

FAX 1570MC
MFC 1870MC
MFC 1970MC

brother.

Year 2000 Compliant

All Brother fax machines and multi-function centers are Year 2000 Compliant. For more information, visit the Brother Home Page at <http://www.brother.com>, then click the **Year 2000 Statement** button.

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Introduction

Using This Manual

Thank you for purchasing a Brother FAX/MFC. This FAX/MFC has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your FAX/MFC to its fullest potential by taking a few minutes to read this manual.



Additionally, your FAX/MFC has a Help Key. Press **[Help]** to print a list of basic operational steps and functions.

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or function by checking the Index at the back of this manual. Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

Test Sheet Procedures (for USA only)

After programming your Station ID, please fill out the TEST SHEET included with your FAX/MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your FAX/MFC is properly installed.

When this document is received a confirmation sheet will be sent back to your FAX/MFC. To get a response, be sure to set up your Station ID.

USA 1-908-685-9283 (Fax)

*See
Station ID
p. 18*

About Fax Machines

If you're a first-time fax machine user, fax operation might seem a little mysterious. You'll soon get used to the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax Tones and Handshake

When someone is sending a fax, the FAX/MFC sends fax calling tones, (CNG tones) — soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **[Start]**, and they continue for about 40 seconds after dialing. During that time, the sending machine must begin the “handshake” with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones — loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays “RECEIVE.” If your FAX/MFC is set to the FAX ONLY Mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your FAX/MFC continues to send the “chirps” for about 40 seconds, and the screen continues to display “RECEIVE.” To cancel the receiving mode, press **[Stop]**.

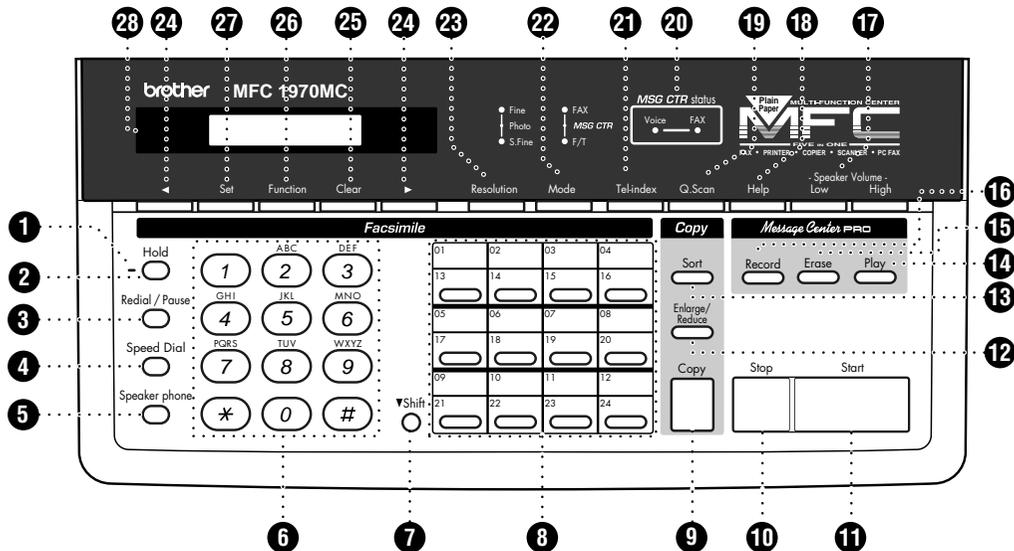
When your FAX/MFC is in FAX/TEL (F/T), it answers with a short beep. After this beep, the FAX/MFC listens for CNG tones, and then responds with receiving tones.

The fax “handshake” is the time in which the sending machine's CNG tones and the receiving machine's “chirps” overlap. This must be for at least two to four seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.



When you have an external telephone answering device (TAD) on your fax line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Installation chapter for connecting a TAD to your FAX/MFC.

MFC 1870MC and MFC 1970MC Control Panel Overview



1 Microphone

Picks up your voice when you speak with another party using speaker phone.

2 Hold

Lets you put calls on hold.

3 Redial / Pause

Redials the last number called. Also inserts a pause in autodial numbers.

4 Speed Dial

Lets you dial stored phone numbers by pressing a two-digit number.

5 Speaker Phone

Lets you speak to the person at the other end and dial telephone and fax numbers without lifting the handset.

6 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC.

7 Shift

Use this key to access "13" through "24" One Touch keys.

8 One Touch Dial Keys

These twelve keys give you instant access to previously stored phone numbers.

9 Copy

Makes a copy.

10 Stop

Stops a fax, cancels an operation, or exits from function mode.

11 Start

Starts an operation, such as sending a fax.

12 Enlarge/Reduce

Use this key to enlarge or reduce copies depending on the ratio you select: 150%, 125%, 120%, 100%, 93%, 87%, 75% or 50%. To reduce the image size automatically select AUTO.

13 Sort

Use this key when you want multiple copies of a multiple page original copied in order.

14 Play

Lets you listen to voice messages and outgoing messages, and print fax messages stored in memory.

15 Erase

Lets you delete voice messages, fax messages or all messages.

16 Record

Lets you record Outgoing Message (OGM), memos and telephone calls, and store information for Message Center Pro features.

17 Speaker Volume Low High

You can press to decrease or increase speaker volume during a call using Speaker Phone or while playing a message.

18 Help

Prints a quick reference Help List.

19 Q. Scan

Lets you take advantage of memory transmission.

20 MSG CTR Status

Indicator lights remind you that you have voice or fax messages in the memory.

21 Tel-index

Lets you look up numbers stored in the dialing memory.

22 Mode

Use to select how MFC will handle incoming calls.

23 Resolution

Sets the resolution when you send a fax or make a copy.

24 ◀ (Left Arrow)

▶ (Right Arrow)
Moves the LCD cursor to the left or right.

25 Clear

Deletes entered data or backs up one step in function procedure.

26 Function

Lets you access the function and programming mode.

27 Set

Stores a function setting into the MFC.

28 Liquid Crystal Display

LCD displays messages to help you set up and operate your MFC.

