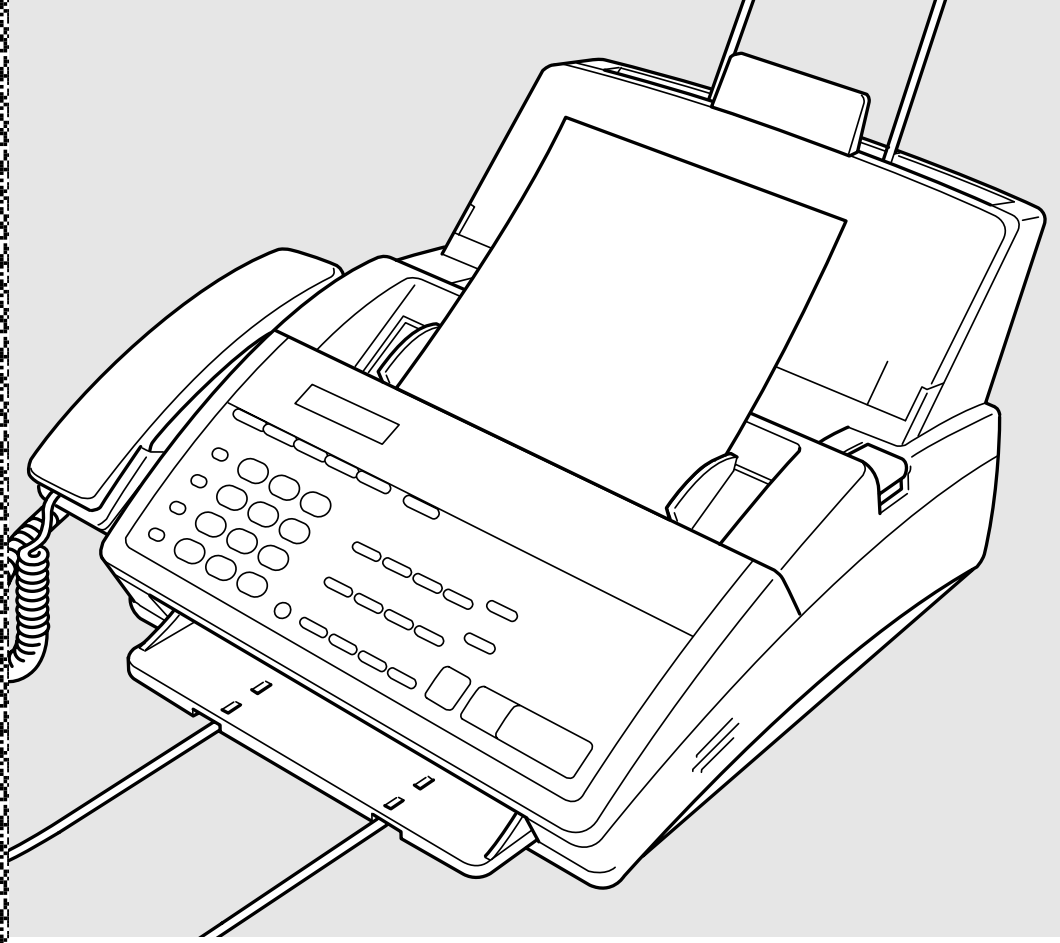


OWNER'S MANUAL



FAX 1170

FAX 1270

MFC 1770

MFC 1780



brother®

## If You Need to Call Customer Service

Please complete the following information for future reference:

**Model: FAX1170, FAX1270, MFC1770, MFC1780**  
(Circle your model number)

**Serial Number:\*** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Place of Purchase:** \_\_\_\_\_

**\*The serial number is on the back of the unit. Retain this Owner's Manual with your *sales receipt* as a permanent record of your purchase, in the event of a theft, fire or warranty service.**

## Year 2000 Compliant

Brother is addressing the Year 2000 related issues for all Brother fax machines and multi-function centers. Our focus is to ensure that our bundled third party software will continue to properly process date/time data after January 1, 2000.

Brother fax machines and multi-function centers will function properly after January 1, 2000, *provided that* all non-Brother hardware, software and firmware used by our customers in connection or combination with Brother fax machines, and bundled software, accurately exchange date data with the Brother products.

Please continue to check our Web page for updates at **<http://www.brother.com>**. All remedies will be provided to individual customers via software patches through software download or from Brother Customer Service.

# Brother Numbers

---

## Fax-Back System

---

Brother Customer Service 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 send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your FAX or MFC using this manual, call our Fax-Back System, and follow the voice prompts to receive faxed instructions about using the system and an index of Fax-Back subjects.

**USA:** 1-800-521-2846  
**From within Canada:** 1-800-681-9838

The Brother Fax-Back System number (USA Only) has been preprogrammed on One Touch key **[01]**.

## Brother on the World Wide Web

---

You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web. Visit us at

**<http://www.brother.com>**

## Brother Bulletin Board

---

Brother's Bulletin Board Numbers are

**USA:** 1-888-298-3616  
**From within Canada:** 1-514-685-2040

## For Customer Service

---

**USA:** 1-800-284-4329 (voice)  
1-908-575-8790 (fax)  
**From within Canada:** 1-800-853-6660 (voice)  
1-514-685-4898 (fax)  
**From within Montreal:** 1-514-685-6464 (voice)

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(For USA and Canada)

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

**USA:** 1-888-879-3232 (voice)  
1-800-947-1445 (fax)  
<http://www.brothermall.com>

**From within Canada:** 1-800-668-2768 (voice)

Description	Item
Printing Cartridge	PC 201
2-PK Refill Rolls	PC 202 RF
4-PK Refill Rolls	PC 204 RF
Telephone Line Cord	Tell the Brother Representative your Model number so you get the appropriate color.
Telephone Handset	Tell the Brother Representative your Model number so you get the appropriate color.
Handset Curled Cord	Tell the Brother Representative your Model number so you get the appropriate color.
Paper Wire Extension	UL6856000
Document Support	UF8048001
Paper Support	UF8247001
Owner's Manual	UF8227001
Multi-Function Link <sup>®</sup> manual	UF8483001 (MFC 1770)
MFL QuickStart manual	LE0060001 (MFC 1780)
Multi-Function Link <sup>®</sup> Option on Floppy Disks (Includes Multi-Function Link <sup>®</sup> and Visioneer <sup>®</sup> PaperPort <sup>®</sup> Only)	MFL2D31 (Floppy Disks for Windows <sup>®</sup> 3.1x) MFL2D95 (Floppy Disks for Windows <sup>®</sup> 95/98)

\* Multi-Function Link<sup>®</sup> is not available on Floppy Disks for Windows NT<sup>®</sup> Workstation Version 4.0.

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## CHAPTER ONE

# Introduction

---

## *Using This Manual*

Thank you for purchasing a Brother fax machine or multi-function center. This machine has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your fax machine to its fullest potential by taking a few minutes to read this manual. To simplify the manual instructions, all FAX and MFC models are referred to as “fax machine”.



Additionally, your fax machine 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)

---

**See  
Station ID  
p. 20**

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

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

**USA** 1-908-685-9283 (fax)

## 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 machine 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 30 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 40 seconds over the phone line, and the screen displays “RECEIVE.” If your machine 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 machine continues to send the “chirps” for 40 seconds, and the screen continues to display “RECEIVE.” To cancel the receiving mode, press **[Stop]**.

When your fax machine is in FAX/TEL (F/T), it answers with a short beep. After this beep, the fax machine 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 30 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 machine.

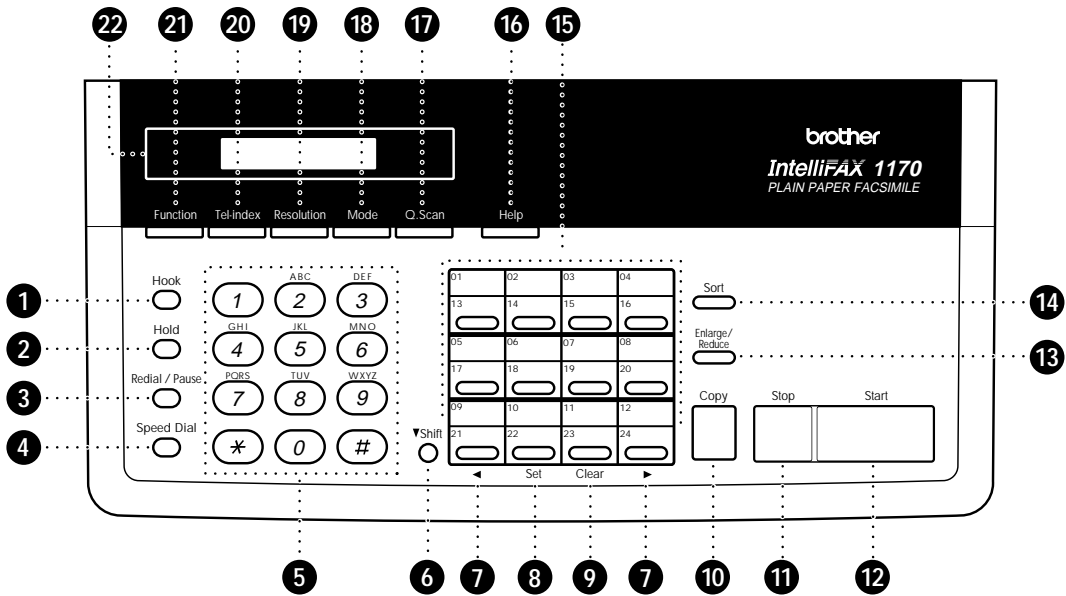
## ECM (Error Correction Mode)

---

The Error Correction Mode (ECM) is a way for the fax machine to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity.

Sufficient memory must be available in your fax machine for this feature to work.

# FAX 1170 Control Panel Overview



**1 Hook**  
Lets you dial telephone and fax numbers without lifting the handset.

**2 Hold**  
Lets you put calls on hold.

**3 Redial / Pause**  
Re-dials 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 Dial Pad**  
Dials phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

**6 Shift**  
To access memory locations 13 through 24 in the One Touch keys, hold down the Shift key.

**7 ◀ (Left Arrow)**  
**▶ (Right Arrow)**  
Moves the LCD cursor to the left or right.

**8 Set**  
Stores a function setting into the fax machine.

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

**10 Copy**  
Makes a copy.

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

**12 Start**  
Starts an operation, such as sending a fax.

**13 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.

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

**15 One Touch Dial Keys**  
These twelve keys give you instant access to previously stored phone numbers.

**16 Help**  
Prints a quick reference Help List.

**17 Q. Scan**  
Lets you take advantage of memory transmission.

**18 Mode**  
Use to select how fax machine will handle incoming calls.

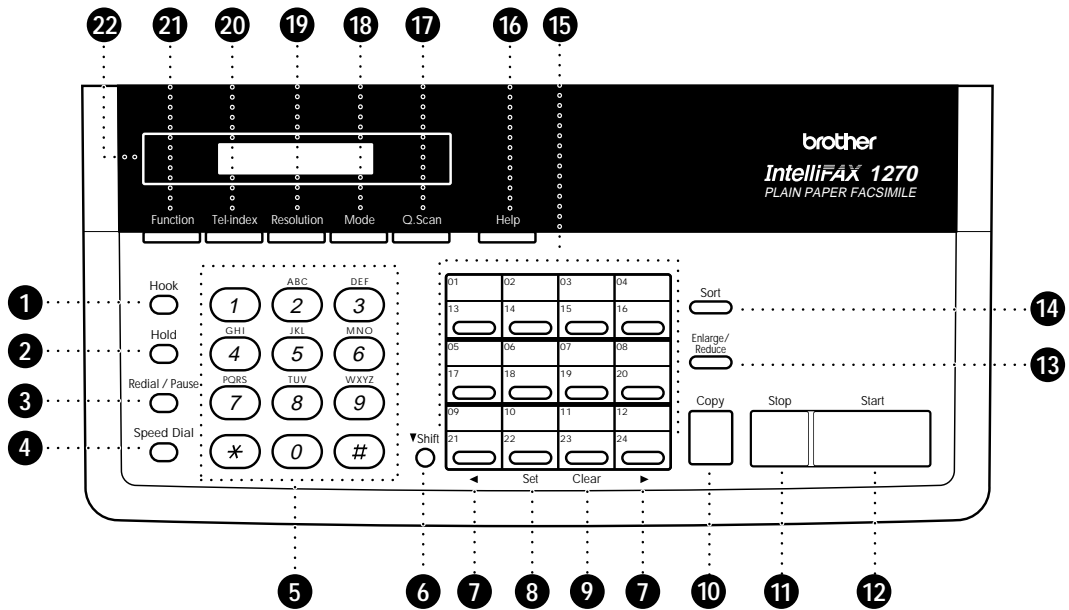
**19 Resolution**  
Sets the resolution when you send a fax.

