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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-J6920DW. You'll find the answers to all your questions on the BROTHER MFC-J6920DW 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-J6920DW
User guide BROTHER MFC-J6920DW
Operating instructions BROTHER MFC-J6920DW
Instructions for use BROTHER MFC-J6920DW
Instruction manual BROTHER MFC-J6920DW

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Advanced User's Guide

MFC-J6920DW



Version 0
UK/IRE/EN



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Manual abstract:

Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. @@@@See troubleshooting tips. @@This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms. This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services. This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.

x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver. This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet. This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard. This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network. Where is it? Printed / In the box Quick Setup Guide Printed / In the box Basic User's Guide Printed / In the box 1 Advanced User's Guide PDF file / CD-ROM Software and Network User's Guide HTML file / CD-ROM Web Connect Guide PDF file / Brother Solutions Center 2 AirPrint Guide PDF file / Brother Solutions Center 2 Google Cloud Print Guide Wi-Fi Direct™ Guide PDF file / Brother Solutions Center 2 PDF file / Brother Solutions Center 2 Mobile Print/Scan Guide for Brother iPrint&Scan PDF file / Brother Solutions Center 2 1 2 This may differ depending on your country.

Visit us at <http://solutions.brother.com/>. i Table of Contents 1 General setup 1 Memory Storage ..

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....1 Automatic Daylight Saving Time..

.....

....

....

.....

.....

....

....

.....

....1 Sleep Mode .

....

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....

.2 Touchscreen LCD.....

....

....

.....

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

.....2 *Setting the Dim Timer for the backlight .*

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

.....2.2 *Security features 3 Secure Function Lock 2.0 .*

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

.....3 *Before you begin to use Secure Function Lock 2.0....*

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

.....3 *Setting and changing the Administrator Password...*

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

.....4 *Setting up restricted users.*

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

.....5 *Turning Secure Function Lock on/off..*

.....
.....

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

.5 Switching users

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

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

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

.....6 Changing to the Public mode

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

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

6 Restricting dialling.....

.....
.....

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

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

.....
.....

...6 Dial pad restriction..

.....
.....

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

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

.....
.....

...7 Address Book restriction.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.7 Shortcut restriction...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..7 LDAP Server restriction ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....7 3 Sending a fax 8 Additional sending options.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

8 Sending faxes using multiple settings

.....

.....

.....

.....

.....

.....

.....

.....
.....

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

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

11 Additional sending operations.....

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

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

..... 12 Sending a 2-sided fax from the ADF (Automatic Document Feeder) ..

.....
.....

12 Sending a fax manually

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

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

.12 Sending a fax at the end of a conversation

.....
.....

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

..13 Dual Access (Monochrome only).....

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

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

.....13 Broadcasting (Monochrome only).

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

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

.....
.....
13 Real Time Transmission.....
.....

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

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

..... *15 Overseas Mode*

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

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

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

.....*16 Delayed Faxing (Monochrome only)..*

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

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

.....
16 Delayed Batch Transmission (Monochrome only)

.....
.....

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

. 17 Checking and cancelling waiting jobs

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

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

.17 Polling

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

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

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

.....
.....

18 Polled Transmit (Monochrome only).....

.....

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

.....
.....

.. 18 ii 4 Receiving a fax 20 Memory Receive (Monochrome only)...

.....

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

.....
.....

...20 Fax Forwarding.....

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

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

.....
.....

.....20 Fax Storage ...

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

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

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

.....21 Printing a fax from the memory

.....
.....

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

21 Turning off Memory Receive operations.....

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

.21 Changing Memory Receive operations

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

.....22 Remote Retrieval ..

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

23 Setting a Remote Access Code.....

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

....23 Using your Remote Access Code.....

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

23 Remote Fax commands

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

24 Retrieving fax messages

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

.....25 Changing your Fax Forwarding number .

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

.....25 Additional receiving operations.....

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

.26 Out of Paper Reception

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

..26 Printing a reduced incoming fax ...

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

.....
.....

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

26 Receiving a fax at the end of a conversation.....

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

.....26 Polling .

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

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

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

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

...27 Polling receive

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

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

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

.....27 5 Dialling and storing numbers 30 Voice operations ..

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

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

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

.....
.....

.30 BT Call Sign (U.K. only)..

.....

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

.....30 Additional dialling operations .

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

.....31 Combining Address Book numbers ..

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

.31 Additional ways to store numbers

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

...32 Storing Address Book numbers from the Outgoing Call history ..

.....
.....

...32 Storing Address Book numbers from the Caller ID history

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

.32 Setting up Groups for Broadcasting

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

...33 6 Printing reports 35 Fax reports.....

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

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

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

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

35 Transmission Verification Report.....

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

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

.....35 Fax Journal (activity report) ...

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

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

..35 Reports ...

.....
.....

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

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

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

....36 How to print a report

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

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

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

36 iii 7 Making copies 37 Copy options.....

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

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

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

.....37 Stop copying.

.....
.....

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

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

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

.. 37 Improving copy speed and quality

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

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

.....37 Enlarging or reducing copies ...

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

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

38 Making N in 1 copies or a poster (Page Layout)

.....
.....

