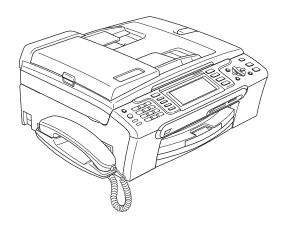


Please see "User manual 3[Short-Term Confidentiality].pdf" for FCC and IC manual statements.

USER'S GUIDE



MFC-685CW MFC-885CW

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-685CW and MFC-885CW (Circle your model number)

Serial Number: ¹

Date of Purchase:

Place of Purchase:

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

Brother numbers

IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made *from within* that country.

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

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

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.

http://solutions.brother.com



- · 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

1-901-379-1215 (fax)

1-800-284-3238 (TTY service for the hearing-impaired)

In Canada: 1-877-BROTHER

(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. (You can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)

In USA: 1-877-552-MALL (6255)

1-800-947-1445 (fax)

http://www.brothermall.com

In Canada: 1-877-BROTHER

http://www.brother.ca

Description	Item
Ink Cartridge Standard <black></black>	LC51BK (Prints approx. 500 pages)
Ink Cartridge <cyan> (blue)</cyan>	LC51C (Prints approx. 400 pages)
Ink Cartridge <magenta> (red)</magenta>	LC51M (Prints approx. 400 pages)
Ink Cartridge <yellow></yellow>	LC51Y (Prints approx. 400 pages)
Premium Glossy Photo Paper	
(Letter size / 20 sheets)	BP61GLL
(4"×6" size / 20 sheets)	BP61GLP
Matte Inkjet Paper	BP60ML (USA only)
(Letter size / 25 sheets)	
Inkjet Plain Paper	BP60PL (USA only)
(Letter size / 250 sheets)	
Telephone Line Cord	LG3077001 (USA only)
Telephone Handset	LE5803016 (USA only)
(MFC-685CW only)	
Handset Curled Cord	UL8019005 (USA only)
(MFC-685CW only)	
Cordless Handset	BCL-D10
(MFC-885CW only)	
Battery	BCL-BT10
(MFC-885CW only)	
User's Guide	LPXXXXXXX (English for USA and Canada)
	LPXXXXXXX (French for Canada)

Notice - Disclaimer of Warranties (USA and Canada)

BROTHER'S LICENSOR(S), AND THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS (COLLECTIVELY BROTHER'S LICENSOR) MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, REGARDING THE SOFTWARE. BROTHER'S LICENSOR(S) DOES NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF ITS CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE IS ASSUMED BY YOU. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES IN THE USA AND SOME PROVINCES IN CANADA. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

IN NO EVENT WILL BROTHER'S LICENSOR(S) BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF BROTHER'S LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES IN THE USA AND SOME PROVINCES IN CANADA DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IN ANY EVENT BROTHER'S LICENSOR'S LIABILITY TO YOU FOR ACTUAL DAMAGES FROM ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE), WILL BE LIMITED TO \$50.

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, thermal paper, and the cordless handset battery.
- 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 <u>and</u> 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 supply the required proof of Machine, 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 (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 WARRANTIES, OTHER 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.

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



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Section I

General

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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's 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.



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.

Accessing the Software User's Guide and Network User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features of the Fax, Printer, Scanner, PC Fax and Network. When you are ready to learn detailed information about these operations, read the **Software User's Guide** and **Network User's Guide** that are on the CD-ROM.

Viewing Documentation

Viewing Documentation (For Windows®)

To view the documentation, from the **Start** menu, point to **Brother**, **MFC-XXXX** (where XXXX is your model name) from the programs group, and then choose **User's Guides in HTML format**.

If you have not installed the software, you can find the documentation by following the instructions below:

- 1 Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.
- 2 If the model name screen appears, click your model name.

If the language screen appears, click your language. The CD-ROM main menu will appear.





If this window does not appear, use Windows[®] Explorer to run the start.exe program from the root directory of the Brother CD-ROM.

- 4 Click Documentation.
- 5 Click the documentation you want to read.
 - HTML documents: Software
 User's Guide and Network User's
 Guide in HTML format.

This format is recommended for viewing on your computer.

■ PDF documents: User's Guide for stand-alone operations, Software User's Guide and Network User's Guide in PDF format.

This format is recommended for printing the manuals. Click to go to the Brother Solutions Center, where you can view or download the PDF documents. (Internet access and PDF Reader software are required.)

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- Scanning (For Windows[®] 2000 Professional/Windows[®] XP and Windows Vista[™])
- ControlCenter3 (For Windows[®] 2000 Professional/Windows[®] XP and Windows Vista[™])
- Network Scanning

Scansoft™ PaperPort™ 11SE with OCR How-to-Guides

The complete ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 11SE with OCR application.

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™ or AOSS, please see the Network User's Guide.

Viewing Documentation (For Macintosh®)

1 Turn on your Macintosh®. Insert the Brother CD-ROM into your CD-ROM drive. The following window will appear.



- 2 Double-click the Documentation icon.
- 3 Double-click your language folder.
- Double-click the top page file to view the Software User's Guide and Network User's Guide in HTML format.
- 5 Click the documentation you want to read:
 - Software User's Guide
 - Network User's Guide

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- Scanning (For Mac OS® X 10.2.4 or greater)
- ControlCenter2 (For Mac OS® X 10.2.4 or greater)
- Network Scanning (For Mac OS® X 10.2.4 or greater)

Presto!® PageManager® User's Guide

■ The complete Presto![®] PageManager[®] User's Guide can be viewed from the Help selection in the Presto![®] PageManager[®] application.

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™ or AOSS, please see the Network User's Guide.

Accessing Brother Support (For Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), Customer Service and Brother Authorized Service Centers on *Brother numbers* on page i and on the Brother CD-ROM.

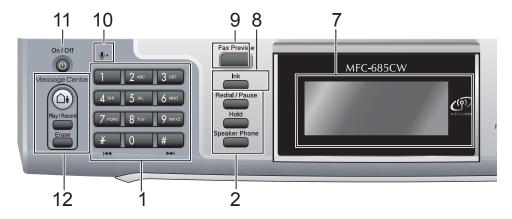
Click Brother Support on the main menu. The following screen will appear:



- To access our web site (<u>www.brother.com</u>), click **Brother Home Page**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click Support Information.
- To access the USA Brother online shopping mall (www.brothermall.com) for additional product and services information, click Brother Mall.com.
- To access Canada's Brother online shopping mall (<u>www.brother.ca</u>) for additional product and services information, click **Shop Online (Canada)**.
- For the latest news and product support information (http://solutions.brother.com), click Brother Solutions Center.
- To visit our web site for original/genuine Brother Supplies (http://www.brother.com/original/), click Supplies Information.
- To return to the main page, click **Back** or If you have finished, click **Exit**.

Control panel overview

MFC-685CW



MFC-885CW





Most of the illustrations in this User's Guide show the MFC-685CW.

1 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.

2 Fax and telephone keys

■ Redial/Pause

Redials the last 30 numbers called. It also inserts a pause when programming quick dial numbers.

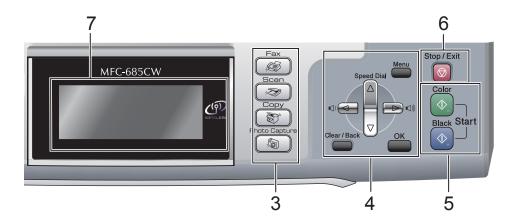
■ Hold (MFC-685CW)

Lets you place telephone calls on hold.

Hold/Intercom (MFC-885CW)
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

Turns the speaker phone on or off.





3 Mode keys:

■ **Fax**

Lets you access Fax mode.

■ Scan

Lets you access Scan mode.

■ S Copy

Lets you access Copy mode.

■ **Solution** PhotoCapture

Lets you access PhotoCapture Center® mode.

4 Menu keys:

■ Volume keys

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

■ ▲ Speed Dial

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

■ < or >

Press to scroll backward or forward to a menu selection.

Also, press to choose options.

■ A or ▼

Press to scroll through the menus and options.

■ Menu

Access the main menu.

■ OK

Choose a setting.

■ Clear/Back

Press to cancel the current setting.

Start keys:

Color Start

Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or black & white, depending on the scanning setting in the ControlCenter software).

Black Start

Lets you start sending faxes or making copies in black & white. Also lets you start a scanning operation (in color or black & white depending on the scanning setting in the ControlCenter software).

6 Stop/Exit

Stops an operation or exits from a menu.

7 LCD (liquid crystal display)

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

Also, you can adjust the angle of the LCD display by lifting it.

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

9 Fax Preview

Lets you preview incoming and outgoing faxes on the LCD.

10 Microphone

Picks up your voice when you speak to another party using Speaker Phone.

11 On/Off

You can turn the machine on or off.

12 Message Center keys:

(A) Message Center

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

■ Play/Record (MFC-685CW)

Plays voice messages stored in the memory. Will also let you record telephone calls.

■ **Play** (MFC-885CW)

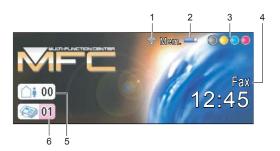
Plays voice messages stored in memory.

■ Erase

Deletes voice messages.

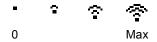
LCD display screen

The LCD shows the current machine status when the machine is idle.



Wireless Status

A four level indicator shows the current wireless signal strength if you are using a wireless connection.



Memory Status

Lets you see the available memory in the machine.

3 Ink indicator

Lets you see the available ink volume.

4 Current Receive Mode

Lets you see the current receive mode.

- Fax (Fax only)
- F/T (Fax/Tel)
- MC (Msg Ctr)
- Mnl (Manual)

5 Voice message in the machine's memory.

Shows how many received voice messages are in the memory.