**20 Tel-index**  
Lets you look up numbers stored in the dialing memory.

**21 Function**  
Lets you access the function and programming mode.

**22 Liquid Crystal Display**  
LCD displays messages to help you set up and operate your fax machine.

# FAX 1270 Control Panel Overview



**1 Hook**  
Lets you dial telephone and fax numbers without lifting the handset.

**2 Hold**  
Lets you put calls on hold.

**3 Redial / Pause**  
Re-dials 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 Dial Pad**  
Dials phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

**6 Shift**  
To access memory locations 13 through 24 in the One Touch keys, hold down the Shift key.

**7 ◀ (Left Arrow) ▶ (Right Arrow)**  
Moves the LCD cursor to the left or right.

**8 Set**  
Stores a function setting into the fax machine.

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

**10 Copy**  
Makes a copy.

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

**12 Start**  
Starts an operation, such as sending a fax.

**13 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.

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**16 Help**  
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**17 Q. Scan**  
Lets you take advantage of memory transmission.

**18 Mode**  
Use to select how fax machine will handle incoming calls.

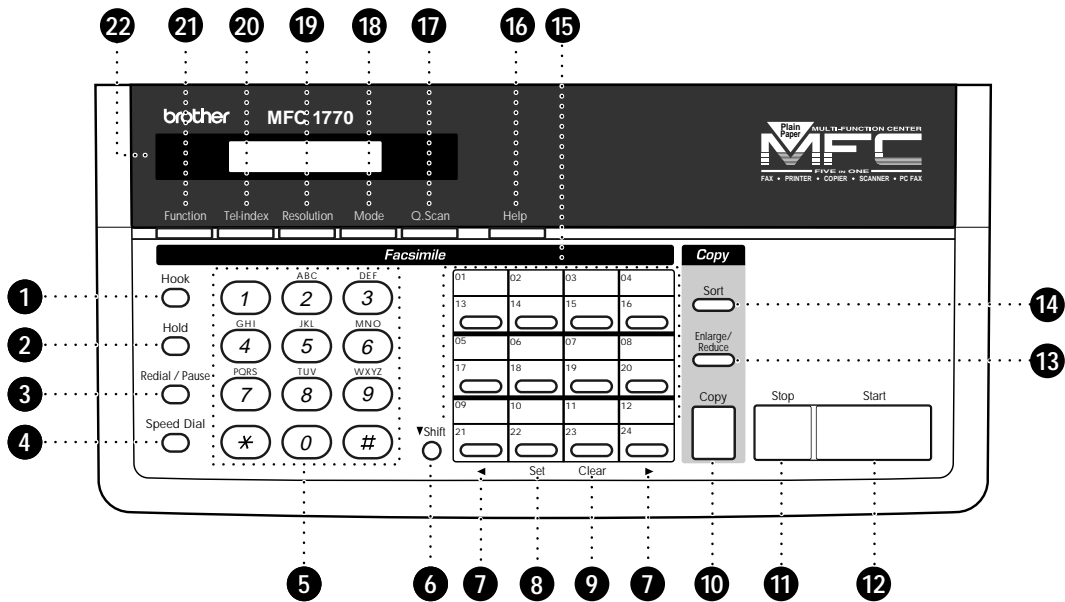
**19 Resolution**  
Sets the resolution when you send a fax.

**20 Tel-index**  
Lets you look up numbers stored in the dialing memory.

**21 Function**  
Lets you access the function and programming mode.

**22 Liquid Crystal Display**  
LCD displays messages to help you set up and operate your fax machine.

# MFC 1770/1780 Control Panel Overview



**1 Hook**  
Lets you dial telephone and fax numbers without lifting the handset.

**2 Hold**  
Lets you put calls on hold.

**3 Redial / Pause**  
Re-dials the last number called. Also inserts a pause in auto-dial numbers.

**4 Speed Dial**  
Lets you dial stored phone numbers by pressing a two-digit number.

**5 Dial Pad**  
Dials phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

**6 Shift**  
To access memory locations 13 through 24 in the One Touch keys, hold down the Shift key.

**7 ◀ (Left Arrow) ▶ (Right Arrow)**  
Moves the LCD cursor to the left or right.

**8 Set**  
Stores a function setting into the fax machine.

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

**10 Copy**  
Makes a copy.

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

**12 Start**  
Starts an operation, such as sending a fax.

**13 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.

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

**15 One Touch Dial Keys**  
These twelve keys give you instant access to previously stored phone numbers.

**16 Help**  
Prints a quick reference Help List.

**17 Q. Scan**  
Lets you take advantage of memory transmission.

**18 Mode**  
Use to select how fax machine will handle incoming calls.

**19 Resolution**  
Sets the resolution when you send a fax.

**20 Tel-index**  
Lets you look up numbers stored in the dialing memory.

**21 Function**  
Lets you access the function and programming mode.

**22 Liquid Crystal Display**  
LCD displays messages to help you set up and operate your fax machine.



## CHAPTER TWO

# Assembly and Connections

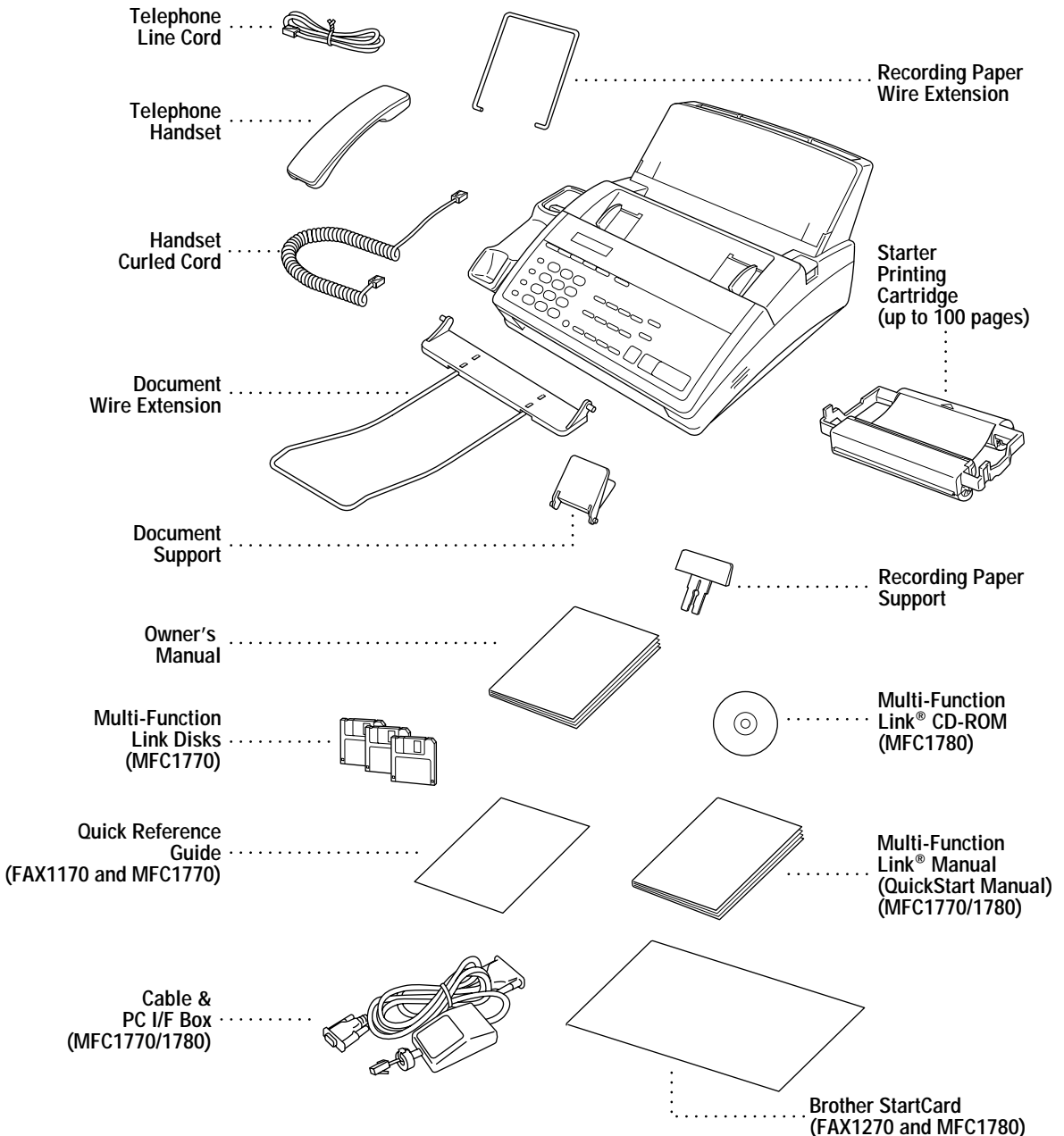
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## *Caution*

- 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:



---

## Choosing a Location

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



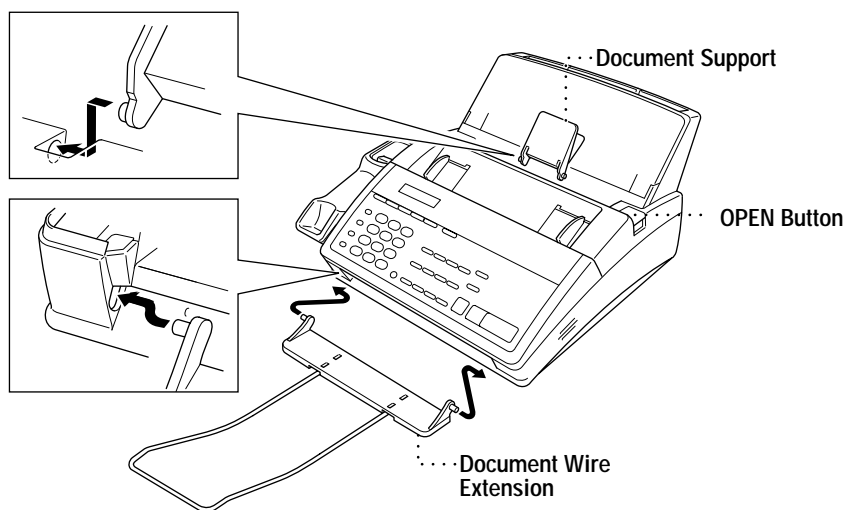
Avoid placing your fax machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the fax machine to direct sunlight, excessive heat, moisture, or dust. Do not connect your fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your fax machine 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