.....
.....
.....
... 39 2 in 1 ID Copy (Page Layout)

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

.....42 Sorting copies using the ADF

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

.....43 Adjusting Density...

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

... 43 Ink Save Mode..

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

.....44 Thin Paper Copy.....

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

.....
.....
.....
.....
.....
.....
..... 45 Auto Deskew

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

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

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

.....45 Book Copy

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

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

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

... 46 Watermark Copy..

.....
.....

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

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

.....
.....

46 Remove Background Colour

.....

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

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

..... 47 2-sided copying ..

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

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

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

.48 Saving copy options as a Shortcut

.....
.....

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

..... 50 A3 Copy Shortcuts.....

.....
.....

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

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

50 A3 Copy Shortcut

.....
.....

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

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

50 8 Printing photos from a memory card or USB Flash drive 53 PhotoCapture Center™ operations

.....
.....

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

.....

.....
.... 53 Memory cards, USB Flash drives and folder structures .

.....

.....

.....

.....

.53 Movie printing

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 54 Print Images...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 54 Print Index (Thumbnails) ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.54 Printing Photos

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
..... 55 Enhance Photos
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 55 ID photo print ...
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....57 Slide Show.
.....
.....
.....
.....
.....
.....
.....
.....
.....

... settings, those settings will not be lost. Also, during a power failure, the machine will retain the date and time and programmed fax timer jobs (for example, Delayed Fax) for up to 24 hours.

1 1 1 a b c d e Press Press . . Press Auto Daylight. Press Off (or On). Press .

1 Chapter 1 Sleep Mode You can choose how long the machine will remain idle before it goes into Sleep Mode (up to 60 minutes). The timer will restart if any operation is carried out on the machine. 1 Touchscreen LCD Setting the Dim Timer for the backlight You can set how long the Touchscreen LCD backlight stays on after the last finger press. 1 1 a b c d e f g Press . Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display Sleep Mode. Press Sleep Mode. Swipe up or down, or press a or b to display 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins which is the length of time the machine must be idle before entering Sleep Mode.

Press the option you want to set. Press . a b c d e f g h i Press . Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display LCD Settings. Press LCD Settings. Press Dim Timer. Press 10Secs, 20Secs, 30Secs or Off.

Press . h 2 2 Security features NOTE 2 2 Secure Function Lock 2.0 Secure Function Lock lets you restrict public access to certain machine functions: Fax Send Fax Receive Copy Scan Print from Media Scan to Media PC Print Colour Print Page Limit Web Upload Web Download This feature also prevents users from changing the default settings of the machine by limiting access to the menu settings. Before using the security features, you must first enter an administrator password. Access to restricted operations can be enabled by creating a restricted user.

Restricted users must enter a password to use the machine. Make a careful note of your password.



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If you forget it, please contact Brother customer service for support. • Only administrators can set limitations and make changes for each user. • If Fax Tx is disabled, you cannot use any functions in the Fax menu.

• Polled Transmit and Polling Receive are enabled only when both Fax Tx and Fax Rx are enabled. • You cannot edit or delete a Shortcut when Secure Function Lock is set to On. 2 Before you begin to use Secure Function Lock 2.0 You can configure Secure Function Lock 2.0 settings using a Web browser. Before configuration, the following preparations are required. 2 a b Start your Web browser. Type “vmachine’s IP address/” into your browser’s address bar (where “machine’s IP address” is the Brother machine’s IP address). □ For example: x192.168.

1.2/ NOTE You can find the machine’s IP address in the Network Configuration List. (See Software and Network User’s Guide.) 3 Chapter 2 c Enter a password in the Login box. (This is a password to log into the machine’s Web page, not the administrator password for Secure Function Lock.) Click . Setting and changing the Administrator Password You can configure these settings using a Web browser. To set up the Web page, see Before you begin to use Secure Function Lock 2.0 on page 3. Then follow the instructions below.

2 Setting the administrator password The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See Setting up restricted users on page 5 and Turning Secure Function Lock on/off on page 5.) 2 NOTE If you are using a Web browser to configure the machine’s settings for the first time, set a password. 1 2 3 4 Click Please configure the password. Enter a password you want to use (up to 32 characters). Re-enter the password in the Confirm New Password box. Click Submit. a b c Click Administrator. Click Secure Function Lock.

Enter a four-digit number for the password in the New Password box. d e a b c d e 4 Re-enter the password in the Retype Password box. Click Submit. 2 Changing the administrator password Click Administrator. Click Secure Function Lock. Enter a four-digit number for the new password in the New Password box. Re-enter the new password in the Retype Password box. Click Submit. Security features Setting up restricted users You can set up users with restrictions and a password. You can set up to 10 users.

You can configure these settings using a Web browser. To set up the Web page, see Before you begin to use Secure Function Lock 2.0 on page 3. Then follow the instructions below. 2 Turning Secure Function Lock on/off NOTE If you enter the wrong password, the Touchscreen will show Wrong Password. Enter the correct password. If you forget it, please contact Brother customer service for support. 2 2 a b c Click Administrator. Click Secure Function Lock. Enter an alphanumeric Group name or User name (up to 15 characters) in the ID Number/Name box and then enter a four-digit password in the PIN box.

