up to 20 digits) and press Menu/Set. TEL: 4 Enter your name (up to 20 characters) using the dial pad and the chart. To enter a space press twice. Press Key 2 3 4 5 6 7 8 9 once A D G J M P T W twice B E H K N Q U X three times four times five times C F I L O R V Y 2 3 4 5 6 S 8 Z A D G J M 7 T 9 NAME: 5 6 Press Menu/Set. Press Stop. (See "Setting the Station ID" in this chapter.) 18 1 2 3 Using the telephone Pick up the handset.

When you hear a dial tone, dial the number, using the dial pad. To hang up, replace the handset on its cradle. Preparation and Simple Use Guide 3 19 1 2 3 Sending a fax automatically Insert the document face down in the document feeder. Enter the fax number you want to call.



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Press Start. **IMPORTANT** : Do not pick up the handset. 110 Receiving a fax and a voice call Press Mode to select how to receive calls. **FAX ONLY** The machine automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call when the machine is idle. **FAX/TEL** The machine automatically answers every call.

If the call is a fax, it prints the fax. If the call is not a fax, it signals you to pick up the handset. **MANUAL** You must answer all calls yourself. If you hear fax tones, press Start. **TAD:ANSWER MACH (FAX-T74)**--This is the only setting in which you can use an external answering machine.

When your telephone answering device (TAD) is connected to your machine, it will answer every call (see page 11, Connecting an External Telephone Answering Device (TAD)). Once the external telephone answering device (TAD) answers, the machine listens for fax tones. If it detects fax tones, it will receive the fax and print it. The TAD setting works only with an external telephone answering device (TAD). Ring Delay and F/T Ring Time do not work in this setting.

TAD:MSG MGR The **FAX-T76** provides you with a built-in digital Message Manager for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes of messages. 111 1 2 3 Making a Single Copy Place document face down in the feeder. Press Copy/Help. Press Copy/Help. See Chapter 4 for Multiple Copies, Reduce/Enlarge and Sort/Stack. Your machine cannot scan anything closer than 4 mm from the edge of the paper. Set the resolution to **S.FINE** or **PHOTO**. 4 Chapter 112 1 2 Receiving Messages while outgoing (Only for **FAX-T76**) Press Menu/Set, 8, 1.

The screen prompts you to choose a **DOC (Document)** setting. Press or to select **ON (or OFF)**, and press Menu/Set. The screen prompts you to choose a **VOICE** setting. Press or to select your setting from the list (**ON, OFF or EXT**), and press Menu/Set when the screen displays your selection. Press Stop to exit. Press Menu/Set, 8, 3. The screen prompts you to choose an **OGM**. Press or to reach **TAD MESSAGE**. This is the only setting you can select if you want to turn the Message Manager on. Press Menu/Set.

Press or to select **RECORD MSG** and press Menu/Set. Pick up the handset to record a message. For example: Helloill automatically redial up to 4 times (3 times for Ireland) at 2 minute intervals. 6 Chapter Setting the Station ID See "Set station ID", step 7 in Preparation and Simple Use Guide (on page 3). You can store your name, fax number, and telephone number, which will be printed on all fax pages that you send.

See "Electronic Cover Page" on page 35. It is important that you enter the fax and telephone numbers 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. As an example, If your machine was installed here at Brother International in the UK, your telephone number would be 0161 330 6531. You would therefore enter +44 161 330 6531 into your **STATION ID**. **PREPARATION AND SIMPLE USE 1 2 3 4 5 6** Press Menu/Set, 1, 3. Enter your fax number (up to 20 digits) and press Menu/Set. Enter your telephone number (up to 20 digits) and press Menu/Set. Enter your name (up to 20 characters) using the dial pad and the chart. To enter a space press twice. Press Menu/Set. Press Stop.

s When you enter your name, see "Entering Text" on page 81. s The telephone number you enter is used only for the Call Back Message and Cover Page features. s If you do not enter a fax number, no additional information can be entered. s To enter a space, press once between numbers and twice between characters. s If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing. Setting the Document s Documents must be between 14.8 and 21.6 cm wide, and 15 and 60 cm long. Your fax machine can only scan an image 20.8 cm wide, regardless of how wide the paper is.

s Make sure you insert documents face down, top edge first. Preparation and Simple Use Guide 7 s Adjust the paper guides to fit the width of your document. Paper Guides s The automatic document feeder (ADF) can hold up to 10 pages, feeding each one individually through the fax machine. Use standard (64 g/m²~90 g/m²) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams. s Press Resolution (before you send the fax) to select the resolution for the document you're sending.

If you wish to sent **STANDARD** resolution, ie a general fax with no graphics, then the default is **STANDARD**, and the resolution button need not be pressed. . . . **DO NOT** use, curled, wrinkled paper, folded, ripped paper, or paper with staples, paper clips, paste, or tape attached. **DO NOT** use, cardboard, newspaper, or fabric. **DO NOT** use paper on which correction fluid has been used Make sure documents written with ink are completely dry. Making a Copy See "Making a Single Copy", step 11 in Preparation and Simple Use Guide (see page 4).

Do NOT pull the paper while copying is in progress. To cancel, press Stop. Setting the Dialling Mode (Tone/Pulse) Your machine is initially set to **TONE**. If you are using a **PULSE** dial line, you can change the setting to **PULSE** by following the steps below. 1 2 3 Press Menu/Set, 1, 1. The screen prompts you to select **TONE** or **PULSE**. Use or to select the dialling mode, and press Menu/Set when the screen displays the dialling mode you want. Press Stop to exit. Although this equipment can use either Pulse or Tone signalling, only the performance of the Tone signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use the Tone signalling for access to public or private emergency services.

