brother.

USER'S GUIDE

FAX-2480C
FAX-2580C

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: FAX-2480C and FAX-2580C (Circle your model number)

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

By registering your product with Brother, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

The most convenient and efficient way to register your new product is on-line at http://www.brother.com/registration/

Brother numbers

Register your product

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

■ may serve as confirmation of the purchase date of your product should you lose your receipt;

■ may support an insurance claim by you in the event of product loss covered by insurance; and,

■ will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

<div style="border:1px solid">

http://www.brother.com/registration/

</div>

FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software documents and utilities, read FAQs and troubleshooting tips, and learn how to get the most from your Brother product.

<div style="border:1px solid">

http://solutions.brother.com

</div>

Note

• You can check here for Brother driver updates.

• To keep your machine performance up to date, check here for the latest firmware upgrade (for Windows® only).

For Customer Service

In USA:	1-800-284-4329 (voice)
	1-901-379-1215 (fax)
	1-800-284-3238 (TTY service for the hearing-impaired)
In Canada:	1-877-BROTHER (voice)
	(514) 685-4898 (fax)

Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-800-284-4357.

Service Center Locations (Canada only)

For the location of a Brother authorized service center, call 1-877-BROTHER.

Brother fax back system (USA only)

Brother has installed an easy-to-use fax back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to receive faxed instructions and an Index of fax back subjects.

In USA only: 1-800-521-2846

Ordering accessories and supplies

For best quality results use only genuine Brother accessories, which are available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)

In USA:　　　　1-888-879-3232 (voice)

　　　　　　　　　1-800-947-1445 (fax)

http://www.brothermall.com

In Canada:　　　1-877-BROTHER (voice)

Description	Item
Ink Cartridge Standard <black>	LC51BK (Prints approx. 500 pages)
Ink Cartridge <yellow>	LC51Y (Prints approx. 400 pages)
Ink Cartridge <cyan> (blue)	LC51C (Prints approx. 400 pages)
Ink Cartridge <magenta> (red)	LC51M (Prints approx. 400 pages)
Premium Glossy Photo Paper (Letter size / 20 sheets) (4"×6" size / 20 sheets)	BP61GLL [1] BP61GLP [1]
Matte Inkjet Paper (Letter size / 25 sheets)	BP60ML (USA only)
Inkjet Plain Paper (Letter size / 250 sheets)	BP60PL (USA only)
Telephone Line Cord	LG3077001 (USA only)
Telephone Handset (FAX-2480C only)	LE5803016 (USA only)
Handset Curled Cord (FAX-2480C only)	UL8019005 (USA only)
Cordless Handset (FAX-2580C only)	BCL-D10 (USA only)
User's Guide	LP3291001

[1]　Available in the USA and from November 2006 in Canada.

Notice - Disclaimer of Warranties (USA and Canada)

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Compilation and Publication Notice

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Brother® One Year Limited Warranty and Replacement Service (USA only)

Who is covered:

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

■ If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty.

What is covered:

■ This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items include but are not limited to print heads, toner, drums, ink cartridges, print cartridges, refill ribbons, therma PLUS paper and thermal paper.

■ Except as otherwise provided herein, Brother warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions.

■ This warranty applies only to products purchased and used in the United States. For products purchased in, but used outside, the United States, this warranty covers only warranty service within the United States (and does not include shipping outside the United States).

What is the length of the Warranty Periods:

■ Machines: one year from the original purchase date.

■ Accompanying Consumable and Accessory Items: 90 days from the original purchase date or the rated life of consumable, whichever comes first.

What is NOT covered:

This warranty does not cover:

1 Physical damage to this Product;

2 Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging);

3 Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother®-brand parts and Consumable and Accessory Items);

4 Consumable and Accessory Items that expired in accordance with a rated life; and,

5 Problems arising from other than defects in materials or workmanship.

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

This limited warranty is VOID if this Product has been altered or modified in any way (including but not limited to attempted warranty repair without authorization from Brother and/or alteration/removal of the serial number).

What to do if you think your Product is eligible for warranty service:

Report your issue to either our Customer Service Hotline at 1-800-284-4329 for Fax, MFC and DCP and 1-800-276-7746 for Printers, or to a Brother Authorized Service Center **within the applicable warranty period.** Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call 1-800-521-2846.

What Brother will ask you to do:

After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale. **You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping.**

What Brother will do:

If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty and if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother in its sole

Brother® One Year Limited Warranty and Replacement Service (USA only)

discretion. Brother reserves the right to supply a refurbished or remanufactured replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new product/parts. The repaired or replacement Machine and/or accompanying Consumable and Accessory Items will be returned to you freight prepaid or made available for you to pick up at a conveniently located Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty (either stage), you will be charged for shipping the Machine and/or accompanying Consumable and Accessory Items back to you and charged for any service and/or replacement parts/products at Brother's then current published rates.

The foregoing are your sole (i.e., only) and exclusive remedies under this warranty.

What happens when Brother elects to replace your Machine:

When a replacement Machine is authorized by Brother, and you have delivered the Machine to an Authorized Service Center, the Authorized Service Center will provide you with a replacement Machine after receiving one from Brother. If you are dealing directly with Brother, Brother will send to you a replacement Machine with the understanding that you will, after receipt of the replacement Machine, supply the required proof of purchase information, together with the Machine that Brother agreed to replace. You are then expected to pack the Machine that Brother agreed to replace in the package from the replacement Machine and return it to Brother using the pre-paid freight bill supplied by Brother in accordance with the instructions provided by Brother. Since you will be in possession of two machines, Brother will require that you provide a valid major credit card number. Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty period on your original Product has expired or

has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The replacement Machine you receive (even if refurbished or remanufactured) will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Machine that is sent to you and your original Machine shall become the property of Brother. **Retain your original Accessory Items and a copy of the return freight bill, signed by the courier.**

Limitations:

Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement as described above, Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

- This Limited Warranty is the only warranty that Brother is giving for this Product. It is *the final expression and the exclusive and only statement* of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.
- This warranty gives you certain rights and you may also have other rights that may vary from state to state.
- This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Important:

We recommend that you keep all original packing materials, in the event that you ship this Product.

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BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE LIMITED WARRANTY
(Canada only)

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, print cartridges, print head, toner and drum) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a "Brother" Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your User's Guide for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your User's Guide for proper packaging.)

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Providence to Providence.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-877-BROTHER.

Internet support: support@brother.ca or browse

Brother's Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.

1 Rue Hôtel de Ville

Dollard-Des-Ormeaux, QC H9B 3H6

brother. At your side.

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Section I

▶ # General

1 General Information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific keys on the machine control panel.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
Courier New	Text in the Courier New font identifies messages on the LCD of the machine.

Warnings tell you what to do to prevent possible personal injury.

Electrical Hazard icons alert you to possible electrical shock.

Hot Surface icons warn you not to touch machine parts that are hot.

Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Improper Setup icons alert you to devices and operations that are not compatible with the machine.