Turning Secure Function Lock on 2 a b c d e f g h Press . Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display Function Lock.

Press Function Lock. Press Lock OffiOn. Enter your four-digit administrator password using the keyboard on the Touchscreen. Press OK. d Uncheck the functions that you want to restrict in the Function Restrictions boxes.

If you want to configure the maximum page count, check the On box in Print Limits, and then enter the number in the Max. Pages box. Then click Submit. NOTE The Secure Function Lock icon is prominently displayed in the Home screen. NOTE • You cannot use the same password as another user’s password. • You can set up one Public user. Public users do not need to enter a password. For more information, see Software and Network User’s Guide. 5 Chapter 2 Turning Secure Function Lock off 2 Restricting dialling This feature prevents users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialling when you use the dial pad, Address Book, Shortcut and LDAP search.

If you choose Off, the machine does not restrict the dialling method. If you choose Enter # Twice, the machine will prompt you to re-enter the number, and will start dialling after you re-enter the same number correctly. If you re-enter the wrong number, the Touchscreen will show an error message. If you choose On, the machine will restrict all fax sending and outbound calls for that dialling method. 2 a Press Public or (where xxxxx is XXXXX the user’s name). b c Press Lock OniOff. Enter your four-digit administrator password using the keyboard on the Touchscreen. Press OK. Switching users This setting allows a restricted user to log on to the machine when the Secure Function Lock is turned on. 2 a On the Touchscreen, press NOTE • The Enter # Twice setting will not work if you lift an external handset before entering the number.

You will not be asked to re-enter the number. • If you chose On or Enter # Twice, you cannot use the Broadcasting feature. Public XXXXX the user’s name). or (where xxxxx is b c d e Press Change User. Swipe up or down, or press a or b to display your user name.

Press your user name. Enter your four-digit user password using the keyboard on the Touchscreen. Press OK. Changing to the Public mode 2 a b Press XXXXX (where xxxxx is the user’s name). Press Go to Public.

6 Security features Dial pad restriction 2 Shortcut restriction 2 a b c d e f g h i Press . a b c d e f g h i 2 Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction. Press Dial Pad. Press Enter # Twice, On or Off. Press .

Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction. Press Shortcuts. Press Enter # Twice, On or Off. Press . 2 Address Book restriction LDAP Server restriction 2 a b c d e f g h i Press . a b c d e f g h i Press .

Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction.

Press Address Book. Press Enter # Twice, On or Off. Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction. Press LDAP Server. Press Enter # Twice, On or Off. Press .

NOTE If you combine Address Book numbers when dialling, the address will be recognized as dial pad input and will not be restricted. 7 3 Sending a fax d 3 3 Additional sending options Sending faxes using multiple settings When you send a fax, you can choose a combination of settings, such as Fax Resolution, 2-sided Fax, Contrast, Glass Scan Size, and Real Time TX.



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You can also choose Call History, Address Book, Broadcasting, Preview, Colour Setting, Delayed Fax, Batch TX, Polled TX, Polling RX, Overseas Mode, Set New Default, and Factory Reset. Some settings are only available when sending mono faxes.

Swipe up or down, or press a or b to display the setting you want to change. When the setting is displayed, press it. Press the option you want to set. Go back to step d to change additional settings. Press OK when you have finished changing settings. Enter the fax number. Press Fax Start. e f 3 g h i NOTE • Most settings are temporary, and the machine returns to its default settings after you send a fax. • You can save some of the settings you use most often by making them the default settings. These settings will remain until you change them again.

(See Setting your changes as a new default on page 10.) • You can also save some of the settings you use most often by setting them as a Shortcut. (See Saving fax options as a Shortcut on page 11.) a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax).

When Fax Preview is set to On, press (Fax) and then (Sending Faxes). The Touchscreen shows: Stop faxing To stop faxing, press . 3 c 8 Press Options. Sending a fax Contrast If your document is very light or very dark, you may want to change the contrast. For most documents, the factory setting Auto can be used.

Auto chooses the suitable contrast for your document. Choose Light when sending a light document. Choose Dark when sending a dark document. 3 Changing fax resolution The quality of a fax can be improved by changing the fax resolution. 3 a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). 3 a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes).

c d e f g h i Press Options. Swipe up or down, or press a or b to display Fax Resolution. Press Fax Resolution. Press Standard, Fine, S.Fine or Photo. Press OK. Enter the fax number. Press Fax Start. c d e f g h i Press Options. Swipe up or down, or press a or b to display Contrast.

Press Contrast. Press Auto, Light or Dark. Press OK. Enter the fax number. Press Fax Start.

NOTE Even if you choose Light or Dark, the machine will send the fax using the Auto setting in the following conditions: • When you send a colour fax. • When you choose Photo as the Fax Resolution. 9 Chapter 3 NOTE 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. Photo has the slowest transmission. Setting your changes as a new default You can save the settings for the fax options you use most often by setting them as the default settings, such as Fax Resolution, Contrast, Glass Scan Size, Preview, Real Time TX and Colour Setting. These settings will remain until you change them again. 3 a Do one of the following: When Fax Preview is set to Off, press (Fax). S.Fine Photo When Fax Preview is set to On, press (Fax) and then (Sending Faxes). Colour Standard Fine Suitable for most typed documents. Use when the document is a photograph.