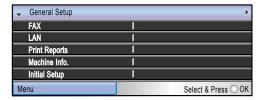
Faxes in memory

Shows how many received faxes are in the memory.

Basic Operations

The following steps show how to change a setting in the machine. In this example the Mode Timer setting is changed from 2 minutes to 30 seconds.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.



- 3 Press **OK**.
- 4 Press ▲ or ▼ to choose Mode Timer.



5 Press ◀ or ▶ to choose 30 Secs.



6 Press **OK**.

You can see the current setting on the LCD:



Press Stop/Exit.

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/m²) 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/m² 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/m²)

How to load documents



CAUTION

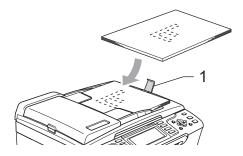
DO NOT pull on the document while it is feeding.

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.
- 1 Fan the pages well. Make sure you put the documents face down, top edge first in the ADF until the display shows

 ADF Ready.
- Adjust the paper guides to fit the width of your documents.
- 3 Unfold the ADF Document Output Support Flap (1).



A 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)

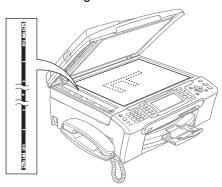
 Weight:
 Up to 4.4 lb (2 kg)

How to load documents



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.





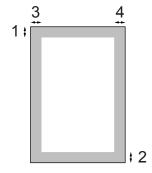
3 Close the document cover.



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)
Сору	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0.12 in. (3 mm)
Scan	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0 in. (0 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), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the proper media in the 'Basic' tab of the printer driver or in the Paper Type setting of the menu. (See Paper Type on page 23)
- 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	BP61GLL
Letter Inkjet (Matte)	BP60ML (USA only)
4 × 6 in. Glossy Photo	BP61GLP

Handling and using media

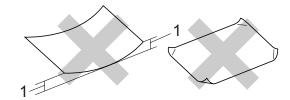
- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- The coated side of photo paper is shiny. Avoid touching the shiny (coated) side. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies 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.

0

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/m² 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	Сору	Photo Capture	Printer
Cut Sheet	Letter	8 1/2 × 11 in. (216 × 279 mm)	Yes	Yes	Yes	Yes
	A4	8.3×11.7 in. (210 $\times297$ mm)	Yes	Yes	Yes	Yes
	Legal	8 1/2 \times 14 in. (216 \times 356 mm)	Yes	Yes	_	Yes
	Executive	7 $1/4 \times 10 \ 1/2 \ in. (184 \times 267 \ mm)$	_	_	_	Yes
	JIS B5	7.2×10.1 in. (182 \times 257 mm)	_	_	_	Yes
	A5	5.8×8.3 in. (148 \times 210 mm)	_	Yes	_	Yes
	A6	4.1×5.8 in. (105 \times 148 mm)	_	_	_	Yes
Cards	Photo	4 × 6 in. (10 × 15 cm)	_	Yes	Yes	Yes
	Photo L	3 1/2 \times 5 in. (89 \times 127 mm)	_	_	_	Yes
	Photo 2L	5×7 in. (13 × 18 cm)	_	_	Yes	Yes
	Index Card	5×8 in. (127 \times 203 mm)	_	_	_	Yes
	Post Card 1	3.9×5.8 in. (100 \times 148 mm)	_	_	_	Yes
	Post Card 2 (Double)	5.8×7.9 in. (148 \times 200 mm)	_	_	_	Yes
Envelopes	C5 Envelope	6.4 × 9 in. (162 × 229 mm)	_	_	_	Yes
	DL Envelope	4.3×8.7 in. (110 \times 220 mm)	_	_	_	Yes
	COM-10	4 $1/8 \times 9 \ 1/2 \ in. \ (105 \times 241 \ mm)$	_	_	_	Yes
	Monarch	3 7/8 \times 7 1/2 in. (98 \times 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 \times 297 mm)	_	Yes	_	Yes

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
Sileet	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 ²
Cards	Photo 4"×6"	Up to 64 lb (Up to 240 g/m ²)	Up to 0.01 in. (Up to 0.28 mm)	20 ²
	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

Up to 50 sheets for Legal size paper 20 lb (80 g/m²).
Up to 100 sheets of 20 lb (80 g/m²) paper.

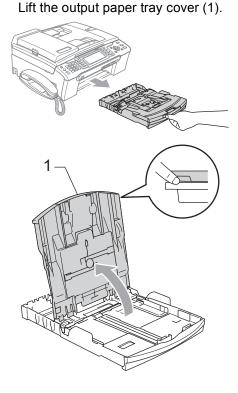
For Photo 4"x6" and Photo L 3.5"x5" paper, use the photo bypass tray (in USA) or the photo paper tray (in Canada). (See *Loading photo paper* on page 18.)

Loading paper and other media

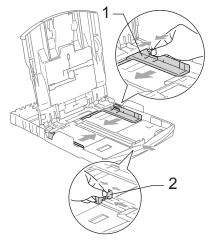


To print on Photo (4"×6") or Photo L (3.5"×5") paper, see *Loading photo paper* on page 18.

1 If the paper support flap is open, close it, and then pull the paper tray completely out of the machine.



Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



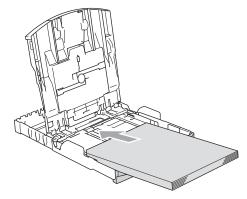
3 Fan the stack of paper well to avoid paper jams and misfeeds.



Note

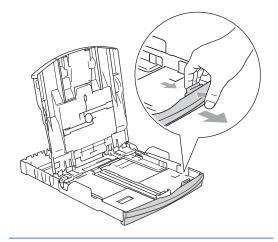
Always make sure that the paper is not curled.

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

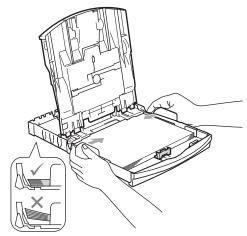




When you use Legal size paper, press and hold the universal guide release button as you slide out the front of the paper tray.

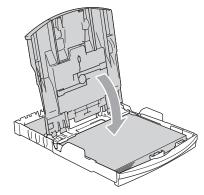


Gently adjust the paper side guides to the paper with both hands. Make sure the paper side guides touch the sides of the paper.



🖉 Note

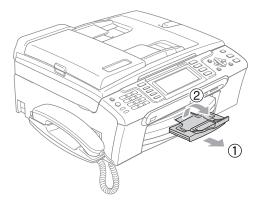
Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems. 6 Close the output paper tray cover.



7 Slowly push the paper tray completely into the machine.



8 While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).





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 $(75 \text{ to } 95 \text{ g/m}^2).$
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first.



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

- · That 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.

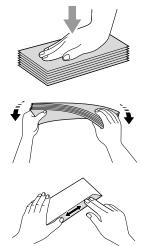
How to load envelopes and post cards



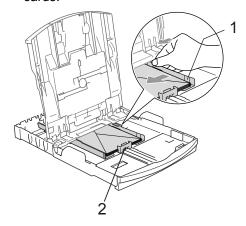
Before loading, press the corners and sides of the envelopes or post cards to make them as flat as possible.



If the envelopes or post cards are 'doublefeeding', put one envelope or post card in the paper tray at a time.

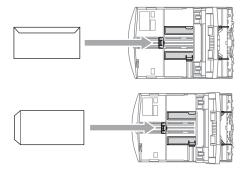


Put the envelopes or post cards into the paper tray with the address side down and the leading edge in first as shown in the illustration. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



If you have problems when printing on envelopes, try the following suggestions:

- Open the envelope flap.
- Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.
- 3 Adjust the size and margin in your application.



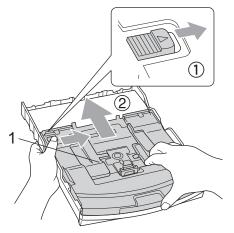
Loading photo paper



In Canada, the photo bypass tray is called the photo paper tray.

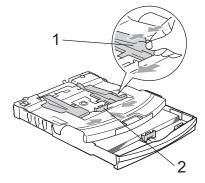
Use the photo bypass tray, which has been assembled on the top of the output paper tray cover, to print on photo 4"×6" and photo L 3.5"×5" size paper. When you use the photo bypass tray, you do not have to take out the paper that is in the tray beneath it.

Press the photo bypass tray release button with your left thumb and push the photo bypass tray backward until it clicks into the photo printing position.



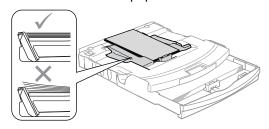
1 Photo Bypass Tray

2 Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



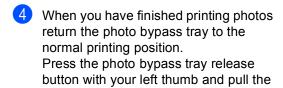
Put the photo paper into the photo bypass tray and gently adjust the paper side guides to the paper.

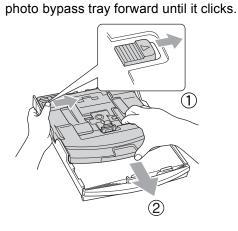
Make sure the paper side guides touch the sides of the paper.





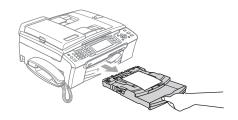
- Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.
- Always make sure that the paper is not curled.





Removing small printouts from the machine

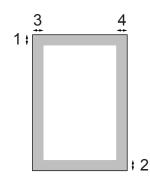
When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



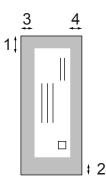
Printable area

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)



The Borderless feature is not available for envelopes.

General setup

On/Off key

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



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

Turning the machine off

1 Press and hold down the **On/Off** key until the LCD shows Shutting Down. The LCD will stay on for a few seconds before going off.

