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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-250C. You'll find the answers to all your questions on the BROTHER MFC-250C in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER MFC-250C
User guide BROTHER MFC-250C
Operating instructions BROTHER MFC-250C
Instructions for use BROTHER MFC-250C
Instruction manual BROTHER MFC-250C

The image shows the cover of the Brother MFC-250C User's Guide. It features a white background with a blue vertical bar on the right side. The 'brother' logo is at the top of the blue bar. The title 'USER'S GUIDE' is centered in black. Below the title is a line drawing of the MFC-250C printer. To the right of the drawing, the models 'MFC-250C', 'MFC-290C', and 'MFC-297C' are listed. At the bottom right, it says 'Version 0' and 'UK/IRE/GEN/SAF'.

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If the model name screen appears, click your model name. 3 Chapter 1 How to find Scanning instructions There are several ways you can scan documents. You can find the instructions as follows: Software User's Guide Scanning (For Windows® 2000 Professional/ Windows® XP and Windows Vista®) ControlCenter3 (For Windows® 2000 Professional/ Windows® XP and Windows Vista®) ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides The complete ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 11SE application. 1 Viewing Documentation (For Macintosh®) 1 a Turn on your Macintosh®. Insert the Brother CD-ROM into your CD-ROM drive. The following window will appear. b c d Double-click the Documentation icon. Double-click your language folder. Double-click top.html to view the Software User's Guide in HTML format.

e Click the documentation you want to read. Software User's Guide 4 General Information How to find Scanning instructions There are several ways you can scan documents. You can find the instructions as follows: Software User's Guide Scanning (For Mac OS® X 10.2.4 or greater) ControlCenter2 (For Mac OS® X 10.

2.4 or greater) Presto! PageManager User's Guide Instructions for scanning directly from Presto! PageManager. The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application. 1 Accessing Brother Support (For Windows®) You can find all the contacts you will need, such as Web support (Brother Solutions Center). Click Brother Support on the main menu.

The following screen will appear: 1 1 To access our web site (www.brother.com), click Brother Home Page. For the latest news and product support information (http://solutions.brother.com), click Brother Solutions Center. To visit our web site for original Brother supplies (http://www.brother.com/original/), click Supplies Information. To access the Brother CreativeCenter (http://www.

brother.com/creativecenter/) for FREE photo projects and printable downloads, click Brother CreativeCenter. To return to the main page, click Back or if you have finished, click Exit. 5 Chapter 1 MFC-290C Control panel overview The MFC-250C, MFC-290C and MFC-297C have the same control panel keys. 1 10

9 8 12/10 11:53 Fax 1 Note 2 3 Most of the illustrations in this User's Guide show the MFC-290C. 1 Fax and telephone keys: Redial/Pause Redials the last number called. It also inserts a pause when programming quick dial numbers. Tel/R This key is used to have a telephone conversation after picking up the external handset during the F/T pseudo-ring. Also, when connected to a PBX, you can use this key to gain access to an outside line or transfer a call to another extension. Dial Pad Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

The # key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone. 3 Mode keys: Fax Lets you access Fax mode. Scan Lets you access Scan mode. Copy Lets you access Copy mode. Photo Capture Lets you access PhotoCapture Center™ mode.

4 Menu keys: Menu Lets you access the main menu to program the machine. Speed Dial key Lets you store, look up, and dial numbers in the memory. 6 2 General Information 1 8 7 6 12/10 11:53 Fax 3 Volume keys dc When the machine is idle, you can press these keys to adjust the ring volume. d Press to scroll backward to a menu selection. a or b Press to scroll through the menus and options.

Clear/Back Press to delete characters or to go back to the previous menu level. OK Lets you choose a setting. Start keys: Colour Start Lets you start sending faxes or making copies in full colour. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software). 4 5 5 Mono Start Lets you start sending faxes or making copies in monochrome. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software). 6 Stop/Exit Stops an operation or exits from a menu. 7 Copy Options Lets you temporarily change the copy settings when in copy mode. 8 LCD (liquid crystal display) Displays messages on the screen to help you set up and use your machine. 9 On/Off You can turn the machine on and off.

If you turn the machine off, it will still periodically clean the print head to maintain print quality. To maintain print quality, prolong print head life, and provide the best ink cartridge economy, you should keep your machine connected to the power at all times. 10 Fax Resolution Lets you temporarily change the resolution when sending a fax. 7 2 a Loading paper and documents c 2 2 Loading paper and other print media If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine. With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size. Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the mark for the paper size you are using. 1 3 b 1 Lift the paper tray cover (1). 2 3 Note When you use Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray. 1 8 Loading paper and documents d Fan the stack of paper well to avoid paper jams and misfeeds.

f Gently adjust the paper side guides (1) to the paper with both hands. Make sure the paper side guides touch the sides of the paper. 1 2 Note Always make sure the paper is not curled. e Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.