The transmission time is slower than Standard resolution. b c Press Options. Swipe up or down, or press a or b to choose the menu option that you want to change. Press your new option. Repeat this step for each setting you want to change. If you choose S.Fine or Photo and then send a colour fax (choosing Colour in Colour Setting), the machine will send the fax using the Fine setting. d After changing the last setting to your preferred option, swipe up or down, or press a or b to display Set New Default. Press Set New Default. The Touchscreen asks you to confirm the change to the new default settings.

Press Yes to confirm. Press . e f g 10 Sending a fax Restoring fax options to the factory default You can restore all the fax options you have changed back to the factory default. These settings will remain until you change them again. b 3 Enter the fax number.

NOTE If the Shortcut is to be used for broadcasting, press Options and choose Broadcasting in step d before entering the fax number in step b. (See Broadcasting (Monochrome only) on page 13.) a Do one of the following: When Fax Preview is set to Off, press (Fax). 3 When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d Press Options.

Swipe up or down, or press a or b to display Fax Resolution, 2-sided Fax, Contrast, Glass Scan Size, Preview, Colour Setting, Real Time TX or Overseas Mode, and then press the setting you want to change. Then press the new option you want to set. Repeat this step for each setting you want to change. When you have finished choosing new options, press OK. Press Save as Shortcut. Confirm the displayed list of options you have chosen for the Shortcut, and then press OK. Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Basic User's Guide: Entering Text.) Press OK. Press OK to save your Shortcut.

b c d e f Press Options. Swipe up or down, or press a or b to display Factory Reset. Press Factory Reset. The Touchscreen asks you to confirm to change back to the factory default. Press Yes to confirm. Press . e f g h 3 Saving fax options as a Shortcut You can store all the new fax options you use frequently by saving them as a Shortcut. a Do one of the following: When Fax Preview is set to Off, press (Fax). i When Fax Preview is set to On, press (Fax) and then (Sending Faxes). 11 Chapter 3 Additional sending operations Sending a 2-sided fax from the ADF (Automatic Document Feeder) You can send 2-sided documents up to Legal size from the ADF.

3 If your document is flipped on the Short edge, press 2-sided Scan: Short Edge. Short edge Portrait Landscape 3 a b Load your document in the ADF. Do one of the following: When Fax Preview is set to Off, press (Fax). g h i Press OK. Enter the fax number.

Press Fax Start. When Fax Preview is set to On, press (Fax) and then (Sending Faxes). The machine will now scan and send your document. Sending a fax manually Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax. 3 c d e f Press Options.

Swipe up or down, or press a or b to display 2-sided Fax. Press 2-sided Fax. Do one of the following: If your document is flipped on the Long edge, press 2-sided Scan: Long Edge. NOTE To send a multi-page fax, use the ADF. a b c Load your document. To listen for a dial tone, pick up the handset of the external telephone. Dial the fax number using the external telephone.



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When you hear the fax tones, press Fax Start. If you are using the scanner glass, press Send on the Touchscreen to send the fax. Replace the handset of the external phone.

Long edge Portrait Landscape d e 12 Sending a fax Sending a fax at the end of a conversation At the end of a conversation, you can send a fax to the other party before you both hang up. 3 Broadcasting (Monochrome only) Broadcasting is automatically sending the same fax message to more than one fax number. You can include Groups, Address Book numbers, and up to 50 manually dialled numbers in the same broadcast. After the broadcast is finished, a Broadcast Report will be printed. 3 a b c d Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up. Load your document. Press Fax Start. If you are using the scanner glass, press Send to send the fax. Replace the handset of the external phone. 3 Before you begin the broadcast Address Book numbers must be stored in the machine's memory before they can be used in a broadcast.

(See Basic User's Guide: Storing Address Book numbers.) Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Address Book numbers for easier dialling. (See Setting up Groups for Broadcasting on page 33.) 3 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 Touchscreen shows the new job number. The number of pages you can scan into the memory will vary depending on the data that is printed on them. 3 How to broadcast a fax 3 a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). NOTE If the Out of Memory message appears, press or Quit to cancel or Send Now to send the pages scanned so far.

When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f Press Options. Swipe up or down, or press a or b to display Broadcasting. Press Broadcasting. Press Add Number. 13 Chapter 3 g You can add numbers to the broadcast in the following ways: Press Add Number and enter a number using the keyboard on the Touchscreen. Press OK. i Press Fax Start. NOTE Broadcasting is not available when you select Colour in Colour Setting. Faxing from the ADF The machine starts scanning the document.

Faxing from the scanner glass When the Touchscreen asks you Next page?, do one of the following: To send a single page, press No. The machine starts sending the document. To send more than one page, press Yes and place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat this step for each page.) NOTE If you downloaded Internet Fax: If you want to broadcast using an E-mail address, press , enter the E-mail address, and press OK. (For help entering letters, see Basic User's Guide: Entering Text.) Press Add from Address book. Swipe up or down, or press a or b to display the number you want to add to the broadcast.