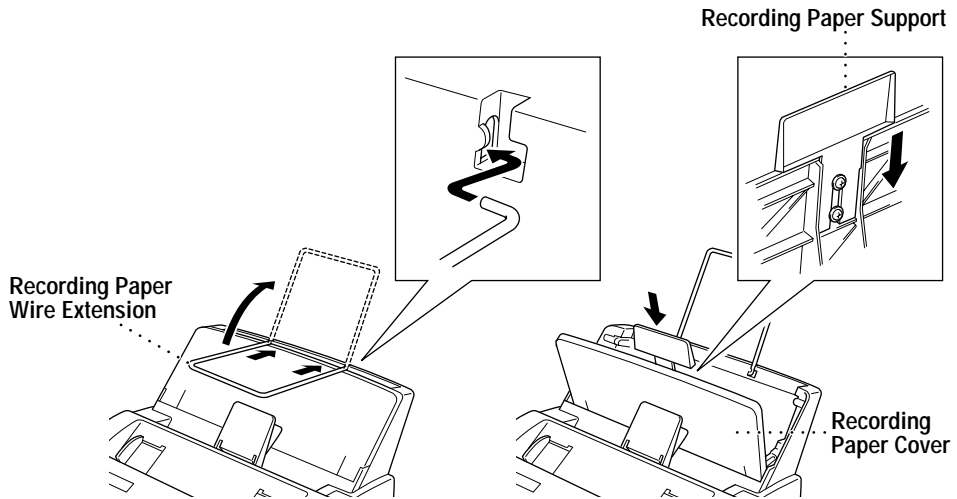
### Attach the document support

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



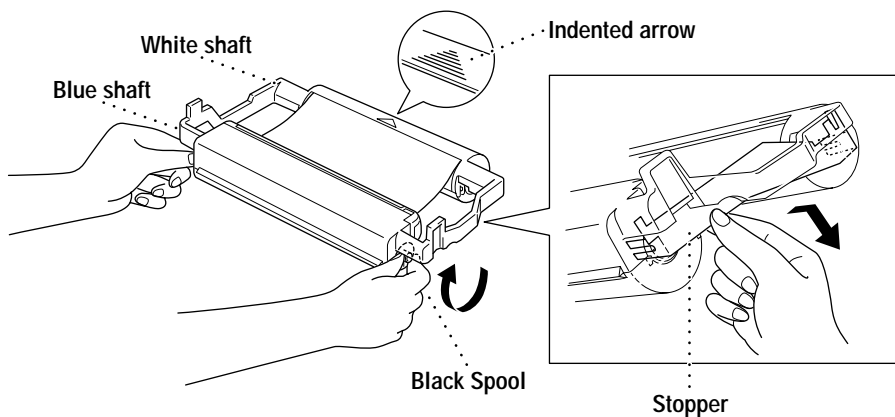
## Attach recording paper support

- 1 Attach the recording paper wire extension.
- 2 Open the recording paper cover. Using the groove in the cover, insert the recording paper support as shown.



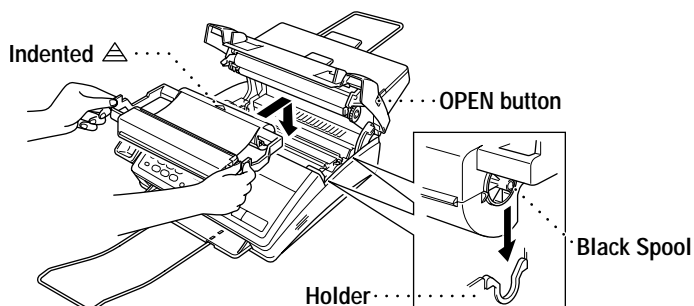
## Install the printing cartridge

- 1 Push the OPEN button to open the top cover.
- 2 Remove the stopper for 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.

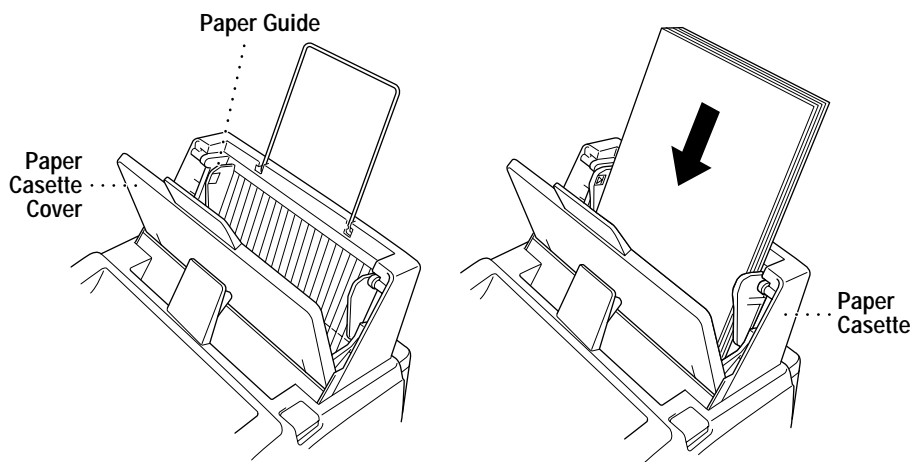
The starter cartridge prints up to 100 pages.



## Install recording paper

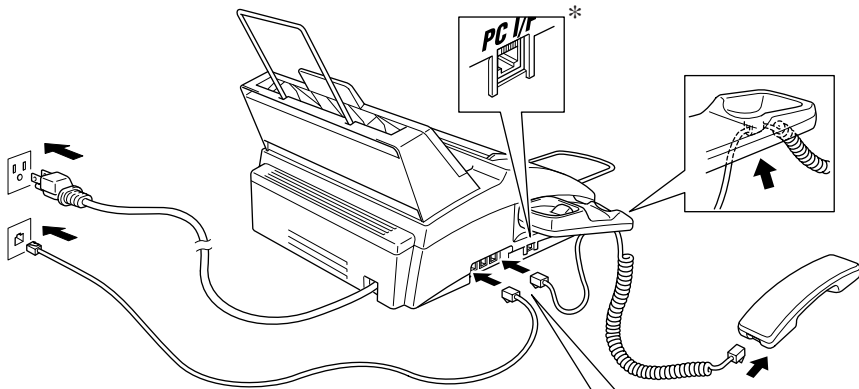
The paper cassette can hold about 200 sheets of 20-lb. paper.

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

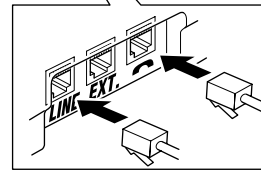


## Connect the handset

Connect the curled handset cord to the bottom of the handset and the side of the fax machine.



\*PC I/F jack is for use only with Multi-Function Link<sup>®</sup>, which is included with the MFC 1770/1780, or with the Missing Link option. If you have not purchased Missing Link or Multi-Function Link<sup>®</sup> for your FAX 1170/1270, then ignore this jack.



## Connect the power cord

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

### NOTICE:

- 1) This fax must be grounded using a 3-prong plug.
- 2) Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your fax machine 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 lines 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 machine. 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 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 fax machine 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 machine will work best on a dedicated line.

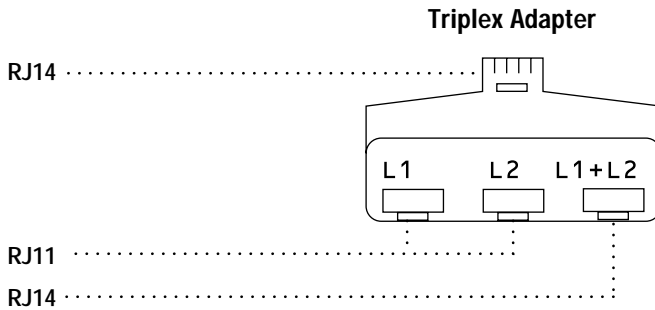
### Two-Line Phone System

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your fax machine 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 machine.

## 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). If your fax machine is on Line 1, plug the fax machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.



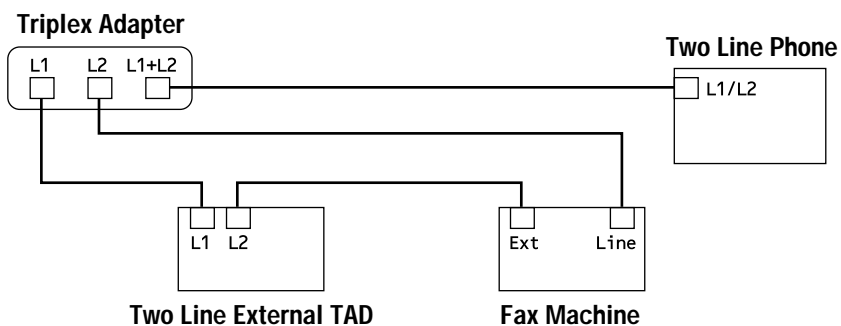
## Installing Fax Machine, External Two-Line TAD, and Two-Line Telephone

When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your fax machine must be isolated on one line at both the wall jack and at the TAD. *The most common connection is to put the fax machine on Line 2, which is our assumption 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 fax machine 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 machine.
- 2** Plug one end of the telephone line cord for your fax machine into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the fax 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 fax 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 fax 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)

Most offices use a central telephone system. While it is often relatively simple to connect the machine 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 machine for you. It is advisable to have a separate line for the fax machine. You can then leave the machine in FAX ONLY Mode to receive faxes any time of day or night.

*See  
Easy Receive  
p. 36*



If the fax machine 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 machine cannot be made.

### If you are installing the machine 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 Call Waiting, 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 machine.

## Connecting an External Telephone Answering Device (TAD)

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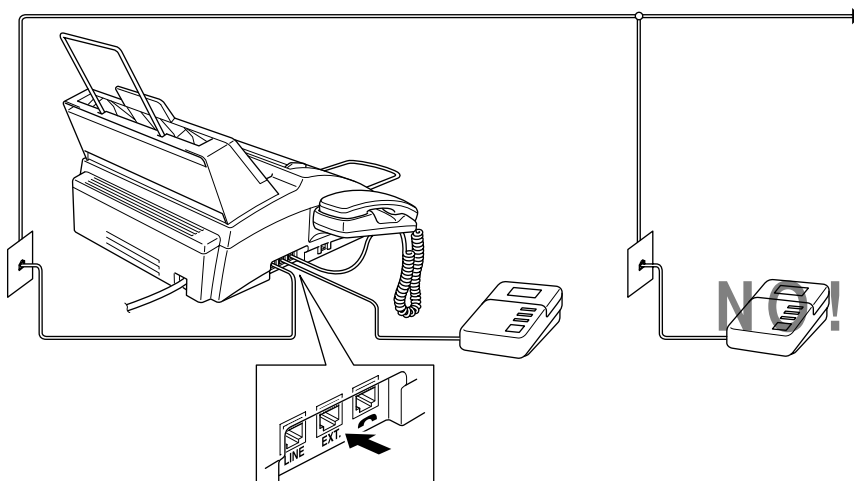
### Sequence

You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the fax machine, the TAD answers all calls. The fax machine “listens” for fax calling (CNG) tones. If it hears them, the fax machine takes over the call and receives the fax. If it doesn’t hear CNG tones, the fax machine 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 machine 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. We do not recommend using the “toll-saver” feature on your TAD if it exceeds 4 rings.



**Do not connect a TAD elsewhere on the same phone line — your fax machine and TAD will both try to control the line.**



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 fax machine, use that number as a fax number and set your machine's Answer mode to MANUAL.