Note Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems. g h Close the paper tray cover. Slowly push the paper tray completely into the machine. 9 Chapter 2 i While holding the paper tray in place, pull out the paper support (1) until it clicks and then unfold the paper support flap (2). CAUTION DO NOT use any of the following types of envelopes, as they will cause paper feed problems: · That are of a baggy construction.



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· That are embossed (have raised writing on them). · That have clasps or staples. · That are pre-printed on the inside. Glue 2 2 1 Double flap 2 Note Do not use the paper support flap for Legal paper. Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using. 2 Loading envelopes and post cards About envelopes Use envelopes that weigh between 75 to 95 g/m2. Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes. How to load envelopes and postcards 2 2 a Before loading, press the corners and sides of envelopes or post cards to make them as flat as possible. Note If envelopes or post cards are 'double-feeding', put one envelope or post card in the paper tray at a time.

10 Loading paper and documents b Put envelopes or post cards into the paper tray with the address side down and the leading edge in first as shown in the illustration. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards. If you have problems when printing on envelopes, try the following suggestions: 2 a b Make sure the flap is either to the side of the envelope or to the back edge of the envelope when printing. Adjust the size and margin in your application. 2 1 2 Removing small printouts from the machine When the machine ejects small paper onto the paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine. 2 11 Chapter 2 Printable area The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can print in the shaded areas of cut sheet paper when the Borderless print feature is available and turned on. (See Printing for Windows® or Printing and Faxing for Macintosh® in the Software User's Guide on the CD-ROM.

) Cut Sheet Paper Envelopes 2 1 3 4 1 3 4 2 Top (1) Cut Sheet Envelopes 3 mm 12 mm Bottom (2) 3 mm 24 mm Left (3) 3 mm 3 mm 2 Right (4) 3 mm 3 mm Note The Borderless feature is not available for envelopes. 12 Loading paper and documents Acceptable paper and other print media The print quality can be affected by the type of paper you are using in the machine. To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load. You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes. We recommend testing various paper types before buying large quantities.

For best results, use Brother paper. When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the correct print media in the 'Basic' tab of the printer driver or in the Paper Type setting of the menu (See Paper Type on page 19). When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose. When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.

Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers. Recommended print media 2 2 To get the best print quality, we suggest using Brother paper. (See table below.) If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities. We recommend using '3M Transparency Film' when you print on transparencies. 2 Brother paper Paper Type A4 Plain A4 Glossy Photo A4 Inkjet (Matte) 10 x 15 cm Glossy Photo Item BP60PA BP71GA4 BP60MA BP71GP 13 Chapter 2 Handling and using print media Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat. Avoid touching the shiny (coated) side of photo paper. Load photo paper with the shiny side facing down. Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality.

Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing. You can only print on both sides of the paper with PC printing. (See Printing for Windows® in the Software User's Guide on the CD-ROM). Improper Setup DO NOT use the following kinds of paper: · Damaged, curled, wrinkled, or irregularly shaped paper Paper capacity of the paper tray 2 2 Up to 50 sheets of 80 g/m2 or 20 lb A4 paper. Transparencies and photo paper must be picked up from the paper tray one page at a time to avoid smudging. 1 1 1 2 mm or greater · Extremely shiny and highly textured paper · Paper that cannot be arranged uniformly when stacked · Paper made with a short grain 14 Loading paper and documents Choosing the right print media Paper type and size for each operation Paper Type Paper Size Usage Fax Cut Sheet Letter A4 Legal Executive JIS B5 A5 A6

Cards Photo Photo 2L Index Card 215.9 × 279.4 mm (8 1/2 × 11 in.) 210 × 297 mm (8.3 × 11.7 in.) 215.9 × 355.6 mm (8 1/2 × 14 in.)

) 182 × 257 mm (7.2 × 10.1 in.) 148 × 210 mm (5.8 × 8.3 in.)

3 in.) 105 × 148 mm (4.1 × 5.8 in.) 10 × 15 cm (4 × 6 in.) 13 × 18 cm (5 × 7 in.) 127 × 203 mm (5 × 8 in.) Yes Yes Yes Copy Yes Yes Yes Yes Yes Yes Yes Yes Yes Photo Capture Yes Yes Yes Yes Printer Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes 2 2 2 184 × 267 mm (7 1/4 × 10 1/2 in.) PostCard 1 100 × 148 mm (3.9 × 5.8 in.)

8 in.) PostCard 2 148 × 200 mm (5.8 × 7.9 in.) (Double) Envelopes C5 Envelope 162 × 229 mm (6.4 × 9 in.) DL Envelope 110 × 220 mm (4.3 × 8.7 in.) COM-10 Monarch Transparencies Letter A4 Legal A5 98 × 191 mm (3 7/8 × 7 1/2 in.)