Press the check boxes of the numbers you want to add to the broadcast. After you have checked all the numbers you want, press OK. Press Search in Address book. Enter the first letter of the name and press OK. Press the name, and then press the number you want to add to the broadcast.

NOTE • If you did not use up any of the numbers for Groups, you can "broadcast" faxes to as many as 250 different numbers. • The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum amount of numbers available, you will not be able to use dual access and delayed fax. • If the Out of Memory message appears, press or Quit to cancel or Send Now to send the pages scanned so far. h After you have entered all the fax numbers by repeating steps f and g, press OK.

14 Sending a fax Cancelling a Broadcast in progress 3 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. Sometimes, you may want to send an important document immediately, without waiting the machine to scan it into memory. You can do this by turning on Real Time TX. 3 a b Press . Do one of the following: To cancel the entire broadcast, press Entire Broadcast. Go to step c. To cancel the current job, press the name or number being dialled on the Touchscreen. Go to step d. To exit without cancelling, press .

3 c When the Touchscreen asks if you want to cancel the entire broadcast, do one of the following: Press Yes to confirm. To exit without cancelling, press No. a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f g h i Press Options. Swipe up or down, or press a or b to display Real Time TX. Press Real Time TX.

Press On (or Off). Press OK. Enter the fax number. Press Fax Start. NOTE • If you are sending a colour fax or if the memory is full and you are sending a monochrome fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off).

• In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass. 15 Chapter 3 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 Overseas Mode. After you send a fax using this feature, the feature will automatically turn itself off. 3 Delayed Faxing (Monochrome only) 3 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 i.

a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f g h i Press Options. Swipe up or down, or press a or b to display Overseas Mode. Press Overseas Mode. Press On (or Off).

Press OK. Enter the fax number. Press Fax Start. c d e f g h i Press Options. Swipe up or down, or press a or b to display Delayed Fax. Press Delayed Fax. Press Delayed Fax. Press On (or Off). Press Set Time. Enter the time you want the fax to be sent (in 24-hour format) using the keyboard on the Touchscreen. (For example, enter 19:45 for 7:45 PM.) Press OK. NOTE The number of pages you can scan into the memory depends on the amount of data that is printed on each page. j k l Press OK. Enter the fax number.



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Press Fax Start. 16 Sending a fax NOTE Delayed Fax is not available when you select Colour in Colour Setting. Checking and cancelling waiting jobs You can check which jobs are still waiting in the memory to be sent, or cancel a job. (If there are no jobs, the Touchscreen shows No Jobs Waiting.) 3 Delayed Batch Transmission (Monochrome only) Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time. 3 a b c d e f g Press . 3 Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Remaining Jobs. Press Remaining Jobs. Any waiting jobs appear on the Touchscreen. Swipe up or down, or press a or b to scroll through the jobs and press the job you want to cancel. Press Cancel.

Do one of the following: To cancel, press Yes. If you want to cancel another job, go to step g. To exit without cancelling, press No. a Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). b c d e f Press Options. Swipe up or down, or press a or b to display Batch TX. Press Batch TX. Press On (or Off). Press .

h i When you have finished, press . 17 Chapter 3 Polling h 3 Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options: Press Yes to scan another page. Go to step i. Press No to store the document in the memory. Other fax machines can now call your machine and retrieve the document. Polled Transmit (Monochrome only) Polled Transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See Checking and cancelling waiting jobs on page 17.) i 3 Place the next page on the scanner glass and press OK. Repeat steps h and i for each page. The document will be stored in the memory and will be sent when it is polled. Setup for polled transmit with secure code Secure Polling lets you restrict who can get the documents you set up to be polled. 3 3 Setup for polled transmit a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine, they will have to enter the secure code.

a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then c d e f g Press Options. Swipe up or down, or press a or b to display Polled TX. Press Polled TX. Press Standard. Press Fax Start. (Sending Faxes). c d e f Press Options.

Swipe up or down, or press a or b to display Polled TX. Press Polled TX. Press Secure. 18 Sending a fax g h i Enter a four-digit number. Press OK. Press Fax Start. If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options: Press Yes to scan another page. Go to step j. Press No to store the document in the memory. Other fax machines can now call your machine and retrieve the document.

3 j k Place the next page on the scanner glass and press OK. Repeat steps i and j for each additional page. The document will be stored in the memory and will be sent when it is polled. 19 4 Receiving a fax h i j Press Memory Receive. Press Fax Forward. Enter the forwarding number (up to 20 digits) using the keyboard on the Touchscreen. Press OK. If Fax Preview is set to Off, press Backup Print: On or Backup Print: Off. 4 Memory Receive (Monochrome only) Memory Receive lets you receive faxes while you are away from the machine. You can only use one Memory Receive operation at a time: Fax Forwarding Fax Storage PC-Fax Receive Off You can change your selection at any time.

If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the Touchscreen. (See Changing Memory Receive operations on page 22.) 4 k IMPORTANT • If you choose Backup Print: On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. • When you receive a colour fax, your machine prints the colour fax at your machine but does not forward the fax to the Fax Forwarding number you programmed. Fax Forwarding When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message. 4 l Press . a b c d e f g 20 Press . Press All Settings.

Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Memory Receive.