## Connections

The external TAD must be plugged into the left side of the fax machine, into the jack labeled EXT. Your fax machine 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 machine, in the jack labeled LINE.
- 2** Plug the telephone line cord from your TAD into the left side of the fax machine, 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 the Answer Mode to TAD.
- 4** Set your external TAD to 4 rings or less. (The fax machine's Ring Delay setting does not apply).
- 5** Set the TAD to answer calls.
- 6** Record the outgoing message (see below).

## Outgoing Message (OGM)

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 fax 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 Remote Activation Code for people sending manual faxes. For example:  
“After the beep, leave a message or send a fax by pressing \* 5 1.”



We recommend beginning your OGM with an initial 5-second silence because the Brother 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.

## Connecting an External Telephone

---

Your fax machine 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 machine.

Connect the modular plug on the telephone's line cord to the jack labeled EXT. on the left side of the fax machine.

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 **Hook**.

## CHAPTER THREE

# Fax Settings

## Fax Settings

### Setting Dialing Mode (Tone/Pulse)

Your fax machine comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you must 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 machine displays the date and time, and prints it on every fax you send.

In the event of a power failure, the fax machine 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 machine 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 keypad to enter your name (up to 20 characters). (You can use the chart on page 21 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 machine. 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. 48*

*See  
Entering  
Text  
p. 20*



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 under the last correct letter. Then press ; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also back up and type over incorrect letters.

### 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 messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual. In order to program this information into your fax machine, you should complete the steps described on page 19 and 20.



See  
**ALL DIAL**  
Report  
p. 65

- 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 **[ ]**.
- 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 and **[Start]**, 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 (numbers 01-24) located to the right of the dial pad. Numbers 13-24 are accessed by holding down **[Shift]** while you press the appropriate One Touch key.*

- 1 Press **[Function]**, **[4]**, **[1]**.
- 2 Press the One Touch key where you want to store a number. (Key **[01]** 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 **[Redial/Pause]** as you’re entering digits. You can enter only one pause in each AUTO DIAL number. Pressing **[Redial/Pause]** enters a 3.5-second pause when the number is dialed, and a dash appears on the screen.
- 4 Press **[Set]**. 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 21 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.



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 **Hook**.
- 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 FAX 1170 has 26 Speed Dial locations, Models FAX 1270, MFC 1770 and MFC 1780 have 36. 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 keypad to enter a 2-digit location (01 - 26 or 36). 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.
- NAME :
- 5 Use the keypad to enter the name (up to 15 characters). You can use the chart on page 21 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 **[Hook]**.
- 2 When you hear a dial tone, press **[Speed Dial]**, then press the two-digit Speed Dial number.
- 3 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)

## 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 Groups for Broadcasting

Number Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting) and **[Start]**. **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 Number Group uses a One Touch key. Finally, you can have up to 6 small Number Groups, or you can assign many numbers to one large group. If you have Model FAX 1170 you can assign up to 49 numbers to one large group, and for Models FAX 1270, MFC 1770 and MFC 1780 up to 59 numbers to one large group.

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

SELECT ONE-TOUCH

- 2 Select a One Touch key to be the Group Number. (For example, press one touch location **[02]** for group 2.)
- 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  
p. 22  
and  
Storing  
Speed Dial  
Numbers  
p. 24*

- 4 Use the keypad 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 keypad and the chart on pages 20-21 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 9, "Printing Reports and Lists."



## Setting Beeper Level

You can set the beeper to **LOW**, **HIGH** or **OFF**. The machine comes set to **LOW**. When the beeper is set to **LOW** or **HIGH**, the fax machine 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 machine with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your fax machine 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 machine. 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 machine displays a list of main menu options from which you can choose. These menu options appear one after the other on the display. Select a menu option by pressing **[Set]** when the option appears on the LCD. The display will scroll the options within that menu.

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 programs, use the Function Selection Table below.

<b>1. TEMP. SETTINGS</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>More Info</b>
<b>1. TIMER</b>	Send documents later.	--	p. 45
<b>2. POLLING</b>	Retrieve faxes from another machine.	OFF	pp. 56-57
<b>3. CALL RESERVE</b>	You can send a fax, then speak.	OFF	pp. 50-51
<b>4. CONTRAST</b>	Change lightness or darkness of fax you're sending.	AUTO	p. 34
<b>5. RESOLUTION</b>	Allows you to change resolution page by page.	STANDARD	pp. 34, 52
<b>6. OVERSEAS MODE</b>	Adjusts for sometimes difficult overseas transmissions.	OFF	p. 47
<b>7. COVERPAGE</b>	Automatically sends coverpage you program.	OFF	pp. 49-50

**2. CANCEL JOB**

Function	Description	Factory Set	More Info
	Cancel a timed or polled job.		p. 47

**3. PRINT REPORTS**

Function	Description	Factory Set	More Info
<b>1. ACT. REPORT</b> <b>2. ALL DIAL</b> <b>3. TEL. INDEX</b> <b>4. COVER PAGE</b> <b>5. CALL BACK MSG</b> <b>6. USER OPTIONS</b> <b>7. XMIT REPORT</b> <b>8. MEMORY STATUS</b> <b>9. CALLER ID</b>	Print lists and reports of activity (Details in Chapter 9).	OFF	p. 65-66 p. 65-66 p. 65-66 p. 65-66 p. 65-66 p. 65-66 p. 65-66 p. 65-66 p. 65-66

**4. SET AUTO DIAL**

Function	Description	Factory Set	More Info
<b>1. ONE-TOUCH DIAL</b>	Dial numbers stored in memory by pressing only one key.	USER DEFINED	pp. 22-23
<b>2. SPEED-DIAL</b>	Dial numbers stored in memory pressing only 3 keys.		p. 24
<b>3. SETUP GROUPS</b>	Set up a group number for broadcasting.		pp. 25-26

**5. USER OPTIONS**

Function	Description	Factory Set	More Info
<b>1. SMOOTHING</b>	Enhance the appearance of incoming faxes.	ON	p. 39
<b>2. BEEPER</b>	Adjust volume level of beeper.	LOW	p. 26
<b>3. COVERPG ON/OFF</b>	Send automatic coverpage with comment.	OFF	p. 49
<b>4. ERROR RE-TX</b>	Resend a fax if an error occurs.	OFF	p. 48
<b>5. REDUCTION</b>	Reduce size of image.	AUTO	p. 40
<b>6. RCD PAPER</b>	Select size of paper for fax receiving.	LETTER	p. 39

<b>6. TEL OPTIONS</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>More Info</b>
<b>1. TONE/PULSE</b>	Select dialing mode.	TONE	p. 19
<b>2. RING DELAY</b>	Number of rings before machine answers in F/T or FAX ONLY mode.	2	pp. 35, 37
<b>3. SPEAKER VOLUME</b>	Adjust speaker volume.	LOW	p. 38
<b>4. F/T RING TIME</b>	Sets the time for “double-ring” in F/T mode.	20	pp. 35, 38
<b>5. RING VOLUME</b>	Adjust volume of ringer.	MEDIUM	p. 39
<b>6. DISTINCTIVE</b>	Use with phone company distinctive ringing service to register ring pattern with fax machine.	OFF	pp. 35, 53-55
<b>7. CALLER ID</b>	View last 30 Caller IDs stored in memory.		pp. 55-56
<b>8. HANDSET VOLUME</b>	Adjust handset volume.	LOW	p. 38

<b>7. SETUP SYSTEM</b>			
<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>More Info</b>
<b>1. DATE/TIME</b> display and to print on	Enter date and time for LCD transmissions.	01/01/2000 00:00	pp. 19-20
<b>2. DAILY TIMER</b>	Send delayed jobs at the same time every day.	00:00	p. 45
<b>3. INTERVAL</b>	Select the interval of time between activity reports.	OFF	p. 66
<b>4. STATION ID</b>	Program name, fax number, and telephone number to appear on each transmitted page.	--	p. 20
<b>5. REMOTE CODE</b>	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	pp. 52-53
<b>6. EASY RECEIVE</b>	Receive fax messages without pressing Start key.	ON	pp. 36-37
<b>7. SET COVERPAGE</b>	Register your own two custom comments.		p. 48
<b>8. MF LINK</b>	Fax Receive Only/PC Primary/PC Receive Only.	PC Primary	Multi-Function Link® or MFL QuickStart Manual



**8. REMOTE FAX OPT (Only for FAX 1270, MFC 1770 and MFC1780)**

<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>More Info</b>
<b>1. FAX STORAGE</b>	Store incoming fax in memory.	OFF	p. 59
<b>2. FAX FWD/PAGING</b>	Set fax to forward fax/message.	OFF	pp. 60-61
<b>3. REMOTE ACCESS</b>	Set code for retrieving faxes.	159*	p. 61
<b>4. PRINT FAX</b>	Print incoming faxes stored in the memory.		p. 53

**0. INTERRUPT**

<b>Function</b>	<b>Description</b>	<b>Factory Set</b>	<b>More Info</b>
---	---	---	p. 46



## CHAPTER FIVE

# Basic Fax Operation

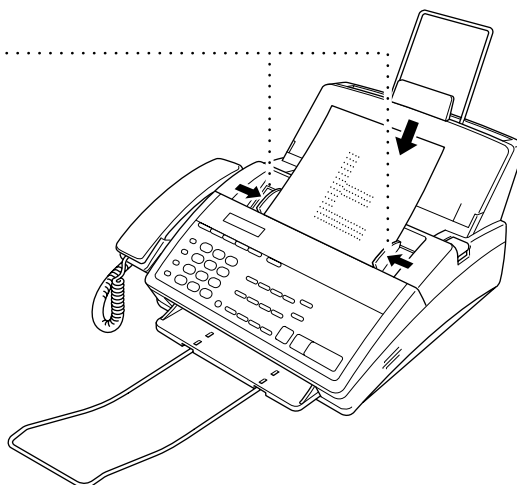
---

## *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 machine 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 machine. 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) 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 receiving tones 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 **[Hook]** and listen for a dial tone.
- 3 Enter the fax number you want to call (you can enter the digits using the keypad, or you can enter a One Touch or Speed Dial number or you can call from the Tel-index).

*See  
One-Touch  
Dialing  
p. 23*

*See  
Speed Dial  
p. 24*

- 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 **[Hook]**.

- 1 Insert the document face down in the feeder.
- 2 Enter the fax number from One Touch or Speed Dial or Tel-index or keypad.
- 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*, the machine will detect if the line is busy and will automatically redial up to three times.

---

# Receiving Faxes

*See  
Distinctive  
Ring  
p. 53*

## 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 must use this mode with Distinctive Ring.

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

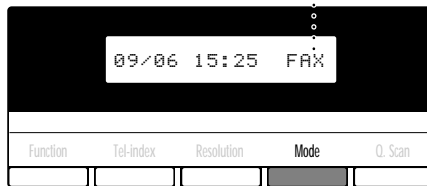
*See  
F/T (Fax/Tel)  
Mode Only  
p. 52*

**F/T** — The fax machine 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 machine, set Ring Delay to 4.

**TAD** — This is the only setting in which you can use an answering machine. Your telephone answering device is connected to your fax machine, and answers every call. Once the TAD answers, the fax machine listens for fax tones. If it detects fax tones, it prints the fax.

The TAD setting works only with an external telephone answering device (TAD); it does not work with telephone company voice mail. Ring Delay and F/T Ring Time do *not* work in this setting.