) 216 × 279 mm (8 1/2 × 11 in.) 210 × 297 mm (8.3 × 11.7 in.) 215.9 × 355.6 mm (8 1/2 × 14 in.) 148 × 210 mm (5.8 × 8.3 in.)

) 105 × 241 mm (4 1/8 × 9 1/2 in.) JE4 Envelope 105 × 235 mm (4.1 × 9.3 in.) 15 Chapter 2 Paper weight, thickness and capacity Paper Type Cut Sheet Plain Paper Inkjet Paper Glossy Paper Cards Photo Card Index Card PostCard Envelopes Transparencies 1 2 2 Weight 64 to 120 g/m2 64 to 200 g/m2 Up to 220 g/m2 Up to 220 g/m2 Up to 120 g/m2 Up to 200 g/m2 75 to 95 g/m2 Thickness 0.



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08 to 0.15 mm 0.08 to 0.25 mm Up to 0.25 mm Up to 0.

25 mm Up to 0.15 mm Up to 0.25 mm Up to 0.52 mm No. of sheets 100 1 20 20 2 20 2 30 30 10 10 Up to 100 sheets of 80 g/m² paper. BP71 (260 g/m²) paper is especially designed for Brother inkjet machines. 16 Loading paper and documents Loading documents You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass. 2 Make sure documents with ink or liquid correction fluid are completely dry. a b c 2 Unfold the ADF Document Output Support Flap (1). Fan the pages well.

Make sure you place the documents face down, top edge first in the ADF until you feel them touch the feed roller. Adjust the paper guides (2) to fit the width of your documents. 2 Using the ADF (MFC-290C and MFC-297C only) The ADF can hold up to 15 pages and feeds each sheet individually. Use standard 80 g/m² paper and always fan the pages before putting them in the ADF. d 2 2 Recommended environment Temperature: Humidity: Paper: 20 to 30° C 50% to 70% 80 g/m² 1 Document Sizes Supported Length: Width: Weight: 148 to 355.

6 mm 148 to 215.9 mm 64 to 90 g/m² 2 CAUTION DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam. How to load documents CAUTION DO NOT pull on the document while it is feeding. DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.

DO NOT use cardboard, newspaper or fabric. 2 Using the scanner glass You can use the scanner glass to fax, copy or scan pages of a book or one page at a time. 2 Document Sizes Supported Length: Width: Weight: Up to 297 mm Up to 215.9 mm Up to 2 kg 2 17 Chapter 2 How to load documents Note To use the scanner glass, the ADF must be empty. 2 Scannable area The scannable area depends on the settings in the application you are using. The figures below show the areas you cannot scan on Letter and A4 paper. 2 a b Lift the document cover. Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass. 1 3 4 2 Usage Fax Copy Scan Document Top (1) Size Bottom (2) Letter A4 Letter A4 Letter A4 3 mm 3 mm 3 mm 3 mm 3 mm 3 mm 3 mm Left (3) Right (4) 4 mm 1 mm 3 mm 3 mm 3 mm 3 mm c Close the document cover. CAUTION If you are scanning a book or thick document, DO NOT slam the cover or press on it.

18 3 General setup Paper settings Paper Type To get the best print quality, set the machine for the type of paper you are using. 3 Mode Timer The machine has four temporary mode keys on the control panel: Fax, Scan, Copy and Photo Capture. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose Off, the machine stays in the mode you used last. 3 3 3 3 a b Press Menu, 1, 2. Press a or b to choose Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency. Press OK. Press Stop/Exit. a b Press Menu, 1, 1. Press a or b to choose 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off.

Press OK. Press Stop/Exit. c Note The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams. c Paper Size You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 10 × 15 cm and three sizes for printing faxes: Letter, Legal and A4.

When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page. 3 a b c Press Menu, 1, 3. Press a or b to choose Letter, Legal, A4, A5 or 10x15cm. Press OK. Press Stop/Exit.

19 Chapter 3 Volume Settings Ring Volume You can choose a range of ring volume levels, from High to Off. While the machine is idle, press d or c to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it. You can also change the volume through the menu, by following the instructions below: 3 Beeper Volume When the beeper is on, the machine will beep when you press a key, make a mistake or after you send or receive a fax. You can choose a range of volume levels, from High to Off. 3 3 a b c Press Menu, 1, 4, 2. Press a or b to choose Low, Med, High or Off. Press OK. Press Stop/Exit.

Setting the Ring Volume from the menu Speaker Volume 3 3 a b c Press Menu, 1, 4, 1. Press a or b to choose Low, Med, High or Off. Press OK. Press Stop/Exit. You can choose a range of speaker volume levels, from High to Off. a b c Press Menu, 1, 4, 3. Press a or b to choose Low, Med, High or Off. Press OK. Press Stop/Exit. 20 General setup Automatic Daylight Savings Time You can set the machine to change automatically for daylight savings time.