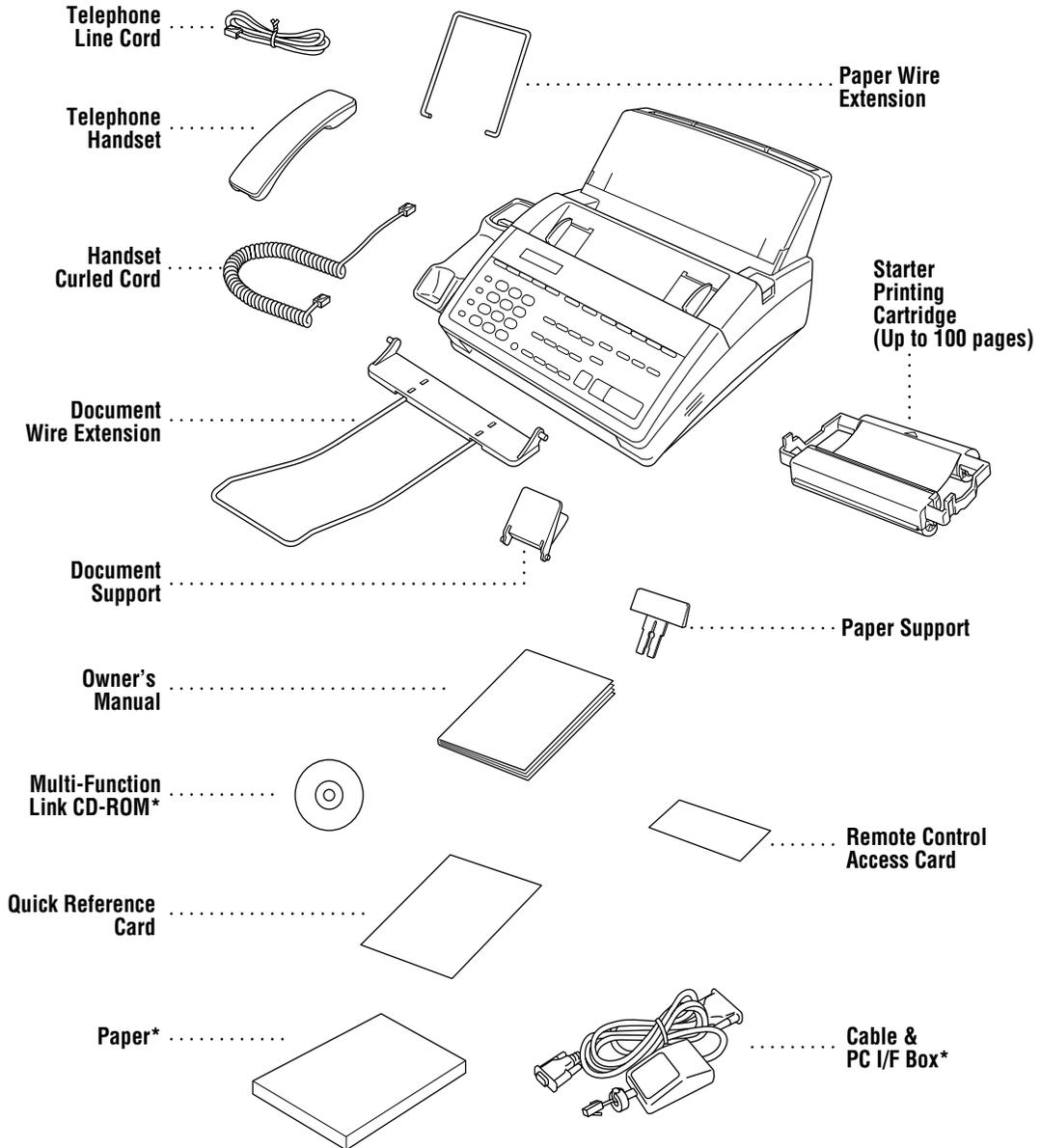
Installation

Caution

- 1** ▶ Never install telephone wiring during a lightning storm.
- 2** ▶ We recommend that this product be used with a surge protection device to protect the product against lightning storms.
- 3** ▶ Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- 4** ▶ Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.
- 5** ▶ Use caution when installing or modifying telephone lines.
- 6** ▶ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 7** ▶ Do not use the telephone to report a gas leak in the vicinity of the leak.
- 8** ▶ For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

Packing List

Make sure you have the following items:



*..... For MFC 1870MC and MFC 1970MC only

Choosing a Location

Place your FAX/MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone jack and a standard, grounded power outlet.

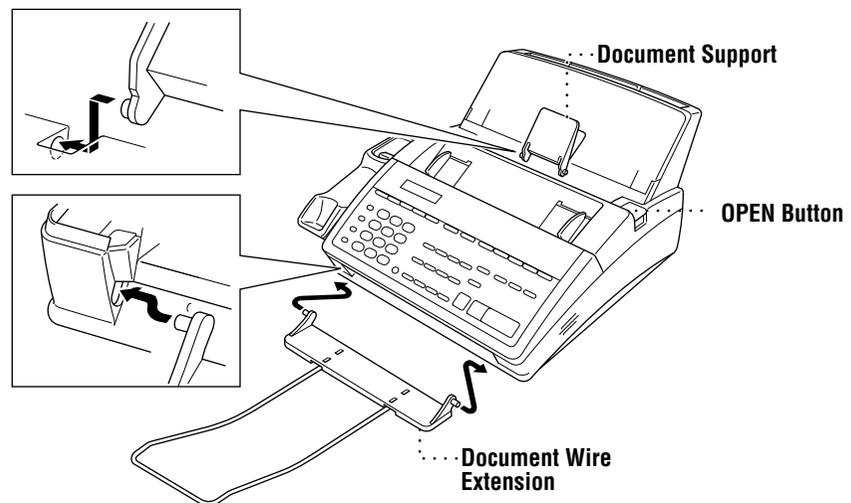


Avoid placing your FAX/MFC in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the FAX/MFC to direct sunlight, excessive heat, moisture, or dust. Do not connect your FAX/MFC to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your FAX/MFC to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.

Assembly

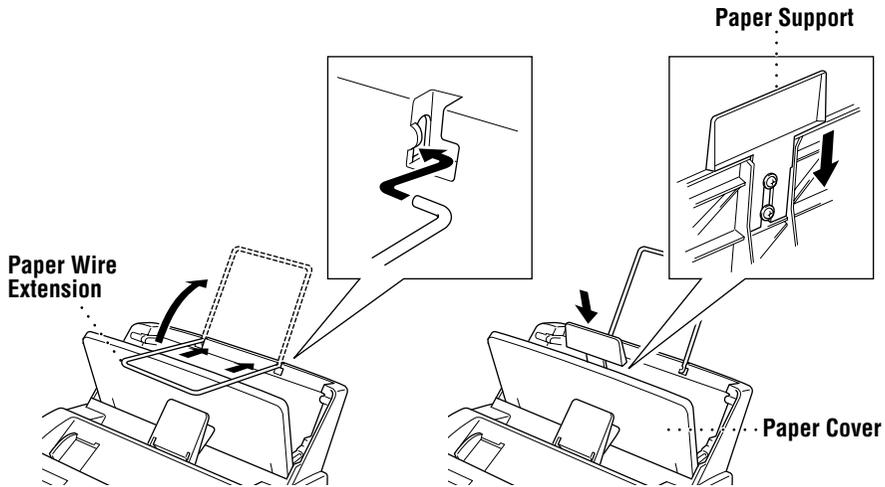
Attach the document support

Attach the document support and the document wire extension as shown in the illustration below.



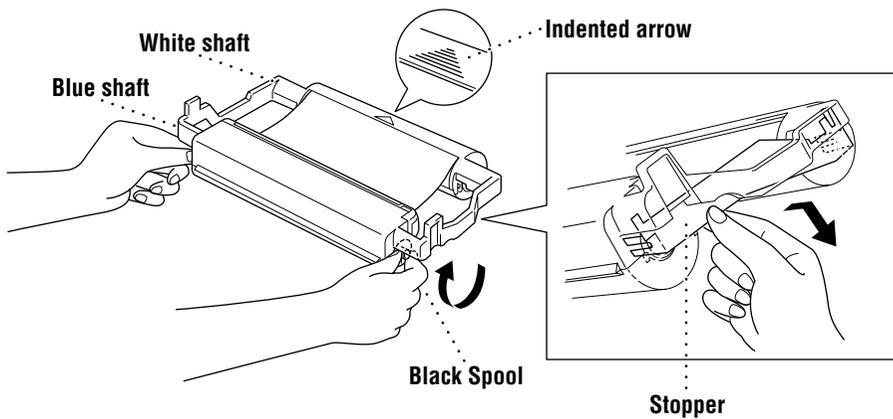
Attach paper support

- 1 Attach the paper wire extension.
- 2 Open the paper cover. Insert the paper support into the grooves of the cover as shown.



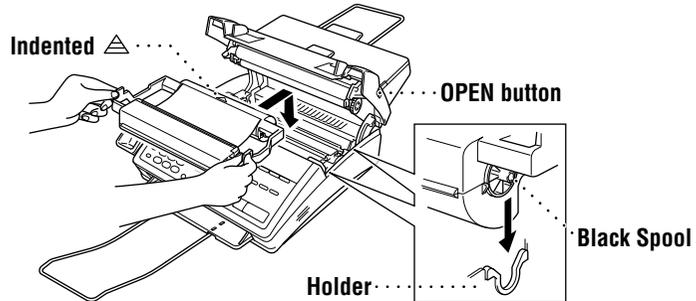
Install the printing cartridge

- 1 Push the OPEN button to open the top cover.
- 2 Remove the paper stopper from the printing cartridge.



- 3 Turn the black spool on the right clockwise to tighten the ribbon, as shown.

- 4** Install the printing cartridge by inserting the indented \triangle first and placing the cartridge into its four holders.



- 5** Press down on both sides of the cover to close it securely.

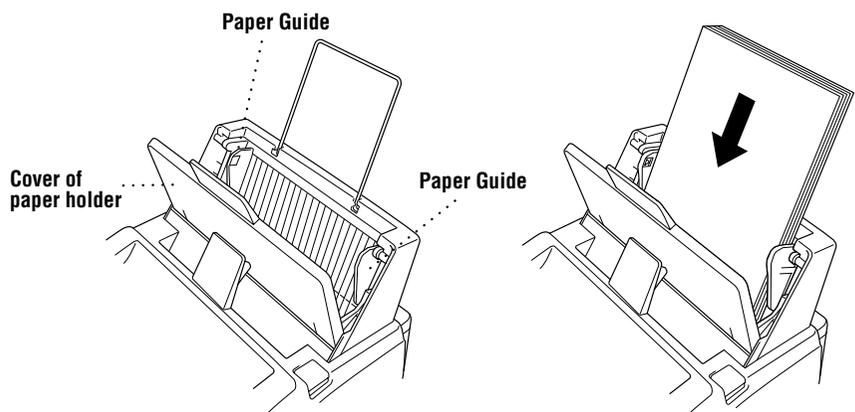


The starter cartridge prints approximately 100 pages.