Current Answer Mode



MNL: MANUAL  
 FAX: FAX ONLY  
 F/T: FAX/TEL  
 TAD: EXTERNAL ANSWERING SYSTEM

## Easy Receive

*See  
 Operation  
 from  
 Extension  
 Telephone  
 p. 52  
 and  
 For F/T  
 (Fax/Tel)  
 Mode Only  
 p. 52*

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 machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an external or extension phone. Selecting **SEMI** lets the fax machine receive the call only if you've answered it at the fax machine. Selecting **OFF** means you'll have to activate the fax machine yourself, by pressing **Start** or by pressing **\* 5 1** if you are not at the fax machine.

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.

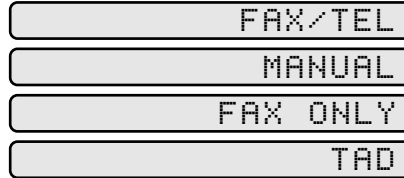
If you've set the feature to **ON**, but your fax machine doesn't automatically connect a fax call when you lift the extension phone handset, press **\* 5 1**. At the fax machine, lift the handset and press **Start**.

If you send faxes from a computer on the same phone line and your fax machine intercepts them, turn Easy Receive **SEMI** or **OFF**.



### To select or change your Answer Mode

- 1 Press **[Mode]**. The screen displays your current selection.



- 2 Continue to press **[Mode]** until your new selection appears. After 2 seconds, the screen returns to the date and time display, along with your new Answer Mode setting.

If you're changing Answer Mode while in another operation, the screen returns to the current operation display.



**See  
Operation  
from  
Extension  
Telephone  
p. 52  
and  
For F/T  
(Fax/Tel)  
Mode Only  
p. 52**

### Setting Ring Delay

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

- 1 Press **[Function]**, **[6]**, **[2]**.
- 2 Press **[Left Arrow]** or **[Right Arrow]** to select how many times the line rings before the fax machine 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.

### Setting F/T Ring Time

You need to determine how long the fax machine will send you its special double ring when you have a voice call. This ringing happens *after* the initial ringing from your telephone company (Ring Delay). Only the fax machine rings, for 10, 20, 30, or 60 seconds; no other phones on that number will ring the special double ring (F/T Ring Time). However, you can answer the call on any extension phone on the same phone number as the fax machine.

- 1 Press **[Function]**, **[6]**, **[4]**.
- 2 Press **[Left Arrow]** or **[Right Arrow]** to select how long the fax machine 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 machine 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 machine continues for the set time.

## Speaker Volume

---

You can set the volume of the fax machine speaker:

- 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.

## Setting the Handset Volume

---

You can set the Hand Set volume to **LOW**, **HIGH**, **AMPLIFY**. The factory setting **LOW**. **AMPLIFY** is the setting for a user who is hearing-impaired.

The **AMPLIFY** volume level complies with FCC standards.

- 1 Press **[Function]**, **[6]**, **[8]**.
- 2 Press **[◀]** or **[▶]** to select your setting.
- 3 When the screen displays the setting you want, press **[Set]**.
- 4 Press **[Stop]** to exit.



**It is important that you do not choose AMPLIFY unless all the users are hearing-impaired.** Otherwise, the default setting of AMPLIFY may damage the hearing of some users.



## Ring Volume

You can select how loudly, or if, the fax machine rings.

- 1 Press **Function**, **6**, **5**.
- 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 Recording 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 machine, you will need to change the setting for recording paper size, so the fax machine will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your fax machine.

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

6. RCD PAPER
- 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 machine. If you choose AUTO, the fax machine chooses the level of reduction for you.

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

**5. REDUCTION**

- 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%.

## CHAPTER SIX

# Telephone Operation

---

## *Dialing Options*

You can use your fax machine to make voice telephone calls, by dialing manually or by using Tel-index or One Touch or Speed Dial memory.

### Manual Dialing

---

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

- 1 Pick up the handset — **OR** — Press **[Hook]**.
- 2 When you hear a dial tone, dial the call, using the dial pad.
- 3 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)
- 4 To hang up a voice call, replace the handset.

*See  
Storing One  
Touch Dial  
Numbers  
p. 22*



*See  
Storing  
Speed Dial  
Numbers  
p. 24*

## One Touch Dialing

---

- 1 Pick up the handset — **OR** — Press **[Hook]**.
- 2 When you hear a dial tone, press the One Touch key of the location you want to call.
- 3 If you pressed **[Hook]** to dial a voice call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up a voice call, replace the handset.  
If you try to use a One Touch location with no number stored in it, you hear a warning sound, and screen displays "NOT REGISTERED." The display returns to normal after 2 seconds.

## Speed Dialing

---

- 1 Pick up the handset — **OR** — Press **[Hook]**.
- 2 When you hear a dial tone, press **[Speed Dial]**, then press the two-digit Speed Dial number.
- 3 If you pressed **[Hook]** to dial a voice call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
- 4 To hang up a voice call, replace the handset.

## 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 machine 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 sends tone signals.
- 3 When you hang up, the fax machine returns to pulse dialing service.

## 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 you're looking for.
- 2 Press **[◀]** or **[▶]** to search the memory.
- 3 When the screen displays the name you want to call, press **[Hook]**, or for a voice call, pick up the handset.
- 4 Press **[Start]** to begin dialing.
- 5 If you pressed **[Hook]** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)

*See  
Storing One  
Touch Dial  
Numbers  
p. 22  
and  
Storing  
Speed Dial  
Numbers  
p. 24*



## CHAPTER SEVEN

# Advanced Fax Operation

---

## *Sending Faxes*

### Quick Scan Fax Transmission

---

You can scan a fax into the machine'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 machine dials the call.

### Daily Timer

---

You can use this function to send a fax at a set time every day. The setting stays the same until you change it.

- 1 Press **[Function]**, **[7]**, **[2]**.
- 2 Use the keypad 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.

## Delayed Transmission

---

You can use this function to send a fax up to 24 hours later.

- 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 two 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 machine will wait until the time you have entered to send the fax.

## Interrupting Timer and Poll Waiting

---

You can send a fax now, even if you have the machine 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.

**INSERT DOCUMENT**

- 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 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, One Touch and Speed Dial memory, you can "broadcast" faxes automatically to many different locations in a few simple steps. (Model FAX 1170 offers 49 locations; Model FAX 1270, MFC 1770 and MFC 1780 offer 59 locations.)

- 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 Group Numbers you have stored.
- 4 Press **[Start]**. The fax machine stores the document in memory, then transmits it to all the numbers you entered. If a number is busy, the machine will retry.
- 5 Press **[Stop]** during transmission to cancel the current fax broadcast.

## 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 fax.

*See  
Setting  
Number  
Groups for  
Broadcasting  
p. 25*

*See  
Sending  
Faxes  
pp. 33-35*

## Error Re-Transmission

---

Sometimes there is noise or interference on the phone line, which makes it difficult for your fax machine to transmit a fax. You can set the fax machine 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

---

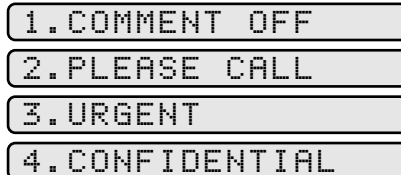
*See  
One Touch  
and  
Speed Dial  
pp. 22-24*

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. 20*



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 21 to help enter characters.

## To Create a Custom Comment

---

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

## Always Send Cover Page

Make sure station I.D. is set up (p. 20). This feature does not work unless the Station I.D. is set up.

You can set the machine 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.

## Temporary Cover Page

Make sure station I.D. is set up (p. 20). This feature does not work unless the Station I.D. is 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.

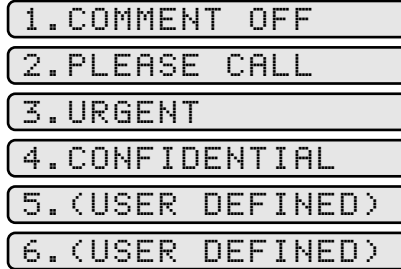
1 Insert the document in the feeder.






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.



- 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 .

## Printing a Cover Page




Before printing a cover page, make sure the Station ID is set up. See page 20.

- 1 Press , , .
- 2 Press . Your fax machine prints a copy of your cover page.

## Call Reservation

You can send a fax and let the other party know that you want to speak to him 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 machine will ring. Lift the handset to have a conversation.

If you set Call Reservation and Call Back message to ON, your fax machine 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.



- 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 **[Left]** or **[Right]** to select **ON** (or **OFF**) for Call Back Message.
- 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 machine 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 number 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 machine to send your next fax. 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. 38*

### Operation from Extension Telephone

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

If the fax machine 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  
p. 36*

If you answer a call, and no one is on the line, assume you're receiving a fax. At the fax machine 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 machine 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 machine, 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 machine by pressing **\* 5 1**.



## Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Activation Code is **\*51**. The preset Deactivation Code is **#51**.

If you are always disconnected when accessing your TAD remotely, try changing the Activation Code from **\*51** to **##** and the Deactivation Code from **#51** to **999**.

### To change Remote Codes

1 Press **Function**, **7**, **5**.

2 Press **Left** or **Right** to select **ON** or **OFF**.

REMOTE ACT.: ON

3 Press **Set** when the screen displays the setting you want.

4 If you want to, enter a new Remote Activation Code, then wait 2 seconds.

ACT. CODE: \*51

5 If you want to, enter a new Remote Deactivation Code, then wait 2 seconds.

DEACT. CODE: #51

6 Press **Stop** to exit.

## Printing a Fax in Memory (Only for FAX 1270, MFC 1770 and MFC1780)

If you have fax storage ON for remote retrieval, you can still print a fax in the memory when you are at your machine:

1 Press **8** **4**.

2 Press **Start**.

3 Press **Stop**.

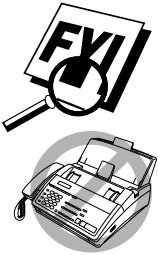
*See  
Setting Fax  
Storage  
p. 59*

## Distinctive Ring

This fax machine feature lets you use the Distinctive Ring subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ring pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for your fax machine.

Your fax machine has a Distinctive Ring function, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below

to “register” the Distinctive Ring pattern, so your fax machine can recognize its incoming calls. You will need another person standing by on another line to help you with Step 6 of this registration.



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

You can register only one Distinctive Ring pattern with the fax machine. Some ringing patterns cannot be registered.

- The fax machine will answer only calls to its registered number.
- To have your TAD answer only the main number, the fax machine must be in **MANUAL** Mode.
- In F/T Mode or FAX ONLY, the fax machine will answer all numbers on the phone line.

### Registering the Distinctive Ring phone number

- 1 Disconnect the fax machine from any TAD or telephone company Voice Mail.
- 2 **Have someone ready to call the Distinctive Ring number you’re assigning to the fax machine.**
- 3 Press **[Function]**, **[6]**, **[6]**.
- 4 Press **[←]** or **[→]** to select the SET Mode.
- 5 Press **[Set]**.
- 6 Press **[Stop]**. The screen displays

D/R SET MODE

**Now, another person must call the fax number.**

**If you want to exit this programming, press **[Stop]**. Settings remain unchanged.**

- 7 When the fax machine rings, listen for the ring pattern, and make sure it’s the one you want for the fax machine.

If it is, wait until the screen displays

PICK UP TO SET

- 8 Lift the fax machine handset and press **[Start]**. The screen displays “REGISTERED.” (If the incorrect distinctive ring number was called, press **[Stop]** to cancel.)
- 9 Hang up.





The machine must be in **MANUAL** mode before someone calls.

Once you've registered the Distinctive Ring number in your fax machine, you can turn this feature **ON** or **OFF**. To change the setting, follow steps 1 to 4 above, selecting **ON** or **OFF**.



*See  
Printing  
Reports and  
Lists  
pp. 65-66*

## Caller ID

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the screen display, the name or telephone number of your caller as the line rings.

