

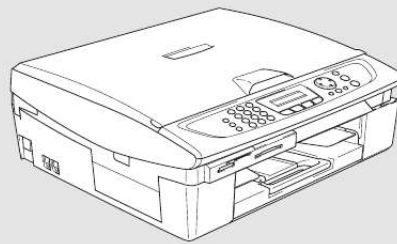


Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-420CN. You'll find the answers to all your questions on the BROTHER MFC-420CN 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-420CN
User guide BROTHER MFC-420CN
Operating instructions BROTHER MFC-420CN
Instructions for use BROTHER MFC-420CN
Instruction manual BROTHER MFC-420CN

USER'S GUIDE



MFC-210C
MFC-420CN

brother.

Version B



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Manual abstract:

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Next Page? 1.Yes 2.No(Dial) 5 6 7 8 Press 1. Place the next page on the scanner glass. Press Menu/Set. The MFC starts scanning. (Repeat step 5 and 6 for each additional page.) Press 2 to begin dialing. Press Stop/Exit to cancel. Storing numbers Storing Speed-Dial numbers 1 Press Menu/Set, 2, 3, 1.
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..... R-1 xviii 1 Introduction Using this Guide Thank you for buying a Brother Multi-Function Center (MFC). Your MFC is simple to use, with LCD screen instructions to guide you through programming it. You can make the most of your MFC by reading through this Guide.

Finding information All the chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide. Symbols used in this Guide Throughout this Guide you will see special symbols alerting you to important warnings, notes and actions.



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To make things clearer and to help you press the correct keys, we used special fonts and added some of the messages that will appear in the LCD. **Italics Bold** typeface identifies specific keys on the MFC control panel. *Italicized* typeface emphasizes an important point or refers you to a related topic. *Courier New* typeface identifies the messages on the LCD of the MFC. Warnings inform you what to do to avoid possible personal injury. Cautions specify procedures you must follow or avoid to prevent possible damage to the MFC. Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.

Improper Setup alerts you to devices and operations that are not compatible with the MFC. **INTRODUCTION 1 - 1** Control panel overview **1** Redial/Pause Redials the last number you called. It also inserts a pause in quick dial numbers. **5** Mode keys: *PhotoCapture* Lets you access the PhotoCapture Center™ mode. *Copy* Lets you access Copy mode.

Fax Lets you access Fax mode. *Scan* Lets you access Scan mode. **2** Hook Press before dialing if you want to make sure a fax machine will answer, and then press **Black Start** or **Color Start**. **3** Ink Lets you clean the print head, check the print quality, and check the available ink volume. **4** Dial Pad Use these keys to dial telephone or fax numbers and as a keyboard for entering information into the MFC.

The **#** key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone. **6** Copy Options You can quickly and easily select temporary settings for copying. **7** Fax Resolution Sets the resolution when you send a fax. **8** Black Start Lets you start sending faxes or making copies in black and white. Also lets you start a scanning operation (in color or mono, depending on the scanning setting on your PC). **1 - 2** **INTRODUCTION 9** Color Start Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or mono, depending on the scanning setting on your PC). *Search/Speed Dial* Lets you look up numbers that are stored in the dialing memory. It also lets you dial stored numbers by pressing **#** and a two-digit number. **<** Stop/Exit Stops an operation or exits from the menu.

Press to scroll backward to a menu selection. or Press to scroll through the menus and options. **A** Navigation keys: *Menu/Set* The same key is used for Menu and Set operations. Lets you access the Menu to program and store your settings in the MFC. When using the speaker or during ringing in fax mode, you can press these keys to adjust the volume. **B** Liquid Crystal Display (LCD) Displays messages on the screen to help you set up and use your MFC. The LCD examples in this guide are for models with a two-line display. There may be slight differences between the examples provided and models with a one-line display. **C** On/Off You can turn the MFC on or off. Also, you can set the On/Off Setting so the MFC can still receive faxes when it is turned off.

INTRODUCTION 1 - 3 Turning the MFC on and off When the machine is idle, you can turn it on and off by pressing the On/Off key. In Off mode, no MFC operations will be available. Even if you turned the MFC off, it will periodically clean the print head to preserve print quality. Turning the MFC off Press and hold down the On/Off key until the LCD shows: The LCD light will go off. Turning the MFC on Press and hold down the On/Off key until the LCD shows: The LCD will show the date and time (Fax mode).

Shutting Down Please Wait Even in Off mode, you can receive fax and telephone calls by customizing the On/Off key as explained below. If you have connected an external telephone, it is always available. *On/Off Setting* You can customize the MFC's On/Off key. The default setting is Fax Receive:Off. Your MFC will not work when it is switched Off, but it will purge the ink head periodically.