Install paper

The paper cassette can hold about 200 sheets of 20-lb. paper.

- 1** Open the cover of the paper holder.
- 2** Place up to 200 sheets of paper in the paper holder. Do not allow the level of paper to pass the paper guides.
- 3** Close the paper cover.

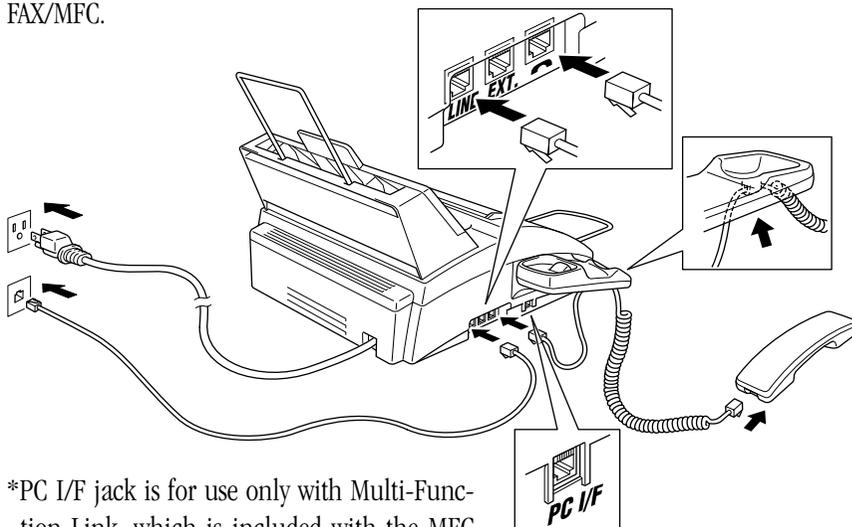


Acceptable Paper

Size: Letter, Legal and A4
Weight: 17 lb. -24 lb.
Thickness: .0031 inches - .0039 inches

Connect the handset

Connect the curled handset cord to the bottom of the handset and the side of the FAX/MFC.



*PC I/F jack is for use only with Multi-Function Link, which is included with the MFC 1870MC and MFC 1970MC, or with the optional software. If you have not purchased the *optional* Multi-Function Link (also called “Missing Link”) for your FAX 1570MC, then ignore this jack.



Connect the power cord

When you connect the power, the screen displays 01/01 00:00 FAX.

NOTICE:

- 1) This fax must be grounded using a 3-prong plug.
- 2) Since the FAX/MFC is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone line by keeping the power to your FAX/MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your machine, by disconnecting the telephone line first, and then the power cord.

- 3) Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the telephone line and electrical cords during a lightning storm.

Connect the telephone line

Connect one end of the telephone line cord to the jack labeled **LINE** on the left side of the FAX/MFC. Connect the other end to a modular wall jack.

Special Line Considerations

Roll Over Phone Lines

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

Your FAX/MFC 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 FAX/MFC on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call is transferred to a line that does not have a fax machine. Your FAX/MFC will work best on a dedicated line.

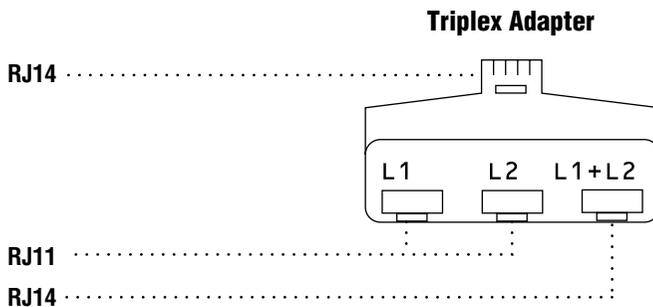
Two-Line Phone System

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your FAX/MFC must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain 4 wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your FAX/MFC.

Converting Telephone Wall Outlets

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

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the FAX/MFC into Line 2 of the triplex adapter.

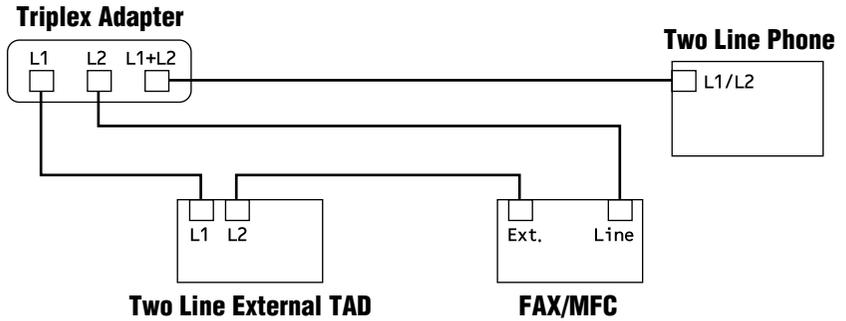


Installing FAX/MFC, External Two-Line TAD, and Two-Line Telephone

When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your FAX/MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the FAX/MFC on Line 2. 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 FAX/MFC and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

- 1** Place the two-line TAD and the two-line telephone next to your FAX/MFC.
- 2** Plug one end of the telephone line cord for your FAX/MFC into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the FAX/MFC.
- 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 FAX/MFC.



You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the FAX/MFC'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)

Most offices use a central telephone system. While it is often relatively simple to connect the FAX/MFC to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the FAX/MFC for you. It is advisable to have a separate line for the FAX/MFC. You can then leave the machine in FAX ONLY Mode to receive faxes any time of day or night.

*See
Easy Receive
pp. 34-35*



If the FAX/MFC is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the FAX/MFC cannot be made.

If you are installing the FAX/MFC to work with a PBX:

- 1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

- 2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.
- 3 The unit may be used with either pulse or tone dialing telephone service.

Custom Features on Your Phone Line

If you have Ring Master, Voice Mail, an answering service, alarm system or any other custom feature on your telephone line, it may create a problem in the operation of your FAX/MFC.

Connecting an External Telephone Answering Device (TAD)

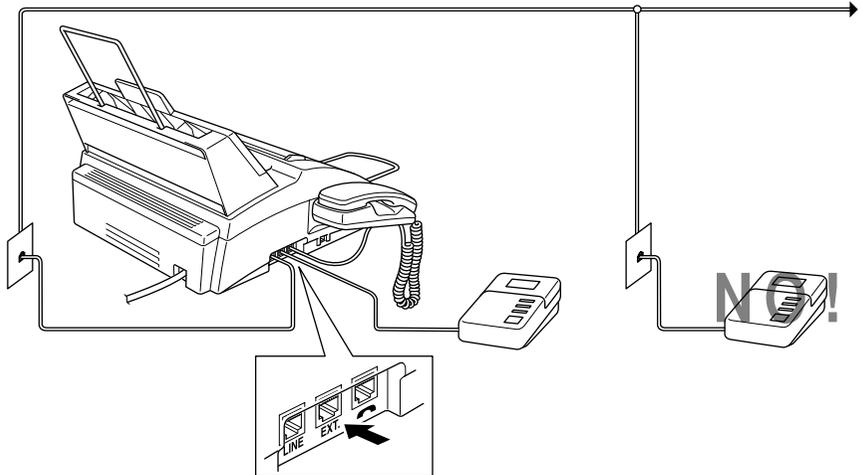
Sequence

You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the FAX/MFC, the TAD answers all calls. The FAX/MFC “listens” for fax calling (CNG) tones. If it hears them, the FAX/MFC takes over the call and receives the fax. If it doesn’t hear CNG tones, the FAX/MFC lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within 4 rings (the recommended setting is 2 rings). The FAX/MFC cannot hear CNG tones until the TAD has answered the call, and with 4 rings there are only 8-10 seconds of CNG tones left for the fax “handshake.” Make sure you carefully follow instructions in this manual for recording your outgoing message. Do not use a “toll-saver” ring setting on the TAD.



Do not connect a TAD elsewhere on the same phone line—your FAX/MFC and TAD will both try to control the line.



Connections

The external TAD must be plugged into the left side of the FAX/MFC, into the jack labeled EXT. Your FAX/MFC cannot work properly if you plug the TAD into a wall jack.