After two rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

- You will see the first 16 characters of the number or name.
- OUT-OF-AREA display means call originates outside your Caller ID service area.
- PRIVATE CALL display means the caller has intentionally blocked transmission of information.
- CALL PICKUP display remains on screen when no Caller ID information was transmitted.

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your fax machine.

Caller ID service varies with different carriers. Call your local phone company to determine what kind of service is available in your area.

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your fax machine.

- 1 Press **[Function]**, **[6]**, **[7]**.
- 2 Press **[Set]**. The screen displays the number of the most recent call, and the call information.
- 3 Press **[◀]** or **[▶]** to scroll through the Caller ID memory.
- 4 Press **[Stop]** to exit.

## Clearing Caller ID Information

Press **Clear** when the screen displays the Caller ID information you want to erase.

## Polling



Polling is the process of retrieving faxes from another fax machine. You can use your fax machine to “poll” other machines, or you can have someone poll your machine.

All parties involved in polling need to set up their fax machines to accommodate polling. When someone polls your machine to receive a fax, they pay for the call; if you poll someone’s fax machine to receive a fax, you pay for the call.



Some fax machines do not respond to the polling function.

## Setup to Poll Another Fax

- 1- *Make sure no documents are in the feeder.*
- 2- Press **Function**, **1**, **2**.
- 3- Wait 2 seconds.
- 4- The screen displays

POLLING:OFF

- 5- Press **◀** or **▶** to choose **ON**.
- 6- Press **Set**.
- 7- Press **Stop**.

The screen prompts you to enter the fax number you want to poll, and then to press **Start**.

ENTER FAX NO.

PRESS START KEY

- 8- Enter the fax number you are polling.
- 9- Press **Start**.

## Setup to Be Polled (Poll Waiting)

- 1 Place document in feeder.
- 2 Press **Function**, **1**, **2**.
- 3 Wait 2 seconds.
- 4 The screen displays
 

POLLING: OFF
- 5 Press **◀** or **▶** to choose **ON**.
- 6 Press **Set**.
- 7 Press **Stop**. The screen prompts you to press **Start**.
- 8 Press **Start** and wait for the fax to be polled.

## Delayed Polling

You can set your fax machine to begin polling at a later time.

- 1 *Make sure no documents are in the feeder.*
- 2 Press **Function**, **1**, **2**.
- 3 Wait 2 seconds.  
The screen displays
 

POLLING: OFF
- 4 Press **◀** or **▶** to choose **ON**.
- 5 Press **Set**.
- 6 Press **1**. The screen prompts you to enter the time you want to begin polling.
 

SET TIME=00:00
- 7 Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.
- 8 Wait 2 seconds, then press **Stop**. The screen prompts you to enter the fax number you are polling.

ENTER FAX NO.

PRESS START KEY

- 9 Enter the fax number (you can use One Touch or Speed Dial, or dial manually).
- 10 Press **Start**. The fax machine makes the polling call at the time you entered.

*See  
Interrupting  
Timer and  
Poll Waiting  
p. 46*

**See  
p. 34**



## Copy Functions

Your fax machine cannot scan anything closer than one-eighth inch from the edge of the paper. Set the resolution to **S.FINE** or **PHOTO**.

- 1 Place document face down in the feeder.
- 2 Press **Copy**. (You can press **Copy** again for faster response — otherwise, copying begins in about 5 seconds.)

Do not pull on the paper while copying is in progress.

## Multiple Copies

You can make multiple copies using your fax machine, and you can choose whether the copies will be **STACKED** (all copies of page 1, then all copies of page 2, etc.) or **SORTED** (collated).

- 1 Place the document face down in the feeder.
- 2 If you want copies “stacked”, press **Copy**.

— **OR** —

If you want copies “sorted” (collated), press **Sort**.

- 3 Enter the number (1-99) of copies you want.
- 4 Press **Copy**.

If you selected **SORT** and get a “Memory Full” message, press **Copy** to copy the portion that is in memory, or press **Stop** to cancel.



## Reducing and Enlarging Copies

When making copies, you can reduce or enlarge the size of the printed image. To reduce to the size of your selected paper automatically, select **AUTO**. To select a reduction ratio, choose **93%**, **87%**, **75%**, or **50%**. To enlarge a document, select **150%**, **125%** or **120%**. To print a document at its original size, select **100%**.

- 1 Insert the document face down in the feeder.
- 2 Press **Enlarge/Reduce**.
- 3 Use **◀** or **▶** to choose a reduction ratio setting.
- 4 Press **Copy** — **OR** — **Sort**, if you want sorted copies.
- 5 Enter the number (1-99) of copies you want. For example, press **9** for nine copies.
- 6 Press **Copy**.

## CHAPTER EIGHT

# Remote Fax Options

## Remote Fax Options

These instructions in this chapter are for Models FAX 1270, MFC 1770 and MFC 1780.

### Setting Fax Storage

If you set Fax Storage to **ON**, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory.

- 1 Press **[Function]**, **[8]**, **[1]**. The screen prompts you to choose a fax setting.

FAX STORAGE: OFF  
SELECT < > & SET

- 2 Press **[Left]** or **[Right]** to select **ON** or **OFF**.
- 3 Press **[Set]** when the screen displays your selection.
- 4 Press **[Stop]** to exit.

If there are faxes in memory when you turn the Fax Storage **OFF**, the screen prompts you to erase any faxes in memory.

ERASE ALL FAX?  
1. YES 2. NO

If you press **[1]**, all fax data is erased and Fax Storage is turned off. If you press **[2]**, data is not erased, and Fax Storage remains on.



See  
*Printing a Fax in  
Memory (Only  
for FAX 1270,  
MFC 1770 and  
MFC 1780)*  
p. 53



## Paging/Fax Forwarding

You cannot use Paging and Fax Forwarding at the same time.

### Programming Paging Number

When Paging is selected, your fax machine dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax message in the memory.

1 Press **[Function]**, **[8]**, **[2]**.

2 Press **[◀]** or **[▶]** until the screen displays

PAGING

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

PAG#:  
ENTER & SET

4 Enter your pager phone number (up to 20 digits) followed by **[#]** **[#]**. Do not include the area code if it is the same as that of your fax machine. *For example*, **[1]****[8]****[0]****[0]****[5]****[5]****[5]****[1]****[2]****[3]****[4]****[#]****[#]**.

5 Press **[Set]**.

6 If your pager requires a PIN, enter the PIN, press **[#]**, press **[Redial/Pause]**, enter your fax machine telephone number, then press **[#]** **[#]**. *For example*, **[1]****[2]****[3]****[4]****[5]****[#]****[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****[#]****[#]**.

— OR —

If you do not need a PIN, press **[Redial/Pause]**, enter your fax number, then press **[#]** **[#]**. *For example*, **[Redial/Pause]****[1]****[8]****[0]****[0]****[5]****[2]****[1]****[2]****[8]****[4]****[6]****[#]****[#]**.

7 Press **[Set]**.

8 Press **[Stop]** to exit.



You cannot change a Paging number or PIN remotely.

## Programming a Fax Forwarding Number

When Fax Forwarding is set to ON, your fax machine stores the received fax in memory, then dials the fax forwarding number you've programmed, and forwards the fax message.

- 1 Press **Function**, **8**, **2**.
- 2 Press **◀** or **▶** until the screen displays

FAX FWD

- 3 Press **Set**. The screen prompts you to enter the number of the fax machine where faxes will be forwarded.

FWD#:  
ENTER & SET

- 4 Enter the forwarding number (up to 20 digits).
- 5 Press **Set**.
- 6 Press **Stop** to exit.

## Remote Retrieval

You can call your machine from any fax machine using touch tone and use a Remote Retrieval Access Code and other button presses to retrieve fax messages.

## Changing Remote Retrieval Access Code

Enter your Remote Retrieval Access Code when the fax machine picks up your call, so you can access features remotely. The access code is preset to 1 5 9 \*, but you can change this.

- 1 Press **Function**, **8**, **3**.
- 2 Enter a three-digit number from 000 to 999, then **\*** . You must end the Remote Access Code with **\*** . Do not use the same digits that appear in your Remote Activation or Deactivation Code (page 53).
- 3 Press **Set**.
- 4 Press **Stop** to exit.

## Using Remote Retrieval Access Code

---

- 1 Dial your fax number from a touch tone phone.
- 2 When your fax machine answers and beeps, immediately enter your Remote Retrieval Access Code (159\*).
- 3 Your fax machine signals the kinds of messages received:
  - 1 long beep — Fax message(s)**
  - No beeps — no messages.**
- 4 Your fax machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, your machine hangs up. If you enter an invalid command, your machine beeps three times.
- 5 Press **[9] [0]** to reset your machine when you finish.
- 6 Hang up.

## Remote Commands

---

Follow the commands below to access features remotely. When you call the fax machine and enter your Remote Retrieval Access Code (159\*), the system will signal you with two short beeps to enter a remote command.

### Change Paging/Fax Forwarding Setting

Press **[9] [5]**.

*then to*

**Turn feature off** — Press **[1]**.

**Enter Fax Forwarding** — Press **[2]**.

**Enter Paging** — Press **[3]**.

**Program Fax Forward Number** — Press **[4]**, then retrieve Memory Status List (see page 64).

**Confirm Fax Forward Number** — Press **[5]**.

**Turn Fax Storage ON** — Press **[6]**.

**Turn Fax Storage OFF** — Press **[7]**.



**Retrieve a Fax**Press **9** **6***then to***Print a Memory Status List** — Press **1**.**Retrieve all faxes** — Press **2** **0** **0**.**Retrieve specific fax** — Press **2**, then enter number of the fax message, then press **0** **0**.**Erase all fax messages** — Press **3**.**Check the Receiving Status**Press **9** **7***then for***Fax messages** — Press **1**.**1 Long Beep** — Received messages.**3 Short Beeps** — No messages.**Change Answer Mode**Press **9** **8***then for***TAD** — Press **1**.**F/T** — Press **2**.**FAX** — Press **3**.**Exit Remote Operation**Press **9** **0**

## Retrieving Memory Status List and Fax Messages

---

You can retrieve the Memory Status List from a remote fax machine, and see if you have any fax messages. You can then use this list to retrieve specific fax messages.

- 1** Dial your fax number.
- 2** When you hear the beep, immediately enter your Remote Retrieval Access Code (159\*).
- 3** When you hear 2 short beeps, press **9** **6** **1**.

- 4 When you hear the fax tones, press **[Start]**. (Don't hang up if you also want to retrieve messages; if you just want to check the Memory Status List, hang up after you press **[Start]**.)
- 5 The remote fax machine prints the Memory Status List.
- 6 As soon as you hear 2 beeps, press **[9] [6] [2]**, then enter the two-digit number of the fax message you want to retrieve, followed by **[0] [0]** to end (for example, enter **[0] [2] [0] [0]** for message 2). To print all fax messages, press **[0] [0]**.
- 7 When you hear the fax tones, press **[Start]**.
- 8 Hang up the phone you're using.
- 9 The remote fax machine prints the fax messages.

## Changing Fax Forwarding Number

---

- 1 Dial your fax number.
- 2 When you hear the beep, immediately enter your Remote Retrieval Access Code (159\*).
- 3 When you hear 2 short beeps, enter **[9] [5] [4]**.
- 4 Enter the new telephone number of the fax machine where you want your fax messages forwarded (up to 20 digits). You cannot use **[\*]** and **#[** as dial numbers. Use **[\*]** to enter a dialing pause between digits.
- 5 Press **#[** after you enter the new number.
- 6 When you hear 2 short beeps, press **[9] [6] [1]**.
- 7 When you hear fax tones, press **[Start]**. Do not hang up the handset.
- 8 The remote fax machine prints the Memory Status List so you can check that the new forwarding number is correct.
- 9 If the new number is correct, press **[9] [5] [5]** after the 2 beeps  
— **OR** —  
If the new number is incorrect, enter **[9] [5] [4]** to return to Step 4.
- 10 Hang up.