Turning the machine on

1 Press the On/Off key.

On/Off setting

You can customize the machine's **On/Off** key. The factory 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

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.)

- 1 Press Menu.
- Press ▲ or ▼ to choose General Setup. Press OK.
- 3 Press A or ▼ to choose
 On/Off Setting.
- Press ◀ or ▶ to choose
 Fax Receive:On (or
 Fax Receive:Off).
 Press OK.
- 5 Press Stop/Exit.

Chapter 3

On/Off setting	Receive mode	Available operations
Fax Rec eive:Of	_	No machine operations will be available.
(factory setting)		
Fax Rec eive:On 12	Fax Only Fax/Tel Manual 3	Fax Receive Easy Receive Delayed Fax ⁴ Fax Forward ⁴ Paging ⁴ Fax Storage ⁴ Fax Preview ⁴ PC Fax Receive ⁴ Remote Retrieval ⁴
	MC	Fax Receive Recording Incoming Message Easy Receive, Delayed Fax ⁴ Fax Forward ⁴ Paging ⁴ Fax Storage ⁴ Fax Preview ⁴ PC Fax Receive ⁴ Remote Retrieval ⁴
	Manual	Easy Receive Delayed Fax ⁴

- You cannot receive a fax with Black Start or Color Start.
- You can receive telephone calls by lifting the handset (MFC-685CW) or using the cordless handset (MFC-885CW).
- When an external TAD is connected and Easy Receive is turned on.
- ⁴ Set before you switch off the machine.

Mode Timer

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



- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press ▲ or ▼ to choose Mode Timer.
- Press ◀or ▶ to choose 0 Sec, 30 Secs,
 1 Min, 2 Mins, 5 Mins or Off.
 Press OK.
- 5 Press Stop/Exit.

Paper settings

Paper Type

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

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press ▲ or ▼ to choose Paper Type.
- 4 Press ◀ or ▶ to choose Plain Paper, Inkjet Paper, Brother Photo, Other Photo or Transparency. Press OK.
- 5 Press Stop/Exit.



The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Paper Size

You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 4×6 in. $(10 \times 15 \text{ cm})$ 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.

- 1 Press Menu.
- 2 Press A or ▼ to choose General Setup. Press OK.
- 3 Press A or ▼ to choose Paper Size.
- Press ◀ or ▶ to choose Letter, Legal,
 A4, A5 or 4 "x6".
 Press OK.
- 5 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 , press or ► 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

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press A or ▼ to choose Volume. Press OK.
- 4 Press ▲ or ▼ to choose Ring.
- Press ◀ or ▶ to choose Low, Med, High or Off. Press OK.
- 6 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.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press ▲ or ▼ to choose Volume. Press OK.
- 4 Press ▲ or ▼ to choose Beeper.
- Press ◀ or ▶ to choose Low, Med, High or Off Press OK.
- 6 Press Stop/Exit.

Speaker Volume

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

- 1 Press Menu.
- Press ▲ or ▼ to choose General Setup. Press OK.
- Press ▲ or ▼ to choose Volume.

 Press OK.
- Press ▲ or ▼ to choose Speaker.
- Press ◀ or ▶ to choose Low, Med, High or Off. Press OK.
- 6 Press Stop/Exit.

You can also adjust the speaker volume by pressing **Speaker Phone**.

- 1 Press Speaker Phone.
- 3 Press Speaker Phone.



- You can adjust the speaker volume while you are listening to your outgoing message (OGM) and incoming messages (ICM's) by pressing
 ◄ or ►
 ■.
- If you turn Incoming Recording Monitor to OFF the Speaker for screening calls will be disabled and you won't hear callers leaving messages. The volume for other operations can still be controlled using
 ◄ or ► ◄ ▷

Handset Volume (MFC-685CW only)

- 1 Press Menu.
- Press A or ▼ to choose General Setup. Press OK.
- Press A or V to choose Volume. Press OK.
- 4 Press A or ▼ to choose Handset.
- 5 Press ◀ or ▶ to choose Low or High. Press OK.
- 6 Press Stop/Exit.



- You can 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

 ¬ or

Choosing the Handset Volume (For Volume Amplify) (MFC-685CW only)

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

Volume AmplifyOff

This default setting is appropriate if *none* of the users are hearing-impaired. During a conversation, users can press ♥ ◀ or ▶ ♥ ৩ 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.

Volume Amplify On - Temporary

This setting is appropriate if *some* of the users are hearing-impaired. During a conversation, users can press \P \P or \P \P on the control panel to adjust the volume to \P on High or Amplify. When the handset is replaced, the handset volume returns to the default setting of \P Low.

Volume Amplify:On-Permanent

Choose Volume Amplify On -Permanent if all of the users are hearing-impaired. During a conversation, users can press \triangleleft or \triangleright \triangleleft on the control panel to adjust the volume to Low, High or Amplify. When the handset is replaced, the handset volume returns to the default setting of Amplify.





WARNING

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

Setting Volume Amplify (MFC-685CW only)

Please carefully read Choosing the Handset Volume (For Volume Amplify) (MFC-685CW only) on page 25.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press A or V to choose Volume.
 Press OK.
- Press ▲ or ▼ to choose
 Volume Amplify.
 Press OK.
- Do one of the following.
 - If none of the users are hearingimpaired, press or to choose off, and then press or and go to step f.
 - If some or all of the users are hearing-impaired, press or to choose on, and then press to choose the next option.
- 6 Do one of the following.
 - If all the users are hearing-impaired, press ◀ or ▶ to choose Permanent, and then press OK.
 - If only some of the users are hearingimpaired, choose Temporary, and then press OK.
- 7 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.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press A or V to choose
 Auto Daylight.
- Press ◀ or ▶ to choose On (or Off). Press OK.
- 5 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.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- Press A or ▼ to choose LCD Settings. Press OK.
- 4 Press A or V to choose LCD Contrast.
- 5 Press ◀ or ▶ to choose Light, Med or Dark.
 Press OK.
- 6 Press Stop/Exit.

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- Press A or ▼ to choose LCD Settings. Press OK.
- 4 Press ▲ or ▼ to choose Backlight.
- 5 Press ◀ or ▶ to choose Light, Med or Dark. Press OK.
- 6 Press Stop/Exit.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after the last key press.

- 1 Press Menu.
- Press ▲ or ▼ to choose
 General Setup.
 Press OK.
- 3 Press A or ▼ to choose LCD Settings. Press OK.
- 4 Press ▲ or ▼ to choose Dim Timer.
- Press ◀ or ▶ to choose 10 Secs, 20 Secs, 30 Secs Or Off.
 Press OK.
- 6 Press Stop/Exit.

Setting the Off Timer

You can set how long the LCD stays on after the last key press. This is a power saving feature. The machine can print, scan and receive faxes and voice calls when the LCD is off.

- 1 Press Menu.
- 2 Press ▲ or ▼ to choose General Setup. Press OK.
- Press A or ▼ to choose LCD Settings.
 Press OK
- 4 Press ▲ or ▼ to choose Off Timer.
- 5 Press ◀or ▶ to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or Off.
 Press OK.
- 6 Press Stop/Exit.



When the display is off you can press any key to turn it back on.

Setting the Wallpaper

You can change the wallpaper.

- 1 Press Menu.
- 2 Press ▲ or ▼ to choose General Setup. Press OK.
- 3 Press A or ▼ to choose LCD Settings. Press OK.
- Press A or ▼ to choose Wallpaper. Press OK.
- 5 Press ▲ or ▼ to choose a wallpaper. Press OK.
- 6 Press Stop/Exit.

4

Security features

Memory Security

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 prescheduled 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)
- Paging (If Paging was already On)
- Remote retrieval (If Fax Storage was already On)
- Cordless handset (MFC-885CW 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
- PC printing
- Scanning
- PhotoCapture
- PC Fax Receive
- Cordless handset (MFC-885CW only)
 - Intercom
 - · Transfer a call
 - Register cordless handset
- Operation from control panel

Note

- To print the faxes in memory, turn off Memory Security.
- You must turn off PC Fax Receive before you can turn on Memory Security. (See Turning off Advanced Fax Operations on page 76.)
- If you forget the Memory Security password, please call Brother Customer Service.

Setting and changing the memory security password



Note

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

Setting a password for the first time

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press **OK**.
- 3 Press A or ▼ to choose Miscellaneous. Press OK.
- Press ▲ or ▼ to choose Mem Security.
 Press OK
- Press A or ▼ to choose Set Password. Press OK.
- 6 Enter a 4-digit number for the password. Press **OK**.
- When the LCD shows Verify:, re-enter the password.

 Press **OK**.
- 8 Press Stop/Exit.

Changing your memory security password

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press A or V to choose Miscellaneous.
 Press OK.
- 4 Press A or ▼ to choose Mem Security. Press OK.
- 5 Press A or ▼ to choose Set Password.
 Press OK.
- 6 Enter the registered 4-digit number for the current password.
 Press **OK**.
- 7 Enter a 4-digit number for a new password. Press **OK**.
- When the LCD shows Verify:, re-enter the new password. Press **OK**.
- 9 Press Stop/Exit.

Turning the memory security on/off

Turning on the memory security lock

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Miscellaneous. Press OK.
- 4 Press ▲ or ▼ to choose Mem Security.
 Press OK.
- Fress A or ▼ to choose Set Security. Press OK.
- 6 Enter the registered 4-digit password. Press **OK**.

 The machine goes offline and the LCD shows Secure Mode.