- 1** Plug the telephone line cord from the wall jack into the left side of the FAX/MFC, in the jack labeled LINE.
- 2** Plug the telephone line cord from your TAD into the left side of the FAX/MFC, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)
- 3** Set your external TAD to 4 rings or less. (The FAX/MFC's Ring Delay setting does not apply).
- 4** Record the outgoing message (see below).
- 5** Set the TAD to answer calls.
- 6** Set Message Storage (**Function**, **8**, **1**) to VOICE:EXT..
- 7** Set the Answer Mode to MC:MSG CTR.

Outgoing Message (OGM) on External TAD

Timing is important in recording this message. The message sets up the way your external TAD handles both manual and automatic fax reception.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your FAX/MFC 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 Remote Activation Code for people sending manual faxes. For example:
“After the beep, leave a message or send a fax by pressing * 5 1.”

Connecting an External Telephone

Your FAX/MFC is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone (or telephone answering device) directly to your FAX/MFC.

Connect the modular plug on the telephone's line cord to the jack labeled **EXT.** on the left side of the FAX/MFC.

Whenever this phone (or TAD) is in use, the screen displays “EXT. TEL IN USE,” and, if the fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, press **Speaker Phone**.

Fax Settings

Fax Settings

Setting Dialing Mode (Tone/Pulse)

Your FAX/MFC comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you need to change the dialing mode.

- 1 Press **Function**, **6**, **1**. The screen prompts you to select TONE or PULSE.

DIALING: TONE

DIALING: PULSE

- 2 Use **◀** or **▶** to select dialing mode.
- 3 Press **Set** when the screen displays the dialing mode you want.
- 4 Press **Stop**.

Setting Date and Time

Your FAX/MFC displays the date and time, and prints it on every fax you send.

In the event of a power failure, the FAX/MFC maintains date and time information for about one hour. All other settings remain unaffected.

- 1 Press **Function**, **7**, **1**. The screen prompts you to enter the year:

ENTER YEAR: XX

- 2 Enter the last two digits of the year. The screen displays your entry, then prompts you to enter the month.

ENTER MONTH: XX

- 3** Enter two digits for the month (for example, enter 09 for September, or 10 for October). The screen displays your entry, then prompts you to enter the day.

ENTER DAY: XX

- 4** Enter two digits for the day (for example, 06). The screen displays your entry, then prompts you to set the time.

ENTER TIME: XX:XX

- 5** Enter the time in 24-hour format (for example, enter 15:25 for 3:25 PM).

- 6** Wait two seconds.

- 7** Press **[Stop]**. The screen now displays the date and time you set, and displays it whenever the FAX/MFC is standing by.

Setting Station ID

You can store your name, fax number, and telephone number to be printed on the fax Cover Page, and on all fax pages.

- 1** Press **[Function]**, **[7]**, **[4]**. The screen prompts you to enter your fax number.

FAX:

- 2** Enter your fax number (up to 20 digits). The screen displays your entry.

- 3** Press **[Set]**. The screen prompts you to enter your telephone number.

TEL:

- 4** Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again.

- 5** Press **[Set]**. The screen prompts you to enter your name or your company name.

NAME:

- 6** Use the dial pad to enter your name (up to 20 characters). (You can use the chart on page 19 to help you enter letters.)

- 7** Press **[Set]** to confirm.

- 8** Press **[Stop]**. The screen returns to the date and time.

Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the FAX/MFC. Most number keys have three or four letters printed above them. The keys for 0, #, and * don't have printed letters because they are used for special characters.

*See
Composing
Electronic
Cover Page
p. 46*

*See
Entering
Text
pp. 18-19*

By pressing the appropriate number key the correct number of times, you can access the character you want.

Press Key	one time	two times	three times	four times
2	A	B	C	
3	D	E	F	
4	G	H	I	
5	J	K	L	
6	M	N	O	
7	P	Q	R	S
8	T	U	V	
9	W	X	Y	Z

Inserting spaces

If you want to enter a blank space, press **▶** twice.

Making corrections

If you entered a letter incorrectly and want to change it, press **◀** to move the cursor after the last correct letter. Then press **Clear**; all letters to the right of the cursor are deleted. Re-enter the correct text and/or digits.

Repeating letters

If you need to enter a character assigned to the same key as the previous character, press **▶** to move the cursor to the right.

Special characters and symbols

Press ***** for (space) ! “ # \$ % & ’ () * + , - . /

Press **#** for : ; < = > ? @ [] ^ _

Press **Ø** for Ä Ë Ö Ü À Ç È É 0

NOTICE: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. In order to program this information into your FAX/MFC, you should complete the steps described on page 18 and 19.



See
ALL DIAL
Report
p. 83

- The telephone number you enter is used only for Call Back Message and Cover Page features.
- If you do not enter a fax number, no additional information can be entered.
- To enter a space, press  once between numbers and twice between characters.
- If your Station ID has already been programmed, the screen prompts “1” to make a change, or “2” to exit without changing.

Storing One Touch Dial Numbers

You can store 24 fax/phone numbers that you can dial by pressing one key. You can also store names with these numbers. When you press a One Touch dial location, the screen displays the name or number as the call is dialed.

One Touch keys are not the dial pad keys. They are the 12 keys (number 01-24) located to the right of the dial pad. One Touch Numbers 13-24 are accessed by holding down  when you press the appropriate One Touch key.

- 1** Press , , .
- 2** Press the One Touch key where you want to store a number. (One Touch key  is pre-programmed for Brother Fax-Back System (USA only). You can override it if you wish.) The screen displays the location you selected.
- 3** Enter a number (up to 20 digits). If you want to enter a pause in the dialing sequence (to wait for an “outside line,” for example), press  as you’re entering digits. Pressing  enters a 3.5-second pause when the number is dialed, and a dash appears on the screen.
- 4** Press . The screen prompts you to enter a name for this number.

NAME :

- 5** Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 19 to help you enter letters—**OR**—Go to Step 6 to store the number without a name.

- 6** Press **Set**. The screen prompts you to select the type of number this is. Use **◀** or **▶** to select the type you want.

FAX a fax only number

TEL a telephone (voice) number

F/T both a fax and telephone (voice) number

CHAIN a number (usually an access code) for chain dialing.

- 7** Press **Set**.

- 8** Return to Step 2 to store another One Touch number—**OR**—Press **Stop** to exit.

When you dial an AUTO DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored .



If you need to store a pause longer than 3.5 seconds, please call Brother Customer Service at 1-800-284-4329 in the USA, or 1-800-853-6660 from within Canada.

You can use chain dialing to store long dialing sequences. For example, to store **9 1 201 555 1234 987 65 4321**, divide the number into 2 parts. Store the first part as a Chain type number (this tells the system that the dialing sequence is not complete).

CHAIN—9 1 201 555 1234

The last part of the One Touch number must be stored as any of the other following 3 types.

FAX or F/T or TEL—987 65 4321

Now, when you dial, just press the two keys (one after the other, in order) where you've stored the two parts of the number.



If you are using Chain Dialing with a credit card number, do not send an electronic cover page. **The credit card number will appear on it.**

One Touch Dialing

- 1** Pick up the handset—**OR**—Press **Speaker Phone**.
- 2** When you hear a dial tone, press the One Touch key of the location you want to call.

If you try to use a One Touch location with no number stored in it, you hear a warning sound, and the screen displays NOT REGISTERED. The display returns to normal after 2 seconds.



Storing Speed Dial Numbers

You can store Speed Dial numbers, when you dial by pressing only three keys. Model MFC 1870MC has 36 Speed Dial locations, Models FAX 1570MC and MFC 1970MC have 100. Even if you lose electrical power, numbers stored in memory will not be lost.

- 1 Press **Function**, **4**, **2**. The screen prompts you to enter a location.

SPEED-DIAL? #_

- 2 Use the dial pad to enter a 2-digit location. (For model MFC 1870MC, enter 01 - 36.) (For models FAX 1570MC and MFC 1970MC, enter 00 - 99.) The screen displays your entry, then prompts you to enter the number you're storing.

#05
ENTER & SET

- 3 Enter the number (up to 20 digits).
- 4 Press **Set**. The screen now prompts you to store a name with this number.
- 5 Use the dial pad to enter the name (up to 15 characters). You can use the chart on page 19 to help you enter letters—**OR**—Press **Set** and go to Step 7 to store the number without a name.
- 6 Press **Set**.
- 7 The screen prompts you to select the type of number this is. Use **◀** or **▶** to select the type you want.

FAX a fax number

TEL a telephone (voice) number

F/T both a fax and telephone number

CHAIN a number (usually an access code) for chain dialing.

- 8 Press **Set**.
- 9 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.