It will reset itself forward one hour in the Spring and backward one hour in the Autumn. Make sure you have set the correct date and time in the Date&Time setting. Sleep Mode 3 3 You can choose how long the machine must be idle (from 1 to 60 minutes) before it goes into sleep mode. The timer will restart if any operation is carried out on the machine. a b Press Menu, 1, 7.

Press a or b to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins which is the length of time the machine is idle before entering sleep mode. Press OK. Press Stop/Exit. 3 a b c Press Menu, 1, 5. Press a or b to choose On or Off.

Press OK. Press Stop/Exit. c 3 LCD screen LCD Contrast You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting. 3 a b c Press Menu, 1, 6. Press a or b to choose Light or Dark. Press OK. Press Stop/Exit. 21 4 Security features Setting and changing the TX Lock password Note If you have already set the password, you will not need to set it again. 4 TX Lock TX Lock lets you prevent unauthorized access to the machine.

While TX Lock is On, the following operations are available: Receiving faxes While TX Lock is On, the following operations are NOT available: Sending faxes Copying PC printing Scanning PhotoCapture Operation from the Control panel 4 4 Setting up the password 4 a b c d a b c d e f Press Menu, 2, 0, 1. Enter a 4-digit number for the password. Press OK. When the LCD shows Verify:, re-enter the password. Press OK. Press Stop/Exit. 4 Note If you forget the TX Lock password, please call your Brother dealer for service. Changing the password Press Menu, 2, 0, 1. Press a or b to choose Set Password. Press OK. Enter a 4-digit number for the current password. Press OK. Enter a 4-digit number for a new password. Press OK.



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When the LCD shows Verify:, re-enter the password.

Press OK. Press Stop/Exit. 22 Security features Turning TX Lock on/off Turning TX Lock on 4 4 a b c Press Menu, 2, 0, 1. Press a or b to choose Set TX Lock. Press OK.

Enter the registered 4-digit password. Press OK. The machine goes offline and the LCD shows TX Lock Mode. 4 4 Turning TX Lock off a b Press Menu. Enter the registered 4-digit password. Press OK. TX lock is automatically turned off. Note If you enter the wrong password, the LCD shows Wrong Password and stays offline. The machine will stay in TX Lock mode until the registered password is entered. 23 Chapter 4 24 Section II Fax Sending a Fax Receiving a Fax Telephone and External devices Dialling and storing numbers Printing Reports II 26 32 36 44 47 5 Sending a Fax Note (MFC-290C and MFC-297C only) Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

5 Entering Fax mode To enter fax mode, press the key will glow green. (Fax), and 5 Faxing from the ADF (MFC-290C and MFC-297C only) a 5 Make sure you are in Fax mode . b c d Load your document face down on the scanner glass. Enter the fax number using the dial pad, Speed Dial or Search. Press Mono Start or Colour Start. If you press Mono Start, the machine starts scanning the first page. Go to step e. If you press Colour Start, the machine starts sending the document. a b Make sure you are in Fax mode Place the document face down in the ADF. (See Using the ADF (MFC-290C and MFC-297C only) on page 17.

). c d Enter the fax number using the dial pad, Speed Dial or Search. Press Mono Start or Colour Start. The machine starts scanning the document. e Do one of the following: To send a single page, press 2 to choose No (or press Mono Start again).

The machine starts sending the document. To send more than one page, press 1 to choose Yes and go to step f. Note · To cancel, press Stop/Exit. · If you send a mono fax while the memory is full it will be sent in real time. Faxing from the scanner glass You can use the scanner glass to fax pages of a book one at a time.

The documents can be up to Letter or A4 size. You cannot send colour faxes with multiple pages. 5 f Place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat steps e and f for each additional page.) 26 Sending a Fax Faxing Letter size documents from the scanner glass When documents are Letter size, you need to set scan size to Letter. If you do not, the side portion of the faxes will be missing. 5 Broadcasting (Monochrome only) Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, Speed Dial numbers and up to 50 manually dialled numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed. 5 a b c d Make sure you are in Fax mode Press Menu, 2, 2, 0. Press a or b to choose Letter. Press OK. Press Stop/Exit. . a b c Make sure you are in Fax mode Load your document. Enter a number. Press OK. You can use either a Speed Dial, a Group or a manually entered number using the dial pad.

5 Colour fax transmission Your machine can send a colour fax to machines that support this feature. Colour faxes cannot be stored in the memory. When you send a colour fax, the machine will send it in real time (even if Real Time TX is set to Off). 5 d e 5 Repeat c until you have entered all the fax numbers to be included in the broadcast.

Press Mono Start. Cancelling a fax in progress If you want to cancel a fax while the machine is scanning, dialling or sending, press Stop/Exit. Note · If you did not use up any of the numbers for Groups, you can 'broadcast' faxes to as many as 90 different numbers. · The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access.