If you turn this setting to On, you can receive faxes or calls even when the MFC is switched Fax Receive:Off. **1 2 3 4** Press Menu/Set, **1**, **6**. Press or to select On (or Off). Press Menu/Set. Press Stop/Exit. **General Setup 6.On/Off Setting 1 - 4** **INTRODUCTION (For MFC-420CN)** On/Off Setting Fax Receive:Off (default) Fax Receive:On Receive Mode -- Fax Only External TAD Available Operations No machine operations will be available. Fax Receive, Easy Receive, Delayed Fax, Remote Fax Options, Remote Retrieval. You cannot receive a fax with Black Start or Color Start. Delayed Fax and Remote Fax Options should be set before you switch off the machine.

Delayed Fax, Easy Receive You cannot receive a fax with Black Start or Color Start. * You cannot receive a fax automatically even if you have set the receive mode to Fax/Tel. *Delayed Fax* should be set before you switch off the MFC. *Manual Fax/Tel** (For MFC-210C) On/Off Setting Fax Receive:Off (default) Fax Receive:On Receive Mode -- Fax Only External TAD *Manual Fax/Tel** Available Operations No machine operations will be available. Fax Receive and Easy Receive. You cannot receive a fax with Black Start or Color Start. *Easy Receive* You cannot receive a fax with Black Start or Color Start. * You cannot receive a fax automatically even if you have set the receive mode to Fax/Tel. The external telephone is always available. **INTRODUCTION 1 - 5** Load documents You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the automatic document feeder (ADF) (Not available for MFC-210C) The ADF can hold up to 10 pages and feeds each sheet individually. Use standard (20 lb) paper and always fan the pages before putting them in the ADF. DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped. DO NOT use cardboard, newspaper or fabric. (To fax, copy or scan this kind of document, see Using the scanner glass on page 1-8.)

Make sure documents written with ink are completely dry. Documents to be faxed must be from 5.8 to 8.5 inches wide and 5.8 to 14 inches long. **1 - 6** **INTRODUCTION 1 2 3** Fan the pages well. Make sure you put the documents face down, top edge first in the ADF until you feel them touch the feed roller. Adjust the paper guides to fit the width of your documents. Unfold the ADF Document Output Support Flap. ADF Document Output Support Flap DO NOT pull on the document while it is feeding. To use the ADF, the scanner glass must be empty. **INTRODUCTION 1 - 7** Using the scanner glass You can use the scanner glass to fax pages of a book or one page at a time. Documents can be up to letter size (8.5 inches to 11 inches). To use the scanner glass, the ADF must be empty.

1 Lift the document cover. Place documents Face Down on the Scanner Glass **2 3** Using the document guidelines on the left, center the document face down on the scanner glass. Close the document cover. If the document is a book or is thick, do not slam the cover or press on it.



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1 - 8 INTRODUCTION About paper The print quality can be affected by the kind of paper you use in the MFC. To get the best print quality for the settings you've 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 purchasing large quantities. For best results, use the recommended paper. When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to select the proper media in the "Basic" tab of the printer driver or in the Paper Type setting of the menu (Menu/Set, 1, 2).

When you print on Brother glossy paper, load the instruction sheet included with the glossy paper in the paper tray first, and then place the glossy paper on the instruction sheet. When you use transparencies or glossy paper, remove each sheet immediately 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 stain your fingers. Recommended Paper To get the best print quality, we suggest using Brother paper. (See table below.

) We recommend using "3M Transparency Film" when you print on transparencies. Brother Paper Paper Type Letter Plain Letter Glossy Letter Inkjet (Photo Matte) BP60PL BP60GLL BP60ML Item INTRODUCTION 1 - 9 Handling and using special paper Store paper in its original packaging, and keep it sealed.

Keep the paper flat and away from moisture, direct sunlight and heat. The coated side of glossy paper is shiny. Avoid touching the shiny (coated) side. Load glossy 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. Do not use paper: that are damaged, curled, wrinkled, or irregularly shaped 0.08 in. or longer 0.08 in. or longer that are extremely shiny or highly textured that were previously printed by a printer that cannot be arranged uniformly when stacked that are made with a short grain 1 - 10

INTRODUCTION Paper type and size for each operation Usage Fax Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Copy PhotoCapture Printer Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Paper Type Paper Size Cut Paper Letter 8 1/2" x 11" (216 x 279 mm) A4 8.3" x 11.