Speed Dialing

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 When you hear a dial tone, press **Speed Dial**, then press the two-digit Speed Dial number.

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either

1. CHANGE —OR— 2. EXIT.

- 1 Press **[1]** to change the number stored, or press **[2]** to exit without making a change.
- 2 If you want to erase the number, press **[Clear]** when the cursor is to the far left of the digits.
- 3 If you want to change a digit, use **[◀]** or **[▶]** to position the cursor under the digit you want to change, then press **[Clear]**.
- 4 Enter a new number.
- 5 Follow the directions from Step 4 in Storing One Touch Numbers or Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses a One Touch key. Finally, you can have up to 6 small Groups, or you can assign many numbers to one large group. If you have Model MFC 1870MC you can assign up to 59 numbers to one large group, and for Models FAX 1570MC and MFC 1970MC up to 123 numbers to one large group.

- 1 Press **[Function]**, **[4]**, **[3]**. The screen displays:

SELECT ONE-TOUCH

- 2 Select a One Touch key where you wish to store the number. (For example, press One Touch key **[02]** to use as a group.)
- 3 Use the dial pad to enter the Group number (for example, press **[1]** for Group 1).

SETUP GROUP:GO
ENTER & SET

*See
Storing
One Touch
Dial
Numbers
pp. 20-21
and
Storing
Speed Dial
Numbers
p. 22*

- 4** Use the dial pad to enter the One Touch or Speed Dial numbers in this group. For example, enter **# 0 3**, **# 0 5**, *** 0 2**. Enter a **#** before Speed Dial locations; enter a ***** before One Touch locations.

G01:#03#05*02_

- 5** Press **Set**. The screen prompts you to enter a name.

NAME:
ENTER & SET

- 6** Use the dial pad and the chart on pages 18-19 to enter a name for the group (for example, NEW CLIENTS).
- 7** Press **Set**.
- 8** Press **Stop** to exit.

You can print a list of all One Touch and Speed Dial numbers. See Chapter 10, "Printing Reports and Lists."



Setting Beeper Level

You can set the beeper to **LOW**, **HIGH** or **OFF**. The FAX/MFC comes set to **LOW**. When the beeper is set to **LOW** or **HIGH**, the FAX/MFC beeps every time you press a key or make an error, and at the end of fax sending or receiving.

- 1** Press **Function**, **5**, **2**.
- 2** Press **←** or **→** to select your setting.
- 3** When the screen displays the setting you want, press **Set**.
- 4** Press **Stop** to exit.

Memory Storage

All settings in the SET AUTO DIAL, USER OPTIONS, TEL OPTIONS, and SETUP SYSTEM functions are stored permanently and will be retained even in the event of a power failure.

CHAPTER FOUR

On-Screen Programming

User-Friendly Programming

*See
Using This
Manual p. 1*

We have designed your FAX/MFC with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your FAX/MFC has to offer.

Since your fax programming is done on the LCD, we created step-by-step on-screen prompts to help you program your FAX/MFC. All you need to do is follow the prompts as they guide you through the function menu selections and programming options and settings.

Function Mode

You can access the function mode by pressing **[Function]**. When you enter the function mode, your FAX/MFC displays a list of Level One Functions from which you can choose. These function options appear one after the other on the display. Select an option by pressing **[Set]** when the option appears on the LCD.

You can “scroll” more quickly through options by pressing **[▶]**. When the screen displays your selection, press **[Set]**. (Use **[◀]** to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.)



If you want to exit the Function Mode, press **[Stop]**.

Alternating Displays

When you see alternating displays, the LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you'll probably see most often is shown below, showing you, when you place a document in the feeder, that you can dial a number and send a fax, or you can make a copy.



Function Selection Table

If you have a basic understanding of how to program a fax machine, you can perform most of the programming settings without the Owner's Manual. To help you understand the function selections, options, and settings that are found in your fax and Message Center programs, use the Function Selection Table below.

1. TEMP. SETTINGS			
Function	Description	Factory Set	More Info
1. TIMER	Send documents later.	--	p. 44
2. POLLING	Retrieve faxes from another machine.	OFF	pp. 54–56
3. CALL RESERVE	You can send a fax, then speak.	OFF	pp. 48–49
4. CONTRAST	Change lightness or darkness of fax you're sending.	AUTO	p. 32
5. RESOLUTION	Allows you to change resolution page by page.	STANDARD	pp. 32, 50
6. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	p. 45
7. COVERPAGE	Automatically sends cover page you program.	OFF	pp. 47–48
2. CANCEL JOB			
Function	Description	Factory Set	More Info
	Cancel a timed or polled job.		p.45

3. PRINT REPORTS

Function	Description	Factory Set	More Info
1. ACT. REPORT 2. ALL DIAL 3. TEL. INDEX 4. COVERPAGE 5. CALL BACK MSG 6. USER OPTIONS 7. XMIT REPORT 8. MEMORY STATUS 9. CALLER ID	Print lists and reports of activity. (Details in Chapter 10)	OFF	pp. 83–84 p. 83 p. 83 pp. 48, 83 pp. 49, 83 p. 83 pp. 83–84 p. 83 p. 83

4. SET AUTO DIAL

Function	Description	Factory Set	More Info
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	USER DEFINED	pp. 20–21
2. SPEED-DIAL	Dial numbers stored in memory pressing only 3 keys.		p. 22
3. SETUP GROUPS	Set up a group number for broadcasting.		pp. 23–24

5. USER OPTIONS

Function	Description	Factory Set	More Info
1. SMOOTHING	Enhance the appearance of incoming faxes.	ON	p. 37
2. BEEPER	Adjust volume level of beeper.	LOW	p. 24
3. COVERPG ON/OFF	Send automatic cover page with comment.	OFF	p. 47
4. ERROR RE-TX	Resend a fax if an error occurs.	OFF	p. 46
5. REDUCTION	Reduce size of image.	AUTO	p. 38
6. RCD PAPER	Select size of paper for fax receiving.	LETTER	p. 37

6. TEL OPTIONS			
Function	Description	Factory Set	More Info
1. TONE/PULSE	Select dialing mode.	TONE	p. 17
2. RING DELAY	Number of rings before machine answers in F/T, FAX or MC mode.	2	p. 35
3. SPEAKER VOLUME	Adjust speaker volume.	LOW	p. 36
4. ICM REC. MONITR	Adjust volume of incoming messages.	LOW	p. 66
5. F/T RING TIME	Sets the time for “double-ring” in F/T mode.	20	p. 36
6. RING VOLUME	Adjust volume of ringer.	MEDIUM	p. 37
7. DISTINCTIVE	Use with phone company distinctive ringing service to register the ring pattern with FAX/MFC.	OFF	pp. 51–52
8. CALLER ID	View a list of the last 30 Caller IDs stored in memory.		pp. 53–54

7. SETUP SYSTEM			
Function	Description	Factory Set	More Info
1. DATE/TIME	Enter date and time for LCD display and to print on transmissions.	01/01/1999 00:00	pp. 17–18
2. DAILY TIMER	Send delayed jobs at the same time every day.	00:00	p. 43
3. INTERVAL	Select the interval of time between activity reports.	OFF	p. 84
4. STATION ID	Program name, fax number, and telephone number to appear on each transmitted page.	--	p. 18
5. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (✳51, #51)	p. 51
6. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	pp. 34-35
7. SET COVERPAGE	Register your own two custom comments.		p. 46
(8.MF LINK) (For MFC 1870MC and MFC 1970MC only)	Fax Receive Only/ PC Primary/ PC Receive Only	PC Primary	Multi-Function Link/Missing Link

8. SETUP MSG CTR

Function	Description	Factory Set	More Info
1. MSG STORAGE	Select if memory will store fax, voice or both.	FAX:OFF/ VOICE:ON	p. 61
2. BACKUP PRINT	Select if fax prints memory backup.	ON	p. 64
3. FAX FWD/PAGING	Set fax to forward fax/message OR to call your pager.	OFF	pp. 66–67
4. REMOTE ACCESS	Set code for retrieving messages.	159✳	p. 68
5. ICM MAX. TIME	Set length of incoming messages.	30 seconds	p. 65
6. OGM	Select/record outgoing message.	MSG CTR OGM	pp. 61-62
7. TOLL SAVER	Set to ring twice when messages are waiting.	OFF	p. 65

9. SETUP MC PRO

Function	Description	Factory Set	More Info
1. MSG CTR PRO	Select ON or OFF.	OFF	p. 81
2. OGM	Record outgoing announcements for 1st Level and 2nd Level.		pp. 79–80
3. MAIL BOX	Select primary (default) mailbox.		p. 76
4. VOICE INFO	Store the voice information for each Voice-on-Demand.	User Defined	pp. 74–75