· If the memory is full, press Stop/Exit to stop the job. If more than one page has been scanned, press Mono Start to send the portion that is in the memory. 27 Chapter 5 Cancelling a Broadcast in progress 5 Additional sending operations Sending faxes using multiple settings When you send a fax you can choose any combination of these settings: resolution, contrast, scan size, overseas mode and real time transmission. 5 a Press Menu, 2, 4. The LCD will show the fax number being dialled. XXXXXXXX 5 b c d e Press OK. The LCD will show the job number: 1.Clear 2.Exit Press 1 to cancel. The LCD will then show the Broadcast job number and 1.

Clear 2.Exit. To cancel the Broadcast, press 1. Press Stop/Exit. a b c d e Make sure you are in Fax mode Load your document. · Choose a setting you want to change in the Setup Send menu (Menu, 2, 2). Press OK. Choose the option you want for the setting. Press OK.

Do one of the following: Next 1.Yes 2.No Press 1 to change another setting. Press 2 when you have finished choosing your settings. f Send the fax as normal. 28 Sending a Fax Contrast If your document is very light or very dark, you may want to change the contrast. For most documents the default setting Auto can be used. It automatically chooses the suitable contrast for your document. Use Light when sending a light document. Use Dark when sending a dark document.

5 To change the default fax resolution 5 a b c Make sure you are in Fax mode Press Menu, 2, 2, 2. Press a or b to choose the resolution you want. Press OK. . a b c d Note Make sure you are in Fax mode Load your document. Press Menu, 2, 2, 1. Press a or b to choose Auto, Light or Dark. Press OK. · You can choose four different resolution settings for monochrome faxes and two for colour.

Monochrome Standard Fine Suitable for most typed documents. Good for small print and transmits a little slower than Standard resolution. Good for small print or artwork and transmits slower than Fine resolution. Use when the document has varying shades of grey or is a photograph. This has the slowest transmission. 5 Note Even if you choose Light or Dark, the machine will send the fax using the Auto setting in any of the following conditions: · When you send a colour fax. · When you choose Photo as the Fax Resolution. S.Fine Photo Changing fax resolution The quality of a fax can be improved by changing the fax resolution. Resolution can be changed for the next fax or for all faxes.

Colour 5 Standard Fine Suitable for most typed documents. Use when the document is a photograph. The transmission time is slower than Standard resolution. To change the fax resolution for the next fax 5 a b c Make sure you are in Fax mode Load your document. Press Fax Resolution then a or b to choose the resolution.



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Press OK. . If you choose S.Fine or Photo and then use the Colour Start key to send a fax, the machine will send the fax using the Fine setting. 29 Chapter 5 Dual access (Monochrome only) You can dial a number and start scanning the fax into memory--even when the machine is sending from memory, receiving faxes or printing PC data.

The LCD shows the new job number and available memory. The number of pages you can scan into the memory will vary depending on the data that is printed on them. Sending in real time for all faxes 5 5 a b Make sure you are in Fax mode Press Menu, 2, 2, 3. 3.Real Time TX Realtime TX:On . c Press a or b to choose On (or Off). Press OK. Note If the Out of Memory message appears while scanning documents, press Stop/Exit to cancel or Mono Start to send the scanned pages. Sending in real time for the next fax only 5 a b c d e Make sure you are in Fax mode Press Menu, 2, 2, 3. Press a or b to choose Next Fax Only.

Press OK. . Real time transmission When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the telephone line is free, the machine will start dialling and sending. If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax Only for the next fax only. 5 Press a or b to choose Next Fax:Off or Next Fax:On. Press OK. Note In real time transmission, the automatic redial feature does not work when using the scanner glass.

Note In Real Time Transmission, the automatic redial feature does not work when using the scanner glass. 30 Sending a Fax Overseas Mode If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off. 5 Sending a fax manually Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax. 5 a b c d e Make sure you are in Fax mode Load your document.

Pick up the handset of an external telephone and listen for a dial tone. Dial the fax number you want to call. When you hear the fax tone, press Mono Start or Colour Start. If you load the document on the scanner glass, press 1 to send the fax. .

a b c d Make sure you are in Fax mode Load your document. Press Menu, 2, 2, 4. Press a or b to choose On (or Off). Press OK. . 5 Checking and cancelling waiting jobs You can check which jobs are still waiting in the memory to be sent and cancel a job. (If there are no jobs, the LCD shows No Jobs Waiting.) 5 1.Send 2.Receive f Replace the handset.

Out of Memory message If you get an Out of Memory message while scanning the first page of a fax, press Stop/Exit to cancel the fax. If you get an Out of Memory message while scanning a subsequent page, you will have the option to press Mono Start or Colour Start to send the pages scanned so far, or to press Stop/Exit to cancel the operation. 5 a b Press Menu, 2, 4. Any waiting jobs appear on the LCD. Do one of the following: Press a or b to scroll through the jobs and choose the job you want to cancel. Press OK to choose a job, and then press 1 to cancel it. Press 2 to exit without cancelling. c When you have finished, press Stop/Exit. Note If you do not want to delete your stored faxes to clear the memory, you can change the setting to send the fax in real time. (See Real time transmission on page 30.