Control panel overview

FAX-2480C

FAX-2580C

1

11   10

5   6   7   8   9

11   10

5   6   7   8   9
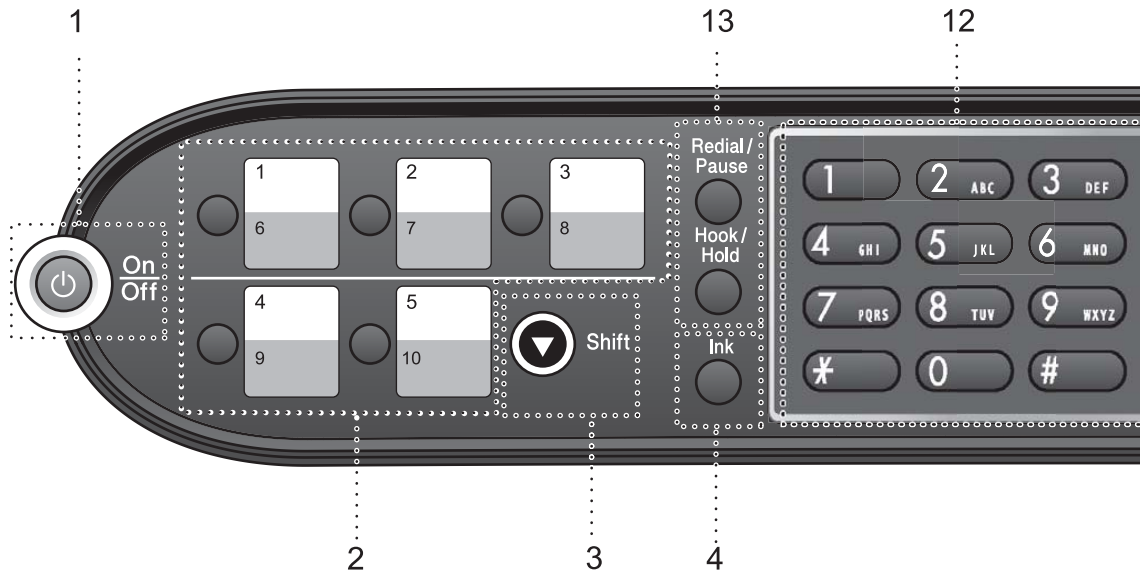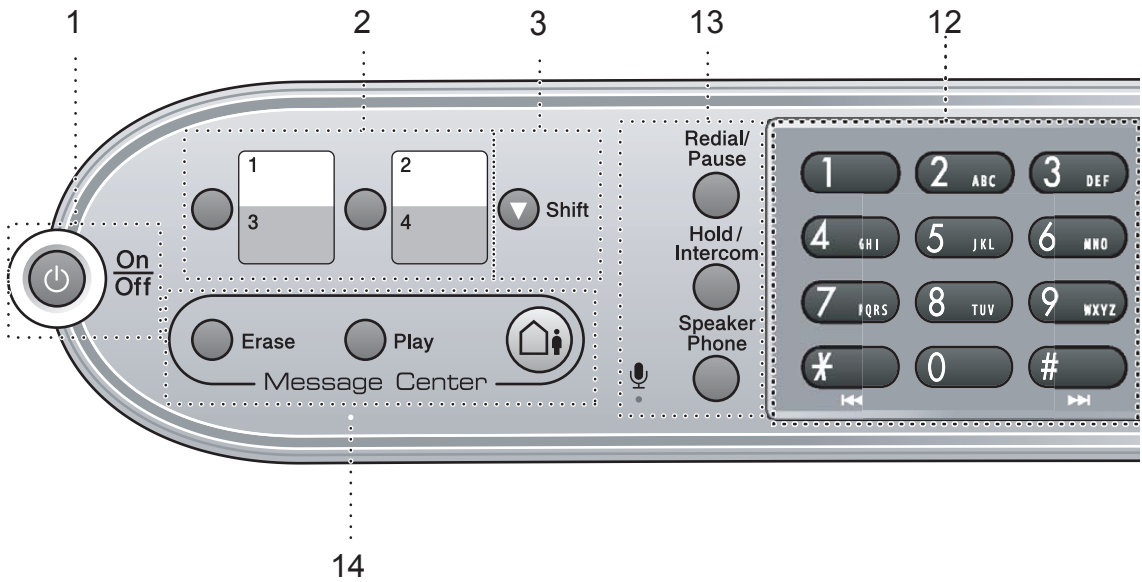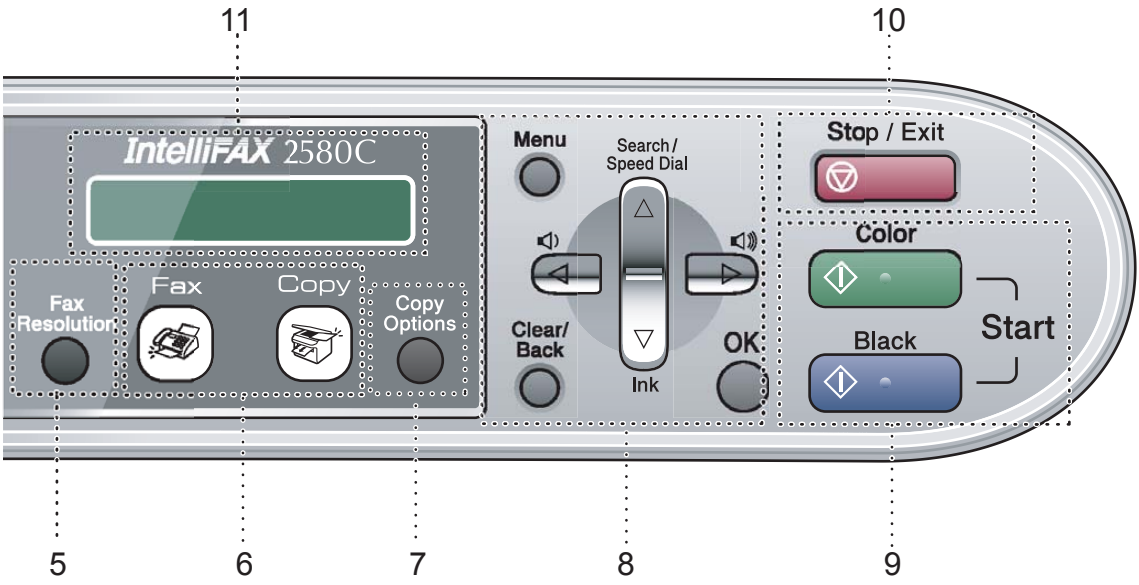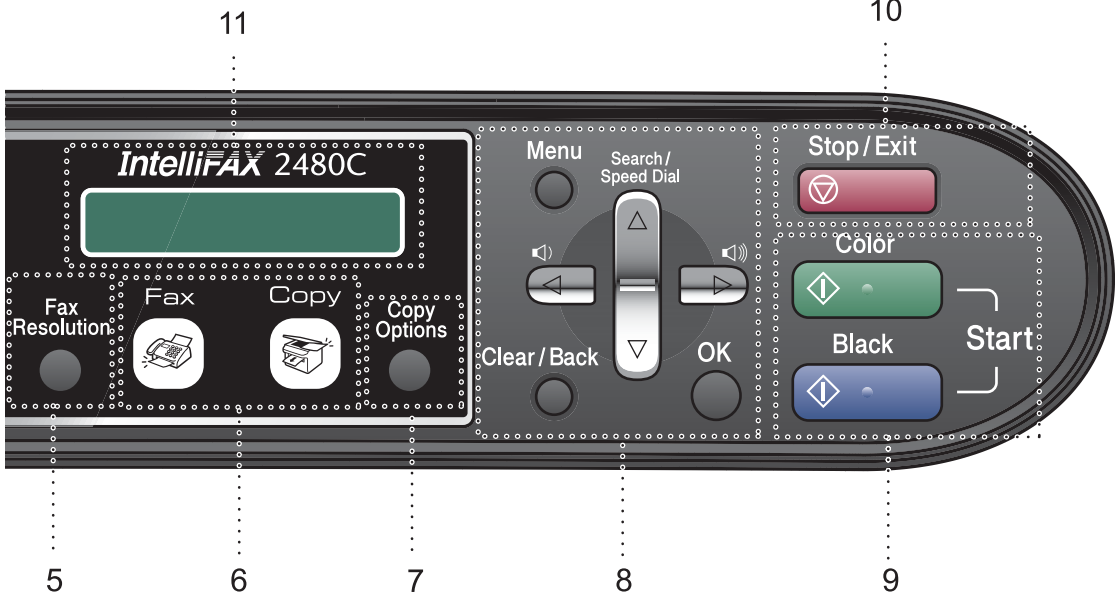
Note

Most of the illustrations in this User's Guide show the FAX-2480C.

1 On/Off

You can turn the machine on or off.

2 One-Touch keys

Instantly accesses your stored Quick-Dial numbers.

3 Shift

When held down, lets you access One-Touch numbers in a gray square.

4 Ink (FAX-2480C only)

Lets you clean the print head, check the print quality, and check the available ink volume.

5 Fax Resolution

Lets you temporarily change the resolution when sending a fax.

6 Mode keys:

- ■ (🖷) **Fax**

  Lets you access Fax mode.

- ■ (🖷) **Copy**

  Lets you access Copy mode.

7 Copy Options

Lets you temporarily change multiple copy settings.

8 Menu keys:

- ■ **Menu**

  Lets you access the Menu to program your settings in the machine.

- ■ **▲ Search/Speed Dial**

  Lets you look up and dial numbers that are stored in the memory.

- ■ **Volume keys**

  ◁ ◀ ▶ ◁))

  In Fax mode, you can press these keys to adjust the ring volume.

- ■ **◀**

  Press to scroll backward to a menu selection.

- ■ **▲ or ▼**

  Press to scroll through the menus and options.

- ■ **▼ Ink** (FAX-2580C only)

  Lets you clean the print head, check the print quality, and check the available ink volume.

- ■ **Clear/Back**

  Press to cancel the current setting.

- ■ **OK**

  Lets you store your settings in the machine.

9 Start keys:

- ■ ⬙ ･ **Color Start**

  Lets you start sending faxes or making copies in full color.

- ■ ⬙ ･ **Black Start**

  Lets you start sending faxes or making copies in black & white.

10 ⬙ ― Stop/Exit

Stops an operation or exits from a menu.

11 LCD (liquid crystal display)

Displays messages on the screen to help you set up and use your machine.

12 Dial Pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

(Canada only) The **#** key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone.

13 Fax and telephone keys:

- ■ **Redial/Pause**

  Redials the last number called. It also inserts a pause when programming quick dial numbers.

- ■ **Hook/Hold** (FAX-2480C only)

  Lets you place telephone calls on hold.

  Also, press before dialing if you want to make sure a fax machine will answer, and then press **Black Start** or **Color Start**.

- ■ **Hold/Intercom** (FAX-2580C only)

  Lets you place telephone calls on hold. Also, press this key to speak on the intercom or to transfer an incoming call to the cordless handset.

- ■ **Speaker Phone** (FAX-2580C only)

  Turns the speaker phone on or off.

14 Message Center keys (FAX-2580C only)**:**

- ■ (🖷) **MC On/Off**

  Turns the Message Center on or off. Will also flash if you have new messages.

- ■ **Play**

  Plays voice messages stored in memory.

- ■ **Erase**

  Deletes voice messages.

2 Loading documents and paper

Loading documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 20 lb (80 g/m^2) paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature:	68 to 86° F (20 to 30° C)
Humidity:	50% to 70%
Paper:	20 lb LTR (80 g/m^2 A4)

Document Sizes Supported

Length:	5.8 to 14 in. (148 to 355.6 mm)
Width:	5.8 to 8.5 in. (148 to 215.9 mm)
Weight:	17 to 24 lb (64 to 90 g/m^2)

How to load documents

> **⚠ CAUTION**
>
> DO NOT pull on the document while it is feeding.
>
> ---
>
> DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
>
> ---
>
> DO NOT use cardboard, newspaper or fabric.

■ Make sure documents written with ink are completely dry.

1️⃣ 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.

2️⃣ Adjust the paper guides to fit the width of your documents.

3️⃣ Unfold the ADF Document Output Support Flap (1).
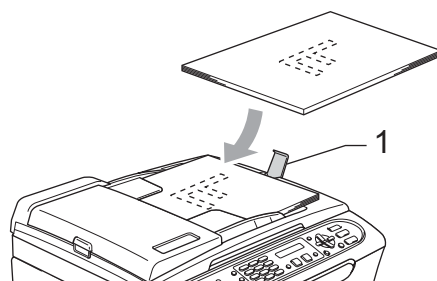
> **⚠ CAUTION**
>
> DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time.

Document Sizes Supported

Length:	Up to 11.7 in. (297 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2 kg)

How to load documents

Note

To use the scanner glass, the ADF must be empty.

1 Lift the document cover.

2 Using the document guidelines on the left, center the document face down on the scanner glass.
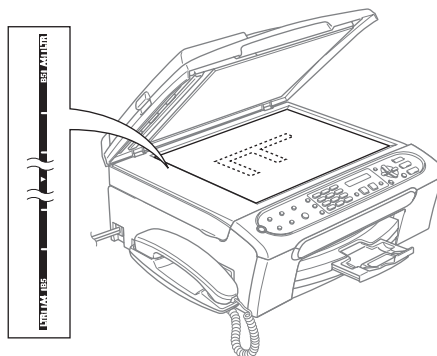
3 Close the document cover.

CAUTION

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

Scannable area

The scannable area depends on the settings in the application you are using. The figures below show the areas you cannot scan on paper.
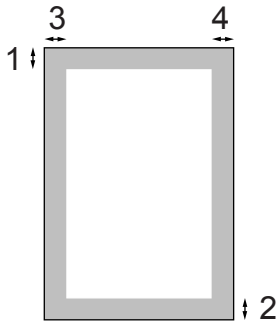
Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Letter	0.12 in. (3 mm)	0.16 in. (4 mm)
	A4	0.12 in. (3 mm)	0.04 in. (1 mm)
Copy	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0.12 in. (3 mm)

Acceptable paper and other media

The print quality can be affected by the type of paper you are using in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

You can use plain paper, inkjet paper (coated paper), photo paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

■ When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the proper media in the Paper Type setting of the menu (See *Paper Type* on page 20).

■ When you print on Brother photo paper, load the instruction sheet included with the photo paper in the paper tray first, and then put the photo paper on top of the instruction sheet.