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

Turning off the memory security

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



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

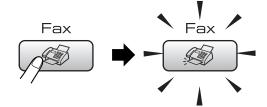
Fax

Sending a fax	32
Receiving a Fax	40
Telephone Services and External devices	45
Dialing and storing numbers	57
Message Center	65
Advanced fax operations (Black & White only)	70
Printing Reports	80
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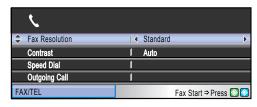
Sending a fax

Entering Fax mode

When the machine is idle, the time appears on the LCD. When you want to send a fax, or change fax send or receive settings, press the (Fax) key to illuminate it in green.



The LCD shows:



Press ▲ or ▼ to scroll through the Fax key options. Some functions are only available when sending black & white faxes.

- Fax Resolution (See page 36.)
- Contrast (See page 35.)
- Speed-Dial (See page 57.)
- Outgoing Call (See page 58.)
- Caller ID hist. (See page 58.)
- Broadcasting (See page 34.)
- Delayed Fax (See page 37.)
- Batch TX (See page 37.)
- Real Time TX (See page 36.)
- Polled TX (See page 83.)
- Polling RX (See page 82.)
- Overseas Mode (See page 37.)
- Scan Size (See page 33.)
- Set New Default (See page 38.)
- Factory Reset (See page 38.)

When the option you want is highlighted, press **OK**.

Faxing from the ADF

- 1 Press (Fax).
- 2 Put the document face down in the ADF. (See *Using the ADF* on page 10)
- 3 Enter the fax number using the dial pad, Speed Dial or Search.



You can preview a fax message before sending it by pressing **Fax Preview**. For details, see *How to preview an outgoing fax (Black & White only)* on page 74.

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



- 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.



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 Press (Fax).
- 2 Load your document face down on the scanner glass. (See *Using the scanner glass* on page 11)
- 3 Enter the fax number using the dial pad, Speed Dial or Search.



You can preview a fax message before sending it by pressing **Fax Preview**. For details, see *How to preview an outgoing fax (Black & White only)* on page 74.

- 4 Press Black Start or Color Start.
 - If you press Black Start, the machine starts scanning the first page. Go to step 6.
 - If you press Color Start, the machine starts sending the document.
- 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, press1 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 steps **⑤** and **⑥** for each additional page.)



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 Press (Fax).
- Press A or ▼ to choose Scan Size. Press OK.
- 3 Press ◀ or ▶ to choose A4. Press **OK**.



You can save the setting you use most often by setting it as default. (See page 38.)

Color fax transmission

Your machine can send a color fax to machines that support this feature.

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, 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 Press (Fax).
- 2 Load your document.
- Press A or ▼ to choose Broadcasting. Press OK.
- 4 Press ▲ or ▼ to choose Add Number.
 Press OK.
- Do one of the following:
 - Enter a number using a dial pad.
 - Press V to choose Search and OK to enter a number using Speed Dial or a Group.
- After you have entered all the fax numbers by repeating step ⑤, press ▲ or ▼ to choose Complete. Press OK.
- Press Black Start.



- If you did not use up any of the numbers for Groups, you can 'broadcast' faxes to as many as 210 (MFC-685CW) or 250 (MFC-885CW) different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access and delayed fax.

 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

- Press Menu.
- Press A or V to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose

 Remaining Jobs.

 Press OK.

 The LCD will show the fax number being dialed and the Broadcast job number.
- 4 Press OK. The LCD will ask you the following message:

Cancel Job?
Yes → Press 1
No → Press 2

- Press 1 to clear the number being dialed.The LCD will then show the Broadcast
- 6 Press **OK**.
 The LCD will ask you the following message:

Cancel Job?
Yes → Press 1
No → Press 2

- Press 1 to cancel the Broadcast.
- 8 Press Stop/Exit.

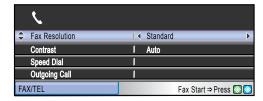
job number.

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, delayed fax timer, polling transmission and real time transmission.

1 Press (Fax). The LCD shows:



- Press ▲ or ▼ to choose a setting you want to change.
- 3 Choose the option you want for the setting.
- After each setting is accepted, you can continue to change more settings. Press ◀ or ▶ to choose the options.

Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See Setting your changes as the new default on page 38.)

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting Auto can be used. It automatically chooses the suitable contrast for your document.

Use Light when sending a light document.
Use Dark when sending a dark document.

- 1 Press (Fax).
- Press ▲ or ▼ to choose Contrast.
- 3 Press ◀ or ▶ to choose Auto, Light or Dark. Press OK.



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.





Press ◀ or ▶ to choose the resolution you want. Press OK.



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.



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 telephone 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 turn on Real Time TX.



- Press A or ▼ to choose Real Time TX.
- Press **∢** or **▶** to choose on. Press **OK**.



In real time transmission, the automatic redial feature does not work when using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off.

- 1 Press (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose
 Overseas Mode.
- 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 **5**.

- 1 Press (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Delayed Fax.
- 4 Press ◀ or ▶ to choose on.
 Press **OK**.
- 5 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**.



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 Press (Fax).
- Press ▲ or ▼ to choose Batch TX.
- Press **or >** to choose on. Press **ok**.
- 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 Press ▲ or ▼ to choose Fax. Press OK.
- Press ▲ or ▼ to choose

 Remaining Jobs.

 Press OK.

 Any waiting jobs appear on the LCD.
- Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press OK.
- 5 Do one of the following:
 - To cancel, press 1 to choose Yes.
 If you want to cancel another job go to step 4.
 - To exit without canceling, press 2 to choose No.
- 6 When you have finished, press Stop/Exit.

Setting your changes as the new default

You can save the fax settings for

Fax Resolution, Contrast, Real Time TX and Scan Size you use most often by setting them the default setting. These settings will stay until you change them again.

- 1 Press (Fax).
- Press ▲ or ▼ to choose your new setting. Press OK. Repeat this step for each setting you want to change.
- 3 After changing the last setting, press ▲ or ▼ to choose Set New Default. Press OK.
- 4 Press 1 to choose Yes.
- 5 Press Stop/Exit.

Restoring all settings to the factory settings

You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

- 1 Press (Fax).
- Press ▲ or ▼ to choose
 Factory Reset.
 Press OK.
- 3 Press 1 to choose Yes.
- 4 Press Stop/Exit.

Sending a fax manually

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

- 1 Press (Fax).
- 2 Load your document.
- To listen for a dial tone do one of the following:
 - (MFC-685CW)Press Speaker Phone or pick up the handset.
 - (MFC-885CW) Press Speaker Phone on the machine or press on the cordless handset.
- Dial the fax number.
- When you hear the fax tone, press
 Black Start or Color Start.

 If you are using the scanner glass press
 1 to send a fax.
- 6 Replace the handset.

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 Load your document.
- Press Black Start or Color Start.
 - If you are using the scanner glass, press 1 to send a fax.
- Replace the handset.

Out of Memory message

If you get an Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel the fax.

If you get an Out of Memory message while scanning a subsequent page, you will have the option to press **Black Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.



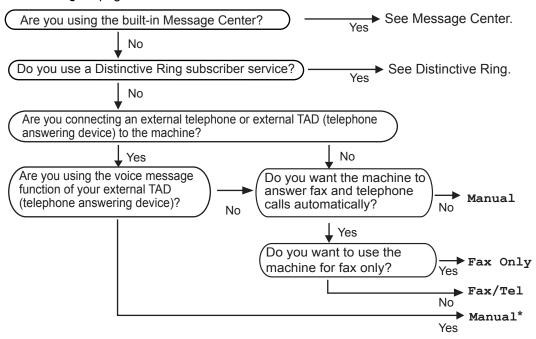
If you get an Out of Memory message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See Real time transmission on page 36.)

Receive modes

You must choose the receive mode depending on the external devices and telephone subscriber services you have on your line. The diagrams below will help you choose the correct mode. For more detailed information about the receive modes, see *Using receive modes* on page 41 and *Receive mode settings* on page 42.

Choosing the Receive Mode

If you are using the Distinctive Ring subscriber service from your telephone company, see *Distinctive Ring* on page 47.



* We recommend you set Easy Receive to On.

To set a receive mode follow the instructions below.

- 1 Press Menu.
- Press A or V to choose Initial Setup. Press OK.
- 3 Press ▲ or ▼ to choose Receive Mode.
- Press ◀ or ▶ to choose Fax Only, Fax/Tel, or Manual. Press OK.
- 5 Press Stop/Exit.

The LCD will display the current receive mode.

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 42.

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 recognising 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 42 and *Ring Delay* on page 42.

Manual

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

To receive a fax in manual mode press **Black Start** or **Color Start** lift the handset of the machine or an external telephone. 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 43.

Message Center (MC)

Message Center (\mbox{MC}) 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 65.



If Message Center Mode is On, it will override your receive mode setting. The screen shows MC.



If Message Center Mode is Off, the receive mode returns to your original setting. (See *Message Center mode* on page 65.)

Receive mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension telephones on the same line as the machine 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 55 and Easy Receive on page 43.)

If toll saver is On, then the ring delay setting has no effect. See Setting toll saver on page 68.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose Setup Receive. Press OK.
- Press A or ▼ to choose Ring Delay. Press OK.
- Press ▲ or ▼ to choose Ring Delay again.
- 6 Press ◀ or ▶ to choose how many times the line rings before the machine answers (0-4). Press OK. If you choose 0, the line will not ring at
- Press Stop/Exit.

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

If you set the Receive Mode to Fax/Te1, 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 telephone company. Only the machine rings and no other telephones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone on the same line as the machine. (See *Using external and extension telephones* on page 55.)

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Setup Receive. Press OK.
- 4 Press ▲ or ▼ to choose F/T Ring Time.
- 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.
- 6 Press Stop/Exit.