The Tone signalling also provides faster call set up. 8 Chapter Multi-Line Connections (PABXs) Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PABX (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine. You can then leave the machine in **FAX ONLY** Mode to receive faxes any time of day or night. If the 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. **PREPARATION AND SIMPLE USE** If you are installing the machine to work with a PABX: 1 2 3 It is not guaranteed that the unit will operate correctly under all circumstances with a PABX.



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Any cases of difficulty should be reported first to the company that handles your PABX. If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to MANUAL.

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

This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset. Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration.

In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as "telephone off-hook detection." The inadvisable configuration is shown in figure 1 below, and the recommended master/slave configuration is shown in figure 2. This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

Preparation and Simple Use Guide 9 EXTENSION SOCKET EXTENSION SOCKET MASTER SOCKET INCOMING LINE FAX NOT RECOMMENDED CONNECTION OF EXTENSION SOCKETS Fig. 1. DISCONNECT EXTENSION SOCKET EXTENSION SOCKET MASTER SOCKET INCOMING LINE FAX FAX MACHINE MUST BE PLUGGED INTO MASTER SOCKET RECOMMENDED CONNECTION OF EXTENSION SOCKETS Fig. 2. 10 Chapter Connecting an External Telephone Answering Device (TAD) Connections PREPARATION AND SIMPLE USE 1 You may connect an external TAD to your machine, as shown below.

TAD TAD 2 3 4 5 6 Set the number of rings to one or two on your external TAD. (The fax machine's Ring Delay setting does not apply.) Record the outgoing message on your external TAD (see below). Set the external TAD to answer calls. Set MESSAGE STORE (Function menu 8-1) to VOICE:EXT. (Only for FAX-T76) Set the Answer Mode to TAD:ANSWER MACH.. (Only for FAX-T74) On the FAX-T76, set the Answer Mode to TAD:MSG MGR. Do not connect a TAD elsewhere on the same phone line your machine and TAD will both try to control the line. Outgoing Message (OGM) of External TAD Timing is important in recording this message.

1 2 3 Record four seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.) Try to record the shortest possible message on your telephone answering device (ideally less than 10 seconds). End your message by giving your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax manually by pressing 51.

" Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode. In these cases you must inform callers that they must enter the remote activation code to send a fax. Preparation and Simple Use Guide 11 Sequence of External TAD Reception When you leave your machine set in TAD mode, all calls will be answered by the externally connected telephone answering device, and fax calls will be received automatically provided they come from a machine which sends standard Calling tone (CNG). Incoming Call The call is picked up by the TAD. (Recommended short TAD ring delay such as 1 or 2 rings.

) Fax reception is automatically activated by fax tone. Auto dial fax call The external TAD outgoing message begins (recommended length of 10 seconds or less). Manual fax call The caller must press Start or enter your remote activation code to activate the machine and press Start. Voice call The fax message is received on paper. The caller leaves a voice message on the external TAD. The fax message is received on paper. The caller can also send a fax message after the voice message. Connecting an External Telephone Your machine is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone to your machine, as shown below. External Telephone Extension Telephone Whenever this external phone (or TAD) is in use, the screen displays 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 Tel (FAX-T74) or Speaker Phone (FAX-T76). 12 Chapter Control Panel Overview PREPARATION AND SIMPLE USE FAX-T74 1 2 3 4 5 6 7 8 1 Liquid Crystal Display The LCD displays messages to help you set up and operate your fax machine. 5 Tel Use to shuttle the line between handset and monitor speaker. 2 Mute/Search Lets you put calls on hold. Also, lets you dial stored phone numbers by pressing # and a two-digit number. Also lets you look up numbers stored in the dialling memory. 6 Dial Pad Dials phone and fax numbers, and can be used as a keyboard for entering information into the fax machine. 7 Tone Lets you switch the dialling type during a telephone call from PULSE to TONE. 3R Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

8 One Touch Dial Keys These 4 keys give you access to 4 previously stored phone numbers. 4 Redial/Pause Redials the last number called. Also inserts a pause in autodial numbers. Preparation and Simple Use Guide 13 15 14 13 9 10 11 12 9 Stop Stops a fax, cancels an operation, or exits from function menu mode. D Menu/Set Lets you access the function menu and programming mode.

Also, stores a function setting into the fax machine. 0 Mode Use to select how the fax machine will handle incoming calls. E A Copy/Help Makes a copy. If no originals are in the ADF, it prints a quick reference Help List. (Left Arrow) (Right Arrow) (Volume) Moves the LCD cursor to the left or right.



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Adjust speaker and ring volume. B Start Starts an operation, such as sending a fax. C Resolution Sets the resolution when you send a fax or make a copy. 14 Chapter FAX-T76 PREPARATION AND SIMPLE USE 1 2 3 4 5 6 7 8 9 10 1 Liquid Crystal Display The LCD displays messages to help you set up and operate your fax machine. 6 Dial Pad Dials phone and fax numbers, and can be used as a keyboard for entering information into the fax machine. 2 Mute/Search Lets you put calls on hold. Also, lets you dial stored phone numbers by pressing # and a two-digit number. Also lets you look up numbers stored in the dialing memory. 7 Tone Lets you switch the dialling type during a telephone call from PULSE to TONE. 8 One Touch Dial Keys These 4 keys give you access to 4 previously stored phone numbers.