■ When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.

■ Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended media

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	Item
Letter Plain	BP60PL (USA only)
Letter Glossy Photo [1]	BP61GLL
Letter Inkjet (Matte)	BP60ML (USA only)
4 × 6 in. Glossy Photo [1]	BP61GLP

[1] Available in the USA and from November 2006 in Canada.

Handling and using media

■ 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 photo paper is shiny. Avoid touching the shiny (coated) side. Load photo paper with the shiny side facing down.

■ Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

🚫 Improper Setup

DO NOT use the following kinds of paper:

• Damaged, curled, wrinkled, or irregularly shaped paper
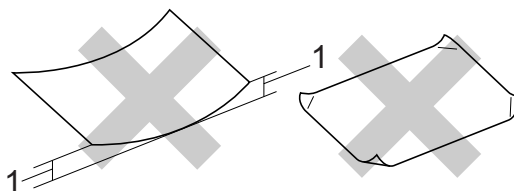
1 0.08 in. (2 mm) or longer

• Extremely shiny or highly textured paper

• Paper already printed on by a printer

• Paper that cannot be arranged uniformly when stacked

• Paper made with a short grain

Paper capacity of the output paper tray

Up to 50 sheets of 20 lb Letter or 80 g/m^2 A4 paper.

■ Transparencies or photo paper must be picked up from the output paper tray one page at a time to avoid smudging.

Choosing the right media

Paper type and size for each operation

Paper Type	Paper Size		Usage		
			Fax	Copy	Print
Cut Sheet	Letter	8 1/2 × 11 in. (216 × 279 mm)	Yes	Yes	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	Yes	Yes	Yes
	Legal	8 1/2 × 14 in. (216 × 356 mm)	Yes	Yes	Yes
	Executive	7 1/4 × 10 1/2 in. (184 × 267 mm)	–	–	Yes
	JIS B5	7.2 × 10.1 in. (182 × 257 mm)	–	–	Yes
	A5	5.8 × 8.3 in. (148 × 210 mm)	–	Yes	Yes
	A6	4.1 × 5.8 in. (105 × 148 mm)	–	–	Yes
Cards	Photo	4 × 6 in. (10 × 15 cm)	–	Yes	Yes
	Photo 2L	5 × 7 in. (13 × 18 cm)	–	–	Yes
	Index Card	5 × 8 in. (127 × 203 mm)	–	–	Yes
	Post Card 1	3.9 × 5.8 in. (100 × 148 mm)	–	–	Yes
	Post Card 2 (Double)	5.8 × 7.9 in. (148 × 200 mm)	–	–	Yes
Envelopes	C5 Envelope	6.4 × 9 in. (162 × 229 mm)	–	–	Yes
	DL Envelope	4.3 × 8.7 in. (110 × 220 mm)	–	–	Yes
	COM-10	4 1/8 × 9 1/2 in. (105 × 241 mm)	–	–	Yes
	Monarch	3 7/8 × 7 1/2 in. (98 × 191 mm)	–	–	Yes
	JE4 Envelope	4.1 × 9.3 in. (105 × 235 mm)	–	–	Yes
Transparencies	Letter	8 1/2 × 11 in. (216 × 279 mm)	–	Yes	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	–	Yes	Yes

2

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	17 to 32 lb (64 to 120 g/m^2)	0.003 to 0.006 in. (0.08 to 0.15 mm)	100 [1]
	Inkjet Paper	17 to 53 lb (64 to 200 g/m^2)	0.003 to 0.01 in. (0.08 to 0.25 mm)	20
	Glossy Paper	Up to 58 lb (Up to 220 g/m^2)	Up to 0.01 in. (Up to 0.25 mm)	20
Cards	Photo 4" $\times$ 6"	Up to 64 lb (Up to 240 g/m^2)	Up to 0.01 in. (Up to 0.28 mm)	20
	Index Card	Up to 32 lb (Up to 120 g/m^2)	Up to 0.006 in. (Up to 0.15 mm)	30
	Post Card	Up to 53 lb (Up to 200 g/m^2)	Up to 0.01 in. (Up to 0.23 mm)	30
Envelopes		20 to 25 lb (75 to 95 g/m^2)	Up to 0.02 in. (Up to 0.52 mm)	10
Transparencies		–	–	10

[1] Up to 50 sheets for Legal size paper 20 lb (80 g/m^2).
Up to 100 sheets of 20 lb (80 g/m^2) paper.

Loading paper and other media

1. Pull the paper tray completely out of the machine.

    If the paper support flap is open, close it and lift the output paper tray cover (1).
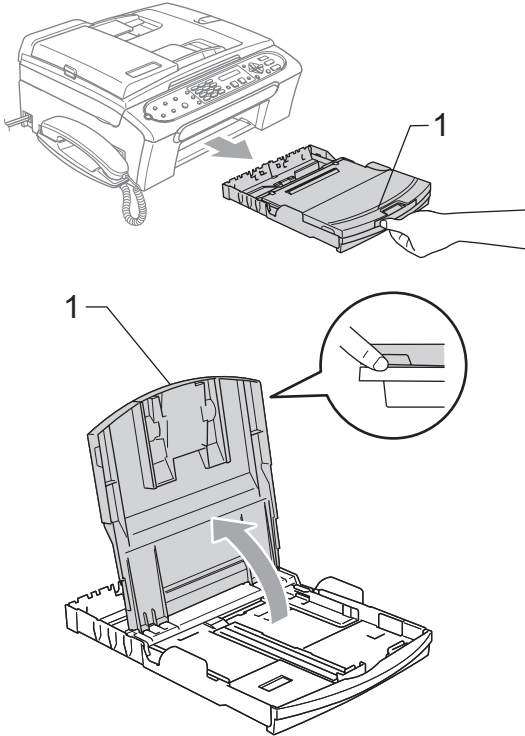
2. Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.
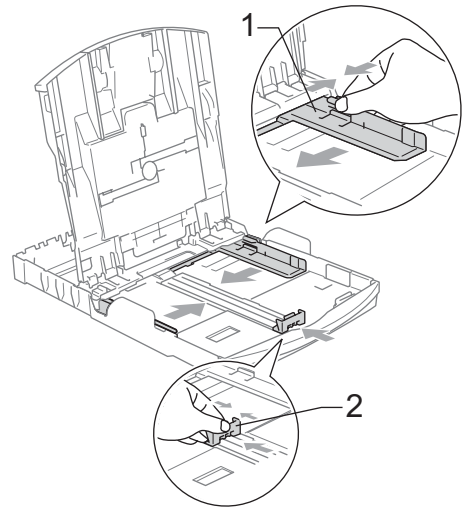
3. Fan the stack of paper well to avoid paper jams and misfeeds.
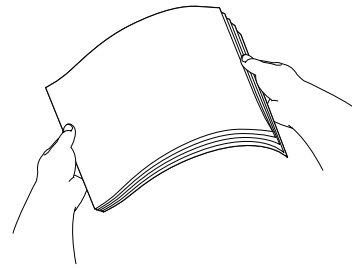
Note

Always make sure that the paper is not curled.

d Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.
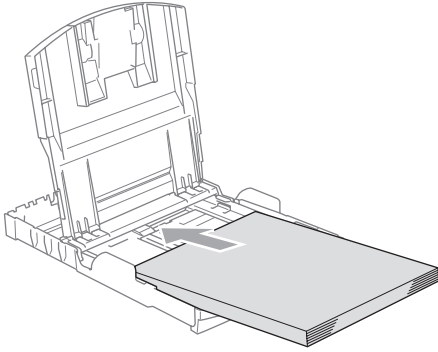
Note

When you use Legal size paper, press and hold the universal guide release button as you slide out the front of the paper tray.
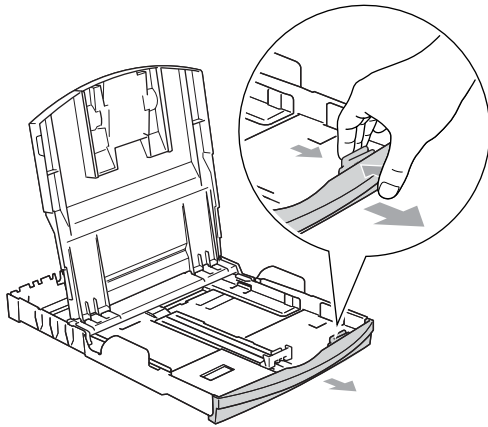
e Gently adjust the paper side guides with both hands and the paper length guide to the paper.
Make sure the paper side guides touch the sides of the paper.
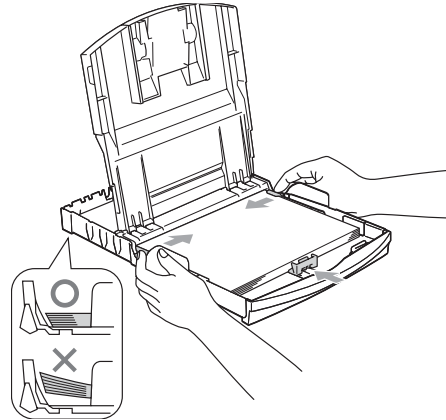
Note

Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.

f Close the output paper tray cover.
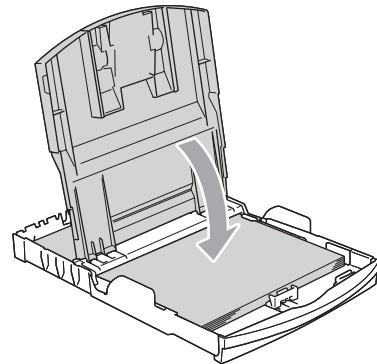
g Slowly push the paper tray completely into the machine.
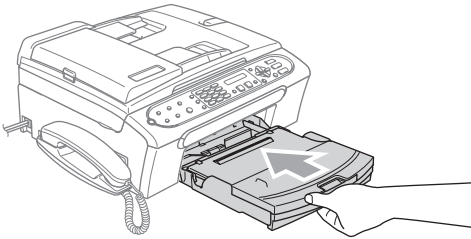
h While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).
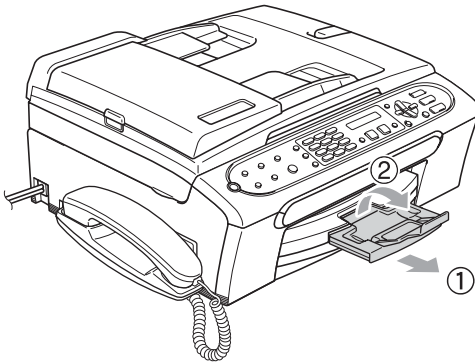
Note

Do not use the paper support flap for Legal paper.

Loading envelopes and post cards

About envelopes

■ Use envelopes that weigh from 20 to 25 lb (75 to 95 g/m^2).

■ Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

CAUTION

Do not use any of the following types of envelopes, as they will cause paper feed problems:

- If they are of a baggy construction.

- That are embossed (have raised writing on them).

- That have clasps or staples.

- That are pre-printed on the inside.
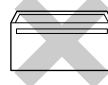
Glue	Double flap
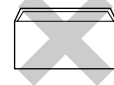
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

How to load envelopes and post cards

a Before loading, press the corners and sides of the envelopes or post cards to make them as flat as possible.

Note

If the envelopes or post cards are 'double-feeding,' put one envelope or post card in the paper tray at a time.
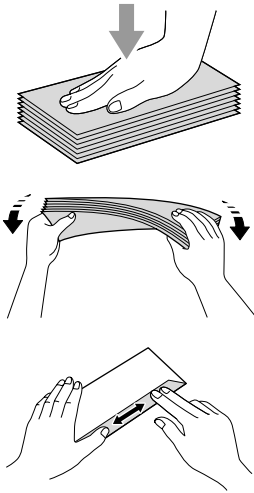
b Put the envelopes or post cards into the paper tray with the address side down and the leading edge as shown in the illustration in first as shown in the illustration. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.
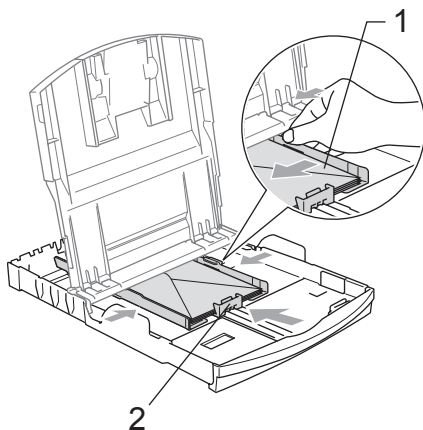
If you have problems when printing on envelopes, try the following suggestions:

a Open the envelope flap.

b Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.

c Adjust the size and margin in your application.
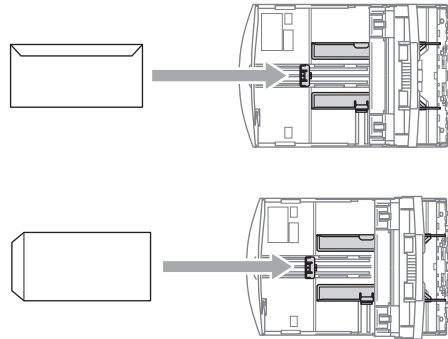
Removing small printouts from the machine

When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.
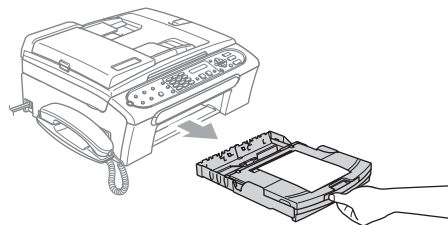
Printable Area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can only print in the shaded areas when the Borderless print feature is available and turned on.
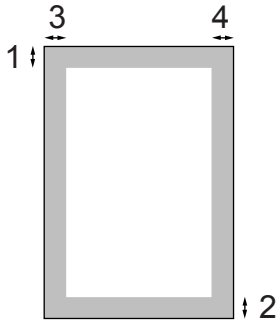
Cut Sheet Paper   **Envelopes**
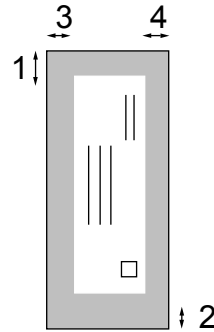
	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)
Envelopes	0.47 in. (12 mm)	0.95 in. (24 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)

Note

The Borderless feature is not available for envelopes.

3 General setup

On/Off key

When the machine is idle, you can turn it on and off by pressing the **On/Off** key.

Note

If you have connected an external telephone or TAD, it is always available.

Turning the machine off

❶ Press and hold down the **On/Off** key until the LCD shows Shutting Down. The LCD light goes off.

Turning the machine on

❶ Press and hold down the **On/Off** key until the LCD shows Please Wait. The LCD shows the date and time.

On/Off setting

You can customize the machine's **On/Off** key. The default setting is Fax Receive:Off. Your machine will not work when it is switched off, but it will clean the print head periodically. If you turn this setting to Fax Receive:On, you can receive faxes or calls even when the machine is switched off. (See *On/Off key* on this page.)

❶ Press **Menu**, **1**, **6**.

❷ Press ▲ or ▼ to choose Fax Receive:On, or Fax Receive:Off. Press **OK**.

❸ Press **Stop/Exit**.

On/Off setting	Receive mode	Available operations
`Fax Receive: Off` (default)	—	No machine operations will be available.
`Fax Receive: On`[1][2]	`Fax Only` `External TAD`[3] `Fax/Tel`	Fax Receive Easy Receive Delayed Fax[5] Fax Forward[5] Paging[5] Fax Storage[5] Remote Retrieval[5]
	`MC:Msg Ctr`[4]	Fax Receive Recording of incoming messages Easy Receive Delayed Fax[5] Fax Forward[5] Paging[5] Fax Storage[5] Remote Retrieval[5]
	`Manual`	Easy Receive, Delayed Fax[5]

[1]   You cannot receive a fax with **Black Start** or **Color Start**.

[2]   You can receive telephone calls by lifting the handset (FAX-2480C) or cordless handset (FAX-2580C).

[3]   FAX-2480C only

[4]   FAX-2580C only

[5]   Set before you switch off the machine.

Mode Timer

The machine has two temporary mode keys on the control panel: **Fax** and **Copy**. You can change the amount of time the machine takes after the last Copy operation before it returns to Fax mode. If you choose `Off`, the machine stays in the mode you used last.

Fax   Copy
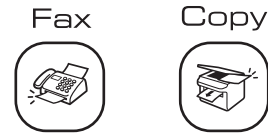
a Press **Menu**, **1**, **1**.

b Press ▲ or ▼ to choose `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`.
Press **OK**.

c Press **Stop/Exit**.

Paper settings

Paper Type

To get the best print quality, set the machine for the type of paper you are using.

1️⃣ Press **Menu**, **1**, **2**.

2️⃣ Press ▲ or ▼ to choose Plain Paper, Inkjet Paper, Brother Photo, Other Photo or Transparency. Press **OK**.

3️⃣ Press **Stop/Exit**.

Note

The machine 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 at once to prevent smudging or paper jams.

Paper Size

You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 4 × 6 in. (10 × 15 cm) and three sizes for printing faxes: Letter, Legal and A4. When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

1️⃣ Press **Menu**, **1**, **3**.

2️⃣ Press ▲ or ▼ to choose Letter, Legal, A4, A5 or 4"×6". Press **OK**.

3️⃣ Press **Stop/Exit**.

Volume Settings

Ring Volume

You can choose a range of ring volume levels, from High to Off.

While in Fax mode 🖼️ , press 🔊 ◀ or ▶ 🔊 to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

You can also change the volume through the menu, by following the instructions below:

Setting the Ring Volume from the menu

1️⃣ Press **Menu**, **1**, **4**, **1**.

2️⃣ Press ▲ or ▼ to choose Low, Med, High or Off. Press **OK**.

3️⃣ Press **Stop/Exit**.

Beeper Volume

When the beeper is on, the machine will beep when you press a key, make a mistake or after you send or receive a fax.

You can choose a range of volume levels, from High to Off.

1️⃣ Press **Menu**, **1**, **4**, **2**.

2️⃣ Press ▲ or ▼ to choose Low, Med, High or Off Press **OK**.

3️⃣ Press **Stop/Exit**.

Speaker Volume

You can choose a range of speaker volume levels, from High to Off.

a Press **Menu**, **1**, **4**, **3**.

b Press ▲ or ▼ to choose Low, Med, High or Off.
Press **OK**.

c Press **Stop/Exit**.

You can also adjust the speaker volume by pressing **Hook/Hold**.

a Press **Hook/Hold**.

b Press ◁ ◀ or ▶ ◁》.
This setting will stay until you change it again.

c Press **Hook/Hold**.

Handset Volume (FAX-2480C only)

a Press **Menu**, **1**, **4**, **4**.

b Press ▲ or ▼ to choose Low or High.
Press **OK**.

c Press **Stop/Exit**.

You can also adjust the handset volume any time you are talking on the telephone. There are two handset volume levels, Low and High. The default setting is Low.

Press ◁ ◀ or ▶ ◁》 to adjust the volume level. The LCD shows the setting you are choosing. The new setting will remain until you change it again.

Choosing the Handset Volume (For Volume Amplify) (FAX-2480C only)

Before you begin to use the machine, you must decide if you need to set the handset volume to Vol Amplify:On for a user who is hearing-impaired. The AMPLIFY volume level complies with FCC standards.

Vol Amplify:Off

This default setting is appropriate if *none* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁》 on the control panel to adjust the volume to Low or High. When the handset is replaced, the handset volume will remain until you change it again.

Vol Amplify:On—Temporary

This setting is appropriate if *some* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁》 on the control panel to adjust the volume to Low, High or Volume Amplify.

When the handset is replaced, the handset volume returns to the default setting of Low.

Vol Amplify:On—Permanent

Choose Vol Amplify:On—Permanent if *all* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁》 on the control panel to adjust the volume to Low, High or Volume Amplify. When the handset is replaced, the handset volume returns to the default setting of Volume Amplify.

Note

• When you press ◁ ◀ or ▶ ◁》 on the control panel to adjust the volume, the LCD shows the setting you are choosing. Each key press changes the volume to the next setting.

⚠ WARNING

It is important that you do NOT choose Permanent **unless ALL the users are hearing-impaired.** Otherwise, the default setting of Volume Amplify may damage the hearing of some users.

Setting Volume Amplify (FAX-2480C only)

Please carefully read *Choosing the Handset Volume (For Volume Amplify) (FAX-2480C only)* on page 21 before you do the following steps:

1 Press **Menu**, **1**, **4**, **5**.

2 Do one of the following:
- If none of the users are hearing-impaired, press ▲ or ▼ to choose Vol Amplify:Off, and then press **OK** and go to step **4**.
- If some or all of the users are hearing-impaired, press ▲ or ▼ to choose Vol Amplify:On, and then press **OK**.

3 Do one of the following:
- If all the users are hearing-impaired, press ▲ or ▼ to choose Vol Amplify:On—Permanent, and then press **OK**.
- If only some of the users are hearing-impaired, choose Vol Amplify:On—Temporary, and then press **OK**.

4 Press **Stop/Exit**.

Automatic Daylight Savings Time

You can set the machine to change automatically for daylight savings time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct date and time in the Date/Time setting.