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 a fax call automatically, even if you answer the call. When you see Receiving on the LCD or when you hear "chirps" through the handset you are using, just replace the handset. Your machine will do the rest.

If Easy Receive is Semi:

The machine will only receive a fax call automatically if you answered it using the machine's handset, cordless handset or Speaker Phone. If you answered at an extension telephone press * 5 1. (See *Using external and extension telephones* on page 55.)

If Easy Receive is Off:

If you are at the machine and answer a call first by lifting a handset, then press **Black Start** or **Color Start**, and then press **2** to receive.

If you answered at an extension telephone press * **5 1**. (See *Using external and extension telephones* on page 55.)



- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the fax receive code * 5 1.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to Off.
- (MFC-885CW) If you typically carry the cordless handset away from the machine, we recommend that you turn on Easy Receive. If Easy Receive is turned off and you answer a fax call you will have to go to the machine and press Black Start or Color Start.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose Setup Receive. Press OK.
- Press ▲ or ▼ to choose Easy Receive. Press OK.
- 5 Press ◀ or ▶ to choose On, Semi (or Off).
 Press OK.
- 6 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. (See *Paper Size* on page 23.)

- Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or V to choose Setup Receive. Press OK.
- 4 Press ▲ or ▼ to choose
 Auto Reduction.
- Press ◀ or ▶ to choose On (or Off). Press OK.
- 6 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 fax you information before you both hang up.

- 1 Ask the other party to place the document in their machine and to press the Start or Send key.
- When you hear the other machine's CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.
- 3 Press 2 to receive a fax.
- 4 Replace the handset.

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. (If you have chosen Fax Preview see *Fax Preview* on page 72.)

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- Press ▲ or ▼ to choose

 Advanced Fax Operation.

 Press OK.
- Press ▲ or ▼ to choose Print Fax. Press OK.
- 5 Press Black Start.



When you print a fax from the memory, the fax data will be erased.

7

Telephone Services and External devices

Voice operations

Voice calls can be made either with the handset, the cordless handset (MFC-885CW only), the speaker phone, an extension or external telephone, by dialing manually, or by using Quick Dial numbers.



If you have the MFC-885CW, please see the Digital Cordless Handset BCL-D10 User's Guide.

Making a telephone call

- 1 Do one of the following:
 - (MFC-685CW) Pick up the handset or press Speaker Phone.
 - (MFC-885CW) Pick up the cordless handset and press
 - (Talk) or press Speaker Phone on the machine.
- When you hear the dial tone, enter a number using the dial pad, Speed Dial or Search.
- (Speaker phone) speak clearly toward the microphone Ψ .
- 4 To hang up, do one of the following:
 - (MFC-685CW) Replace the handset or press Speaker Phone.
 - (MFC-885CW) Press (Off) on the cordless handset or press Speaker Phone on the machine.

Making a telephone call

- 1 To start a voice call, do one of the following:
 - (MFC-685CW) Pick up the handset.
 - Press Speaker Phone.
- When you hear the dial tone, enter a number using the dial pad, Speed Dial and Search.
- 3 If you pressed **Speaker Phone**, speak clearly toward the microphone **9**.
- 4 To hang up, do one of the following:
 - (MFC-685CW) Replace the handset.
 - Press Speaker Phone.

Answering calls with the Speaker Phone

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**.



If you have a bad connection, your caller might hear your voice echoed during the call. If you experience this problem, pick up the handset, or hang up and try the call again.

Hold

For MFC-685CW

- 1 Press **Hold** to put a call on Hold. You can replace the handset without disconnecting the call.
- 2 Pick up the machine's handset or press **Speaker Phone** to release the call from Hold.



You can pick up an extension telephone and continue speaking without releasing the call from Hold on the machine.

For MFC-885CW

- 1 If you answered by pressing Speaker Phone on the machine, press Hold/Intercom on the machine to put a call on Hold.
- 2 To release the call from Hold, press Speaker Phone on the machine.

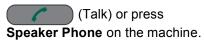


You can pick up an extension telephone and continue speaking without releasing the call from Hold on the machine.

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:

- Do one of the following:
 - (MFC-685CW) Pick up the handset or press **Speaker Phone**.
 - (MFC-885CW) Pick up the cordless handset and press



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

(MFC-685CW) If you are at the machine, you can lift the handset or press **Speaker Phone** to answer.

(MFC-885CW) Press **Speaker Phone** on the machine or use the cordless handset.

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 automatically when the power key is off. (See On/Off setting on page 21.) Fax/Tel mode will work in the following ways.

When the machine is in Fax/Tel mode and pseudo/double-rings to tell you to pick up a voice call, you can only answer by picking up the machine's handset or cordless handset and pressing (Talk).

If you answer before the machine pseudo/double-rings, you can also pick up the call at an external or extension telephone.

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 telephone line may affect the way your machine works. If you have Voice Mail on your telephone 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 telephone line. If you need more than one telephone number, it is cheaper than paying for an extra line. Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.



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 telephone number on your line can just receive faxes.



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 telephone 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 telephone 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.



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	7
4	very long (normal pattern)	



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.

Registering the Distinctive Ring pattern

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.

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- Press ▲ or ▼ to choose Miscellaneous.

 Press OK.
- Press A or ▼ to choose Distinctive.
 Press OK.
- 5 Press ▲ or ▼ to choose Set. Press OK.
- 6 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.)

through the four pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)

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

Turning off Distinctive Ring

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Miscellaneous.
 Press OK.
- Press ▲ or ▼ to choose Distinctive. Press OK.
- Fress ▲ or ▼ to choose Off. Press OK.
- 6 Press Stop/Exit.



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 40.)

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.

You can use a number in the Caller ID History to make a phone call, send a fax, add it to Speed Dial, or delete it from the history. (See *Caller ID history* on page 58.)

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

- You can see the first 15 characters of the number (or name).
- The # Unavailable 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 51.)



- This feature may not be available in certain areas of the USA and Canada.
- Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting up your area code (USA only)

Your machine will automatically dial "1" plus the area code for any number that does not originate in your area code. The machine can identify local calls from your area code by entering your area code in the Area Code setting. With this setting, calls returned from the caller ID history to your area code will be dialed using only 7-digits. If you must dial the area code to call within your area code, do not enter this setting. If your dialing plan does not follow the standard 1 + area code + 7-digit number dialing system for calling outside your area code, you may experience problems returning calls automatically from the caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to return calls automatically.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Miscellaneous. Press OK.
- Press A or ▼ to choose Caller ID. Press OK.
- 5 Press A or V to choose Area Code.
- 6 Use the dial pad to enter your area code. Press **OK**.
- 7 Press Stop/Exit.

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.

- 1 Press Menu.
- Press A or V to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Miscellaneous. Press OK.
- Press A or V to choose Caller ID. Press OK.
- Press ▲ or ▼ to choose Display#.

 Press OK.

 The Caller ID list will appear on the display. If no ID is stored, the beeper will sound and No Caller ID will appear on the display.
- Press ▲ or ▼ to scroll through the Caller ID memory to view the Caller ID information.
 The LCD shows the caller's number or name and the date and time of the call.
- 7 To finish viewing, press Stop/Exit.



You can also view the Caller ID list by pressing (Fax). (See Caller ID history on page 58.)

Printing Caller ID List

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose Miscellaneous. Press OK.
- Press A or ▼ to choose Caller ID. Press OK.
- 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.
- 6 Press Black Start or Color Start.
- 7 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.

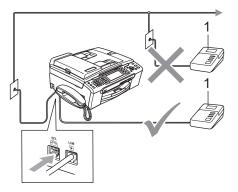
The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide 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, shorten 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.

 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 telephone 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).

- 1 Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.
- 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.)
- 3 Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)
- 4 Record the outgoing message on your external TAD.
- 5 Set the TAD to answer calls.
- 6 Set the Receive Mode to Manual with Easy Receive turned on.
 (See Choosing the Receive Mode on page 40.)

Recording 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.

- 1 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.)
- 2 Limit your speaking to 20 seconds.
- 3 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.'



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 rerecord the OGM to include it.

Special line considerations

Roll over telephone lines

A roll over telephone 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 telephone 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 telephone system

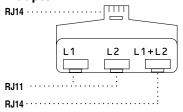
A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine. (See page 43.)

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 telephone 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

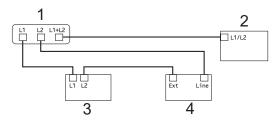


Installing machine, external two-line TAD and two-line telephone

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.

- 1 Put the two-line TAD and the two-line telephone next to your machine.
- 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.
- 3 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.

4 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 Telehone
- 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.

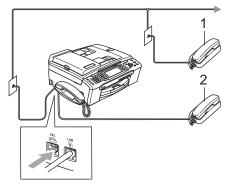
We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

External and extension telephones

Connecting an external or extension telephone

You can connect a separate telephone (or telephone answering device) directly to your machine as shown in the diagram below.

Connect the telephone line cord to the jack labeled EXT.



1 Extension telephone

2 External telephone

When you are using an external or extension telephone, 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 telephone. (See F/T Ring Time (Fax/Tel mode only) on page 42.)

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.



You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 43.)

Using a non-Brother cordless external telephone (MFC-685CW 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** or **Speaker Phone** 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 43. 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 telephone you can turn the F/T ring off by pressing # 5 1 (make sure you press this between the rings).

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.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or V to choose Setup Receive. Press OK.
- 4 Press A or ▼ to choose Remote Codes.
 Press OK.
- 5 Press **d** or **▶** to choose on. Press **OK**.
- 6 Enter the new Fax Receive Code. Press **OK**.
- 7 Enter the new Telephone Answer Code. Press **OK**.
- 8 Press Stop/Exit.



- If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another threedigit code (such as ### and 9 9 9).
- 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 or telephone number.