3R Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX. 9 Stop Stops a fax, cancels an operation, or exits from function menu mode. 0 Mode Use to select how the fax machine will handle incoming calls. 4 Redial/Pause Redials the last number called. Also inserts a pause in autodial numbers. 5 Speaker Phone Lets you speak to the person at the other end and dial telephone and fax numbers without lifting the handset. Preparation and Simple Use Guide 15 19 18 17 16 15 14 11 12 13 A Copy/Help Makes a copy. If no originals are in the ADF, it prints a quick reference Help List. F Erase Lets you delete voice messages, fax messages or all messages. B Start Starts an operation, such as sending a fax.

G Play/Record Lets you listen to voice messages and print fax messages stored in memory. This also lets you record telephone calls. C Resolution Sets the resolution when you send a fax or make a copy. H MIC (Microphone) Picks up your voice when you speak to another party using Speaker Phone. D (Left Arrow) (Right Arrow) (Volume) Moves the LCD cursor to the left or right.

Adjust speaker and ring volume. I DIGITAL TAD Lets you activate Message Manager. Also, notifies you that you have voice or fax messages in the memory. E Menu/Set Lets you access the function menu and programming mode. Also, stores a function setting into the fax machine.

16 Chapter 1 Setup Custom Settings Volume Settings Beeper Volume You can set the beeper to LOW, HIGH or OFF. The machine comes set to LOW. When the beeper is set to LOW or HIGH, the machine beeps every time you press a key or make an error, and at the end of sending or receiving a fax. BASIC USE 1 2 3 4 Press Menu/Set, 1, 4. Press or to select your setting. When the screen displays the setting you want, press Menu/Set. Press Stop to exit. Speaker Volume You can adjust the speaker volume. If you have FAX-T74, you must lift the handset, then press Tel before you can adjust the volume. If you have FAX-T76, press Speaker Phone.

Press or to adjust the volume level. The display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again. If you have FAX-T76, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages). If you turn Incoming Recording Monitor to OFF (Menu/Set, 8, 5) on the FAX-T76, the Speaker for screening calls will be disabled and you won't hear callers leaving messages. The volume for other operations can still be controlled using and . Ring Volume You can adjust the ring volume when your fax machine is idle. You can select a ring volume level or press or until the ring is off. Press or to adjust the volume level.

With each key press, the fax machine rings so you can hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again. PABX and TRANSFER Your machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX).

Your fax can be connected to most types of PABX. You can gain access to the outside line from your fax connected to PABX by just pressing R. Also, you can transfer a call to another extension by pressing R. Setup 17 Setting PABX If your machine is connected to a PABX system, set PBX:ON. If not, set OFF.

1 2 3 Press Menu/Set, 1, 5. The screen displays Press or to select ON (or OFF), and press Menu/Set when the screen displays your selection. Press Stop to exit. PBX:OFF SELECT { } & SET You can program an R keypress as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed Dial number (Function menu 6-1 or 6-3) press R first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press R each time before you dial using a One Touch or Speed Dial location. See "Storing One Touch Dial Numbers" on page 18, and "Storing Speed Dial Numbers" on page 19. However, if PBX is set to OFF, you can't use the One Touch or Speed Dial number that an R keypress is programmed into.

Setting the Clock Change You can easily let the machine's clock gain or lose one hour by using this feature. 1 2 3 Press Menu/Set, 1, 6.

The screen displays Press or to select Summer Time to gain an hour or Winter time to lose an hour, and press Menu/Set. TO SUMMER TIME? SELECT { } & SET Press 1 to change to Winter Time or Summer Time--OR--Press 2 to exit without changing. Setup Quick Dial Numbers for Easy Dialling You can set up Quick Dial numbers (three types) for easy dialling: One Touch, Speed Dial and Groups for Broadcasting of faxes. Storing One Touch Dial Numbers You can store 4 fax/phone numbers that you can dial by pressing one key. You can also store names with these numbers. When you press a One Touch key, the screen displays the name or number as the call is dialled. See "One Touch Dialling" on page 22. One Touch keys are not the dial pad keys. They are the 4 keys (numbers 1-4) located to the right of the dial pad. 1 2 3 4 18 Press Menu/Set, 6, 1.

Press the One Touch key where you want to store a number. The screen displays the location you selected. Enter a number (up to 20 digits), and press Menu/Set. The screen prompts you to enter a name for this number. Use the dial pad to enter the name (up to 15 characters).

See "Entering Text" on page 81 --OR--Go to Step 5 to store the number without a name. Chapter 1 5 Press Menu/Set. The screen prompts you to select the type of number this is. Use or to select the type you want. FAX TEL F/T a fax only number a telephone (voice) number both a fax and telephone (voice) number Press Menu/Set.

Return to Step 2 to store another One Touch dial number--OR--Press Stop to exit.



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When you dial a One Touch dial number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored. 6 BASIC USE Storing Speed Dial Numbers You can store Speed Dial numbers, which you dial by pressing only four keys. There are 50 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost. 1 2 3 4 5 6 7 8 Press Menu/Set, 6, 2. The screen prompts you to enter a location. Use the dial pad to enter a two-digit location (0050). Press Menu/Set. The screen displays your entry, then prompts you to enter the number you're storing.

Enter the number (up to 20 digits). Press Menu/Set. The screen now prompts you to store a name with this number. SPEED-DIAL? # #05: ENTER & SET NAME: Use the dial pad to enter the name (up to 15 characters). You can use the chart of "Entering Text" on page 81 to help you enter letters. OR Press Menu/Set and go to Step 8 to store the number without a name. Press Menu/Set. The screen prompts you to select the type of number this is. Use want. FAX TEL F/T a fax number a telephone (voice) number both a fax and telephone number or to select the type you 9 Press Menu/Set.

10 Return to Step 2 to store another Speed Dial number. OR Press Stop to exit. Setup 19 Changing One Touch and Speed Dial Numbers If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either change it or exit. 1.CHANGE 2.