1 Press **Menu**, **1**, **5**.

2 Press ▲ or ▼ to choose On or Off. Press **OK**.

3 Press **Stop/Exit**.

LCD display

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

a Press **Menu**, **1**, **7**.

b Press ▲ or ▼ to choose Light or Dark.
Press **OK**.

c Press **Stop/Exit**.

3

4 Security features

TX Lock (FAX-2480C only)

TX Lock lets you prevent unauthorized access to the machine.

While TX Lock is On, the following operations are available:

■ Receiving faxes

■ Fax Forwarding (If Fax Forwarding was already On)

■ Remote retrieval (If Fax Storage was already On)

While TX Lock is On, the following operations are NOT available:

■ Sending faxes

■ Copying

Setting and changing the TX Lock password

Setting up the password

Note

• If you forget the TX Lock password, please call Brother Customer Service.

• If you have already set the password, you will not need to set it again.

1 Press **Menu**, **2**, **0**, **1**.

2 Enter a 4-digit number for the password. Press **OK**.

3 When the LCD shows Verify:, re-enter the password. Press **OK**.

4 Press **Stop/Exit**.

Changing the TX Lock password

1 Press **Menu**, **2**, **0**, **1**.

2 Press ▲ or ▼ to choose Set Password. Press **OK**.

3 Enter a 4-digit number for the current password. Press **OK**.

4 Enter a 4-digit number for a new password. Press **OK**.

5 When the LCD shows Verify:, re-enter the password. Press **OK**.

6 Press **Stop/Exit**.

Turning the TX Lock on/off

Turning TX Lock on

1 Press **Menu**, **2**, **0**, **1**.

2 Press ▲ or ▼ to choose Set TX Lock.
Press **OK**.

3 Enter the registered 4-digit password.
Press **OK**.
The machine goes offline and the LCD
shows TX Lock Mode.

Turning TX Lock off

1 Press **Menu**.

2 Enter the registered 4-digit password.
Press **OK**.
TX lock is automatically turned off.

Note

If you enter the wrong password, the LCD
shows Wrong Password and stays
offline. The machine will stay in TX Lock
mode until the registered password is
entered.

Memory Security (FAX-2580C only)

Memory Security lets you prevent
unauthorized access to the machine. You will
not be able to continue to schedule Delayed
Faxes or Polling jobs. However, any pre-
scheduled Delayed Faxes will be sent even if
you turn on Memory Security, so they will not
be lost.

While Memory Security is On, the following
operations are available:

■ Receiving faxes into memory (limited by
memory capacity)

■ Fax Forwarding (If Fax Forwarding was
already On)

■ Remote retrieval (If Fax Storage was
already On)

■ Cordless handset (MFC-845CW only)

• Making a call

• Receiving a call

• Viewing Caller ID (with subscriber
service)

While Memory Security is on, the following
operations are NOT available:

■ Printing received faxes

■ Sending faxes

■ Copying

■ Cordless handset

• Intercom

• Transfer a call

• Register cordless handset

Note

To print the faxes in memory, turn off
Memory Security.

4

Setting and changing the memory security password

Setting a password for the first time

Note

- If you forget the Memory Security password, please call Brother Customer Service.

- If you have already set the password, you will not need to set it again.

1. Press **Menu**, **2**, **0**, **1**.

2. Enter a 4-digit number for the password. Press **OK**.

3. When the LCD shows Verify:, re-enter the password. Press **OK**.

4. Press **Stop/Exit**.

Changing your memory security password

1. Press **Menu**, **2**, **0**, **1**.

2. Press ▲ or ▼ to choose Set Password. Press **OK**.

3. Enter the registered 4-digit number for the current password. Press **OK**.

4. Enter a 4-digit number for a new password. Press **OK**.

5. When the LCD shows Verify:, re-enter the new password. Press **OK**.

6. Press **Stop/Exit**.

Turning the memory security on/off

Turning on the memory security lock

1. Press **Menu**, **2**, **0**, **1**.

2. Press ▲ or ▼ to choose Set Security. Press **OK**.

3. Enter the registered 4-digit password. Press **OK**. The machine goes offline and the LCD shows Secure Mode.

Note

If there is a power failure the data will stay in memory for approximately 24 hours.

Turning off the memory security

1. Press **Menu**.

2. Enter the registered 4-digit password. Press **OK**. Memory Security is automatically turned off.

Note

If you enter the wrong password, the LCD shows Wrong Password and stays offline. The machine will stay in Secure mode until the registered password is entered.

Section II

Fax

5 Sending a fax

Entering Fax mode

To enter fax mode, press (**Fax**), and the key will glow green.

The LCD will show the new job number and the memory available.The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Faxing from the ADF

1. Make sure you are in Fax mode .

2. Put the document face down in the ADF.

3. Dial the fax number.

4. Press **Black Start** or **Color Start**. The machine starts scanning the document.

Note

- To cancel, press **Stop/Exit**.
- If the memory is full, the fax will be sent in real time.

Faxing from the scanner glass

You can use the scanner glass to fax pages of a book one at a time. The documents can be up to letter or A4 size.

You cannot send multiple pages for color faxes.

Note

Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

1. Make sure you are in Fax mode .

2. Load your document on the scanner glass.

3. Dial the fax number.

4. Press **Black Start** or **Color Start**.
   - If you press **Black Start**, the machine starts scanning the first page. Go to step 5.
   - If you press **Color Start**, the machine starts sending the document.

5. Do one of the following:
   - To send a single page, press **2** to choose No. (or press **Black Start** again).
     The machine starts sending the document.
   - To send more than one page, press **1** to choose Yes and go to step 6.

6. Put the next page on the scanner glass. Press **OK**.
   The machine starts scanning the page. (Repeat step 5 and step 6 for each additional page.)

Note

If the memory is full and you are faxing a single page, it will be sent in real time.

Faxing A4 size documents from the scanner glass

When documents are A4 size, you need to set Scan Size to A4. If you do not, the bottom portion of the faxes will be missing.

1. Make sure you are in Fax mode 🖼.

2. Press **Menu**, **2**, **2**, **0**.

3. Press ▲ or ▼ to choose A4.
   Press **OK**.

Color fax transmission

Your machine 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 machine will send it in real time (even if Real Time TX is set to Off).

Canceling a fax in progress

If you want to cancel a fax while the machine is scanning, dialing or sending, press **Stop/Exit**.

Broadcasting (Black & White only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialed numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

1. Make sure you are in Fax mode 🖼.

2. Load your document.

3. Enter a number. Press **OK**.
   You can use either a One-Touch, Speed-Dial, a Group or a manually entered number using the dial pad.

4. Repeat ❸ until you have entered all the fax numbers you wish to broadcast to.

5. Press **Black Start**.

Note

- If you did not use up any of the numbers for Groups, or access codes, or credit card numbers, you can 'broadcast' faxes to as many as 140 (FAX-2480C) or 154 (FAX-2580C) 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.

- 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. If more than one page has been scanned, press **Black Start** to send the portion that is in the memory.

Canceling a Broadcast in progress

1️⃣ Press **Menu**, **2**, **6**.
The LCD will show the fax number being dialed.

2️⃣ Press **OK**.
The LCD will show the job number:

XXXXXXXX

1.Clear 2.Exit

3️⃣ Press **1** to clear.
The LCD will then show the Broadcast job number and 1.Clear 2.Exit.

4️⃣ To cancel the Broadcast, press **1**.

5️⃣ Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, overseas mode and real time transmission.

1️⃣ Make sure you are in Fax mode 📠.

2️⃣ Load your document.

3️⃣ Choose a setting you want to change. Press **OK**.

4️⃣ Choose one of the options below:

Other Settings

1.Yes 2.No

■ Press **1** to change another setting.
■ Press **2** when you have finished choosing your settings.

5️⃣ Send the fax as normal.

Contrast

If your document is very light or very dark, you may want to change the contrast.

Use Light when sending a light document.

Use Dark when sending a dark document.

1. Make sure you are in Fax mode [icon].

2. Load your document.

3. Press **Menu**, **2**, **2**, **1**.

4. Press ▲ or ▼ to choose Auto, Light or Dark.
   Press **OK**.

Note

Even if you choose Light or Dark, the machine will send the fax using the Auto setting in any of the following conditions:

- When you send a color fax.

- When you choose Photo as the Fax Resolution.

Changing Fax Resolution

The quality of a fax can be improved by changing the fax resolution. Resolution can be changed for the next fax *or* for all faxes.

To change the fax resolution for the *next* fax

1. Make sure you are in Fax mode [icon].

2. Load your document.

3. Press **Fax Resolution** then ▲ or ▼ to choose the resolution.
   Press **OK**.

To change the default fax resolution

1. Make sure you are in Fax mode [icon].

2. Press **Menu**, **2**, **2**, **2**.

3. Press ▲ or ▼ to choose the resolution you want.
   Press **OK**.

Note

You can choose four different resolution settings for black & white faxes and two for color.

Black & White

Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of gray or is a photograph. This has the slowest transmission.

Color

Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose S.Fine or Photo and then use the **Color Start** key to send a fax, the machine will send the fax using the Fine setting.

Dual access (Black & White only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number and available memory.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Note

If the Out of Memory message appears while scanning documents, press **Stop/Exit** to cancel or **Black Start** to send the scanned pages.

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 phone line is free, the machine will start dialing and sending.

If the memory is full or you are sending a color fax, the machine will send the document in real time (even if Real Time TX is set to Off).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax Only for the next fax only.

Note

In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Sending in real time for all faxes

1. Make sure you are in Fax mode [icon].

2. Press **Menu**, **2**, **2**, **5**.

   5.Real Time TX

   Realtime TX:On

3. Press ▲ or ▼ to choose On or Off. Press **OK**.

Sending in real time for the next fax only

1. Make sure you are in Fax mode [icon].

2. Press **Menu**, **2**, **2**, **5**.

3. Press ▲ or ▼ to choose Next Fax Only. Press **OK**.

4. Press ▲ or ▼ to choose On (or Off).

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. Make sure you are in Fax mode $\circledcirc$.

2. Load your document.

3. Press **Menu**, **2**, **2**, **7**.

4. Press ▲ or ▼ to choose On (or Off). Press **OK**.

Delayed Faxing (Black & White 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. Make sure you are in Fax mode $\circledcirc$.

2. Load your document.

3. Press **Menu**, **2**, **2**, **3**.

4. Do one of the following:
   - Press **OK** to accept the displayed time.
   - Enter the time you want the fax to be sent (in 24-hour format). (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.

Delayed Batch Transmission (Black & White 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.

1. Make sure you are in Fax mode $\circledcirc$.

2. Press **Menu**, **2**, **2**, **4**.

3. Press ▲ or ▼ to choose On (or Off). Press **OK**.

4. Press **Stop/Exit**.

Checking and canceling waiting jobs

You can check which jobs are still waiting in the memory to be sent and cancel a job. (If there are no jobs, the LCD shows No Jobs Waiting.)