## CHAPTER NINE

# Printing Reports and Lists

## *Fax Machine Activity*

You can print the following lists and reports:

1. ACT. REPORT

Activity Report lists information about the last 30 incoming and outgoing faxes. TX means Transmit; RX means Receive.

2. ALL DIAL

Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.

3. TEL. INDEX

ALL DIAL list (above), alphabetically.

4. COVERPAGE

Check cover page format.

5. CALL BACK MSG

Check Call Back Message format.

6. USER OPTIONS

Lists settings for USER OPTIONS, TEL OPTIONS, SETUP SYSTEM, REMOTE FAX OPTIONS.

7. XMIT REPORT

Choose if you want a Transmission Verification Report printed after all faxes you send.

8. MEMORY STATUS

Lists summary information and amount of occupied memory.

9. CALLER ID

Lists Caller ID names/numbers, and time and date of call.

## To print a report

---

- 1 Press **[Function]**, **[3]**.
- 2 Enter the number (see list above) of the report you want to print. For example, press **[3]** to print the TEL-INDEX.
- 3 Press **[Start]**.
- 4 Press **[Stop]** to exit.

## Activity Report Interval

---

You can set the fax machine to print activity reports at specific intervals (6, 12, 24 hours, 2, 4, or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section.

- 1 Press **[Function]**, **[7]**, **[3]**. The screen displays the current interval setting.

**ACT. RPT. : OFF**

- 2 Press **[◀]** or **[▶]** to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.
- 3 When the screen displays the setting you want, press **[Set]**.
- 4 Enter the time to begin printing, in 24-hour format. (For example, enter 19:45 for 7:45 PM).
- 5 Wait 2 seconds.
- 6 Press **[Stop]** to exit.

## Transmission Verification (Xmit) Report

---

You can use the Xmit Report as proof that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and if the transmission was successful.

*When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates NG, send the document again. If the report indicates you should check the readability of certain pages, resend those pages.*

When the feature is ON, the report is printed with every fax you send.

- 1 Press **[Function]**, **[3]**, **[7]**.
- 2 Press **[◀]** or **[▶]** to select **ON** (or **OFF**).
- 3 Press **[Set]**.
- 4 Press **[Stop]** to exit.

## CHAPTER TEN

# Important Information

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## *Standard Telephone and FCC Notices*

These notices are in effect on models sold and used in the United States only.

This equipment is hearing aid and volume control compatible.

**When programming emergency numbers and/or making test calls to emergency numbers:**

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premises wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your fax damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this fax machine, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother at

**USA:** *1-800-284-4329* (voice)

*1-908-575-8790* (fax)

**From within Canada:** *1-800-853-6660* (voice)

*1-514-685-4898* (fax)

**From within Montreal:** *1-514-685-6464* (voice)

## International ENERGY STAR® Compliance Statement

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The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment, which includes computers, monitors, printers, facsimile receivers and copy machines world-wide. As an ENERGY STAR® Partner, Brother has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.





## WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

## Federal Commission Compliance Notice (For USA Only)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the fax equipment and the receiver.
- Connect the fax equipment on a separate circuit.
- Consult with the dealer or an experienced radio/TV technician for help.

## Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not use this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
- 9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).
- 12** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.



- 14** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Brother Authorized Service Personnel. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact the following Customer Service numbers for your nearest Brother Authorized Service Center:
- USA:** *1-800-284-4329* (voice)  
*1-908-575-8790* (fax)  
*1-800-521-2846* (Fax-Back System)
- From within Canada:** *1-800-853-6660* (voice)  
*1-514-685-4898* (fax)  
*1-800-681-9838* (Fax-Back System)
- From within Montreal:** *1-514-685-6464* (voice)
- 16** Unplug this product from the wall outlet and refer servicing to Brother Authorized Service Personnel under the following conditions:
- A** When the power cord is damaged or frayed.
  - B** If liquid has been spilled into the product.
  - C** If the product has been exposed to rain or water.
  - D** If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E** If the product has been dropped or the cabinet has been damaged.
  - F** If the product exhibits a distinct change in performance, indicating a need for service.
- 17** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

## 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.

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# Maintenance and Troubleshooting

## Fax-Back System

---

Brother Customer Service 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 send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your fax machine using this manual, call our Fax-Back System, and follow the voice prompts to receive faxed instructions about using the system, and an index of Fax-Back subjects.

**USA:** *1-800-521-2846*

**From within Canada:** *1-800-681-9838*

The Brother Fax-Back System number (USA only) has been preprogrammed on One Touch key **[01]**.

## Brother on the World Wide Web

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You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web at

***<http://www.brother.com>***

## Brother Bulletin Board

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Brother's Bulletin Board Number are

**USA:** *1-888-298-3616*

**From within Canada:** *1-514-685-2040*

## Error Messages

You may occasionally encounter a difficulty with your fax machine or telephone line. If this happens, your fax machine often identifies the problem and displays an error message. The list below explains the most common error messages.

If you need additional help, call the Brother Fax-Back System at

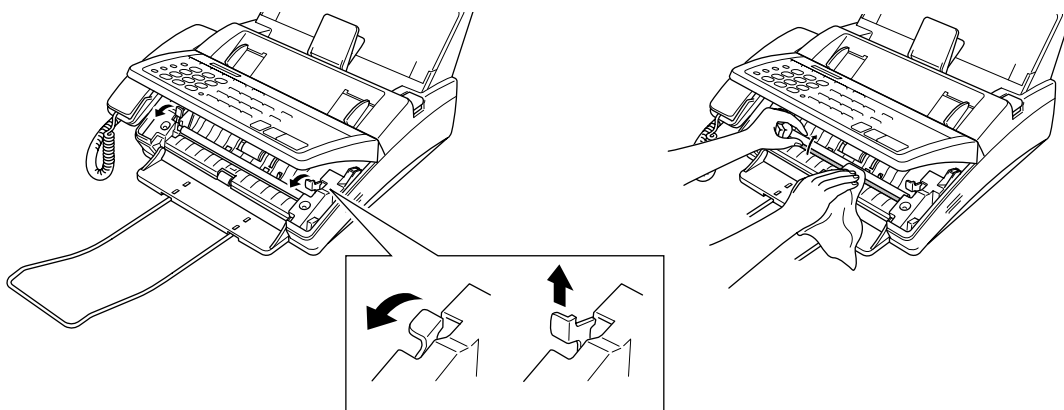
**USA:** *1-800-521-2846*

**From within Canada:** *1-800-681-9838*

### CLEAN UP SCANNER

The scanner is dirty; clean the white roller and the glass strip under the roller with isopropyl alcohol on a lint-free cloth. You'll need to lift the two release levers to release the white roller; be sure to lock them in place when you're through.

During cleaning, we recommend you unplug the power cord for safety.



### COMM. ERROR

A poor quality phone line resulted in a communications error. Try the call again.

### CONNECTION FAIL

You have requested a polling call from another party, but the other fax machine is not in Poll Waiting mode.

### COVER OPEN

The cover is not completely closed.

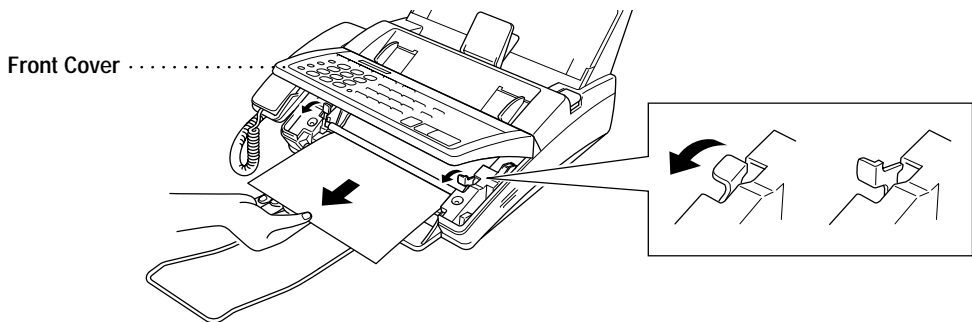
**DISCONNECTED**

The other party has disconnected during a call or fax. Try calling the other party.

**DOCUMENT JAM**

The documents were not inserted or fed properly, or were too long.

- 1 Open the front cover.
- 2 Lift the two release levers to release the white roller.
- 3 Pull the document toward the front of the machine.
- 4 Lock the levers back in place.
- 5 Close the cover and press **Stop**.

**MACHINE ERROR XX**

and

**PRESS STOP KEY**

Contact Brother Customer Service at

**USA:** *1-800-284-4329* (voice)

**From within Canada:** *1-800-853-6660* (voice)

**From within Montreal:** *1-514-685-6464* (voice)

**NO RESPONSE/BUSY**

The number you called does not answer or is busy. You may also have reached a number not connected to a fax. Check the number and call again.

**NOT REGISTERED**

You've tried accessing a One Touch or Speed Dial location with no number assigned to it. See pages 22 and 24 for information about storing One Touch or Speed Dial numbers.

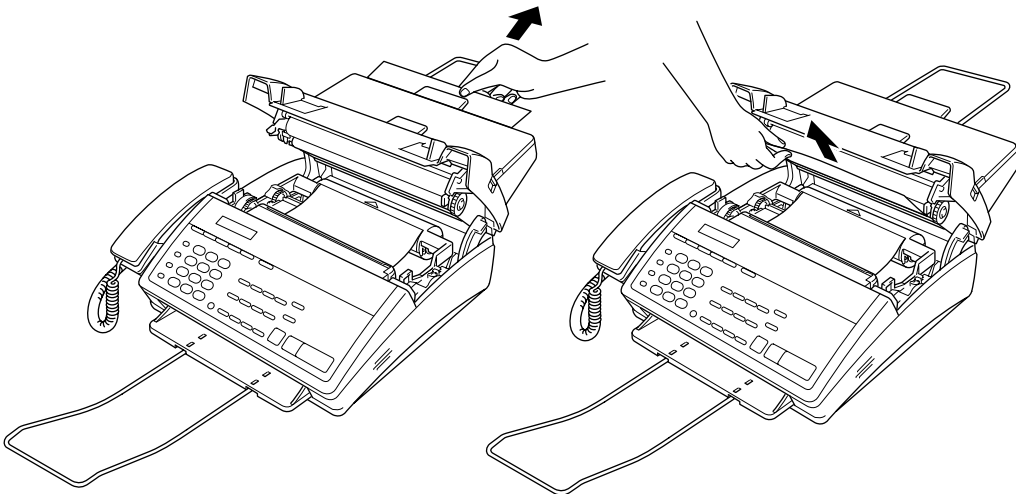
**PRINTER FAULT**

The recording head has overheated. Unplug the machine and wait 30 minutes for it to cool.

**CHECK PAPER**

The recording paper is jammed in the printer.

- 1 Unplug the power cord.
- 2 Open the recording paper cover and remove any paper.
- 3 Push the OPEN button to open the top cover.
- 4 Pull the jammed paper gently from the recording paper feeder toward the back of the machine. If the paper remains jammed, then pull it toward the front of the machine.



- 5 Close the cover.
- 6 Reset the recording paper.