7" (210 x 297 mm) Legal 8 1/2" x 14" (216 x 356 mm) Executive 7 1/4" x 10 1/2" (184 x 267 mm) JIS B5 7.2" x 10.1" (182 x 257 mm) A5 5.8" x 8.3" (148 x 210 mm) A6 4.1" x 5.8" (105 x 148 mm) Cards Photo 4" x 6" (102 x 152 mm) Photo L 3 1/2" x 5" (89 x 127 mm) Photo 2L 5" x 7" (127 x 178 mm) Index Card 5" x 8" (127 x 203 mm) Post Card 1 3.9" x 5.8" (100 x 148 mm) Post Card 2 (Double) 5.8" x 7.

9" (148 x 200 mm) Envelopes C5 Envelope 6.4" x 9" (162 x 229 mm) DL Envelope 4.3" x 8.7" (110 x 220 mm) COM-10 4 1/8" x 9 1/2" (105 x 241 mm) Monarch 3 7/8" x 7 1/2" (98 x 191 mm) JE4 Envelope 4.1" x 9.

3" (105 x 235 mm) Transparencies Letter 8 1/2" x 11" (216 x 279 mm) INTRODUCTION 1 - 11 A4 8.3" x 11.7" (210 x 297 mm) Paper weight, thickness and capacity Paper Type Cut Paper Plain Paper Inkjet Paper Glossy Paper Cards Photo Card Index Card Post Card Envelopes Transparencies Weight 17 to 32 lb (64 to 120 g/m2) 17 to 53 lb (64 to 200 g/m2) Up to 58 lb (Up to 220 g/m2) Up to 64 lb (Up to 240 g/m2) Up to 32 lb (Up to 120 g/m2) Up to 53 lb (Up to 200 g/m2) - Thickness 0.003" to 0.006" (0.

08 to 0.15 mm) 0.003" to 0.01" (0.08 to 0.25 mm) Up to 0.01" (Up to 0.25 mm) Up to 0.01" (Up to 0.28 mm) Up to 0.

006" (Up to 0.15 mm) Up to 0.01" (Up to 0.23 mm) Up to 0.02" (Up to 0.52 mm) - No. of sheets 100* 20 20 20 30 30 10 10 * Up to 50 sheets for Legal size paper (20 lb). * Up to 100 sheets of 20 lb. Paper capacity of the output paper tray Output Paper Tray Up to 25 sheets of 20 lb (Letter) Transparencies or glossy paper must be picked up from the output paper tray one page at a time to avoid smudging. Legal paper cannot be stacked on the output paper tray.

1 - 12 INTRODUCTION 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. Cut Sheet Paper Envelopes 3 1 4 1 3 4 2 unprintable area 2 1 Top Cut Sheet Envelopes , 2 Bottom 0.12 in. (0 in.

)*1 0.94 in. 3 Left 0.12 in. (0 in.

)*1 0.12 in. 4 Right 0.12 in. (0 in.)*1 0.12 in. 0.12 in. (0 in.

)*1 0.47 in. *1 When you set the Borderless feature to On. Printable area depends on the Printer driver settings. The figures above are approximate and the printable area may vary depending on the type of cut sheet paper you are using. INTRODUCTION 1 - 13 How to load paper, envelopes and post cards To load paper or other media 1 Pull the paper tray completely out of the MFC and remove the output paper tray. 2 Press and slide the paper side guide to fit the paper width. Paper Side Guide 3 Pull out the paper support and unfold the paper support flap. Paper Support Paper Support Flap Use the paper support flap for Letter, Legal and A4. 1 - 14 INTRODUCTION 4 Fan the stack of paper well to avoid paper jams and mis-feeds.

5 Gently insert the paper into the paper tray print side face down and the leading edge (top of the paper) in first. Check that the paper is flat in the tray and below the maximum paper mark. Maximum Paper Mark Make sure the paper side guides touch the sides of the paper. 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. 6 Put the output paper tray back on and push the paper tray firmly back into the MFC.

INTRODUCTION 1 - 15 To load envelopes Use envelopes that weigh from 75-95 g/m2. Some envelopes require margin settings in the application. Make sure you do a test print first. To prevent possible damage to the feeding mechanism, do not use the types of envelopes shown below. DO NOT USE ENVELOPES: that are of a baggy construction that are embossed (have raised writing on them) that have clasps on them that are not sharply creased that are preprinted on the inside Rounded flap Double flap Triangular flap Glue How to load envelopes 1 Before loading, press the corners and sides of the envelopes to make them as flat as possible.