) 31 6 Receiving a Fax 6 Receive modes Choosing the Receive Mode By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode. For more detailed information on the receive modes see Using receive modes on page 33 and Receive mode settings on page 34. Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine? Yes No 6 6 Are you using the voice message function of an external telephone answering device? No Fax Only Manual Fax/Tel External TAD Do you want the machine to answer fax and telephone calls automatically? No Yes Yes To set a receive mode follow the instructions below. a b c Press Menu, 0, 1.

Press a or b to choose Fax Only, Fax/Tel, External TAD or Manual. Press OK. Press Stop/Exit. The LCD will display the current receive mode. 12/10 11:53 Fax 1 1 Current receive mode Fax: Fax Only 32 Receiving a Fax Using receive modes Some receive modes answer automatically (Fax Only and Fax/Tel).

You may want to change the ring delay before using these modes. (See Ring Delay on page 34.) 6 External TAD External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways: Faxes will be automatically received. Voice callers can record a message on the external TAD. (For more information see Connecting an external TAD (telephone answering device) on page 39.) 6 Fax only Fax only mode will automatically answer every call. If the call is a fax your machine will receive it. 6 Fax/Tel Fax/Tel mode helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways: Faxes will be automatically received. Voice calls will start the F/T ring to tell you to pick up the line.

The F/T ring is a fast double ring made by your machine. (Also see F/T Ring Time (Fax/Tel mode only) on page 34 and Ring Delay on page 34.) 6 6 Manual Manual mode turns off all automatic answering functions unless you are using the BT Call sign feature. To receive a fax in manual mode lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press Mono Start or Colour Start. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine. (Also see Fax Detect on page 35.) 6 33 Chapter 6 Receive mode settings Ring Delay The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension telephones on the same line as the machine choose the maximum number of rings. (See Operation from extension telephones on page 41 and Fax Detect on page 35.

) 6 F/T Ring Time (Fax/Tel mode only) When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the ring delay setting. If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (a fast double-ring) for the time you have set in the F/T ring time setting.



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If you hear the F/T ring it means that you have a voice caller on the line. Because the F/T ring is made by the machine, extension and external telephones will not ring; however, you can still answer the call on any telephone.

(For more information see Using remote codes on page 42.) 6 6 a b Press Menu, 2, 1, 1. Press a or b to choose how many times the line rings before the machine answers. Press OK. If you choose 00, the line will not ring at all.

Press Stop/Exit. c a b Press Menu, 2, 1, 2. Press a or b to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press OK. Press Stop/Exit. c Note Even if the caller hangs up during the F/T ring, the machine will continue to ring for the set time. 34 Receiving a Fax Fax Detect If Fax Detect is On: The machine receives a fax call automatically, even if you answer the call. When you see Receiving on the LCD or when you hear 'chirps' through the handset you are using, just replace the handset. Your machine will do the rest. 6 Additional receiving operations Printing a reduced incoming fax If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter or Legal size paper.

6 6 6 If Fax Detect is Off: If you are at the machine and answer a fax call by lifting the handset, press Mono Start or Colour Start, then press 2 to receive the fax. If you answered at an extension telephone, press 1 5 1. (See Operation from extension telephones on page 41.) 6 The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (Menu, 1, 3). a b c d Make sure you are in Fax mode Press Menu, 2, 1, 5. 5.Auto Reduction Press a or b to choose On or Off. Press OK. Press Stop/Exit. .

6 Note · If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the Remote Activation Code 1 5 1. · If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off. Out of Paper Reception As soon as the paper tray becomes empty during fax reception, the screen will display No Paper Fed, asking you to put paper in the paper tray. (See Loading paper and other print media on page 8.) The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray. 6 a b c Press Menu, 2, 1, 3. Press a or b to choose On (or Off).

Press OK. Press Stop/Exit. 35 7 Telephone and External devices Telephone services Setting the Telephone Line Type 7 7 Voice Operations Voice calls can be made either with an extension or external telephone, by dialling manually, or by using Speed Dial numbers. 7 7 7 Tone or pulse If you are using an external telephone and have a pulse dialling service, but need to send tone signals (for example, for telephone banking), follow the instructions below. If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, it is necessary to change the Telephone Line Type accordingly by completing the following steps. a Press Menu, 0, 6. 0.Initial Setup 6.Phone Line Set a b Lift the handset of the external telephone. Press # on the control panel of your machine.