QUIT 1 2 Press 1 to change the number stored, or press 2 to exit without making a change. Enter a new number. x If you want to erase the number, press Stop when the cursor is to the far left of the digits. x If you want to change a digit, use or to position the cursor under the digit you want to change, then enter it.

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

3 20 Chapter 1 2 Sending a Fax Scanning Adjustment Contrast If your document is very light or very dark, you might want to set the contrast accordingly.

Use LIGHT to send a light document. Use DARK to send a dark document. 1 2 3 4 5 Insert the document, face down, in the feeder. BASIC USE Press Menu/Set, 3, 3. Use or to select AUTO, LIGHT, or DARK. When the screen displays your selection, press Menu/Set. The screen displays: Press 2 if you have finished choosing settings, and go to Step 6--ORPress 1 if you want to select additional settings. The display returns to Setup Send menu. Enter a fax number and press Start to send a fax.

ACCEPTED NEXT 1.YES 2.NO 6 Resolution When you have a document in the feeder, you can use the Resolution key. Press Resolution continuously until you see your selection on the screen. If you want to set a different resolution for each page, see "Multiple Resolution Transmission" on page 41. Standard: Fine: suitable for most typed documents. good for small print; transmits a little slower than standard resolution. Super Fine: good for small print or artwork; transmits slower than fine resolution. Photo: use when document has varying shades of grey; slow transmission time. Sending Operation Manual Transmission Manual transmission lets you hear the dial tone, ringing and fax receiving tones before sending the fax.

1 2 3 4 Insert the document face down in the feeder. Pick up the handset and listen for a dial tone--OR--press Speaker Phone. Enter the fax number you want to call. See "Dialling a Number" on page 22. When you hear the fax tone, press Start.

If you're using the handset, hang up. Sending a Fax 21 Automatic Transmission This is the easiest way to send a fax. IMPORTANT: Do not pick up the handset--OR--press Speaker Phone. 1 2 3 Insert the document face down in the feeder. Enter the fax number you want to call.

See "Dialling a Number" on page 22. Press Start. Dialling a Number If you are sending a fax, press Start after pressing the Quick-Dial key. If you picked up the handset, press Start when the receiving fax machine answers with fax tones. One Touch Dialling 1 2 3 Pick up the handset--OR--Press Speaker Phone. When you hear a dial tone, press the Quick-Dial key of the location you want to call. See "Storing One Touch Dial Numbers" on page 18. To hang up, replace the handset--OR--Press Speaker Phone. If you try to use a One Touch location with no number stored in it, you hear a warning sound, and screen displays NOT ASSIGNED. The display returns to normal after 2 seconds.

Speed Dialling 1 2 3 Pick up the handset--OR--Press Speaker Phone. When you hear a dial tone, press Mute/Search, press #, then press the two-digit Speed Dial number. To hang up, replace the handset--OR--Press Speaker Phone. If you are sending a fax, press Start after pressing the Speed Dial number. If you picked up the handset, press Start when the receiving fax machine answers with fax tone. Search You can search for names you have stored in One Touch and Speed Dial memories. Names are displayed alphabetically. 1 2 3 4 5 22 Pick up the handset--OR--Press Speaker Phone and press Mute/Search. Enter the first letter of the name you're looking for using the dial pad. Press or to search the memory.

Press Start to begin dialling. When the call is over, hang up, or press Speaker Phone. Chapter 2 Redial If you're sending a fax manually and the line is busy, you can retry the number by pressing Redial/Pause. 1 2 Press Redial/Pause. Press Start.

(Only for Ireland) BASIC USE Sending a Fax 23 3 Receiving a Fax Answer Mode Settings Select Answer Mode Manual--You must answer all calls yourself. If you hear fax tones, press Start or key 5 1 from an extension phone to begin receiving the fax, then hang up. Fax Only--The machine automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call. F/T--The machine automatically answers every call.

If the call is a fax, it prints the fax. If the call is not a fax, it signals you with an F/T pseudo-ring, different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay and F/T Ring Time features (on the following pages). See "For F/T (Fax/Tel) Mode Only" on page 42. TAD (FAX-T74)--This is the only setting in which you can use an external answering machine. Your telephone answering device is connected to your machine via the socket in the line cord plug, and answers every call. Once the external telephone answering device (TAD) answers, the machine listens for fax tones. If it detects fax tones, it receives the fax. The TAD setting works only with an external telephone answering device (TAD). Ring Delay and F/T Ring Time do not work in this setting.

Delay and F/T Ring Time do not work in this setting.

TAD (FAX-T76)--The FAX-T76 provides you with a built-in digital Message Manager for fax and voice.



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When you set the machine to answer calls, it will record up to 15 minutes of messages. See "Message Manager (Only for FAX-T76)" on page 56 for more information. FAX-T74 MANUAL FAX ONLY FAX/TEL Current Answer Mode EXTERNAL ANSWERING SYSTEM (Only for FAX-T74) FAX-T76 MANUAL FAX ONLY FAX/TEL Current Answer Mode MSG MGR (Only for FAX-T76) 24 Chapter 3 To select or change your Answer Mode 1 Press Mode. The screen displays your current selection. The options on the FAX-T74 are: FAX ONLY FAX/TEL TAD:ANSWER MACH. MANUAL The options on the FAX-T76 are: FAX ONLY FAX/TEL MANUAL BASIC USE Or, if TAD Mode is switched ON by pressing (DIGITAL TAD button), it overrides your Answer Mode Setting, so the display shows: TAD:MSG MGR 2 Continue to press Mode until your new selection appears. After 2 seconds, the screen returns to the date and time display, along with your new Answer Mode setting. If you're changing Answer Mode while in another operation, the screen returns to the current operation display. Setting the Ring Delay The Ring Delay setting determines the number of times the machine rings before it answers.