0. INTERRUPT

Function	Description	Factory Set	More Info
—	Send a fax now OR make a copy, even if you have the FAX/MFC set up to send a fax later or for Polling.	—	p. 44

CHAPTER FIVE

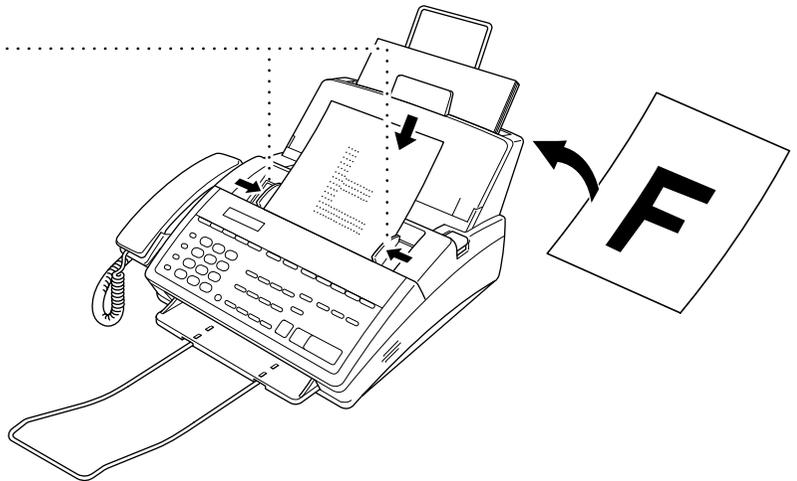
Basic Fax Operation

Sending Faxes

Before you begin:

- Documents must be between 5.8 and 8.5 inches wide, and 5.9 and 23.7 inches long. Your FAX/MFC can only scan an image 8.2 inches wide, regardless of how wide the paper is.
- Make sure you insert documents **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.

Paper guides



- The automatic document feeder (ADF) can hold up to 20 pages, feeding each one individually through the FAX/MFC. Use standard (20 lb.) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.



- Press **[Resolution]** (before you send the fax or make a copy) to select the resolution for the document you're sending.
 - Standard** — Suitable for most typed documents.
 - Fine** — Good for small print; transmits a little slower than standard resolution.
 - Super Fine** — Good for small print or artwork; transmits slower than fine resolution.
 - Photo** — Use when document has varying shades of gray; slowest transmission time.
- **DO NOT** use curled, wrinkled, folded, or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper, or fabric.
- Make sure documents written with ink are completely dry.

Contrast Setting

If your document is very light or very dark, you might want to set the contrast accordingly. Use **S.LIGHT** to send a very light document. Use **S.DARK** to send a very dark document.

- 1 Insert the document, face down, in the feeder.
- 2 Press **[Function]**, **[1]**, **[4]**.
- 3 Use **[◀]** or **[▶]** to select **AUTO**, **S.LIGHT**, or **S.DARK**.
- 4 When the screen displays your selection, press **[Set]**.
- 5 Press **[Stop]** to exit.
- 6 Enter a fax number and press **[Start]** to send a fax—**OR**—Press **[Copy]** to make a copy.

Manual Transmission

Manual transmission lets you hear the dial tone, ringing, and fax chirps before sending the fax.

- 1 Insert the document face down in the feeder.
- 2 Pick up the handset and listen for a dial tone
 - OR**—press **[Speaker Phone]** and listen for a dial tone.
- 3 Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).

*See
One Touch
Dialing
p. 21*

*See
Speed Dial
p. 22*

- 4 When you hear the fax tone, press **[Start]**.
- 5 If you're using the handset, hang up.

Automatic Transmission

This is the easiest way to send a fax.

IMPORTANT: Do **not** pick up the handset or press **[Speaker Phone]**.

- 1 Insert the document face down in the feeder.
- 2 Enter the fax number using One Touch, Speed Dial, Tel-index or the dial pad.
- 3 Press **[Start]**.

Manual and Automatic Fax Redial

If you're sending a fax manually and the line is busy, press **[Redial/Pause]** to retry the number.

If you're sending a fax automatically, and if the line is busy, the FAX/MFC will redial automatically up to three times at 5 minute intervals.

Receiving Faxes

*See
Distinctive
Ringing
pp. 51-52*

Select Answer Mode

Manual—You must answer all calls yourself. If you hear fax tones, press **[Start]** to begin receiving the fax, then hang up. You can use this mode with Distinctive Ringing.

Fax Only—The FAX/MFC automatically answers every call as a fax call. You cannot receive a voice call, but you can dial out and make a voice call.

*See
F/T (Fax/Tel)
Mode Only
p. 50*

F/T—The FAX/MFC automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with a double ring (ring-ring), different from the phone company ringing, to alert you to pick up the call. If you select this setting, you'll need to set the Ring Delay and F/T Ring Time features (on the following pages). If you have extension phones on the same line as the FAX/MFC, set Ring Delay to 4.

MSG CTR—These FAX/MFCs provide you with a built-in digital message center for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes (MFC 1870MC) or up to 30 minutes (Fax 1570MC and MFC 1970MC) of messages, depending on how much memory is available. For more information about Message Center (MSG CTR) operation, please see Chapter 8 and Chapter 9.



Record Fax/Tel Outgoing Announcement (F/T OGM)

This is the announcement played by your FAX/MFC (not an external TAD) when someone calls and your machine is set to F/T mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions on page 62, “Erasing Outgoing Message”.

- 1 Press **Function**, **8**, **6**. The screen prompts you to choose **F/T OGM** or **MSG CTR OGM**.
- 2 Press **◀** or **▶** to select **F/T OGM**.
- 3 Press **Set**.
- 4 Press **Record**, then pick up the handset to record a message.
- 5 Replace the handset. Your OGM is played.
- 6 Press **Stop** to exit.

Easy Receive

*See
Operation
from
Extension
Telephone
p. 50
and
For F/T
(Fax/Tel)
Mode Only
p. 50*

When you use this feature, you don't have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. When you see “RECEIVE” on the fax screen or when you hear “chirps” through the handset of an extension phone connected to another wall jack, just replace the handset, and the FAX/MFC does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an extension phone. Selecting **SEMI** lets the FAX/MFC receive the call only if you've answered it at the FAX/MFC. Selecting **OFF** means you'll have to activate the FAX/MFC yourself, by pressing **Start** or by pressing *** 5 1** if you are not at the FAX/MFC.

In case Easy Receive does not work because of a poor phone line connection, just press **[Start]** or press the Activation Code **[*] [5] [1]**.

- 1** Press **[Function]**, **[7]**, **[6]**.
- 2** Use **[◀]** or **[▶]** to select **ON**, **SEMI**, or **OFF**.
- 3** Press **[Set]** when screen displays your selection.
- 4** Press **[Stop]** to exit.

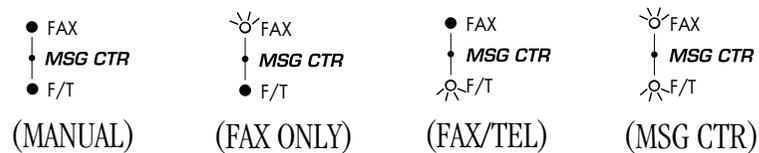
If you've set the feature to **ON**, but your FAX/MFC doesn't automatically connect a fax call when you lift the extension phone handset, press **[*] [5] [1]**.
At the FAX/MFC, lift the handset and press **[Start]**.

To select or change your Answer Mode

Press **[Mode]** repeatedly until you find the mode you want.

The indicator lights show your current selection.

(• means light off. ☉ means light on.)



*You must record an outgoing message (OGM) in order to use the Message Center Mode. See Message Center Mode P.59.

Setting Ring Delay

The Ring Delay setting determines the number of times the FAX/MFC rings before it answers. If you have extension phones on the same line as the FAX/MFC, set the Ring Delay to 4.

- 1** Press **[Function]**, **[6]**, **[2]**.
- 2** Press **[◀]** or **[▶]** to select how many times the line rings before the FAX/MFC answers (00 – 04). If you select 00, the line doesn't ring at all.
- 3** Press **[Set]** when the screen displays your selection.
- 4** Press **[Stop]** to exit.

*See
Operation
from
Extension
Telephone
p. 50
and
For F/T
(Fax/Tel)
Mode Only
p. 50*

Setting F/T Ring Time

You must determine how long the FAX/MFC will notify you with its special double ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the FAX/MFC rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring.