If the envelopes are 'double-feeding,' put one envelope in the paper tray at a time.



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1 - 16 INTRODUCTION 2 Insert the envelopes into the paper tray with the address side down and the leading edge (top of the envelopes) in first. Slide the paper side guide to fit the width of the envelopes. If you have problems when printing on envelopes, try the following suggestions: 1 Open the envelope flap. 2 Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing. 3 Adjust the size and margin in your application. To load post cards 1 Raise the paper stop and insert the post cards into the paper tray. Slide the paper side guide to fit the width of the post cards. INTRODUCTION 1 - 17 About fax machines Custom features Do you have Voice Mail on the phone line? If you have Voice Mail on the phone line where you will install your new MFC, there is a strong possibility that Voice Mail and the MFC may conflict with each other while receiving incoming calls. Why should there be problems? Since both the MFC and Voice Mail will pick up the call, after the number of rings you have set, each of them has the ability to keep the other from receiving calls.

For example, if your Voice Mail is set to answer after two rings and your MFC is set to answer after four, your Voice Mail will stop your MFC from receiving faxes. If you set Voice Mail and the Brother MFC to answer after the same number of rings, there is no way of knowing which one will answer first. It is important to remember that neither Voice Mail nor the MFC can pass the call back to the other after the call has been answered. How can you avoid possible problems? A very good way to avoid problems like the one mentioned, is to get a second phone number on your present phone line. Many people with Voice Mail choose an alternative service, which is called "Distinctive Ring", and they are very satisfied with it. (See Distinctive Ring on page A-1.) Another way to avoid possible problems is to replace your Voice Mail with an answering machine. Your Brother MFC is designed to work with an answering machine or TAD (telephone answering device). (See Connecting an external telephone answering device (TAD) on page A-10.) 1 - 18 INTRODUCTION Fax tones and handshake When someone is sending a fax, the MFC sends fax calling tones (CNG tones).

These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press Black Start or Color Start and they will continue for about 60 seconds after dialing. During that time, the sending machine must begin the "handshake", or connection, with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message.

The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows Receiving. If your MFC is set to the Fax Only mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your MFC will continue to send the "chirps" for about 40 seconds, and the LCD continues to show Receiving. To cancel receiving, press Stop/Exit.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so both machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible.

When you have an external Telephone Answering Device (TAD) on your fax line, your TAD will decide the number of rings before the call is answered. INTRODUCTION 1 - 19 ECM (Error Correction Mode) The Error Correction Mode (ECM) is a way for the MFC to check a fax transmission while it is in progress. If the MFC detects errors during fax transmission, it resends the pages of the fax that had an error. ECM transmissions are only possible between fax machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the MFC. Your MFC must have enough memory for this feature to work.

1 - 20 INTRODUCTION 2 Getting started Initial Setup Setting the Date and Time When the MFC is not in use it will display the date and time. If you set up the Station ID the date and time displayed by your MFC will be printed on every fax you send. If there is a power failure, you may have to reset the date and time. No other settings will be affected. 1 2 3 4 5 6 Press Menu/Set, 0, 2. Initial Setup 2.Date/Time Enter the last two digits of the year. Press Menu/Set. Enter two digits for the month. Press Menu/Set.

(For example, enter 09 for September, or 10 for October.) Enter two digits for the day. Press Menu/Set. (For example, enter 06 for 6th.) Enter the time in 24-Hour format.

Press Menu/Set. (For example, enter 15:25 for 3:25 P.M.) Press Stop/Exit. The LCD now shows the date and time whenever the MFC is in Fax mode.

Setting Tone and Pulse dialing mode 1 2 3 Press Menu/Set, 0, 4. Press or to select Pulse (or Tone). Press Menu/Set. Press Stop/Exit. Initial Setup 4.Tone/Pulse GETTING STARTED 2 - 1 Setting the Station ID You should store your name or company name and fax number so they print on all fax pages you send. 1 2 Press Menu/Set, 0, 3. Enter your fax number (up to 20 digits). Press Menu/Set. Initial Setup 3.

Station ID You cannot enter a hyphen in the fax number. To enter a space press once between numbers. 3 4 Use the dial pad to enter your name (up to 20 characters). (See Entering Text on page B-11). Press Menu/Set. Press Stop/Exit. If the Station ID has already been programmed, the LCD will ask you to press 1 to make a change or 2 to exit without changing. NOTICE (For USA) The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual. To program this information into your MFC, see Setting the Date and Time on page 2-1 and Setting the Station ID on page 2-2. 2 - 2 GETTING STARTED General Setup

Setting the Mode Timer The MFC has four temporary mode keys on the control panel: PhotoCapture, Copy, Fax and Scan.