See "Operation from an External or Extension Telephone" on page 42. Also see "For F/T (Fax/Tel) Mode Only" on page 42. 1 2 3 4 Press Menu/Set, 2, 1. If you have a FAX-T74, go to Step 3. Press or to select RING DELAY, and press Menu/Set.

Press or to select how many times the line rings before the machine answers, and press Menu/Set when the screen displays your selection. Press Stop to exit. Setting the F/T Ring Time You need to determine how long the machine will give its special F/T pseudo-ring when you have a voice call. This ringing happens after the initial ringing from the phone company. Only the machine rings for 20, 30, 40, or 70 seconds; no other phones on the same line during the special F/T pseudoring.

1 2 Press Menu/Set, 2, 2. Press or to select how long the machine will ring to alert you that you have a voice call, and press Menu/Set when the screen displays your selection. Receiving a Fax 25 3 Press Stop to exit. Even if the caller hangs up during the F/T pseudo-ringing, the machine continues the F/T pseudo-ringing for the set time. Please note that some faxes cannot be received automatically in F/T mode, because some fax machines do not send the standard Group 3 calling tone ("CNG"), but this is not common. This machine does not generate ringing conditions to any extension telephones. Any such extension telephones will only ring during the period set on ring delay. Recording the Fax/Tel Outgoing Announcement (F/T MESSAGE) (Only for FAX-T76) This is the announcement played by your machine (not an external TAD) when someone calls and your machine is set to F/T mode. Although callers hear your announcement, they cannot leave a message. See "Erasing the Outgoing Message (OGM)" on page 57 for directions to erase the announcement.

1 2 3 4 5 Press Menu/Set, 8, 3. The screen prompts you to choose F/T MESSAGE, TAD MESSAGE or PAGING MSG. Press or to select F/T MESSAGE, and press Menu/Set. Press or to select RECORD MSG and press Menu/Set, then pick up the handset to record a message. Replace the handset. Your announcement is played. Press Stop to exit. It is not necessary to have an outgoing message. The F/T mode will work fine without one. It is only to help the caller understand the status of your machine.

For example, you can leave a message that says: "Hello, please wait, we are trying to connect you. If you wish to send a fax, please wait until you hear a fax tone and press the Start key, or, press 5 1 (your three-digit remote activation code) and press the Start key." 26 Chapter 3 Fax Detect When you use this feature, you don't have to press Start when you answer a fax call and hear calling beeps. Just hold the handset and wait for several seconds. When you see RECEIVE on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset, and your machine does the rest (see page 10 fig.

2). · Selecting ON allows the machine to receive fax calls automatically, even if you lift the handset of an extension phone or a phone or TAD connected to the machine. · Selecting SEMI lets the fax machine receive the call only if you've answered it at the machine. · Selecting OFF means you'll have to activate the machine yourself, by pressing Start or by pressing 5 1 if you are not at your machine. See "Operation from an External or Extension Telephone" on page 42. Also see "For F/T (Fax/Tel) Mode Only" on page 42. In case Fax Detect does not work, because of a poor phone line connection, just press Start or press the Activation Code 5 1. (You have to set Remote Activation to ON in Menu/Set, 2, 4 to use 5 1.) BASIC USE 1 2 Press Menu/Set, 2, 3. Use or selection. to select ON, SEMI or OFF, and press Menu/Set when the screen displays your 3 Press Stop to exit. If you've set the feature to ON, but your machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press 5 1. At the machine, lift the handset and press Start. Receiving a Fax Printing a Reduced Incoming Document You can always reduce the size of an incoming fax to a fixed percentage with your machine. If you choose AUTO, the machine chooses the level of reduction for you regardless of the original size of the incoming document.

1 2 3 4 Press Menu/Set, 2, 5. The screen displays Use or to select the reduction ratio you want-- AUTO, 100%, 93%, 87%, or 75%. Choose 100% if you don't want a reduction. Press Menu/Set when the screen displays your selection. Press Stop to exit. 5. REDUCTION If you receive faxes that are split on two pages, change the reduction to AUTO OR choose a lower reduction percentage. Receiving a Fax 27 s When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than 35 cm. If the original is longer than 35 cm, the data will not be reduced and will carry over to print on a second page. s When you use Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place, and you will get the same size recorded as the original.

Reception into Memory As soon as the paper cassette becomes empty during fax reception, the screen will display "CHECK PAPER"; please put some paper in the paper cassette. See "Load paper" on page 2. If the MEMORY RECEPTION switch is ON at this time...

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



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If the MEMORY RECEPTION switch is OFF at this time...

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

1 2 3 Press Menu/Set, 2, 6. The screen displays Use or to select ON or OFF, and press Menu/Set when the screen displays your selection. Press Stop to exit.

6.MEM.RECEIVE Printing a Fax from Memory (Only for FAX-T74) If you have fax storage ON for remote retrieval, you can still print a fax from the machine's memory when you are at your machine. See "Setting Fax Storage" on page 51.

1 2 3 Press Menu/Set, 8, 4. Press Start. Press Stop. 28 Chapter 3 4 Making Copies Copy Functions To make a single copy that is not reduced, enlarged or sorted, you only have to press one key. The default resolution for a single copy is Super Fine. Set the resolution to PHOTO for photographs. Remember, your machine cannot scan anything closer than one-eighth inch from the edge of the paper. Making a Single Copy BASIC USE 1 2 Place the original face down in the ADF. Press Copy/Help twice. To cancel, press Stop.