1. Press **Menu**, **2**, **6**. Any waiting jobs appear on the LCD.

2. Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press **OK**.

3. Do one of the following:
   - Press ▲ or ▼ to scroll through the waiting jobs, press **OK** to choose a job, and then press **1** to cancel it.
   - Press **2** to exit without canceling.

4. When you have finished, press **Stop/Exit**.

Sending a fax manually

Manual transmission lets you hear the dialing, ringing and fax-receiving tones while sending a fax.

1. Make sure you are in Fax mode 📠.

2. Load your document.

3. (FAX-2480C)
   Pick up the handset of the machine or press **Hook/Hold** and listen for a dial tone.
   (FAX-2580C)
   Press **Speaker Phone** on the machine or press (📞) on the cordless handset.

4. Dial the fax number you want to call.

5. When you hear the fax tone, press **Black Start** or **Color Start**.
   - If you are using the scanner glass, press **1** to send the fax.

   ```
   1.Send 2.Receive
   ```

6. If you picked up the handset or cordless handset, replace it.

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.

1. Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.

2. Make sure you are in Fax mode 📠.

3. Load your document.

4. Press **Black Start** or **Color Start**.
   - If you load the document on the scanner glass, press **1** to send the fax.

   ```
   1.Send 2.Receive
   ```

5. If you picked up the handset or cordless handset, replace it.

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 **Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation

✍ Note

If you get an Out of Memory message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real time transmission* on page 32.)

6 Receiving a Fax

Receive modes

You must choose a receive mode depending on the external devices and telephone subscriber services you have on your line.

Choosing the Receive Mode

The diagram below will help you choose the correct mode.

For more detailed information on the receive modes see page 37.

FAX-2480C

FAX-2580C

Are you using the built-in Message Center? — Yes → See Message Center.

No ↓

Do you use a Distinctive Ring subscriber service? — Yes → See Distinctive Ring.

No ↓

Are you connecting an external telephone or external TAD (telephone answering device) to the machine?

Yes ↓ | No ↓

Are you using the voice message function of your external TAD (telephone answering device)? — No → Do you want the machine to answer fax and telephone calls automatically? — No → **Manual**

Yes ↓

Do you want to use the machine for fax only? — Yes → **Fax Only**

No → **Fax/Tel**

Manual* (Yes)

* We recommend you set **Easy Receive** to **On.**

To set a receive mode, follow the instructions below.

1. Press **Menu**, **0**, **1**.

2. Press ▲ or ▼ to choose Fax Only, Fax/Tel, External TAD (FAX-2480C only) or Manual. Press **OK**.

3. Press **Stop/Exit**.

The LCD will display the current receive mode.

    12/10 11:53 Fax
                       |
                       1
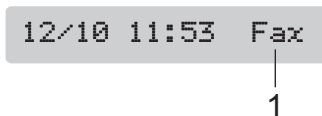
1 Current receive mode
Fax: Fax Only

Using receive modes

Some receive modes answer automatically (Fax Only and Fax/Tel). You may want to change the ring delay before using these modes. See *Ring Delay* on page 38.

Fax only

Fax only mode will automatically answer every call. If the call is a fax your machine will receive it.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

■ Faxes will be automatically received.

■ Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast double ring made by your machine.

Also see *F/T Ring Time (Fax/Tel mode only)* on page 38 and *Ring Delay* on page 38.

Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring feature.

To receive a fax in manual mode press **Black Start** or **Color Start** when you hear fax tones (short repeating beeps). You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

Also see *Easy Receive* on page 39.

Message Center (MC:Msg Ctr) (FAX-2580C only)

Message Center (MC:Msg Ctr) helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

■ Faxes will be automatically received.

■ Voice callers can record a message.

To set up the Message Center mode, see page 56.

	If Message Center Mode is On, it will override your receive mode setting. The screen shows MC:Msg Ctr.
	If Message Center Mode is Off, the receive mode returns to your original setting. (See *Message Center Mode* on page 56.)

External TAD (FAX-2480C only)

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be handled in one of the following ways:

■ Faxes will be automatically received.

■ Voice callers can record a message on the external TAD.

For more information see *Connecting an external TAD (telephone answering device)* on page 45.

6

Receive mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension phones on the same line as the machine or subscribe to the telephone company's Distinctive Ring service, keep the ring delay setting of 4.

(See *Using external and extension telephones* on page 49 and *Easy Receive* on page 39.)

If toll saver is On, then the ring delay setting has no effect. See *Setting toll saver* on page 59. (FAX-2580C only)

1. Press **Menu**, **2**, **1**, **1**.

2. (FAX-2580C only)
Press ▲ or ▼ to choose Ring Delay.
Press **OK**.

3. Press ▲ or ▼ to choose how many times the line rings before the machine answers (00-04).
Press **OK**.
If you choose 00, the line will not ring at all.

4. Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

If you set the Receive Mode to Fax/Tel, you need to decide how long the machine will signal you with its special pseudo/double-ring when you have a voice call. If it's a fax call, the machine receives the fax.

This pseudo/double-ring happens after the initial ringing from the phone company. Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone.

1. Press **Menu**, **2**, **1**, **2**.

2. Press ▲ or ▼ to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
Press **OK**.

3. Press **Stop/Exit**.

Note

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Easy Receive

If Easy Receive is `On`:

The machine receives fax calls automatically, even if you lift the machine's handset, press **Speaker Phone**, or lift the handset of an extension or external phone. When you see Receiving on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another telephone wall jack, just replace the handset or press **Speaker Phone** and your machine will do the rest.

If Easy Receive is `Semi`:

The machine will only receive a fax call if you answered it using the machine's handset, **Speaker Phone** or Brother cordless handset.

If Easy Receive is `Off`:

You have to lift the handset of an external phone, and then press **Black Start** or **Color Start** on the machine.

If you are not at your machine, press ✱ **5 1** on the extension phone. (See *Using external and extension telephones* on page 49.)

Note

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external phone handset, press the fax receive code ✱ **5 1**.

- If you send faxes from a computer on the same phone line and the machine intercepts them, set Easy Receive to Off.

1️⃣ Press **Menu**, **2**, **1**, **3**.

2️⃣ Press ▲ or ▼ to choose On, Semi (or Off).
Press **OK**.

3️⃣ Press **Stop/Exit**.

Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal size paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (**Menu**, **1**, **3**).

1️⃣ Make sure you are in Fax mode 📧.

2️⃣ Press **Menu**, **2**, **1**, **5**.

> 5.Auto Reduction

3️⃣ Use ▲ or ▼ to choose On or Off.
Press **OK**.

4️⃣ Press **Stop/Exit**.

Receiving a fax at the end of a conversation

At the end of a conversation you can ask the other party to send you a fax before you both hang up.

1️⃣ Ask the other party to place the document in their machine and to press Start or Send key.

2️⃣ When you hear the CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.

3️⃣ Press **2** to receive a fax.

    1.Send 2.Receive

4️⃣ If you picked up the handset, replace it.

Printing a fax from the memory

If you have chosen paging or fax storage, you can still print a fax from the memory when you are at your machine. (See *Turning off Remote Fax Options* on page 62.)

1️⃣ Press **Menu**, **2**, **5**, **3**.

2️⃣ Press **Black Start**.

7

Telephone Services and External devices

Voice operations

Voice calls can be made either with the handset, the cordless handset (FAX-2580C), the speaker phone (FAX-2580C), an extension or external telephone, and by dialing manually, or by using One-Touch or Quick-Dial numbers.

Note

If you have FAX-2580C, see the Digital Cordless Handset User's Guide.

Making a telephone call

a To start a voice call, choose one of the options below:
   ■ (FAX-2480C) Pick up the handset.
   ■ (FAX-2580C) Press **Speaker Phone** on the machine or press on the cordless handset.

b When you hear the dial tone, enter a number using the dial pad, One Touch, Speed-Dial or Search.

c (Speaker phone for FAX-2580C only) Speak clearly toward the microphone .

d To hang up, choose one of options below:
   ■ For FAX-2480C, replace the handset.
   ■ For FAX-2580C, press **Speaker Phone** on the machine or on the cordless handset.

Answering calls with the Speaker Phone (FAX-2580C only)

When the machine rings, instead of lifting the handset, press **Speaker Phone** on the machine.

Speak clearly toward the microphone . To end the call, press **Speaker Phone**.

Hold

If you want to put a call on hold, press **Hook/Hold** (Hold/Intercom). To release the call from hold, press **Speaker Phone** or pick up the machine's handset.

Picking up an extension handset will not release the call from hold.

Tone or Pulse (Canada only)

If you have a Pulse dialing service, but need to send Tone signals (for example, for telephone banking), follow the instructions below:

a Lift the handset of the machine or press **Hook/Hold**.

b Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

When you hang up, the machine will return to the Pulse dialing service.

Fax/Tel mode when the power key is on

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call.

If you are at the machine, you chan lift the handset (FAX-2480C) or press **Speaker Phone** or lift the cordless handset (FAX-2580C) to answer.

If you are at an extension phone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the pseudo/double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ **5 1**.

Fax/Tel mode when the power key is off

You can change the default setting of the **On/Off** key to Fax Receive:On so that you can receive faxes when the power key is off. (See *On/Off setting* on page 18.) Fax/Tel mode will work in the following ways.

When the machine is in Fax/Tel mode and F/T rings to tell you to pick up a voice call, you can only answer by picking up the machine's handset or cordless handset.

If you answer before the machine F/T rings, you can also pick up the call at an external or extension phone.

Telephone services

Your machine supports the Caller ID and Distinctive Ring subscriber telephone services that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, answering services, alarm systems or other custom features on one phone line may affect the way your machine works. If you have Voice Mail on your phone line, please read the following carefully.

Distinctive Ring

Brother uses the term 'Distinctive Ring' but different telephone companies have other names for this service such as SmartRing, RingMaster, Teen-Ring, Indent-a-Call or Indent-a-Ring.

What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same phone line. **If you need more than one phone number, it is cheaper than paying for an extra line**. Each phone number has its own distinctive ring pattern, so you will know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Note

Please call your telephone company for availability and rates.

What does Brother's 'Distinctive Ring' do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new phone number on your line can just receive faxes.

📝 **Note**

> You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

Do you have Voice Mail?

If you have Voice Mail on the phone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls*. **However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems**. If each one has a separate phone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions on next page to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.

📝 **Note**

> You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	long-long	⌐⌐__
2	short-long-short	⌐⌐__
3	short-short-long	⌐⌐__
4	very long (normal pattern)	⌐__

📝 **Note**

> If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown**.

■ The machine will only answer calls to its registered number.