You can change the number of seconds or minutes the MFC takes after the last Copy, Scan or PhotoCapture operation before it returns to Fax mode.



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If you select Off, the MFC stays in the mode you used last. 1 2 3 Press Menu/Set, 1, 1. Press or to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press Menu/Set.

Press Stop/Exit. General Setup 1.Mode Timer Setting the Paper Type To get the best print quality, set the MFC for the type of paper you are using. 1 2 3 Press Menu/Set, 1, 2. Press or to select Plain, Inkjet, Glossy or Transparency.

Press Menu/Set. Press Stop/Exit. General Setup 2.Paper Type The MFC ejects paper with printed surfaces face up onto the paper tray in the front of the machine. When you use transparencies or glossy paper, remove each sheet immediately to prevent smudging or paper jams. GETTING STARTED 2 - 3 Setting the Paper Size You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 4" x 6" and three sizes for printing faxes: Letter, Legal and A4. When you change the type of paper you load in the MFC, you will need to change the setting for Paper Size at the same time so your MFC can fit an incoming fax on the page. 1 2 3 Press Menu/Set, 1, 3. Press or to select Letter, Legal, A4, A5 or 4"x6". Press Menu/Set.

Press Stop/Exit. General Setup 3.Paper Size Setting the Ring Volume You can turn the ring Off or you can select the ring volume level. Press Menu/Set, 1, 4, 1. Volume 1.Ring Press or to select Low, Med, High or Off. Press Menu/Set. 3 Press Stop/Exit. --OR-- You can adjust the ring volume when your MFC is idle (not being used). In Fax mode , press or to adjust the volume level.

Every time you press these keys, the MFC will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again. 1 2 2 - 4 GETTING STARTED Setting the Beeper Volume You can change the beeper volume. The default (factory) setting is Low.

When the beeper is on, the MFC will beep when you press a key, make a mistake or you send or receive a fax. 1 2 3 Press Menu/Set, 1, 4, 2. Press or to select your option. (Low, Med, High or Off) Press Menu/Set. Press Stop/Exit.

Volume 2.Beeper Setting the Speaker Volume You can adjust the MFC's one-way speaker volume. Press Menu/Set, 1, 4, 3. Volume 3.Speaker Press or to select Low, Med, High or Off. Press Menu/Set. 3 Press Stop/Exit. --OR-- In Fax mode , you can adjust the speaker volume by pressing Hook, and then selecting a speaker volume level. Press or to adjust the volume level. The LCD shows the setting you are choosing.

Each key press changes the volume to the next setting. The new setting will remain until you change it again. 1 2 GETTING STARTED 2 - 5 Turning on Automatic Daylight Savings Time You can set the MFC to change automatically for Daylight Savings Time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct day and time in the Date/Time setting. 1 2 3 Press Menu/Set, 1, 5. Press or to select On (or Off). Press Menu/Set. Press Stop/Exit. General Setup 5.

Auto Daylight Setting the LCD Contrast You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD from your position, try changing the contrast setting for improved viewing. 1 2 3 Press Menu/Set, 1, 7. Press or to select Light or Dark. Press Menu/Set. Press Stop/Exit. General Setup 7.LCD Contrast 2 - 6 GETTING STARTED 3 Setup Send How to enter Fax mode Before sending faxes, make sure green. If not, press setting is Fax. (Fax) is illuminated in (Fax) to enter Fax mode.

The default How to dial You can dial in any of the following different ways. Manual dialing Press all of the digits of the phone or fax number. SETUP SEND 3 - 1 Speed-Dialing Press Search/Speed Dial, #, and then the two digit Speed-Dial number. (See Storing Speed-Dial numbers on page 5-1.) two-digit number If the LCD shows Not Registered when you enter the Speed-Dial number, a number has not been stored for it. Search You can search for names you have stored in the Speed-Dial memories. Press Search/Speed Dial and the navigation keys to search. (See Storing Speed-Dial numbers on page 5-1.) To search numerically (MFC-420CN only) or To search alphabetically* * To search alphabetically, you can use the dial pad to enter the first letter of the name you are looking for. Fax Redial If you are sending a fax manually and the line is busy, press Redial/Pause, and then press Black Start or Color Start to try again.