Do NOT pull on the paper while copying is in progress. Copy Options: Single or Multiple Copies, Reduce/Enlarge, Sort/Stack You can choose additional copy options. First, you can select the number of copies. Next, you can choose whether multiple copies will be STACKED (all copies of page 1, then all copies of page 2, etc.) or SORTED (collated).

Finally, you can choose an enlargement or reduction ratio. To automatically reduce the copy to the paper size you have set for the paper tray, select AUTO. To reduce the copy by a fixed percentage, choose 93%, 87%, 75% or 50%. Or, to enlarge the copy, select 150%, 125% or 120%. To copy a document at its original size, select 100%.

1 2 3 Place the original face down in the ADF. FAX:NO.& START COPY:PRESS COPY NO.OF COPIES:01 THEN COPY OR SET NO.OF COPIES:09 THEN COPY OR SET MULTI COPY:STACK THEN COPY OR SET MULTI COPY:SORT SORT P.01 FNE Press Copy/Help. Enter the number of copies you want (1-99). For example: Press 9 for nine copies. To start copying now, press Copy/Help. If you would like to select additional copy options, like SORT, ENLARGE or REDUCE, press Menu/Set.

4 Press or to select SORT or STACK. For example: Select SORT. To start copying now without enlarging or reducing, press Copy/Help. To reduce or enlarge the image, press Menu/Set. Making Copies 29 5 Press ratio. or to select an enlargement or reduction ELG/RDC:100% ELG/RDC:120% · · ELG/RDC: 75% For example: 75 %. ELG/RDC: 75% SORT P.01 FNE 6 Press Copy/Help. If you are making multiple copies and get a MEMORY FULL message while you are scanning the first page, press Stop to cancel the job. Then make a single copy.

If you selected SORT and the MEMORY FULL message appears while scanning subsequent pages, you can press Copy/Help to copy the portion that is in memory, or press Stop to cancel. To restart the copy job using less memory, press Copy/Help for stacked copies. 30 Chapter 4 5 Telephone Making a Call You can use your machine to make voice telephone calls, by dialling manually or by using One Touch or Speed Dial memory. You can use the handset or if you have the FAX-T76 you can use the Speakerphone to make and receive calls. For more details, see "Dialling a Number" on page 22 and 22.

The "full-duplex" digital Speakerphone allows you to operate the phone hands free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speakerphone, make sure that you speak clearly. If the other party has difficulty hearing you, move closer to the microphone. BASIC USE On Hook Dialling 1 2 Dial the number by using the dial pad or Quick-Dial keys. The number you are dialling, or the name you have stored for One Touch or Speed Dial is displayed on the LCD.

For FAX-T74 press Start and pick up the handset when you hear the call answered on the monitor speaker. If you press Tel before lifting the handset, the call will be disconnected. Replace the handset to finish the call. For the FAX-T76, press Start, and when the call is answered, you can now speak to the party at the other end without lifting the handset. Press Speaker Phone when you finish the conversation. Redial If you're calling someone and the line is busy, you can retry the number by pressing Redial/Pause. 1 2 3 Pick up the handset--OR--Press Speaker Phone. Press Redial/Pause. To hang up, replace the handset--OR--Press Speaker Phone. Pause Press Redial/Pause to insert a pause between digits to be dialled.

If your fax machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number to gain access to the outside line. When you press Redial/Pause, a dash "-" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds. Tone/Pulse If you have pulse dialling service, but need to send tone signals (for telephone banking, for example). Follow the directions below, but if you have touch tone service, you do not need this feature to send tone signals. 1 Lift the handset and press #. Any digits dialled after this sends tone signals.

When you hang up, the machine returns to pulse dialling service. Telephone 31 Answering a Call F/T (FAX/TEL) Mode When you share one line for your telephone and fax machine, in the F/T (FAX/TEL) mode, the fax machine can determine whether an incoming call is a fax or a telephone call. See "Answer Mode Settings" on page 24. Answering Calls with the Speakerphone (Only for FAX-T76) When the machine rings, instead of lifting the handset, press Speaker Phone. Speak clearly, toward the microphone.

To end the call, press Speaker Phone. If you have a bad telephone line connection, the other party might hear your voice echoed during the call. Hang up and try the call again--OR--Pick up the handset. Mute Pick up the machine's handset or press Speaker Phone to release the call from hold. If you press Mute/Search without lifting the handset or pressing Speaker Phone, this key works as the Search key.

1 2 3 Press Mute/Search to put a call on hold. You can put down the handset without disconnecting the call. Tel Key (Only for FAX-T74) This key is used to enter into a telephone conversation one you have picked up the handset of an external telephone during the F/T pseudo-ring. If you press the Tel key and then replace the handset, then you will be listening through the monitor speaker, but the other party will not be able to hear you. 32 Chapter 5 6 Printing Reports Types of Reports You can print the following lists and reports: 1.



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XMIT REPORT 2. JOURNAL 3. QUICK-DIAL 4. TEL. INDEX 5.

SYSTEM SETUP 6. MEMORY STATUS Choose if Transmission Verification Report is printed after all Faxes sent. Journal lists information about the last 30 incoming and outgoing faxes. TX means Transmit; RX means Receive. **BASIC USE** Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order. Quick-dial list (above), alphabetically. Lists settings for INITIAL SETUP, SETUP RECEIVE, REMOTE FAX OPT and SETUP TAD. Lists summary information and amount of occupied memory. **Transmission Report** You can use the Xmit Report as proof that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and if the transmission was successful.

When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates ERROR, send the document again. If the report indicates you should check the readability of certain pages, resend those pages. When the feature is ON, the report is printed with every fax you send. 1 2 3 Press Menu/Set, 7, 1.