Receiving a fax Fax Storage If you choose Fax Storage, your machine stores received faxes in the memory. You will be able to retrieve fax messages from another location using the Remote Retrieval commands. If you have turned on Fax Storage, a backup copy will be printed at the machine. 4 Printing a fax from the memory If you have chosen Fax Storage, you can still print a fax from the memory when you are at your machine. 4 a b c d e f g h Press . a b c d e f g h i j Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Print Document. Press Print Document. Press OK. Press . 4 Press All Settings. Swipe up or down, or press a or b to display Fax.

Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Memory Receive. Press Memory Receive. Press Fax Storage. Press . NOTE • (When Fax Preview is set to Off.) You can also print a fax from the memory by pressing Print on the Touchscreen. • When you print a fax from the memory, the fax data will be erased from your machine.

NOTE Colour faxes cannot be stored in the memory. When you receive a colour fax, your machine prints the colour fax at your machine. Turning off Memory Receive operations 4 a b c d e Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive.



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21 Chapter 4 f g h i j Press Setup Receive. Swipe up or down, or press a or b to display Memory Receive. Press Memory Receive.

Press Off. Press . If unprinted faxes remain in the memory Print all faxes? • If you press Yes, faxes in the memory will be printed before the setting changes.

If a backup copy has already been printed, it will not be printed again. • If you press No, faxes in the memory will not be printed and the setting will be unchanged. If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward or Fax Storage], press <USB> or the name of the PC if you are on a network. Press OK. The Touchscreen will ask you the following question: Send Fax to PC? • If you press Yes, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (See Basic User's Guide: PC-FAX Receiving (Windows®).

) • If you press No, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged. 4 NOTE The Touchscreen will show you more options if there are still received faxes in the machine's memory. (See Changing Memory Receive operations on page 22.) Changing Memory Receive operations If there are received faxes in your machine's memory when you change the Memory Receive operations, the Touchscreen will ask you one of the following questions: 4 If all the received faxes have already been printed Erase all documents? • If you press Yes, faxes in the memory will be erased before the setting changes. • If you press No, faxes in the memory will not be erased and the setting will be unchanged. 4 22 Receiving a fax Remote Retrieval You can call your machine from any touch-tone telephone or fax machine and then use the Remote Access Code and remote commands to retrieve fax messages. 4 NOTE You can change your code at any time by entering a new one. If you want to make your code inactive, press and hold in step g to restore the inactive setting (---l) and press OK. Setting a Remote Access Code 4 Using your Remote Access Code 4 The Remote Access Code lets you access the Remote Retrieval features when you are away from your machine. Before you can use the Remote Access and Retrieval features, you have to set up your own code.

The factory default code is the inactive code (---). 4 a b c Dial your fax number from a touch-tone telephone or another fax machine. When your machine answers, enter your Remote Access Code (3 digits followed by) at once. The machine signals if it has received messages: 1 long beep — Fax messages No beeps — No messages a b c d e f g Press . Press All Settings.

Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Remote Access. Press Remote Access. Enter a three-digit code using numbers 0 to 9, l, or # using the keyboard on the Touchscreen.

Press OK. (The preset 'l' cannot be changed.) d When the machine gives two short beeps, enter a command. The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times if you enter an invalid command. Press 9 0 to stop Remote Access when you have finished.

Hang up. e f NOTE Do not use the same code as your Remote Activation Code (l 5 1) or Remote Deactivation Code (# 5 1). (See Basic User's Guide: Operation from external and extension telephones.) NOTE • If your machine is set to Manual mode and you want to use the Remote Retrieval features, wait for about 100 seconds after it starts ringing, and then enter the Remote Access Code within 30 seconds.

• In some countries this function may not be available or supported by local telephone companies. h Press . 23 Chapter 4 Remote Fax commands Follow the commands in the table to access features when you are away from the machine. When you call the machine and enter your Remote Access Code (3 digits followed by), the system will give two short beeps and you must enter a remote command. Remote commands 95 Change the Fax Forwarding or Fax Storage settings 1 OFF 2 Fax Forwarding 4 Fax Forwarding number 6 Fax Storage You can choose Off after you have retrieved or erased all your messages. One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See Changing your Fax Forwarding number on page 25.) Once you have registered the number, Fax Forwarding will work.

Enter the number of a remote fax machine to receive stored fax messages. (See Retrieving fax messages on page 25.) If you hear one long beep, fax messages have been erased from the memory. You can check whether your machine has received any faxes. If yes, you will hear one long beep.

If no, you will hear three short beeps. If you hear one long beep, your change has been accepted. Operation details 4 96 Retrieve a fax 2 Retrieve all faxes 3 Erase faxes from the memory 97 Check the receiving status 1 Fax 98 Change the Receive Mode 1 External TAD 2 Fax/Tel 3 Fax Only 90 Exit Pressing 9 0 allows you to exit Remote Retrieval. Wait for the long beep, then replace the handset. 24 Receiving a fax Retrieving fax messages You can call your machine from any touch-tone telephone and have your fax messages sent to another machine.