If you want to make a second call to the last number dialed, you can save time by pressing Redial/Pause and Black Start or Color Start. Redial/Pause only works if you dialed from the control panel. If you are sending a fax automatically and the line is busy, the MFC will automatically redial one time after five minutes. 3 - 2 SETUP SEND How to Fax (B&W and Color) Color fax transmission Your MFC can send a color fax to machines that support this feature. However, color faxes cannot be stored in the memory. When you send a color fax, the MFC will send it in real time (even if Real Time TX is set to Off). (MFC-420CN) Delayed fax and Polling Transmit features are not available in color. Faxing from the ADF (MFC-420CN only) Put the document face down in the ADF. To cancel, press Stop/Exit. 1 2 3 If it is not illuminated in green, press (Fax).

Load your document. Dial the fax number. Press Black Start or Color Start. The MFC starts scanning the first page. If the memory is full and you are faxing a single page, it will be sent in real time.

SETUP SEND 3 - 3 Faxing from the scanner glass You can use the scanner glass to fax pages of a book or one page at a time. The documents can be up to letter size. To cancel, press Stop/Exit. 1 2 3 4 5 If it is not illuminated in green, press (Fax). Load your document on the scanner glass. Dial the fax number. Press Black Start or Color Start. The MFC starts scanning the first page. If you press Color Start, the MFC starts sending. To send a single page, press 2 (or Next Page? 1.Yes 2.No(Dial) press Black Start again). The MFC starts sending the document. --OR-- To send more than one page, press 1 and go to Step 5. Place the next page on the scanner Set Next Page Then Press Set glass.

Press Menu/Set. The MFC starts scanning. (Repeat Steps 4 and 5 for each additional page.) If the memory is full and you are faxing a single page, it will be sent in real time. You cannot send multiple pages for color faxes. 3 - 4 SETUP SEND Automatic transmission This is the easiest way to send a fax. Do not pick up the handset of the external phone or press Hook to listen for a dial tone. 1 2 3 4 5 If it is not illuminated in green, press (Fax). Load your document. Enter the fax number using the dial pad, Speed-Dial or Search.

(See How to dial on page 3-1.) Press Black Start or Color Start. For MFC-210C, go to Step 4 on page 3-4. Manual transmission Manual transmission lets you hear the dialing, ringing and fax-receiving tones while sending a fax.



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1 2 3 4 5 6 If it is not illuminated in green, press (Fax).

Load your document. Pick up the handset of the external phone and listen for a dial tone. --OR-- Press Hook and listen for a dial tone. Dial the fax number you want to call. When you hear the fax tone, press Black Start or Color Start.

For MFC-210C, go to Step 4 on page 3-4. 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 Black Start to send the pages scanned so far, or to press Stop/Exit to cancel the operation. If the memory is full and you are faxing a single page, it will be sent in real time. SETUP SEND 3 - 5 Basic sending operations Sending faxes using multiple settings When you send a fax you can choose any combination of these settings: contrast, resolution, overseas mode, delayed fax timer (MFC-420CN only), polling transmission (MFC-420CN only) or real time transmission. 1 2 If it is not illuminated in green, press (Fax). After each setting is accepted, the LCD will ask if you want to enter more settings: Press 1 to select more settings. The Other Settings 1.Yes 2.No LCD will return to the Setup Send menu.

--OR-- Press 2 if you have finished choosing settings and go to the next step. Contrast If your document is very light or very dark, you may want to change the contrast. Use Light to send a light document. Use Dark to send a dark document. 1 2 3 4 If it is not illuminated in green, press Load your document. Press Menu/Set, 2, 2, 1. Press or to select Auto, Light or Dark. Press Menu/Set. (Fax). Setup Send 1.

Contrast 3 - 6 SETUP SEND Fax Resolution You can use the Fax Resolution key to change the setting temporarily (for this fax only). In Fax mode, press Fax Resolution and or to select the setting you want, and then press Menu/Set. --OR-- You can change the default setting: 1 2 3 4 If it is not illuminated in green, press Load your document. Press Menu/Set, 2, 2, 2. Press or to select the resolution you want.

Press Menu/Set. Standard Fine S.Fine Photo (Fax). Setup Send 2.Fax Resolution 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 gray or is a photograph. This has the slowest transmission time. SETUP SEND 3 - 7 Dual Access (Not available for color faxes) You can dial a number, and begin scanning the fax into memory-- even when the MFC is sending from memory or receiving faxes. The LCD shows the new job number and available memory. Your MFC normally uses Dual Access. However, to send a color fax, the MFC will send the document in real time (even if Real Time TX is Off). The number of pages you can scan into the memory will vary depending on the data that is printed on them. If you get an Out of Memory message while scanning the first page of a fax, press Stop/Exit to cancel scanning.