- 1 Press **Function**, **6**, **5**.
- 2 Press **◀** or **▶** to select how long the FAX/MFC will ring to alert you that you have a voice call.
- 3 Press **Set** when the screen displays your selection.

RING TIME:XX SEC

- 4 Press **Stop** to exit.

Now, when a call comes in and the machine is set to F/T Mode, all phones on this line will ring the number of times you selected in Ring Delay.

You can let the FAX/MFC pick up and detect if it's a fax or voice call. If it's a fax call, the machine prints the fax. If it's a voice call, the machine signals you with a double ring for the length of time you selected in F/T Ring Time.



Even if the caller hangs up during the double ringing, the FAX/MFC continues for the set time.

Speaker Volume

You can set the volume of the FAX/MFC speaker phone.

- 1 Press **Function**, **6**, **3**.
- 2 Press **◀** or **▶** to select your volume setting (**OFF**, **LOW**, **MEDIUM**, or **HIGH**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

Ring Volume

You can select how loudly, or if, the FAX/MFC rings.

- 1 Press **Function**, **6**, **6**.
- 2 Press **◀** or **▶** to select **OFF**, **LOW**, **MEDIUM**, or **HIGH**.
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

Even if you select OFF, the ring volume will remain LOW in F/T ringing (double ringing), and LOW in Call Reservation.



Smoothing

When activated, this feature enhances the appearance of incoming faxes by “smoothing” lines. It takes no longer to receive faxes in this setting, which comes set to ON.

You cannot use “smoothing” for outgoing faxes, or for printing lists and reports.

- 1 Press **Function**, **5**, **1**.
- 2 Press **◀** or **▶** to choose **ON** or **OFF**.
- 3 Press **Set**.
- 4 Press **Stop** to exit.

Setting Paper Size

You can use three sizes of paper for printing your faxes—letter, legal, and A4. When you change the kind of paper you have loaded in the FAX/MFC, you will need to change the setting for paper size, so the FAX/MFC will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit the paper in your FAX/MFC.

- 1 Press **Function**, **5**, **6**. The screen displays:

RCD PAPER:LETTER

- 2 Use **◀** or **▶** to select **LETTER**, **LEGAL** or **A4**.
- 3 Press **Set** when the screen displays your selection.
- 4 Use **◀** or **▶** to select **AUTO**, **100%**, **93%**, **87%** or **75%**.
- 5 Press **Set** when the screen displays your selection.
- 6 Press **Stop** to exit.

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage, regardless of the size of the paper (up to legal) in your FAX/MFC. If you choose AUTO, the FAX/MFC chooses the level of reduction for you.

1 Press **[Function]**, **[5]**, **[5]**. The screen displays:

REDUCTION: AUTO

- 2** Use **[◀]** or **[▶]** to select the reduction ratio you want—**AUTO**, **93%**, **87%**, or **75%**. Choose **100%** if you don't want a reduction.
- 3** Press **[Set]** when the screen displays your selection.
- 4** Press **[Stop]** to exit.

Recommended Reductions

If your paper is letter size (8.5" x 11"), and the incoming fax is

letter size, select 93%

A4, select 87%

legal size, select 75%.

If your paper is A4 (8.2" x 11.6"), and the incoming fax is

letter size, select 100%

A4, select 93%.

If your paper is legal size (8.5" x 14"), and the incoming fax is

letter size, select 100%

A4, select 100%

legal size, select 93%.

Telephone & Speaker Phone (Voice) Operation

Making Voice Calls

You can use your FAX/MFC to make voice telephone calls, by dialing manually or by using One Touch or Speed Dial memory. You can use the handset or the Speaker Phone to make and receive calls. The Speaker Phone allows you to operate the phone hands-free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speaker Phone, make sure to speak clearly and close to the microphone.

Manual Dialing

Manual dialing is simply pressing all of the digits of the Phone number.

- 1 Pick up the handset—**OR**—Press **[Speaker Phone]**.
- 2 When you hear a dial tone, dial the call, using the dial pad.
- 3 You can switch from handset to Speaker Phone by pressing **[Speaker Phone]**, then replacing the handset. You can switch from Speaker Phone to handset by lifting the handset.
- 4 To hang up, replace the handset—**OR**—Press **[Speaker Phone]**.

Answering Calls with the Speaker Phone

When the phone rings, instead of lifting the handset, press **[Speaker Phone]**. Speak clearly, toward the microphone. To end the call, press **[Speaker Phone]**.

If you have a bad telephone line connection, the other party might hear your voice echoed during the call. Hang up and try the call again—**OR**—Pick up the handset.



See
*Storing One
Touch Dial
Numbers*
pp. 20-21



See
*Storing
Speed Dial
Numbers*
p. 22

One Touch Dialing

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 When you hear a dial tone, press the One Touch key of the location you want to call.

If you try to use a One Touch location with no number stored in it, you hear a warning sound, and the screen displays NOT REGISTERED. The display returns to normal after 2 seconds.

Speed Dialing

- 1 Pick up the handset—**OR**—Press **Speaker Phone**.
- 2 When you hear a dial tone, press **Speed Dial**, then press the two-digit Speed Dial number.
- 3 To hang up, replace the handset—**OR**—Press **Speaker Phone**.

Hold

- 1 Press **Hold** to put a call on Hold.
- 2 You can put down the handset without disconnecting the call.
- 3 Pick up the FAX/MFC handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Pause

Press **Redial/Pause** to insert a 3.5 second pause between numbers.

Tone/Pulse

If you have pulse dialing service, but need to send tone signals (for telephone banking, for example), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

- 1 Lift the handset.
- 2 Press **#**. Any digits dialed after this send tone signals.
- 3 When you hang up, the FAX/MFC returns to pulse dialing service.

*See
Storing One
Touch Dial
Numbers
pp. 20-21
and
Storing
Speed Dial
Numbers
p. 22*

Searching Telephone Index

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically.

- 1 Press **Tel-index**, then enter the first letter of the name.
- 2 Press **◀** or **▶** to search the memory.
- 3 When the screen displays the name you want to call, pick up the handset or press **Speaker Phone**.
- 4 Press **Start** to begin dialing.
- 5 When the call is over, hang up, or press **Speaker Phone** to cancel the call.

Advanced Fax Operation

Sending Faxes

Quick Scan Fax Transmission

You can scan a fax into the FAX/MFC's memory to be sent as soon as the scan is complete. This way, you don't have to wait for the entire fax to be transmitted before you retrieve your original.

If you get a MEMORY FULL message while scanning the first page of a fax, press **[Stop]** to cancel the scan. If you get a MEMORY FULL message while scanning in a subsequent page, you'll have the option to press **[Start]** to transmit the pages scanned so far, or to press **[Stop]** to cancel the Quick Scan operation.

- 1 Insert the document in the feeder.
- 2 Press **[Q.Scan]**. The screen indicates how much memory is available.
- 3 Enter the fax number.
- 4 Press **[Start]** to begin scanning the document into memory. Once the scan is complete, the FAX/MFC dials the call.

Daily Timer

You can use this function to set a time to send a fax every day. The setting stays the same until you change it. Then, when you use Delayed Transmission the time will be displayed automatically.

- 1 Press **[Function]**, **[7]**, **[2]**.
- 2 Use the dial pad to enter the time in 24-hour format (for example, enter 19:45 for 7:45 PM).
- 3 Wait 2 seconds, then press **[Stop]** to exit.

*See
Delayed
Transmission
p. 44
and
Delayed
Polling
p. 55*

*See
Daily Timer
p. 43*

Delayed Transmission

You can use this function to send a fax up to 24 hours later. If you have set a time in Daily Timer, the time will be displayed in Step 4.

- 1 Insert the document in the feeder.
- 2 You can press **Q.Scan** to use memory transmission, or you can send your fax normally.
- 3 Press **Function**, **1**, **1**.
- 4 Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM).
- 5 Wait 2 seconds (the screen will display 1. TIMER), then press **Stop**. The screen prompts you to enter the fax number.



- 6 Enter the fax number, and press **Start**. The FAX/MFC will wait until the time you have entered to send the fax.

Interrupting Timer and Poll Waiting

You can send a fax (or make a copy) now, even if you have the FAX/MFC set to send a fax later, or if you have it set for Poll Waiting. However, you cannot use automatic redial or the function mode.

- 1 Press **Function**, **0**.
- 2 Wait 2 seconds, then remove the documents that are waiting in the feeder.