Before you use this feature, you have to turn on Fax Storage or Fax Preview. (See Fax Storage on page 21 or see Basic User's Guide: Fax Preview (Monochrome faxes only).) 4 Changing your Fax Forwarding number You can change the default setting of your Fax Forwarding number from another touch-tone telephone or fax machine. 4 a b Dial your fax number. When your machine answers, enter your Remote Access Code (3 digits followed by) at once. If you hear one long beep, you have messages. When you hear two short beeps, press 9 6 2. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by ## (up to 20 digits). a b Dial your fax number. When your machine answers, enter your Remote Access Code (3 digits followed by) at once.

If you hear one long beep, you have messages. When you hear two short beeps, press 9 5 4. Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter ##. 4 c d c d NOTE You cannot use l and # as dial numbers. However, press # if you want to create a pause. NOTE You cannot use l and # as dial numbers. However, press # if you want to create a pause. e f Press 9 0 to stop Remote Access when you have finished. Hang up after you hear your machine beep. e Hang up after you hear your machine beep.

Your machine will call the other fax machine, which will then print your fax messages.



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25 Chapter 4 Additional receiving operations Out of Paper Reception As soon as the paper tray becomes empty during fax reception, the Touchscreen shows No Paper Fed. Put some paper in the paper tray. (See Basic User's Guide: Loading paper and other print media.) If you don't put paper in the paper tray, the machine will continue receiving the fax.

The remaining pages will be stored in the memory, if enough memory is available. Further incoming faxes will also be stored in memory until the memory is full. To print the faxes, put fresh paper in the tray. When the memory is full, the machine will stop answering calls. g 4 Swipe up or down, or press a or b to display Auto Reduction.

Press Auto Reduction. Press On (or Off). Press . 4 h i j Receiving a fax at the end of a conversation At the end of a conversation, you can ask the other party to fax you information before you both hang up. Make sure the ADF is empty. 4 a b Ask the other party to place the document in their machine and to press the Start or Send key. When you hear the other machine's CNG tones (slowly repeating beeps), press Fax Start. Printing a reduced incoming fax If you choose On, the machine reduces each page of an incoming fax to fit on one sheet of Letter, Legal, Ledger, A4 or A3 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See Basic User's Guide: Paper Size and Type.

) 4 NOTE If the Touchscreen is dark for Sleep mode, touch it to display Fax Start. c d Press Receive to receive the fax. Replace the handset of the external telephone. a b c d e f 26 Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Receiving a fax Polling 4 Setup to receive polling with secure code Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code. 4 Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work.

Not all fax machines support polling. Polling receive Polling receive lets you call another fax machine to receive a fax. a 4 Do one of the following: When Fax Preview is set to Off, press (Fax). 4 When Fax Preview is set to On, press 4 Setup to receive polling (Fax) and then (Sending Faxes). a Do one of the following: When Fax Preview is set to Off, press (Fax).

b c d e f Press Options. Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Secure. Enter a four-digit secure code using the keyboard on the Touchscreen. This is the same as the security code of the fax machine you are polling. Press OK. Enter the fax number you are polling by either using Address Book or the dial pad on the Touchpanel. Press Fax Start. When Fax Preview is set to On, press (Fax) and then (Sending Faxes).

b c d e f g Press Options. Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Standard. Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel. Press Fax Start. g h 27 Chapter 4 Setup to receive delayed polling Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up one delayed polling operation. 4 Sequential polling (Monochrome only) Sequential polling lets you request documents from several fax machines in one operation. 4 a Do one of the following: When Fax Preview is set to Off, press (Fax). a Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). b c d e f Press Options. Swipe up or down, or press a or b to display Polling RX.

Press Polling RX. Press Timer. Enter the time (in 24-hour format) you want to start polling. For example, enter 21:45 for 9:45 PM. Press OK. Enter the fax number you are polling by either using Address Book or the dial pad on the Touchpanel. Press Fax Start. The machine makes the polling call at the time you entered. b c d e f Press Options. Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Standard, Secure or Timer. Do one of the following: If you chose Standard, go to step g. If you chose Secure, enter a fourdigit number, press OK, go to step g. If you chose Timer, enter the time (24-hour format) you want to begin polling and press OK, go to step g.

g h g h i Press Options. Swipe up or down, or press a or b to display Broadcasting. Press Broadcasting. Press Add Number. 28 Receiving a fax j You can add numbers to the broadcast in the following ways: Press Add Number and enter a number using the keyboard on the Touchscreen. Press OK. Press Add from Address book. Swipe up or down, or press a or b to display the number you want to add to the broadcast. Press the check boxes of the numbers you want to add to the broadcast. After you have checked all the numbers you want, press OK.

Press Search in Address book. Enter the first letter of the name and press OK. Press the name, and then press the number you want to add to the broadcast. Cancelling a Sequential Polling Job 4 a b Press . Do one of the following: To cancel the entire sequential polling job, press Entire Seq.

Poll. Go to step c. To cancel the current job, press the name or number being dialled on the Touchscreen. Go to step d. To exit without cancelling, press .

4 c When the Touchscreen asks if you want to cancel the entire sequential polling job, do one of the following: Press Yes to confirm. To exit without cancelling, press No. d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. k l After you have entered all the fax numbers by repeating steps i and j, press OK. Press Fax Start. The machine polls each number or group in turn for a document. Press while the machine is dialling to cancel the polling process. To cancel all sequential polling receive jobs, see Cancelling a Sequential Polling Job on page 29. 29 5

Dialling and storing numbers To enable the machine to work with BT Call Sign (with your external telephone only) 5 Voice operations You can use your extension or external telephone to dial voice calls.