If you get an Out of Memory message while scanning a subsequent page, you can press Black Start to send the pages scanned so far, or press Stop/Exit to cancel the operation. 3 - 8 SETUP SEND Real Time Transmission When you are sending a fax, the MFC will scan the documents into the memory before sending. Then, as soon as the phone line is free, the MFC will start dialing and sending. If the memory becomes full, the MFC will send the document in real time (even if Real Time TX is set to Off). Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or for the next fax only. If you want to fax multiple pages from the scanner glass, Real Time Transmission should be set to Off. 1 2 3 4 5 If it is not illuminated in green, press (Fax). Load your document. For MFC-210C, Setup Send 5.

Real Time TX press Menu/Set, 2, 2, 3. --OR-- For MFC-420CN, press Menu/Set, 2, 2, 5. To change the default setting, press or to select On (or Off). Press Menu/Set. --OR-- For the next fax transmission only, press or to select Next Fax Only.

Press Menu/Set. Press or to select On (or Off). Press Menu/Set. In Real Time Transmission, the redial feature does not work. If you are sending a color Fax, the MFC will send it in real time (even if Real Time TX is set to Off).

SETUP SEND 3 - 9 Checking job status Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows No Jobs Waiting.) 1 2 3 For MFC-210C, Fax 6.Remaining Jobs press Menu/Set, 2, 5. For MFC-420CN, press Menu/Set, 2, 6. If you have more than one job waiting, press or to scroll through the list. Press Stop/Exit. Canceling a fax in progress If you want to cancel a fax, while the MFC is scanning, dialing or sending it, press Stop/Exit. Canceling a scheduled job You can cancel a fax job that is stored and waiting in the memory. 1 2 3 4 For MFC-210C, Fax 6.

Remaining Jobs press Menu/Set, 2, 5. For MFC-420CN, press Menu/Set, 2, 6. Any jobs that are waiting will appear on the LCD. If you have more than one job waiting, press or to select the job you want to cancel. Press Menu/Set. --OR-- If you only have one job waiting, go to Step 3. Press 1 to cancel. To cancel another job go to Step 2. --OR-- Press 2 to exit without canceling. Press Stop/Exit.

3 - 10 SETUP SEND Advanced sending operations Broadcasting (Not available for color faxes) 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 dialed numbers in the same broadcast. Press Menu/Set between each of the numbers. Use Search/Speed Dial to help you choose the numbers easily. (To set up Group dial numbers, see Setting up Groups for Broadcasting on page 5-3.

) After the broadcast is finished, a Broadcast Report will be printed to let you know the results. 1 2 3 4 5 6 7 8 If it is not illuminated in green, press (Fax). Load your document. Enter a number using Speed-Dial, a Group number, Search or manual dialing using the dial pad. (Example: Group number) When the LCD displays the fax number or name of the other party, press Menu/Set.

You will be asked to enter the next number. Enter the next number. (Example: Speed-Dial number) When the LCD displays the fax number or name of the other party, press Menu/Set. After you have entered all the fax numbers by repeating Step 5 and 6, go to Step 8 to start the broadcast. Press Black Start.

SETUP SEND 3 - 11 If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 70 (MFC-210C) or 130 (MFC-420CN) different numbers. The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use Dual Access and Delayed fax (MFC-420CN only).



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Enter the long dialing sequence numbers as you would normally, but remember that each Speed-Dial number counts as one number, so the number of locations you can store becomes limited. If the memory is full, press Stop/Exit to stop the job or if more than one page has been scanned, press Black Start to send the portion that is in the memory.

Overseas Mode If you are having difficulty sending a fax overseas due to possible interference on the phone line, we recommend that you turn on the Overseas Mode. After you send a fax using this feature, the feature will turn itself off. 1 2 3 4 If it is not illuminated in green, press Load your document. For MFC-210C, press Menu/Set, 2, 2, 4. For MFC-420CN, press Menu/Set, 2, 2, 7. Press or to select On (or Off). Press Menu/Set. (Fax). Setup Send 7. Overseas Mode 3 - 12 SETUP SEND Delayed Fax (Not available for color faxes) (MFC-420CN only) During the day you can store up to 50 faxes in the memory to be sent within 24 hours.

These faxes will be sent at the time of day you enter in Step 4. 1 2 3 4 If it is not illuminated in green, press (Fax). Load your document. Press Menu/Set, 2, 2, 3. Setup Send 3.