■ The first two rings are silent on the machine. This is because the fax must 'listen' to the ring pattern (to compare it to the pattern that was 'registered'). (Other telephones on the same line will ring.)

■ If you program the machine properly, it will recognize the registered ring pattern of the 'fax number' within 2 ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.

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Registering the Distinctive Ring pattern

Very Important!

After you have set the Distinctive Ring feature to on, the receive mode is set to Manual automatically. You cannot change the receive mode to another mode while the Distinctive Ring is set to on.

a Press **Menu**, **2**, **0**, **3**.

    0.Miscellaneous

    3.Distinctive

b Press ▲ or ▼ to choose Set.
Press **OK**.

c Press ▲ or ▼ to choose the stored ring pattern you want to use.
Press **OK**.
(You hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)

d Press **Stop/Exit**.
Distinctive Ring is now set to on.

Turning off Distinctive Ring

a Press **Menu**, **2**, **0**, **3**.

b Press ▲ or ▼ to choose Off.
Press **OK**.

c Press **Stop/Exit**.

Note

If you turn off Distinctive Ring, the machine will stay in Manual receive mode. You will need to set the Receive Mode again. (See *Choosing the Receive Mode* on page 35.)

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you pick up the external phone's handset, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

■ You can see the first 16 characters of the number (or name).

■ The Out of Area message means the call originated outside your Caller ID service area.

■ The Private Call message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *Printing Caller ID List* on page 45.)

Note

Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Viewing Caller ID List

Your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call.

a Press **Menu**, **2**, **0**, **4**.

b Press ▲ or ▼ to choose Display#.
Press **OK**.
The Caller ID of the last call will appear on the display. If no ID is stored, the beeper will sound and No Caller ID will appear on the display.

c Press ▲ or ▼ to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press **OK**.
The LCD shows the caller's number and the date and time of the call.

d Do one of the following:
■ To return to the Caller ID listing, press ▲ or ▼.
■ To finish viewing, press **Stop/Exit**.

Printing Caller ID List

a Press **Menu**, **2**, **0**, **4**.

b Press ▲ or ▼ to choose
Print Report.
Press **OK**.
If no ID is stored, the beeper will sound and No Caller ID will appear on the LCD.

c Press **Black Start** or **Color Start**.

d After printing has finished, press **Stop/Exit**.

Connecting an external TAD (telephone answering device)

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

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

Note

• If you do not receive all your faxes, reduce the Ring Delay setting on your external TAD.

• If You Subscribe to your Telephone company's Distinctive Ring Service:

You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company's Distinctive Ring Service. You cannot use the Toll Saver setting.

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- If You Do Not Subscribe to Distinctive Ring Service:

  You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the phone line. (See the illustration below.)
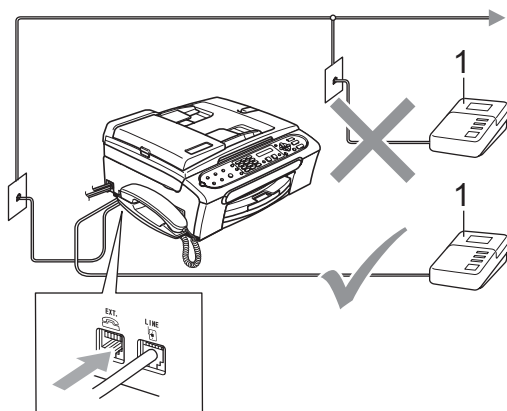
1 TAD
When the TAD answers a call, the LCD shows Ext.Tel in Use.

Connections

The external TAD must be plugged into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

a Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.

b Plug the telephone line cord from the external TAD into the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)

c Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)

d Record the outgoing message on your external TAD.

e Set the TAD to answer calls.

f Do one of the following:
- (FAX-2480C) Set the Receive Mode to External TAD. (See *Choosing the Receive Mode* on page 35.)
- (FAX-2580C) Set the Receive Mode to Manual.

Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

a Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)

b Limit your speaking to 20 seconds.

c End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: 'After the beep, leave a message or send a fax by pressing ✱ **5 1** and Start.'

Note

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it.

Special line considerations

Roll over phone lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or 'rolled over' to the next available phone line in a preset order.

Your machine can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

Two-line phone system

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your machine. (See *Easy Receive* on page 39.)

Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require help from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triple adapter.

Triplex Adapter
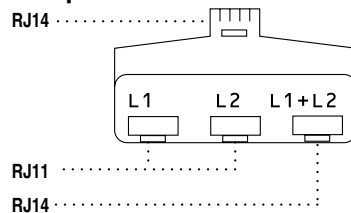
Installing machine, external two-line TAD and two-line telephone

When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

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a Put the two-line TAD and the two-line telephone next to your machine.

b Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.

c Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

d Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the machine.
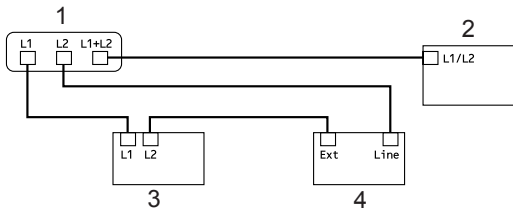
1   **Triplex Adapter**
2   **Two Line Phone**
3   **External Two Line TAD**
4   **Machine**

You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

External and extension phones

Connecting an external or extension telephone

You can connect a separate telephone directly to your machine as shown in the diagram below.
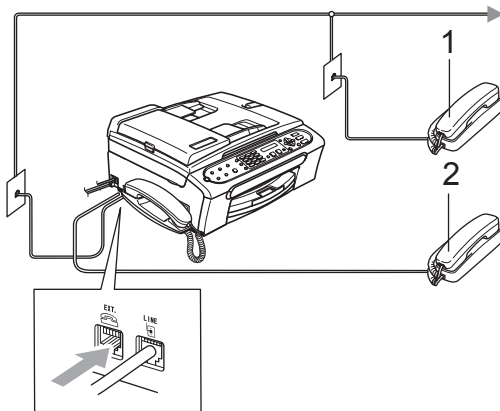
1   **Extension telephone**
2   **External telephone**

Connect the telephone line cord to the jack labeled EXT.

When you are using an external phone, the LCD shows Ext. Tel in Use.

Using external and extension telephones

If you answer a fax call on an extension or an external telephone connected to the EXT. jack of the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✳ **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 38.)

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ✳ **5 1** and wait for the chirp or until the LCD shows Receiving, and then hang up.

Note

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 39.)

Using a non-Brother cordless external telephone (FAX-2480C only)

If your non-Brother cordless telephone is connected to the EXT. jack of the machine and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Hook/Hold** to send the call to the cordless handset.

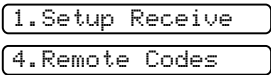## Using remote codes

Fax receive code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialing the fax receive code ✳ **5 1**. Wait for the chirping sounds then replace the handset. See *Easy Receive* on page 39. Your caller will have to press **Start** to send the fax.

Telephone answer code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension phone you can turn the F/T ring off by pressing **# 5 1** (make sure you press this *between* the rings).

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Changing the remote codes

The preset Fax Receive Code is ✳ **5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

a Press **Menu**, **2**, **1**, **4**.

```
1.Setup Receive
```
```
4.Remote Codes
```

b Press ▲ or ▼ to choose On (or Off). Press **OK**.

c Enter the new Fax Receive Code. Press **OK**.

d Enter the new Telephone Answer Code. Press **OK**.

e Press **Stop/Exit**.

Note

• If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code (such as **###** and **999**).

• Remote Codes might not work with some telephone systems.
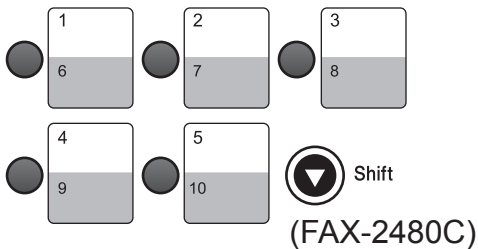
8 Dialing and storing numbers

How to Dial

Manual dialing

Press all of the digits of the fax number.

One-Touch dialing

Press the One-Touch key that stores the number you want to call.

(FAX-2480C)
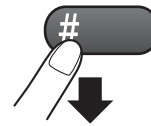
To dial One-Touch numbers shown in a gray square, hold down **Shift** as you press the One-Touch key.

Speed-Dialing

a Press **Search/Speed Dial**, the **#** (pound) key and then the two digit Speed-Dial number.

Search / Speed Dial

Two-digit number

Note

If the LCD shows Not Registered when you enter a Speed-Dial or a One-touch number, a number has not been stored at this location.

Search

You can search for names you have stored in the One-touch and Speed-Dial memories.

Press **Search/Speed Dial** and the navigation keys to search, or use the dial pad to search alphabetically.

Search / Speed Dial

Search / Speed Dial

1

2

Color
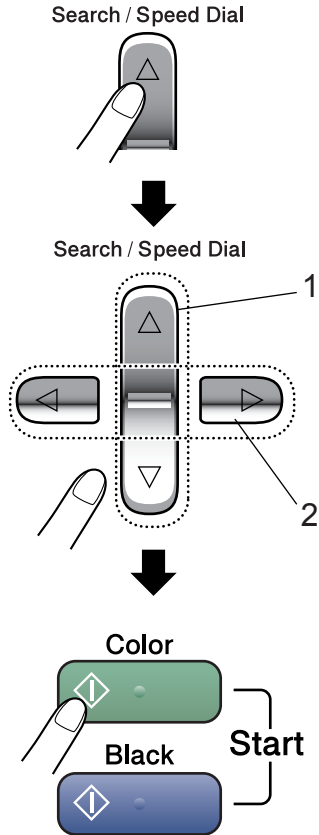
Black **Start**

1 To search numerically.

2 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 machine will automatically redial one time after five minutes.

Note

In Real Time Transmission the automatic redial feature does not work when using the scanner glass.

Storing numbers

You can set up your machine to do the following types of easy dialing: One-Touch, Speed-Dial and Groups for broadcasting faxes. When you dial a Quick-Dial number, the LCD shows the name, if you stored it, or the number.

Note

If you lose electrical power, the Quick-Dial numbers that are in the memory will not be lost.

Storing a pause

Press **Redial/Pause** to put a 3.5-second pause between numbers. If you are dialing overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing One-Touch dial numbers

Your machine has One-Touch keys where you can store fax or phone numbers for automatic dialing. Two numbers can be stored on each One-Touch key. To access numbers shown in a gray square, hold down **Shift** as you press the One-Touch key.