Press or to select ON or OFF, and press Menu/Set. Press Stop to exit. **Setting Reports To Print a Report** 1 2 3 4 Press Menu/Set, 7. Enter the number (see list above) of the report you want to print. For example, press 5 to print the SYSTEM SETUP.

Press Start. Press Stop to exit. **Printing Reports** 33 **Journal Period** You can set the machine to print activity reports at specific intervals (1, 3, 6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section. 1 2 3 4 5 6 Press Menu/Set, 7, 2. Press or to display JOURNAL PERIOD, and press Menu/Set. Press or to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown. When the screen displays the setting you want, press Menu/Set. Enter the time to begin printing, in 24-hour format (for example, enter 19:45 for 7:45 PM), and press Menu/Set.

Press Stop to exit. 34 **Chapter 6 7 Advanced Sending Advanced Operations Electronic Cover Page** The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialling manually, the name is left blank. See "Setup Quick Dial Numbers for Easy Dialling" on page 18. The cover page indicates the fax is from your Station ID, and the number of pages you're sending. If you have COVERPG SETUP set to ON (Function menu 3-1), the number of pages remains blank. You can select a comment to include on your cover page.

1. NOTE OFF See "Setting the Station ID" on page 7.

2. PLEASE CALL Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. 3. URGENT See "Entering Text" on page 81. **ADVANCED USE Cover Page for Next Fax Only 4.**

CONFIDENTIAL Make sure Station ID is set up. See "Set station ID" on page 3. This feature does not work without the Station ID. You can set the fax to send a cover page with a particular document. This cover page will include the number of pages in your document.

1 2 3 4 5 6 7 Insert the document in the feeder. Press Menu/Set, 3, 1. Press Menu/Set when the screen displays NEXT FAX ONLY. Press Press or or to select ON (or OFF), and press Menu/Set. to view the comment selections. Press Menu/Set when the screen displays your selection. Enter two digits to indicate the number of pages you are sending. (Enter 00 to leave the number of pages blank.) If you make a mistake, press to back up and re-enter the number of pages. Press Menu/Set.

The screen displays: Press 1 if you want to select additional settings. The display returns to the Setup Send menu--OR--Press 2 if you are finished choosing settings, and go to Step 10. Start. 1. NOTE OFF 2. PLEASE CALL 3. URGENT 4. CONFIDENTIAL 5. (user defined) 6. (user defined) 8 9 ACCEPTED NEXT 1.

YES 2. NO 10 Enter the fax number you're calling and then press Advanced Sending 35 Always Send Cover Page Make sure Station ID is set up. See "Set station ID" on page 3. This feature does not work without the Station ID. You can set the machine to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting. 1 2 3 4 Press Menu/Set, 3, 1. Press or to select ON (or OFF). Press Menu/Set when the screen displays COVERPAGE: ON. (If you select ON, a coverpage is always sent when you send a fax.)

) If you selected ON, the screen displays the cover page comment options. Press or to view comment selections. 1. NOTE OFF 2. PLEASE CALL 3. URGENT 4. CONFIDENTIAL 5. (user defined) 6. (user defined) 5 6 Press Menu/Set when the screen displays your selection. The screen displays: Press 1 if you want to select additional settings.

The display returns to the Setup Send menu--OR--Press 2 to exit if you are finished choosing settings. ACCEPTED NEXT 1. YES 2. NO Using a Printed Cover Page If you prefer using a printed cover page that you can write on, you can print the sample page and attach it to your fax. 1 2 3 Press Menu/Set, 3, 1. Press or selection. to select PRINT SAMPLE, and press Menu/Set when the screen displays your Press Start. Your machine prints a copy of your cover page. === COVER PAGE === TO: FROM: FAX: TEL: PAGE[S] TO FOLLOW COMMENT: 36 **Chapter 7 Composing Your Own Comments** 1 2 3 4 5 Press Menu/Set, 3, 2. The screen displays: COVERPAGE NOTE.

Use or to choose position 5 or 6 for your customized comment, and press Menu/Set. Use the dial pad to enter your customized comment. See "Entering Text" on page 81. Press Menu/Set. The screen displays: Press 1 if you want to select additional settings.

The display returns to the Setup Send menu--OR--Press 2 if you are finished choosing settings and exit. ACCEPTED NEXT 1. YES 2. NO **Overseas Mode** After the fax is sent, this feature turns itself off. 1 2 3 4 Insert the document.

ADVANCED USE Press Menu/Set, 3, 5. Press or to select ON (or OFF), and press Menu/Set when the screen displays your selection. The screen displays Press 1 if you want to select additional settings. The display returns to the Setup Send menu--OR--Press 2 if you have finished choosing settings, then go to Step 5. Enter the fax number you are calling, and press Start. ACCEPTED NEXT 1. YES 2. NO 5 **Advanced Sending 37 Memory Transmission** You can scan a fax into the machine's memory. This will be sent as soon as the scan is completed. This way, you don't have to wait for the entire fax to be transmitted before you retrieve your original.

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



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In this case, send the fax by the Manual Transmission. 1 2 3 4 5 6 Insert the document in the feeder. Press Menu/Set, 3, 9. To change the default setting, press or to select ON (or OFF) and press Menu/Set. Go to Step 5--OR--For the next fax transmission only, press or to select NEXT FAX ONLY and press Menu/Set. For the next fax only, press or to select ON (or OFF) and press Menu/Set. Press 1 to select additional settings. The display returns to the SETUP SEND menu --OR--Press 2 if you are finished choosing settings and go to Step 6.