Delayed Fax Press Menu/Set to accept the displayed time. --OR-- Enter the time you want the fax to be sent (in 24-hour format). Press Menu/Set. (For example, enter 19:45 for 7:45 PM.) The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

Setting up Polled Transmit (Not available for color faxes) (MFC-420CN only) Polled Transmit is when you set up your MFC to wait with a document so another fax machine can call and retrieve it. 1 2 3 4 If it is not illuminated in green, press Load your document. Press Menu/Set, 2, 2, 6. Press or to choose On (or Off). Press Menu/Set. (Fax). Setup Send 6. Polled TX The document will be stored in the MFC's memory and can be retrieved from any other fax machine until you delete the fax in memory by using the Canceling a Job menu setting. (See Canceling a scheduled job on page 3-10.) SETUP SEND 3 - 13 Delayed Batch Transmission (Not available for color faxes) (MFC-420CN only) Before sending the delayed faxes, your MFC will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time. 1 2 3 4 If it is not illuminated in green, press Press Menu/Set, 2, 2, 4. Press or to select On (or Off). Press Menu/Set. Press Stop/Exit. (Fax). Setup Send 4. Batch TX The document will be stored in the MFC's memory and can be retrieved from any other fax machine until you delete the fax from memory by using the Canceling a job menu setting. (See Canceling a scheduled job on page 3-10.) Faxing A4 size documents from the scanner glass When documents are A4 size, you need to set Scan Glass Size to A4; if you do not, the bottom portion of the faxes will be missing.

1 2 3 Press Menu/Set, 2, 2, 0. Press or to select A4 (or Letter). Press Menu/Set. Press Stop/Exit. 3 - 14 SETUP SEND 4 Setup Receive Basic receiving operations Choosing the Receive Mode There are four different Receive Modes for your MFC.

You can choose the mode that best suits your needs. LCD Fax Only (automatic receive) Fax/Tel (fax and telephone) (with an external or extension telephone) How it works The MFC automatically answers every call as a fax. The MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.

The external answering device (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed. You control the phone line and must answer every call yourself. When to use it For dedicated fax lines. Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot have an answering machine on the same line, even if it is on a separate wall jack on the same line. You cannot use the telephone company's Voice Mail in this mode. External TAD (with an external answering device only) Use this mode if you have connected an answering machine to your MFC. The External TAD setting works only with an external answering machine.

Ring Delay does not work in this setting. Manual (manual receive) (with an external or extension telephone or with Distinctive Ring) Use this mode if you do not receive many fax messages, with Distinctive Ring, or if you are using a computer on the same line. If you answer and hear fax tones, wait until the MFC takes over the call, then hang up. (See Easy Receive on page 4-4.) SETUP RECEIVE 4 - 1 To select or change your Receive Mode 1 2 3 4 If it is not illuminated in green, press Press Menu/Set, 0, 1. Press or to select Fax Only, Fax/Tel, External TAD or Manual. Press Menu/Set. Press Stop/Exit. (Fax). Initial Setup 1.

Receive Mode Current Receive Mode Fax : Fax Only F/T : Fax/Tel TAD : External TAD Mnl : Manual Setting the Ring Delay The Ring Delay sets the number of times the MFC rings before it answers in Fax Only or Fax/Tel mode. If you have extension phones on the same line as the MFC or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting of 4. (See Operation from extension telephones on page A-7 and Easy Receive on page 4-4.) 1 2 3 4 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 1, 1.

Setup Receive 1. Ring Delay Press or to select how many times the line rings before the MFC answers (00, 01, 02, 03 or 04). Press Menu/Set. (If you select 00, the line won't ring at all.) Press Stop/Exit.

4 - 2 SETUP RECEIVE Setting the F/T Ring Time (Fax/Tel mode only) If you set the Receive Mode to Fax/Tel, you'll need to decide how long the MFC will signal you with its special pseudo/double-ring when you have a voice call. (If it's a fax call, the MFC prints the fax.) This pseudo/double-ring happens after the initial ringing from the phone company. Only the MFC rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone on the same line as the MFC. (See Fax/Tel mode when power key is On on page A-7.) 1 2 3 4 If it is not illuminated in green, press (Fax). Press Menu/Set, 2, 1, 2. Setup Receive 2. F/T Ring Time Press or to select how long the MFC will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

Press Menu/Set. Press Stop/Exit. Even if the caller hangs up during the pseudo/double-ringing, the MFC will continue to ring for the set time. SETUP RECEIVE 4 - 3 Easy Receive When you use this feature, you don't have to press Black Start, Color Start, or the Fax Receive Code 51 when you answer a fax call. Selecting On allows the MFC to receive fax calls automatically, even if you lift the handset of an extension or external phone.



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