Any digits dialled after this will send tone signals. When you hang up, the machine will return to the pulse dialling service. b c 7 Press a or b to choose PBX, ISDN (or Normal). Press OK. Press Stop/Exit. Fax/Tel mode When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call. If you are at an external telephone, lift the handset of the external telephone, and then press Tel/R to answer. If you are at an extension telephone, you'll need to lift the handset during the F/T Ring Time and then press # 5 1 between the pseudo/double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing 1 5 1. 36 Telephone and External devices PBX and TRANSFER The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line.

However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when Tel/R is pressed.

7 BT Call Sign (U.K. only) This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

7 Note You can program a Tel/R key press as part of a number stored in a Speed Dial location. When programming the Speed Dial number press Tel/R first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press Tel/R each time before you dial using a Speed Dial location. (See Storing Speed Dial numbers on page 45.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the Speed Dial number that

Tel/R press is programmed into. Your machine has a BT Call Sign compatible distinctive ringing functions, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes. Note · You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number. · When you set the BT Call Sign feature to ON, the receive mode is set to Manual automatically.

Manual mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern. 7 37 Chapter 7 To enable the machine to work with BT Call Sign (With your external telephone only) Note 7 a Press Menu, 2, 0, 3. 0.Miscellaneous 3.BT Call Sign The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area. Setting the Caller ID to On If you have Caller ID on your line, then this function should be set to On to display the caller's phone number on the LCD as the telephone rings. 7 b c Press a or b to choose On (or Off). Press OK.



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Press Stop/Exit.

Note If you turn off BT Call Sign, the receive mode stays in Manual. You will need to set receive mode again. (See Choosing the Receive Mode on page 32.) a b c Press Menu, 2, 0, 4. Press a or b to choose On (or Off).

Press OK. Press Stop/Exit. 7 Caller ID (U.K. and Ireland only) The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies.

Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings. After a few rings, the LCD shows the telephone number of your caller (or name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory. You can see the first 16 characters of the number (and name). The ID Unknown message means the call originated outside your Caller ID service area. The ID Withheld message means the caller has intentionally blocked transmission of information. You can print a list of the Caller ID information received by your machine. (See Printing the Caller ID List on page 39.) 38 Viewing the Caller ID List 7 Your machine stores information for the last thirty calls in the Caller ID list.

You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call. a b Press Menu, 2, 0, 4. Press a or b to choose Display ID. Press OK. The Caller ID of the last call will appear on the LCD. If no ID is stored, the beeper will sound and No Caller ID will appear on the LCD. Press a or b to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press OK. The LCD shows the caller's number or name and the date and time of the call. To finish viewing, press Stop/Exit.

c d Telephone and External devices Printing the Caller ID List 7 a b Press Menu, 2, 0, 4. Press a or b to choose Print Report. Press OK. If no ID is stored, the beeper will sound and No Caller ID will appear on the LCD. Press Mono Start or Colour Start.

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

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings. 7 c d 7 Note If you do not receive all your faxes, cut the Ring Delay setting on your external TAD. 1 1 1 TAD When the TAD answers a call, the LCD shows Telephone. Improper Setup DO NOT connect a TAD elsewhere on the same telephone line. 39 Chapter 7 Connections The external TAD must be connected as shown in the previous illustration. 7 Multi-line connections (PBX) We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system.

This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual. We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX. 7 a b c d Set your external TAD to one or two rings. (The 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 External TAD. (See Choosing the Receive Mode on page 32.)

) Recording an 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. Note 7 Make sure the Telephone Line Type is set to PBX. (See Setting the Telephone Line Type on page 36.) a Record 5 seconds of silence at the beginning of your message.

(This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.) Limit your speaking to 20 seconds. b Note We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it. 40 Telephone and External devices External and extension telephones Connecting an external or extension telephone You can connect a separate telephone as shown in the diagram below.

If you answer a call and no one is on the line: 7 7 You should assume that you're receiving a manual fax. Press l 5 1 and wait for the chirp or until the LCD shows Receiving, and then hang up. 7 Note You can also use the Fax Detect feature to make your machine automatically take the call. (See Fax Detect on page 35.) 1 2 Using extension telephones (For U.K. only) Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this arrangement, the most obvious of which is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, Remote Activation Code 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. These problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected 'downstream' of your machine in a master/slave configuration (see fig. 2). In this configuration the 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, and the recommended master/slave configuration is shown in figure 2. 7 1 2 Extension telephone External telephone 7 When you are using an external telephone, the LCD shows Telephone.