Enter the fax number and then press Start to begin scanning the document into memory. Once the scan is complete, the machine dials the call. Depending on your typical faxes, MEMORY FULL errors can occur frequently. If this happens, change the Memory Transmission setting back to OFF. Call Reservation You can send a fax and let the other party know that you want to speak to him after the fax transmission is complete.

The other fax machine will ring as if it were receiving a telephone call; if the other party picks up the handset, your machine will ring. Lift the handset to have a conversation. If you set Call Reservation and Call Back message to ON, your machine leaves a message if the other party does not answer. 1 2 3 4 5 6 Insert the document in the feeder. Press Menu/Set, 3, 6.

The screen displays the current setting for Call Reservation. Press or to select ON (or OFF). If you set Call Reservation to ON, press Menu/Set when the screen displays your selection. The screen displays the current setting for Call Back Message. Press or to select ON (or OFF), and press Menu/Set when the screen displays your selection. The screen displays ACCEPTED NEXT 1.YES 2.NO Press 1 if you want to select additional settings. The display returns to the Setup Send menu--OR--Press 2 if you are finished choosing settings, and go to Step 7. The screen prompts you to enter the fax number you want to call.

Enter the fax number, and press Start. Chapter 7 7 38 8 If you've set Call Reservation to ON, pick up your handset if the machine rings. You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to ON. Print Sample Call Back Message 1 2 3 Press Menu/Set, 3, 6. Press or to select PRINT SAMPLE, and press Menu/Set. Press Start. Delayed Transmission (Timer) You can use this function to send a fax up to 24 hours later. 1 2 3 4 Insert the document in the feeder.

Press Menu/Set, 3, 7. Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM), and press Menu/Set. The screen displays Press 1 to select DOC. OR Press 2 to select MEMORY. If you select 1.

DOC, the machine will not start scanning the document until the preset time. The document must be left in the feeder. ADVANCED USE 1.DOC 2.MEMORY ACCEPTED NEXT 1.

YES 2.NO 5 Press 1 if you want to select additional settings. The display returns to the Setup Send menu--OR--Press 2 if you are finished choosing settings and go to Step 6. The screen prompts you to enter the fax number. Enter the fax number, and press Start. The machine will wait until the time you have entered to send the fax. 6 Broadcasting Using the numbers you have stored in Groups, One Touch and Speed Dial memory, you can "broadcast" faxes automatically to up to 54 different locations in a few simple steps. If the Memory TX is ON or NEXT FAX ONLY, you can broadcast. 1 2 3 4 Insert the document in the feeder. Press Menu/Set, 3, 9 to select ON or NEXT FAX ONLY and press Menu/Set.

Enter the One Touch and Speed Dial numbers (one after the other) or Group Number you have stored. Press Start. The machine stores the document in memory, then transmits it to all the numbers you entered. If the line is busy, the machine will retry. Press Stop during transmission to cancel the current fax broadcast. Advanced Sending 39 Setting Number Groups for Broadcasting Number Groups allow you to send the same fax message to many fax numbers by pressing only one Quick-Dial key (Broadcasting). · First, you'll need to store each fax number as a One Touch or Speed Dial number. · Next, you can combine them into a Number Group. Each Number Group uses a Quick-Dial key. · Finally, you can have up to 4 small Number Groups, or you can assign up to 53 numbers to one large Group.

See "Storing One Touch Dial Numbers" on page 18. 1 2 3 4 Press Menu/Set, 6, 3. The screen displays SELECT QUICKDIAL. Select a Quick-Dial key where you wish to store the number. (For example, press Quick-Dial key 2 to use as a Group.

) Use the dial pad to enter the group number (for example, press 1 for Group 1). Press Menu/Set. Enter the One Touch or Speed Dial G01:*03#09 numbers in this group. For example, for One Touch 3, press One Touch dial key (e.g.

03). For Speed Dial location 09, press Mute/Search, then press 0, 9 on the dial pad. The LCD shows Press Menu/Set. The screen prompts you to enter a name. Use the dial pad to enter a name for the group (for example, NEW CLIENTS), and press Menu/Set. See "Entering Text" on page 81. Press Stop to exit. 03, #09. 5 6 7 You can print a list of all One Touch and Speed Dial numbers. Group numbers will be marked in the column of "GROUP".

See "Printing Reports" on page 33. Next-Fax Reservation Even if your machine is receiving another fax, you can prepare to send your next fax. This way, you don't have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial or One Touch dialling. (When you use One Touch Dial, only the memory location not the name of the person you're calling is displayed.) 1 2 3 4 Insert the documents in the feeder. If necessary, press Resolution to adjust resolution. Enter the fax number, and press Start. Press Menu/Set. The screen displays NEXT-FAX RESERVD.

To cancel the reservation, remove the documents and press Stop. You can't use this feature if there is a document waiting in the feeder (possibly for Delayed Transmission or Polling Transmit), or when the timer has been interrupted. If you use Next-Fax Reservation, the machine will send a document without storing it in memory. 40 Chapter 7 Cancelling a Scheduled Job You can cancel tasks you've scheduled such as Timer or Polling Transmit. 1 2 3 4 Press Menu/Set, 4.

Any waiting jobs appear on the display. If no job is waiting, the screen displays NO JOB WAITING. If you have more than two jobs waiting, use or to select the job you want to cancel. Press Menu/Set when the screen displays your selection--OR--If you have only one job waiting, go to Step 3. Press 1 to cancel--OR--Press 2 to quit without cancelling.

Press Stop to exit. Interrupting Timer and Polled Transmit Jobs You can send a fax or make a copy now, even if you have the machine set to send a fax later, or if you have it set to be polled.



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