5 5 a 5 Press . BT Call Sign (U.K. only) This feature of the machine 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.



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b c d e f g h i Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Miscellaneous. Press Miscellaneous. Press BT Call Sign. Press On (or Off). Press . Your machine has a BT Call Sign compatible distinctive ringing function, 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.

NOTE If you turn off BT Call Sign, the receive mode stays in Manual. You will need to set the receive mode again. (See Basic User's Guide: Choose the Receive Mode.) 30 Dialling and storing numbers Additional dialling operations Combining Address Book numbers j 5 Press Fax Start. You will dial '01632-960555'. 5 To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 01632-960556, you could enter the number (Brother 1: 01632) using (Address Book), press Apply, and then press 960556 using the dial pad. Sometimes, you may want to choose from several long-distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of longdistance carriers and credit card numbers as Address Book numbers.

(See Basic User's Guide: Storing Address Book numbers.) You can store these long dialling sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialling using the dial pad. For example, you might have stored '01632' on Address Book: Brother 1 and '960555' on Address Book: Brother 2. You can use them both to dial '01632-960555' as shown in the following example: NOTE If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing Pause. Each key press adds a 3.5 second delay. You can press Pause as many times as needed to increase the length of the pause. 5 a b c d e f g h i Press Press (Fax). (Address Book). Swipe up or down, or press a or b to display the number of Brother 1. Press the number. Press Apply. Press Address Book. Swipe up or down, or press a or b to display the number of Brother 2.

Press the number. Press Apply. 31 Chapter 5 Additional ways to store numbers Storing Address Book numbers from the Outgoing Call history You can also store Address Book numbers from the Outgoing Call history. 5 Storing Address Book numbers from the Caller ID history If you have the Caller ID subscriber service from your telephone company, you can also store Address Book numbers from incoming calls in the Caller ID history. (See Basic User's Guide: Caller ID (U.

K. and Ireland only).) 5 a b c d e f g h i Press Press (Fax). (Call History). a b c d e f g h i Press Press (Fax). (Call History). Press Outgoing Call. Swipe up or down, or press a or b to display the number you want to store. Press the number you want to store. Press Edit.

Press Add to Address Book. Press Name. Enter the name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For help entering letters, see Basic User's Guide: Entering Text.) If you want to store the second fax or telephone number, press Address 2. Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK. Press OK to confirm the fax or telephone number you want to store. Press . Press Caller ID history. Swipe up or down, or press a or b to display the name or number you want to store. Press the name or number you want to store. Press Edit. Press Add to Address Book.

Press Name. Enter the name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For help entering letters, see Basic User's Guide: Entering Text.) If you want to store a second fax or telephone number, press Address 2.

Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK. Press OK to confirm the fax or telephone number you want to store. Press . j k l k l 32 Dialling and storing numbers Setting up Groups for Broadcasting A Group, which is stored in the Address Book, allows you to send the same fax message to many fax numbers by pressing (Address Book), Apply and Fax Start. (See Broadcasting (Monochrome only) on page 13.) First, you'll need to store each fax number in the Address Book. (See Basic User's Guide: Storing Address Book numbers.) Then you can include them as numbers in the Group. Each Group uses up an Address Book number.

You can have up to six Groups, or you can assign up to 198 numbers to a large Group. (Fax), j 5 Do one of the following: □ To store another Group for broadcasting, repeat steps c to i. □ To finish storing Groups for broadcasting, press . NOTE You can print a list of all the Address Book numbers. (See Reports on page 36.) Changing a Group name 5 a b c d e f g h Press Press (Fax). (Address Book). 5 Press Edit. Press Change. Swipe up or down, or press a or b to display the Group you want to change.

Press the Group. Press Name. Enter the new name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For example, type NEW CLIENTS.

) a b c d e f Press Press (Fax). (Address Book). Press Edit. Press Setup Groups. Press Name.

Enter the Group name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. Press Add/Delete. Add Address Book numbers to the Group by pressing them to display a red check mark. Press OK. Read and confirm the displayed list of names and numbers you have chosen, and then press OK to save your Group. NOTE How to change the stored name: If you want to change a character, press d or c to position the cursor to highlight the character you want to change, and then press . Enter the new character. (For help entering letters, see Basic User's Guide: Entering Text.) g h i i j Press OK.

Press . 33 Chapter 5 Deleting a Group 5 Adding or Deleting a number in a Group 5 a b c d e f g h Press Press (Fax). (Address Book). a b c d e f g h i j Press Press (Fax). (Address Book). Press Edit. Press Delete. Swipe up or down, or press a or b to display the Group you want to delete. Press the Group name to add a check mark. Press OK.

Press Yes to confirm. Press . Press Edit. Press Change. Swipe up or down, or press a or b to display the Group you want to change.

Press the Group. Swipe up or down, or press a or b to display Add/Delete. Press Add/Delete. Swipe up or down, or press a or b to display the number you want to add or delete.



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