Speed Dialing

1 Press Speed Dial.



You can also choose Speed-Dial by pressing (Fax).

- Press ▲ or ▼ to choose Search. Press OK.
- 3 Press the two-digit Speed Dial number. (See Storing Speed Dial numbers on page 59.)
- If you have two numbers in the location, press ▲ or ▼ to choose the number you want to call. Press OK.



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

Search

You can search for names you have stored in the Speed Dial memory.

- 1 Press Speed Dial.
- Press ▲ or ▼ to choose Search.

 Press OK.

 You can also choose Speed Dial by pressing (Fax).
- 3 Press A or ▼ to choose
 Alphabetical Order or
 Numerical Order.
 Press OK.



- Press * to make the LCD font size larger.
- · Press # to make the LCD font size smaller.
- 4 If you chose Alphabetical Order in step ③, use the dial pad to enter the first letter of the name, and then press ▲ or ▼ to choose the name and number you want to call.

 Press OK.

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 a number you recently dialed, you can press **Redial/Pause** and choose one of the last 30 numbers from the Outgoing Call List.

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 once after five minutes.

- 1 Press Redial/Pause.
- Press ▲ or ▼ to choose the number you want to redial. Press OK.
- 3 Press A or ▼ to choose Send a fax. Press OK.
- 4 Press Black Start or Color Start.



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

Outgoing Call

The last 30 numbers you telephoned or sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to telephone, fax to, add to Speed Dial, or delete from the history.

- 1 Press Redial/Pause.
 You can also choose Outgoing Call
 by pressing (Fax).
- Press ▲ or ▼ to choose the number you want to call.
 Press OK.

- 3 Do one of the following:
 - To make a telephone call, press A or ▼ to choose Make a phone call.

 Press OK.
 - To send a fax, press A or V to choose Send a fax.

Press OK.

■ If you want to store the number, press A or ▼ to choose Add to Speed Dial.

Press OK.

(See Storing Speed Dial numbers from Outgoing Calls on page 60.)

- Press A or V to choose Delete.
 Press OK.
 Press 1 to confirm.
- 4 Press Stop/Exit.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 49.)

The last 30 numbers of telephone calls or faxes you received will be stored in the Caller ID history. You can choose one of these numbers to telephone, fax to, add to Speed-Dial, or delete from the history.

- 1 Press (Fax).
- 2 Press A or V to choose Caller ID hist.. Press OK.
- 3 Press ▲ or ▼ to choose the number you want to call. Press OK.

- 4 Do one of the following:
 - To make a telephone call, press or ▼ to choose Make a phone call. Press OK.
 - To send a fax, press or to choose Send a fax.

Press OK.

If you want to store the number, press ▲ or ▼ to choose Add to Speed Dial.

Press OK.

(See Storing Speed Dial numbers from Outgoing Calls on page 60.)

■ Press A or V to choose Delete.

Press OK.

Then, press 1 to confirm.



- (USA only) If you redial from the Caller ID history outside your area code, you must set up your AREA CODE in advance. (See Setting up your area code (USA only) on page 50.)
- You can print the Caller ID list. (See Printing Caller ID List on page 51.)

Storing numbers

You can set up your machine to do the following types of easy dialing: 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.



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

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 Speed Dial numbers

You can store up to 80 (MFC-685CW) or 100 (MFC-885CW) 2-digit Speed Dial locations with a name, and each name can have two numbers. When you dial you will only have to press a few keys (For example: Speed Dial, the two-digit number, and Black Start or Color Start).

- Press Speed Dial.
- Press ▲ or ▼ to choose Set Speed Dial. Press OK.
- 3 Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to store the number in. Press OK.

- 4 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 172.)

- To store the number without a name, press **OK**.
- 5 Enter the fax or telephone number (up to 20 digits).
 Press **OK**.
- 6 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits).

Press OK.

- If you do not want to store a second number, press OK.
- 7 Do one of the following:
 - To store another Speed Dial number, go to step 3.
 - To finish the setting, press A or V to choose Complete.

Press OK.

8 Press Stop/Exit.

Storing Speed Dial numbers from Outgoing Calls

You can also store Speed Dial numbers from the Outgoing Call history.

- 1 Press Redial/Pause.
 You can also choose Outgoing Call
 by pressing (Fax).
- Press ▲ or ▼ to choose the name or number you want to store.

 Press OK.
- 3 Press A or ▼ to choose
 Add to Speed Dial.
 Press OK.
- Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to store the number in. Press OK.
- 5 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 172.)

- To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.
- Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits).

Press OK.

- If you do not want to store a second number, press OK.
- 8 Press A or V to choose Complete. Press OK.
- 9 Press Stop/Exit.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID* on page 49.)

- 1 Press (Fax).
- Press ▲ or ▼ to choose
 Caller ID hist..
 Press OK.
- Press ▲ or ▼ to choose the number you want to store.
 Press OK.
- Press A or ▼ to choose Add to Speed Dial. Press OK.
- Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to store the number in. Press OK.
- 6 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 172.)

- To store the number without a name, press **OK**.
- Press **OK** to confirm the fax or telephone number.
- 8 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits).

Press **OK**.

If you do not want to store a second number, press OK.

- 9 Press A or ▼ to choose Complete.
 Press OK.
- 10 Press Stop/Exit.

Changing Speed Dial names or numbers

You can change or delete a Speed-Dial number that has already been stored.

- 1 Press Speed Dial.
- Press A or ▼ to choose Set Speed Dial. Press OK.
- 3 Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to change. Press **OK**.
- 4 Do one of the following:
 - Press A or V to choose Change.
 Press OK.
 - Press A or ▼ to choose Delete.

Press OK.

Press 1 to confirm and press Stop/Exit



How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press Clear/Back. Re-enter the character.

- 5 Do one of the following:
 - Enter the name (up to 16 characters) using the dial pad.

Press OK.

(See Entering Text on page 172.)

If you do not want to change the name, press OK.

- 6 Do one of the following:
 - Enter the new fax or telephone number (up to 20 digits).

Press OK.

- If you do not want to change the number, press **OK**.
- 7 Do one of the following:
 - Enter the second new fax or telephone number (up to 20 digits).

Press OK.

- If you do not want to change the number, press OK.
- 8 Press A or ▼ to choose Complete. Press OK.
- 9 Press Stop/Exit.

Setting up groups for broadcasting

Groups, which can be stored on a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only **Speed Dial**, the two-digit location and **Black Start**. First, you'll need to store each fax number in a Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 158 numbers (MFC-685CW) or 198 numbers (MFC-885CW) in large Group if you have 2 numbers in each location.

(See Storing Speed Dial numbers on page 59 and Broadcasting (Black & White only) on page 34.)

- 1 Press Speed Dial.
- Press ▲ or ▼ to choose Setup Groups. Press OK.

- 3 Press ▲ or ▼ to choose Group 1, Group 2, Group 3, Group 4, Group 5 or Group 6 for the Group name where you will store the fax numbers.

 Press OK.
- Press ▲ or ▼ to choose the 2-digit location where you want to add to the Group.
 Press OK.
- 5 Press ▲ or ▼ to choose Add Number.
 Press OK.
- 6 Press ▲ or ▼ to choose the number you want to add. Press OK. (See Search on page 57.)
- 7 After you have finished adding numbers by repeating steps ⑤ and ⑥, press ▲ or ▼ to choose Complete.

 Press OK.
- 8 Press Stop/Exit.



You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 81.)

Changing Group name

- 1 Press Speed Dial.
- Press A or ▼ to choose Setup Groups.
 Press OK.
- Press ▲ or ▼ to choose the Group name you want to change. Press OK.
- 4 Press A or ▼ to choose Change Group Name. Press OK.



How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press Clear/Back. Re-enter the character.

- Enter the new name (up to 16 characters) using the dial pad. Press **OK**. (See *Entering Text* on page 172. For example, type NEW CLIENTS).
- 6 Press A or V to choose Complete. Press OK.
- Press Stop/Exit.

Deleting a Group

- Press Speed Dial.
- Press ▲ or ▼ to choose Setup Groups.
 Press OK.
- Press ▲ or ▼ to choose the Group you want to delete.

 Press **OK**.
- Press ▲ or ▼ to choose Delete.
 Press OK.
 Press 1 to confirm.
- 5 Press A or V to choose Complete.
 Press OK.
- 6 Press Stop/Exit.

Deleting a number from a Group

- 1 Press Speed Dial.
- Press A or V to choose Setup Groups. Press OK.
- 3 Press ▲ or ▼ to choose the Group you want to change. Press OK.
- Press ▲ or ▼ to choose the number you want to delete.
 Press OK.
 Press 1 to confirm.
- Press A or ▼ to choose Complete. Press OK.
- 6 Press Stop/Exit.

Dialing Access codes and credit card numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See Storing Speed Dial numbers on page 59.)

For example, you might have stored '555' on Speed Dial: 03 and '7000' on Speed Dial: 02. You can use them both to dial '555-7000' if you press the following keys:

- 1 Press Speed Dial.
- Press ▲ or ▼ to choose Search. Press OK.
- 3 Enter **03**.



If you stored 2 numbers in one Speed Dial location, you will be asked which number you want to send to.

- 4 Press ▲ or ▼ to choose Speed-Dial.
 Press OK.
- Press A or V to choose Search. Press OK.
- 6 Enter **02**.
- 7 Press Black Start or Color Start. You will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press **Speed Dial**, choose Search, press **03** and then press **7001** using the dial pad.



If you must wait for another dial tone or signal at any point in the dialing sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

9

Message Center

Message Center mode

The Message Center feature will store up to 99 incoming 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 *Using your Remote Access Code* on page 77). 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.
- Press (1) to activate the Message Center.