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Operation from extension telephones If you answer a fax call on an extension or an external telephone plugged into the correct socket on the machine, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code 1 5 1, the machine starts to receive the fax. If the machine answers a voice call and pseudo/double-rings for you to take over, use the Remote Deactivation Code # 5 1 to take the call at an extension telephone. (See F/T Ring Time (Fax/Tel mode only) on page 34.) 7 41 Chapter 7 This new connection configuration can be arranged by contacting BT,

Kingston upon Hull Telecommunications, your PBX 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 put into the modular socket of the white T-shaped connector provided as part of the line cord assembly. Inadvisable connection of extension sockets (Fig. 1.) 1 2 1 3 Using a cordless external telephone Once the base unit of the cordless telephone has been connected to the same telephone line as the machine (see External and extension telephones on page 41), it is easier to answer calls during the Ring Delay if you carry the cordless handset around with you. 7 If you let the machine answer first, you will have to go to the machine so you can press Tel/R to send the call to the cordless handset.

7 Using remote codes Remote Activation Code 7 7 FAX 1 2 3 Extension socket Master socket Incoming line If you answer a fax call on an extension telephone, you can tell your machine to receive it by dialling the Remote Activation Code 5 1. Wait for the chirping sounds then replace the handset. (See Fax Detect on page 35.) If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing Mono Start. Recommended connection of extension sockets (Fig. 2.) 1 1 2 3 7 Remote Deactivation Code 7 FAX 1 2 3 Extension socket Master socket Incoming line If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing # 5 1 (make sure you press this between the rings). If the machine answers a voice call and pseudo/double rings for you to take over, you can take the call at the external telephone by pressing Tel/R. The fax machine must be plugged into the master socket.

Note These telephones are now connected as external devices (see Connecting an external or extension telephone on page 41), because they are connected to the fax machine via the T-connector. 42 Telephone and External devices Changing the remote codes If you want to use Remote Activation, you have to turn on the remote codes. The preset Remote Activation Code is 5 1. The preset Remote Deactivation Code is # 5 1. If you want to, you can replace them with your own codes. 7 a Press Menu, 2, 1, 4. 1.Setup Receive 4.Remote Codes b c d e Press a or b to choose On (or Off). Press OK.

Enter the new Remote Activation Code. Press OK. Enter the new Remote Deactivation Code. Press OK. Press Stop/Exit.

7 Note · If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to another three-digit code using the numbers 0-9, #. · Remote Codes might not work with some telephone systems. 43 8 Dialling and storing numbers Search You can search for names you have stored in the Speed Dial memory. 8 How to Dial Manual dialling Press all of the digits of the fax or telephone number. 8 8 a b c Press (Speed Dial).

Press a or b to choose Search. Press OK. Do one of the following: To search numerically, press a or b to choose the number, and then press OK. To search alphabetically, enter the first letter of the name using the dial pad, then press d or c to choose the name, and then press OK. Speed Dialling 8 Fax Redial If you are sending a fax manually and the line is busy, press Redial/Pause, and then press Mono Start or Colour Start to try again. If you want to make a second call to the last number dialled, you can save time by pressing Redial/Pause and Mono Start or Colour Start. Redial/Pause only works if you dialled from the control panel. If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals. 8 a Press (Speed Dial). b Press OK and the # (hash) key, and then the two digit Speed Dial number using the dial pad.

Note If the LCD shows Not Registered when you enter a Speed Dial number, a number has not been stored at this location. Note In Real Time Transmission the automatic redial feature does not work when using the scanner glass. 44 Dialling and storing numbers Storing numbers You can set up your machine to do the following types of easy dialling: Speed Dial and Groups for broadcasting faxes. When you dial a Quick Dial number, the LCD shows the name, if you stored it, or the number. d 8 Do one of the following: Enter the name (up to 16 characters) using the dial pad. Press OK. (To help you enter letters, see Entering Text on page 119.) To store the number without a name, press OK. Note If you lose electrical power, the Quick Dial numbers that are in the memory will not be lost. e Do one of the following: To store another Speed Dial number, go to step b.

To finish the setting, press Stop/Exit. Storing a pause Press Redial/Pause to put a 3.5-second pause between numbers. If you are dialling overseas, you can press Redial/Pause as many times as needed to increase the length of the pause. 8 Changing Speed Dial numbers If you try to store a Speed Dial number where a number has already been stored, the LCD will show the name or number that has been stored there, and will ask you to do one of the following: #05:MIKE 1.

Change 2.Exit 8 Storing Speed Dial numbers You can store up to 40 2-digit Speed Dial locations with a name. When you dial you will only have to press a few keys (For example: Speed Dial, OK, #, the two-digit number, and Mono Start or Colour Start). 8 8 Press 1 to change the stored number. Press 2 to exit without making a change.

If you chose 1, you will be able to change the stored number and name, or enter a new one. Follow the instructions below: a b c Press (Speed Dial) and a or b to choose Set Speed Dial. Press OK. Use the dial pad to enter a 2-digit Speed Dial location number (01-40). Press OK. Enter the fax or telephone number (up to 20 digits). Press OK. a b Enter a new number. Press OK. Enter a new name.

Press OK. To change a character, use d or c to position the cursor under the character you want to change, then press Clear/Back.



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