(FAX-2480C)
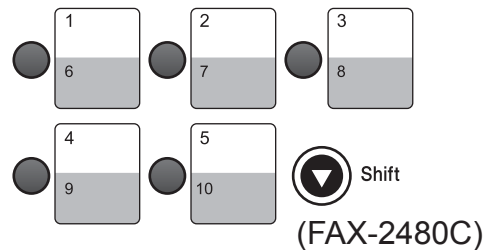
1. Press **Menu**, **2**, **3**, **1**.

2. Press the One-Touch key where you want to store a number.

3. Enter the number (up to 20 digits). Press **OK**.

4. Choose one of the options below:
   - Enter the name using the dial pad (up to 16 characters). Use the chart on *Entering Text* on page 121 to help you enter letters. Press **OK**.
   - Press **OK** to store the number without a name.

5. Choose one of the options below:
   - To store another One-Touch number, go to step 2.
   - To finish storing One-Touch numbers press **Stop/Exit**.

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Storing Speed-Dial numbers

You can store up to 80 (FAX-2480C) or 100 (FAX-2580C) 2-digit Speed-Dial locations with a name. When you dial you will only have to press a few keys (For example: **Search/Speed Dial**, the two-digit number, and **Black Start** or **Color Start**).

a Press **Menu**, **2**, **3**, **2**.

b Use the dial pad to enter a 2-digit Speed-Dial location number.
Press **OK**.

c Enter the fax or telephone number (up to 20 digits).
Press **OK**.

d Do one of the following:
   ■ Enter the name (up to 16 characters) using the dial pad.
   Press **OK**. (To help you enter letters, see *Entering Text* on page 121.)
   ■ To store the number without a name press **OK**.

e Do one of the following:
   ■ To store another Speed-Dial number, go to step b.
   ■ To finish the setting, press **Stop/Exit**.

Changing One-Touch and Speed-Dial numbers

If you try to store a One-Touch or Speed-Dial number where a number has already been stored, the LCD will show the name or number that has been stored there, and will ask you to do one of the following:

■ Press **1** to change the stored number.

```
#05:Mike
```

```
1.Change 2.Exit
```

■ Press **2** to exit without making a change.

If you chose **1**, you will be able to change the stored number and name, or enter a new one. Follow the instructions below:

a Enter a new number. Press **OK**.

b Enter a new name. Press **OK**.
   ■ To change a character, use ◀ or ▶ to position the cursor under the character you want to change, then press **Clear/Back**. Re-enter the character.

c Press **Stop/Exit**.

Setting up groups for broadcasting

If you regularly want to send the same fax message to many fax numbers you can set up a Group. Groups are stored on a One-Touch key or Speed-Dial number. Each group uses up a One-Touch or Speed-Dial location. You can then send the fax message to all the numbers stored in a group just by entering a One-Touch or Speed-Dial number, and then pressing **Black Start**.

Before you can add numbers to a Group, you need to store them as One-Touch or Speed-Dial numbers. You can have up to six small Groups, or you can assign up to 79 numbers to one large Group.

a Press **Menu**, **2**, **3**, **3**.

    3.Set Quick-Dial

    3.Setup Groups

b Choose an empty location where you want to store the Group in one of the following ways:
   ■ Press a One-Touch key.
   ■ Press **Search/Speed Dial** and enter a two-digit location. Press **OK**.

c Use the dial pad to enter a Group number (1 to 6).
   Press **OK**.

    Setup Group:G01

d To add One-Touch or Speed-Dial numbers follow the instructions below:
   ■ For One-Touch numbers, press the One-Touch keys one after the other.
   ■ For Speed-Dial numbers, press Search/Speed Dial then the Speed-Dial number.
   The LCD will display your chosen One-Touch numbers with a ✱, or Speed-Dial numbers with a **#** (for example ✱06, #09).

    G01:✱06#09

e Press **OK** when you have finished adding numbers.

f Use the dial pad to enter a name for the Group.
   Press **OK**.

g Press **Stop/Exit**.

Note

You can easily print a list of all your One-Touch and Speed-Dial numbers. Numbers that are part of a group will be marked in the GROUP column. (See *How to print a report* on page 68.)

Dialing access codes and credit card numbers

You can combine more than one Quick-Dial number when you dial. This feature may be useful if you need to dial an access code for a cheaper rate long distance carrier.

For example, you might have stored '555' on One-Touch key **1** and '7000' on One-Touch key **2**. You can use them both to dial '555-7000' if you press One-Touch key **1** and One-Touch key **2** and **Color Start** or **Black Start**.

Numbers can be added manually by entering them on the dial pad:

One-Touch key **1**, **7**, **0**, **0**, **1** (on the dial pad), and **Color Start** or **Black Start**.

This would dial '555–7001'. You can also add a pause by pressing the **Redial/Pause** key.

8

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Message Center mode (FAX-2580C only)

Message Center Mode

The Message Center feature will store up to 99 incoming voice or fax messages. Messages are stored in the order in which they are received.

Voice messages can be up to 3 minutes in length, and can also be picked up remotely (See *Setting a Remote Access Code* on page 63.) The number of messages you can store will depend on how much memory is being used by other features (for example, delayed and stored faxes).

In the event of a power failure your machine will retain messages that are in the memory for approximately 24 hours.

Setting up the Message Center

Recording the Message Center outgoing message (Msg Ctr OGM) is the first step you need to follow before you can use the Message Center.

To enter Message Center mode, follow the steps below:

1 Record your Message Center OGM.

2 Press and hold (📳) until it lights to activate the Message Center.

Outgoing message (OGM)

Recording your OGM

You can record the following two different types of OGM:

Msg Ctr   This message will be played when a call is received. The caller will be able to leave a voice or fax message.

F/T   This message is played when a call is received and your machine is set to Fax/Tel mode. The caller will *not* be able to leave a message. See page 57.

Your OGM must be less than 20 seconds long.

1 Press **Menu**, **2**, **7**, **1**.
The LCD prompts you to choose an OGM.

2 Press ▲ or ▼ to choose Msg Ctr OGM.

3 Press ▲ or ▼ to choose Record OGM.
Press **OK**.

4 Record your message, do following:

■ Speak clearly toward the integrated microphone 🎤 to record your message. Press **Stop/Exit** when finished.

The Message Center will play your OGM back to you.

5 Press **Stop/Exit**.

Listening to your OGM

1. Press **Menu**, **2**, **7**, **1**.

2. Press ▲ or ▼ to choose Msg Ctr OGM.

3. Press ▲ or ▼ to choose Play OGM.
   Press **OK**.

4. Press **Stop/Exit**.

Erasing your OGM

1. Press **Menu**, **2**, **7**, **1**.

2. Press ▲ or ▼ to choose Msg Ctr OGM
   or F/T OGM, then press **OK**.

3. Press ▲ or ▼ to choose Erase OGM.
   Press **OK**.

4. Do one of the following:

   ■ Press **1** to erase the OGM.

   ■ Press **2** to exit without erasing.

5. Press **Stop/Exit**.

Fax/Tel OGM

If your machine is set to Fax/Tel receive mode, this message will be played by your Brother machine to a caller. Unlike the Msg Ctr OGM, the caller *will not* be able to leave a message.

To record your Fax/Tel OGM follow the instructions page 56. If you need to review the steps for setting up the Fax/Tel receive mode, *Receiving a Fax* on page 35.

Activating Message Center memory

When the ⬛ light glows, Message Center

mode is active. Press and hold ⬛ until it lights to enter MC:Msg Ctr mode.

> MC:Msg Ctr

Managing your messages

Message Indicator

The ⬛ light flashes if you have any new messages waiting for you.The LCD displays the total number of voice and fax messages stored in the Message Center memory.

> Voice:03 Fax:00

*Fax messages are only stored when Fax Storage is turned on. To turn fax storage on press **Menu 2, 5, 1**.*

Playing voice messages

All messages are played in the order they were recorded. The LCD shows the number of the current message, the total number of messages, and the time and date the message was recorded.Follow the steps below to listen to your voice messages:

1. Press **Play**.
   The following commands are available when playing messages:

✱ ◄◄ (RWD)	Repeats a message
# ►►I (FWD)	Skips to the next message
◄) or ◄))	Adjusts the volume

2. Press **Stop/Exit**.

9

Printing fax messages

Once you print a new fax message stored in memory it will automatically be erased from the memory.

a Press **Play**. After two seconds, the fax machine begins to play voice messages.

b If Fax Storage is on, and there are fax messages in memory, the LCD displays the following:

Print Fax?

1.Yes 2.No

c Do one of the following:

■ Press **1** to print your faxes.

■ Press **2** to exit without printing.

Erasing incoming messages

To erase voice messages individually

a Press **Play**.
The machine will sound a two second beep and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.

b To erase a specific message, press **Erase** immediately after the two short beeps, or while the message is playing.

c Do one of the following:

Erase this Msg.?

1.Yes 2.No

■ Press **1** to erase the message.

■ Press **2** to exit without erasing.

d Press **Stop/Exit**.

To erase all of your messages

a Press **Erase**.

b Press ▲ or ▼ to choose one of the options below. Then press **OK**.

Voice:	All voice message
Fax:	All fax messages
Erase All Msg.?	All voice and fax message

c Do one of the following:

■ Press **1** to erase all of your messages.

■ Press **2** to cancel.

d Press **Stop/Exit**.

Additional Message Center operations

Setting maximum time for incoming messages

Your machine's default setting will save incoming messages up to 30 seconds long. To change this setting follow the steps below:

1 Press **Menu**, **2**, **7**, **2**.

> 7.Setup Msg Ctr

> 2.ICM Max.Time

2 Press ▲ or ▼ to choose the maximum time setting for incoming messages (30, 60, 120 or 180 seconds). Press **OK**.

3 Press **Stop/Exit**.

Setting toll saver

When the toll saver feature is on, the machine will answer after two rings if you do have voice or fax messages, and after four rings if you *do not* have any messages.

This way, when you call your machine for remote retrieval, if it rings three times, you have no messages and can hang up to avoid a toll charge.

The toll saver feature is only available when Message Center mode is on. When toll saver is On, it overrides your ring delay setting.If you are using Distinctive Ring, do not use the Toll Saver feature.

1 Make sure you are in fax mode. If not

then press 🖾 (**Fax**).

2 Press **Menu**, **2**, **1**, **1**.

> 1.Setup Receive

> 1.Toll Saver

3 Press ▲ or ▼ to choose Toll Saver. Press **OK**.

4 Press ▲ or ▼ to choose On (or Off). Press **OK**.

5 Press **Stop/Exit**.

ICM Recording Monitor

This feature lets you turn the speaker volume for voice messages On or Off. When you turn the monitor Off, you will not hear messages as they come in.

1 Press **Menu**, **2**, **7**, **3**.

> 7.Setup Msg Ctr

> 3.ICM Rec.Monitr

2 Use ▲ or ▼ to choose Off or On. Press **OK**.

3 Press **Stop/Exit**.

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