- 3 Place the document you want to send now in the feeder.
- 4 Enter the number for the fax you want to send now.
- 5 Press **Start**.
- 6 After the transmission is finished, return the first document to the feeder.
- 7 Press **Function**, **0** to restore the Delayed Transmission timer.

Canceling a Delayed Fax

You can cancel tasks you've scheduled using the timer.

- 1 Press **Function**, **2**. Any waiting jobs appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

2. CANCEL JOB

- 2 If you have more than two jobs waiting, use **◀** or **▶** to select the job you want to cancel. Press **Set** when the screen displays your selection.

—OR—

If you have only one job waiting, go to step 3.

- 3 Press **1** to cancel—OR—Press **2** to exit without canceling.
- 4 Press **Stop** to exit.

Broadcasting

Using the numbers you have stored in group dialing, One Touch and Speed Dial memory, you can “broadcast” faxes automatically to many different locations in a few simple steps. (Model MFC 1870MC offers up to 59 locations; FAX 1570MC and MFC 1970MC offer up to 123 locations.)

After the Broadcast is completed, a Broadcast Report will be printed automatically to let you know the results.

- 1 Insert the document in the feeder.
- 2 Press **Q.Scan**. The screen displays how much memory is available.
- 3 Enter the One Touch and Speed Dial numbers (one after the other) or a Group number you have stored.
- 4 Press **Start**. The FAX/MFC stores the document in memory, then transmits it to all the numbers you entered. If the line is busy, the FAX/MFC will retry.

Press **Stop** during transmission to cancel the current fax broadcast.

Overseas Mode

If you have difficulty sending a fax overseas, use the Overseas Mode.

After you send a fax using this feature, the feature turns itself off.

- 1 Insert document.
- 2 Press **Function**, **1**, **6**.

6. OVERSEAS MODE

- 3 Press **◀** or **▶** to select **ON** (or **OFF**).
- 4 Press **Set** when the screen displays your selection.
- 5 Press **Stop** to exit.
- 6 Follow basic procedures to send a fax.

*See
Setting Up
Groups for
Broadcasting
pp. 23-24*



*See
Sending
Faxes
pp. 31-33*

Error Re-Transmission

Sometimes there is noise or interference on the phone line, which makes it difficult for your FAX/MFC to transmit a fax. You can set the FAX/MFC to automatically retransmit (RE-TX).

- 1 Press **Function**, **5**, **4**.
- 2 Press **◀** or **▶** to select **ON** (or **OFF**).
- 3 Press **Set** when the screen displays your selection.
- 4 Press **Stop** to exit.

Composing Electronic Cover Page

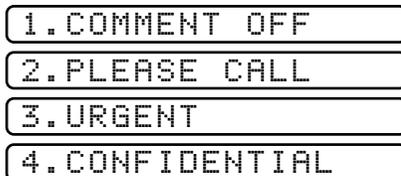
*See
One Touch
and
Speed Dial
pp. 20-22*

Your cover page includes the name/number stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank.

The cover page indicates the fax is from your Station ID, and the number of pages you're sending. If you have COVERPG ON/OFF (function 5-3) ON, the number of pages remains blank.

You can select a comment to include on your cover page.

*See
Setting
Station ID
p. 18*



Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 19 to help enter characters.

- 1 Press **Function**, **7**, **7**.
- 2 Use **◀** or **▶** to choose position 5 or 6 for your customized comment.
- 3 Press **Set**.
- 4 Use the dial pad to enter your customized comment.
- 5 Press **Set**.
- 6 Press **Stop** to exit.

Always Send Cover Page

Make sure station ID is set up (p. 18). This feature does not work without Station ID set up.

You can set the FAX/MFC to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1 Press **Function**, **5**, **3**.

2 Press **◀** or **▶** to select.

COVERPAGE: OFF

COVERPAGE: ON

3 Press **Set** when the screen displays your selection. (If you select **ON**, a coverpage is always sent when you send a fax.)

4 If you selected **ON**, you must select a comment. Use **◀** or **▶** to view possible selections. (You can select a custom comment, instead.)

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

5. (USER DEFINED)

6. (USER DEFINED)

5 Press **Set** when the screen displays your selection.

6 Press **Stop** to exit. Now, whenever you insert a document in the feeder, the screen displays COVERPAGE ON before prompting you to dial.

Cover Page (Temporary Setting)

Make sure station ID is set up (p. 18). This feature does not work without Station ID set up.

You can set the fax to send a cover page with a particular document. This cover page will include the number of pages in your document.

1 Insert the document in the feeder.

2 Press **Function**, **1**, **7**.

3 Press **◀** or **▶** to select **ON** (or **OFF**).

4 Press **Set** when the screen displays your selection.

- 5 Press  or  to view comment selections.

1. COMMENT OFF

2. PLEASE CALL

3. URGENT

4. CONFIDENTIAL

5. <USER DEFINED>

6. <USER DEFINED>

- 6 Press  when the screen displays your selection.
- 7 Enter two digits to indicate the number of pages you are sending (enter   to leave number of pages blank).
- 8 Wait 2 seconds, then press .
- 9 Enter the fax number you're calling.
- 10 Press .

Using a Printed Cover Page

- 1 Press , , .
- 2 Press . Your FAX/MFC prints a copy of your cover page.

Call Reservation

You can send a fax and let the other party know that you want to have a conversation after the fax transmission is complete. The other fax machine will ring as if it were receiving a telephone call; if the other party picks up the handset, your FAX/MFC will ring. Lift the handset to speak.

If you set Call Reservation and Call Back message to ON, your FAX/MFC leaves a message if the other party does not answer.

- 1 Insert the document in the feeder.
- 2 Press , , . The screen displays the current setting for Call Reservation.

CALL RESERVE: ON

CALL RESERVE: OFF

- 3 Press  or  to select **ON** (or **OFF**).

- 4 If you set Call Reservation to ON, press **Set** when the screen displays your selection. The screen displays the current setting for Call Back Message.

CALL BACK: OFF

CALL BACK: ON

- 5 Press **◀** or **▶** to select **ON** (or **OFF**).
- 6 Press **Set** when the screen displays your selection.
- 7 Press **Stop**. The screen prompts you to enter the fax number you want to call.
- 8 Enter the fax number, and press **Start**.
- 9 If you've set Call Reservation to **ON**, pick up your handset if the FAX/MFC rings.



You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling. You must register your Station ID to set Call Back Message to **ON**.

Print Call Back Message

- 1 Press **Function**, **3**, **5**.
- 2 Press **Start**.

Next-Fax Reservation

Even if your fax is receiving another fax, you can set your FAX/MFC to send your fax next. This way, you don't have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial, One Touch, Speed Dial, or Chain dialing. (When you use One Touch and Speed Dial, only the memory location—not the name of the person you're calling—is displayed.)

- 1 Insert the documents in the feeder. If necessary, press **Resolution** to adjust resolution.
- 2 Enter the fax number.
- 3 Press **Start**.
- 4 Press **Set**. The screen displays:

NEXT-FAX RESERVD

- 5 To cancel the reservation, remove the documents and press **Stop**.

You can't use this feature if there is a document waiting in the feeder (possibly for Delayed Transmission or Poll Waiting), or when the timer has been interrupted.



Multiple Resolution Transmission

Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to STANDARD after the fax is sent.

- 1 Insert documents in feeder, then press **Function**, **1**, **5**.
- 2 Use **◀** or **▶** to select resolution for page 1, then press **Set**.
- 3 Repeat Step 2 for subsequent pages. Press **Stop** when you're finished.
- 4 Enter the fax number you're calling, and press **Start**.

Receiving Faxes

*See
F/T Ring
Time
p. 36*

Operation from Extension Telephone

If you answer a fax call on an extension phone, you can make your FAX/MFC take over by using the Activation Code. When you press the Activation Code *** 5 1**, the FAX/MFC starts to receive a fax.

If the FAX/MFC answers a voice call and double-rings for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone.

*See
Easy Receive
pp. 34-35*

If you answer a call, and no one is on the line, assume you're receiving a fax. At the FAX/MFC phone, press **Start**, then hang up. At an extension phone, press *** 5 1**, wait for fax receiving tones (chirps), then hang up. (Your caller will have to press **Start** to send the fax.)

For F/T (Fax/Tel) Mode Only

When the FAX/MFC is in F/T mode, it will use the F/T Ring Time (double ringing) to alert you to a voice call. If you're at the FAX/MFC, you can lift the handset to answer.

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