Outgoing message (OGM)

Recording your OGM

You can record the following two different types of OGM:

■ Msg Ctr OGM

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

■ F/T OGM

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 Fax/Tel OGM (Announcement) on page 66.

Your OGM must be less than 20 seconds long.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax.
 Press OK.
- 3 Press A or V to choose Setup Msg Ctr. Press OK.
- Press ▲ or ▼ to choose OGM.
 Press OK.
 The LCD prompts you to choose an OGM.
- 5 Press ▲ or ▼ to choose either

 Msg Ctr OGM or F/T OGM, then press
 OK.



If callers tell you they cannot leave a message on your machine, make sure you have chosen Msg Ctr OGM (not F/T OGM).

- 6 Press ▲ or ▼ to choose Record OGM.
 Press OK.
- Record your message, using one of the options below:
 - (MFC-685CW only)

Pickup the handset, record your message, and replace the handset when finished.

■ (MFC-885CW only)

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

The Message Center will play your OGM back to you.

8 Press Stop/Exit.

Listening to your OGM

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose
 Setup Msg Ctr.
 Press OK.
- Press ▲ or ▼ to choose OGM. Press OK.
- F/T OGM.
 Press OK.
 6
 Press OK.
- Press ▲ or ▼ to choose Playing OGM. Press OK.
 Adjust the volume by pressing Volume

 □ ◀ or ▶ □.
- 7 Press Stop/Exit.

Erasing your OGM

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press A or V to choose Setup Msg Ctr. Press OK.
- 4 Press ▲ or ▼ to choose OGM. Press OK.
- 5 Press ▲ or ▼ to choose either Msg Ctr OGM or F/T OGM. Press OK.
- 6 Press A or ▼ to choose Erase OGM. Press OK.
- 7 Do one of the following:
 - Press 1 to erase the OGM.
 - Press 2 to exit without erasing.
- 8 Press Stop/Exit.

Fax/Tel OGM (Announcement)

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

To record your Fax/Tel OGM follow the instructions on *Outgoing message* (*OGM*) on page 65 and choose F/T OGM (not Msg Ctr OGM).

If you need to review the steps for setting up the Fax/Tel receive mode, see *Receive modes* on page 40.

Activating Message Center mode

When the (i) light glows, Message Center mode is active. Press (i) to enter MC mode.

9

Managing your messages

Message indicator

The (i) 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.

Fax messages are only stored when Fax Storage or Fax Preview is turned on. See *Advanced fax operations (Black & White only)* on page 70.

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/Record or 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.

Erasing incoming messages

To erase voice messages individually

- 1 Press Play/Record or 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.
- To erase a specific message, press Erase immediately after the two short beeps, or while the message is playing.
- 3 Do one of the following:
 - Press 1 to erase the message.
 - Press 2 to cancel.
- 4 Press Stop/Exit.

To erase all of your messages

- Press **Erase**.
 The LCD displays the following:
 - Erase All Voice?

Yes → Press 1
No → Press 2

- 2 Do one of the following:
 - Press 1 to erase all of your voice messages.
 - Press 2 to cancel.
- 3 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.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press A or V to choose Setup Msg Ctr. Press OK.
- 4 Press A or V to choose ICM Max. Time.
- Press ◀ or ▶ to choose the maximum time setting for incoming messages (30, 60, 120 or 180 seconds).

 Press OK.
- 6 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 Press Menu.
- Press A or V to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose
 Setup Receive.
 Press OK.
- Press A or ▼ to choose Ring Delay. Press OK.
- 5 Press A or ▼ to choose Toll Saver.
- 6 Press ◀ or ▶ to choose On (or Off).
 Press OK.
- 7 Press Stop/Exit.

ICM Recording Monitor

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

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax.
 Press OK.
- 3 Press A or ▼ to choose
 Setup Msg Ctr.
 Press OK.
- 4 Press ▲ or ▼ to choose ICM Rec.Monitr.
- Use ◀ or ▶ to choose Off or On. Press OK.
- 6 Press Stop/Exit.

Recording a conversation (MFC-685CW only)

If you are using the handset, you can record a telephone conversation by pressing **Play/Record** during the conversation. Your recording can be as long as the incoming message maximum time (up to 3 minutes). The other party will hear an intermittent beeping while recording. To stop recording, press **Stop/Exit**.

10

Advanced fax operations (Black & White only)

You can only use one advanced fax operation at a time:

- Fax Forwarding
- Paging
- Fax Storage
- Fax Preview
- PC Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the advanced fax operations, an LCD question will appear. (See *Changing Advanced Fax Operations* on page 76.)

Fax Forwarding

When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax.
 Press OK.
- 3 Press A or V to choose
 Advanced Fax Operation.
 Press OK.
- 4 Press A or ▼ to choose
 Fwd/Page/Store.
 Press OK.
- 5 Press A or V to choose Fax Forward.
 Press OK.
- 6 Enter the forwarding number (up to 20 digits).
 Press **OK**.

7 Press ▲ or ▼ to choose
Backup Print:On Or
Backup Print:Off.
Press OK.



- If you choose Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is the safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- The machine can store faxes approximately 24 hours if there is a power failure.
- When Fax Forwarding is turned on your machine will only receive black & white faxes into memory. Color faxes will not be received, unless the sending machine converts them to black & white before sending.
- 8 Press Stop/Exit.

10

Paging

When you choose Paging, your machine dials the pager number you have programmed, and then dials your PIN (Personal identification Number). This activates your pager so you will know that you have a fax message in the memory.

If you have set Paging, a backup copy of the received fax will automatically be printed at the machine.

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- Press A or V to choose Fwd/Page/Store. Press OK.
- Press A or V to choose Paging. Press OK.
- 6 Enter your pager phone number followed by ## (up to 20 digits). Press OK. Do not include the area code if it is the same as that of your machine. For example, press:
- 7 Do one of the following:

18005551234##.

If your pager needs a PIN, enter the PIN, press #, press Redial/Pause, and then enter your fax number followed by # #.

Press OK.

For example, press:

1 2 3 4 5 # Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 # #

■ If you do not need a PIN, press:

Redial/Pause, and then enter your fax number followed by # #. Press **OK**.

For example, press:

Redial/Pause 18005556789##

8 Press Stop/Exit.



- You cannot change a paging number or PIN remotely.
- If Paging is turned on your machine cannot receive a color fax unless the sending machine converts it to black & white.
- If you want to be paged for voice messages, make sure you pressed MC on/off key to turn the Message Center on.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax.
 Press OK.
- 3 Press A or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- Press ▲ or ▼ to choose
 Fwd/Page/Store.
 Press OK.
- 5 Press A or V to choose Fax Storage. Press OK.
- 6 Press Stop/Exit.



If Fax Storage is turned on your machine cannot receive a color fax unless the sending machine converts it to black & white.

Fax Preview

How to preview a received fax

If you choose Fax Preview you can view received faxes on the LCD by pressing the **Fax Preview** key. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes. You can continue all operations.

Setting Fax Preview

- 1 Press Menu.
- Press A or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose
 Advanced Fax Operation.
 Press OK
- 4 Press A or V to choose Fwd/Page/Store.
 Press OK.
- 5 Press A or ▼ to choose Fax Preview. Press OK.
- 6 Press Stop/Exit.



When Fax Preview is turned on your machine can only print the color faxes it receives. It cannot store them in memory.

Using a fax preview

When you receive a fax, you will see the popup message on the LCD. (For example:

New Fax(es): 02)

Press Fax Preview.
You can see the new fax list.



You can also see your old fax list by pressing *. Press # to go back to your new fax list.

Press ▲ or ▼ to choose the fax you want to see.
Press OK.

- Note
- If your fax is large there may be a delay before it is displayed on the LCD.
- The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "xx".
- 3 Press Stop/Exit.

When a fax is open the control panel keys will perform the operations shown below.

Key	Description	
\(\frac{1}{2} \)	Enlarge the fax.	
#	Reduce the fax.	
∆ or ▼	Scroll vertically.	
∢ or ▶	Scroll horizontally.	
0	Rotate the fax clockwise.	
2 ABC	Delete the fax.	
	Press 1 to confirm.	
7 PORS	Go back to the previous page.	
9 NXYZ	Go to the next page.	
ОК	Go to the next step.	
	(Print, Back and Exit are available.)	
Clear/Back	Go back to the fax list.	
\Diamond	Print the fax.	
Black Start	Press 1 to print the whole message or 2 to print the current page only.	
	After printing, you can choose to delete or keep the fax.)	

How to delete all faxes in the list

- 1 Press Fax Preview.
- Press ▲ or ▼ to choose Delete All. Press OK. Then, confirm the Delete by pressing 1.

How to print all faxes in the list

- 1 Press Fax Preview.
- Press A or ▼ to choose Print All.
 Press OK.

How to preview an outgoing fax (Black & White only)

You can preview a fax message before you send it. You must set the Real Time Transmission and Polling RX to off before you use this feature.

- 1 Press (Fax).
- 2 Load the document.
- 3 Enter the fax number using the dial pad or Speed Dial.
- 4 Press Fax Preview.

 The machine starts scanning the document and the outgoing fax appears on the LCD. When the fax is open the control panel keys will perform the operations shown below.

Key	Description	
*	Enlarge the fax.	
#	Reduce the fax.	
▲ or ▼	Scroll vertically.	
∢ or ▶	Scroll horizontally.	
0	Rotate the fax clockwise.	
2 480	Delete the fax.	
	Press 1 to confirm.	
7 PORS	Go back to the previous page.	
9 8242	Go to the next page.	

5 Press Black Start.



The fax message in the memory will be erased when you press **Black Start**.

PC Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear at the bottom left side of the LCD.

When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the Software User's Guide on the CD-ROM.)

If you choose Backup Print: On the machine will also print the fax.

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- 4 Press A or V to choose Fwd/Page/Store.
 Press OK.
- 5 Press ▲ or ▼ to choose
 PC Fax Receive.
 Press OK.
- 6 Press ▲ or ▼ to choose <USB> or the PC you want to receive.

 Press OK.
- Press A or V to choose Backup Print:On Or Backup Print:Off. Press OK.

8 Press Stop/Exit.



- PC Fax Receive is not supported in the Mac OS[®].
- Before you can set up PC Fax Receive you must install the MFL-Pro Suite software on you PC. Make sure your PC is connected and turned on. (For details see PC-FAX Receiving in the Software User's Guide on the CD-ROM.)
- In the event of a power failure, the machine will store your faxes in the memory for approximately 24 hours.
 However, if you choose Backup Print: On the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC.
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error* messages on page 136.)
- When PC Fax Receive is turned on only black & white faxes can be received into the memory and sent to the PC. Color faxes will be received in real time and printed in color.

Changing the destination PC

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- Press ▲ or ▼ to choose
 Fwd/Page/Store.
 Press OK.
- Press A or V to choose PC Fax Receive. Press OK.
- 6 Press **A** or **V** to choose Change. Press **OK**.
- Press ▲ or ▼ to choose <USB> or the PC you want to receive.
 Press OK.
- 8 Press ▲ or ▼ to choose
 Backup Print:On or
 Backup Print:Off.
 Press OK.
- 9 Press Stop/Exit.

Turning off Advanced Fax Operations

- 1 Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- Press ▲ or ▼ to choose
 Fwd/Page/Store.
 Press OK.
- Press A or ▼ to choose Off. Press OK.
- 6 Press Stop/Exit.



The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Advanced Fax Operations* on page 76.)

Changing Advanced Fax Operations

If received faxes are left in your machine's memory when you change the Advanced Fax Operations, the LCD will ask you one of the following questions:

```
■ Erase All Fax?
  Yes → Press 1
  No → Press 2
■ Print All Fax?
  Yes → Press 1
  No → Press 2
```

- If you press 1, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
- If you press 2, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward, Paging, Fax Storage Or Fax Preview], press ▲ or ▼ to choose the PC.

The LCD will ask you the following message:

```
■ Send Fax to PC?

Yes → Press 1

No → Press 2
```

- If you press 1, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For detail, see PC Fax Receive on page 74.)
- If you press 2, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is inactive code (---*).

- 1 Press Menu.
- 2 Press **\(\)** or **\(\)** to choose Fax. Press **OK**.
- 3 Press ▲ or ▼ to choose
 Advanced Fax Operation.
 Press OK.
- 4 Press A or V to choose Remote Access.
- Enter a three-digit code using numbers 0-9, *, or #. Press OK. (The preset '*' cannot be changed.)



Do not use the same code as your Fax Receive Code (* **5 1**) or Telephone Answer Code (**# 5 1**). (See *Using external* and extension telephones on page 55.)

6 Press Stop/Exit.



You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear/Back** in step **5** to restore the inactive setting (---*) and press **OK**.

Using your Remote Access Code

- 1 Dial your fax number from a touch tone telephone or another fax machine.
- When your machine answers, enter your remote access code (3 digits followed by *) at once.
- The machine signals if it has received messages:
 - 1 long beep Fax messages
 - 2 long beeps Voice messages
 - 3 long beeps Fax & Voice messages
 - No beeps No messages
- When the machine gives two short beeps, enter a command.
 The machine will hang up if you wait longer than 30 seconds to enter a command.
 The machine will beep three times if you

enter an invalid command.

- Press **9 0** to reset the machine when you have finished.
- 6 Hang up.



If your machine is set to Manual mode and you want to use the remote retrieval features, wait about 2 minutes after it starts ringing, and then enter the remote access code within 30 seconds.

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by \star), the system will give two short beeps and you must enter a remote command.

Remote commands		s	Operation details
91	Playing Voice messages		After one long beep, the machine plays the ICM.
	1 Repeat or Skip Backward		Press 1 while listening to an ICM to repeat it. If you press 1 before a message, you will hear the previous message.
	2 Skip Forward		While playing the ICM, you can skip to the next message.
	9 STOP Playing		Stop Playing the ICM.
93	Erase all ICM		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there are no voice message to erase.
			*This code erases all recorded messages, not one at a time.
94	Play and Red	cord OGM in Memory	
	1 Play	1 Msg Ctr OGM 2 F/T OGM	The machine plays the selected OGM. You can stop playing OGMs by pressing 9 .
	2 Record	1 Msg Ctr OGM	After one long beep, you can record the selected OGM. You
		2 F/T OGM	will hear the message played once. You can stop recording the message by pressing 9 .
95	Change the Fax Forwarding, Paging or Fax Storage settings		
	1 OFF		You can choose Off after you have retrieved or erased all your messages.
	2 Fax Forwarding		One long beep means the change is accepted. If you hear three short beeps, you cannot change because something has not been set up (for example, a Fax Forwarding or Paging number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 79.) Once you have registered the number, Fax Forwarding will work.
	3 Paging		
	4 Fax Forwarding number		
	6 Fax Storage		
96	Retrieve a fax		
	2 Retrieve all faxes		Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 79.)
	3 Erase faxes from the memory		If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status		
	1 Fax		You can check whether your machine has received any
	2 Voice		faxes or voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.

Remote commands		Operation details
98	Change the Receive Mode	
	1 Msg Ctr	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

- 1 Dial your fax number.
- When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
- When you hear two short beeps, press 9 6 2.
- Wait for the long beep, enter the number (up to 20 digits) of the remote fax machine you want your fax messages sent to using the dial pad, then enter ##.



You cannot use * and # as dial numbers. However, press # if you want to create a pause.

Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

You can change the default setting of your fax forwarding number from another touch tone telephone or fax machine.

- 1 Dial your fax number.
- When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
- When you hear two short beeps, press 9 5 4.
- 4 Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter ##.



You cannot use * and # as dial numbers. However, press # if you want to create a pause.

- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up after you hear your machine beep.

Printing Reports

Fax reports

You need to set up the Transmission Verification Report and Journal Period using the Menu keys.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (OK). If you choose On or On+Image, the report will print for every fax you send.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Choosing On+Image or Off+Image will print a section of the fax's first page on the report to help you remember.

When the Transmission Verification Report is turned Off or Off+Image, the Report will only print if there is a transmission error, with NG in the RESULT column.

- Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press ▲ or ▼ to choose Report Setting. Press OK.
- 4 Press ▲ or ▼ to choose Transmission.
- Press ◀ or ▶ to choose On, On+Image, Off or Off+Image. Press OK.
- 6 Press Stop/Exit.

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps on How to print a report on page 81. The factory setting is Every 50 Faxes.

- Press Menu.
- Press ▲ or ▼ to choose Fax. Press OK.
- Press ▲ or ▼ to choose Report Setting. Press OK.
- Press A or V to choose Journal Period.
- Press ◀ or ▶ to choose an interval. Press OK. (If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)
 - 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

- Every 50 Faxes
 - The machine will print the Journal when the machine has stored 50 jobs.
- Enter the time to start printing in 24-hour format. Press OK.

(For example: enter 19:45 for 7:45 PM.)

Press Stop/Exit.

Reports

The following reports are available:

■ Transmission

Prints a Transmission Verification Report for your last transmission.

■ Help List

A help list about how to quickly program your machine.

■ Quick-Dial

Lists names and numbers stored in the Speed Dial memory, in alphabetical or numerical order.

■ Fax Journal

Lists information about the last incoming and outgoing faxes. (TX: Transmit.) (RX: Receive.)

User Settings Lists your settings.

■ Network Config
Lists your Network settings.

How to print a report

- 1 Press Menu.
- Press ▲ or ▼ to choose
 Print Reports.
 Press OK.
- Press ▲ or ▼ to choose the report you want.
 Press OK.
- Press Black Start.
- 5 Press Stop/Exit.

12 Polling

Polling overview

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

Polling receive

Polling receive lets you call another fax machine to receive a fax.

Setup to receive polling

- 1 Press (Fax).
- Press ▲ or ▼ to choose Polling RX.
- 3 Press ◀ or ▶ to choose On (or Off).
 Press OK.
- 4 Enter the fax number you are polling.
- 5 Press Black Start or Color Start.
 The LCD shows Dialing.

Sequential polling (Black & White only)

Sequential polling lets you request documents from several fax machines in one operation. Afterwards, a Sequential Polling Report will be printed.

- 1 Press (Fax).
- Press ▲ or ▼ to choose Polling RX.
- 3 Press ◀ or ▶ to choose On (or Off).
 Press OK.
- Press A or ▼ to choose Broadcasting. Press OK.
- Press A or ▼ to choose Add Number. Press OK.
- 6 Enter a number using Speed Dial, a Group, or the dial pad.
 Press **OK**.
- 7 Repeat steps 6 and 6 for all the fax numbers you want to poll, and then press ▲ or ▼ to choose Complete. Press OK.
- 8 Press Black Start.
 The machine polls each number or
 Group number in turn for a document.

Press **Stop/Exit** while the machine is dialing to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and canceling waiting jobs* on page 37.

Polled transmit (Black & White only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and canceling waiting jobs* on page 37.)

Set up for polled transmit

- 1 Press (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Polled TX.
- Press ◀ or ▶ to choose On (or Off).
 Press OK.
- Press ▲ or ▼ to choose any settings you want to change.
 Press OK.
 After each setting is accepted, you can continue to change more settings.
- 6 Press Black Start.