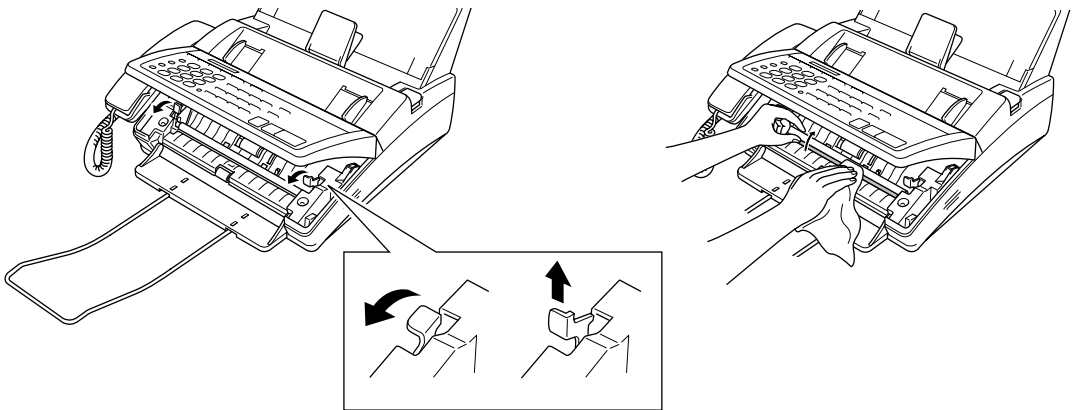
**SCANNER ERROR**

Try cleaning the white roller and the glass strip under the roller. During cleaning, we recommend you unplug the power cord. If you still get a scanner error, contact Brother Customer Service at

**USA:** *1-800-284-4329* (voice)

**From within Canada:** *1-800-853-6660* (voice)

**From within Montreal:** *1-514-685-6464* (voice)



We recommend that you clean the scanner routinely.

## If You Are Having Difficulty with Your Fax Machine

If you think there is a problem with your fax machine, make a copy first. If the copy looks good, the problem is probably not your fax machine. Check the difficulties below and follow the troubleshooting tips.

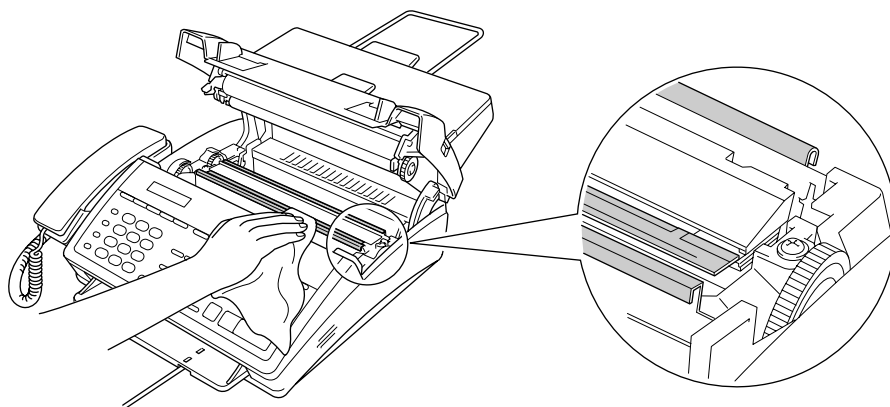
### Printing or Receiving Faxes

#### **Condensed Print and Horizontal Streaks; Top and Bottom of Sentences Cut Off**

If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother Customer Service at 1-800-284-4329 (USA) or 1-800-853-6660 (from within Canada) or 1-514-685-6464 (from within Montreal).

### Vertical Black Lines When Receiving

The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at 1-800-284-4329 (**USA**) or 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**).



## Phone Line or Connections

### Fax Machine Does Not Answer When Called

Make sure the fax machine is in the correct receiving mode for your setup (either FAX Only or FAX/TEL). Check for dial tone. If possible, call your fax machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the fax machine's telephone jack. If there is no ringing when you call your fax machine, call your Telephone Company to check the line.

### No Dial Tone on the Handset

Press **[Hook]** — **OR** — Lift the handset. If you hear no dial tone, check telephone line cord connections at the fax machine and wall jack. Check that the handset is connected to the fax machine's handset jack. Test the wall jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.



## Sending Faxes

### Poor Transmitting Quality

Try changing your resolution to FINE or SUPERFINE (see “Resolution” p. 34). Make a copy to verify the fax machine’s scanner operation.

### Dialing Does Not Work

Check for a dial tone.

Change TONE/PULSE setting (see “Setting Dialing Mode (Tone/Pulse)” p. 19).

Check all line cord connections, and make sure the curled handset cord is not in the **EXT** jack.

Check power cord connection.

Send a manual fax by pressing **[Hook]** — **OR** — Lifting the handset, and dialing the number. Wait to hear fax receiving tones before pressing **[Start]**.

### Vertical Black Lines When Sending

Use your fax machine to make a copy. If the copy shows the same problem, the scanner area is dirty. Lift the front cover and check the document path. Clean the scanner’s white roller and the glass strip under the roller using isopropyl alcohol and a lint-free cloth (see p. 74).

## Handling Incoming Calls

*See  
For FAX/TEL  
Mode Only  
p. 52*

### Double Ring in FAX/TEL Mode

The fax machine knows the incoming call is not a fax so it is signaling you to answer the telephone call. Pick up the fax machine handset or answer from an extension phone and press your fax machine’s Deactivation Code (default setting is #51).

### Transferring a Call to the Fax Machine

If you have answered the fax machine handset, press **[Start]**, and hang up immediately.

If you answered at an extension phone, press your three-digit Activation Code (the factory setting is \*51). When your fax machine answers, hang up.

*See  
Easy Receive  
p. 36*

#### Fax Machine “Hears” Voice as CNG Tone

If your fax machine is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.

#### Transmission Verification Report Prints “Result: NG”

There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call your Telephone Company to check your phone line.

#### Custom Features on a Single Line

If you have Call Waiting, Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your fax machine, it may create a problem sending or receiving fax data.

#### For Customer Service

**USA:** *1-800-284-4329* (voice)

*1-908-575-8790* (fax)

**From within Canada:** *1-800-853-6660* (voice)

*1-514-685-4898* (fax)

**From within Montreal:** *1 514-685-6464* (voice)

#### To Order Brother Accessories

If you have a Visa, MasterCard, Discover or American Express credit card, you can order accessories directly from Brother.

**USA:** *1-888-879-3232* (voice)

*1-800-947-1445* (fax)

**From within Canada:** *1-800-668-2768* (voice)

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# Multi-Function Link<sup>®</sup> (option) for FAX 1170 and FAX 1270

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You can purchase the optional Multi-Function Link<sup>®</sup> package (also called “Missing Link”). Multi-Function Link<sup>®</sup> turns your fax machine into a multi-function center, by enabling you to use your fax machine as a printer and a scanner and to use it to fax messages from Windows<sup>®</sup> applications in your computer. The Multi-Function Link<sup>®</sup> option is for Windows<sup>®</sup> 3.1x and Windows<sup>®</sup> 95/98.

Multi-Function Link<sup>®</sup> is available at most Brother retailers. If you cannot find it, you can order Multi-Function Link<sup>®</sup> directly from Brother. The item number is PCI-1.

Installation instructions will be included with PCI-1. **However, it is important that you hook up your fax machine to your computer before you install the software.**

# Specifications

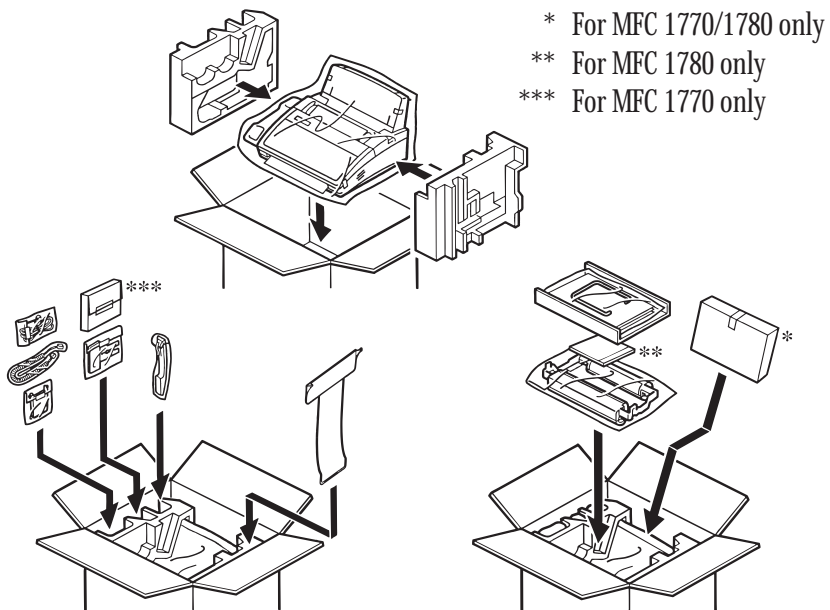
<b>Type</b>	Desktop facsimile transceiver
<b>Compatibility</b>	ITU-T Group 3
<b>Coding system</b>	Modified Huffman (MH)
<b>Modem speed</b>	14400/12000/9600/7200/4800/2400; Automatic Fallback (MFC 1780) 9600/7200/4800/2400; Automatic Fallback (FAX 1170/1270, MFC 1770)
<b>Document input width</b>	5.8 inches to 8.5 inches (148 mm to 216 mm)
<b>Scanning/Printing width</b>	8.2 inches (208 mm)
<b>Paper Cassette</b>	200 Sheets (20 lbs.)
<b>Printer type</b>	Line Thermal with Ribbon
<b>Gray scale</b>	64 levels
<b>Display</b>	LCD, 16 characters
<b>Polling types</b>	Standard, Delay
<b>Contrast control</b>	Automatic/Super Light/Super Dark (manual setting)
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Horizontal 203 dot/inch (8 dot/mm)</li> <li>• Vertical Standard — 98 line/inch (3.85 line/mm) Fine, Photo — 196 line/inch (7.7 line/mm) Superfine, Photo (copy) — 392 line/inch (15.4 line/mm)</li> </ul>
<b>Memory Capacity</b>	512 KB (up to 20 pages*)
<b>One touch dial</b>	24
<b>Speed-dial</b>	26 stations (FAX 1170), 36 stations (FAX 1270, MFC 1770 and MFC 1780)
<b>Automatic redial</b>	3 times at 5 minute intervals
<b>Speaker type</b>	Monitor
<b>Auto answer</b>	0, 1, 2, 3 or 4 rings
<b>Communication source</b>	Public switched telephone network
<b>Operating environment</b>	41 - 95° F
<b>Power source</b>	120V AC 50/60Hz (U.S.A., Canadian Version Only)
<b>Power consumption</b>	Standby: under 10 watts — Peak: under 110 watts
<b>Dimensions</b>	15.2 x 15.0 x 8.4 (inches)/ 385 x 378 x 213 (mm)
<b>Weight</b>	11.5 lb / 5.2 kg

\* "Pages" refers to the "Brother Standard chart no. 1" (a typical business letter, Standard resolution).  
Specifications are subject to change without prior notice.

# Packing and Shipping the Fax Machine

Whenever you transport the fax machine, use the packing materials that came with your fax machine. If you do not pack the fax machine correctly, you could void your warranty.

- 1 Unplug the fax machine from the AC outlet.  
**NOTE:** Do not unplug the fax machine after a print job until you hear the final click.
- 2 Remove the paper wire extension, paper support, document support, telephone line cord, printing cartridge and handset, and pack them.
- 3 Wrap the fax machine in the plastic bag and place it in the original carton with the original packing material.
- 4 Place additional parts (such as cords and telephone line) and documents (such as your manual) into the carton.
- 5 Close the carton.

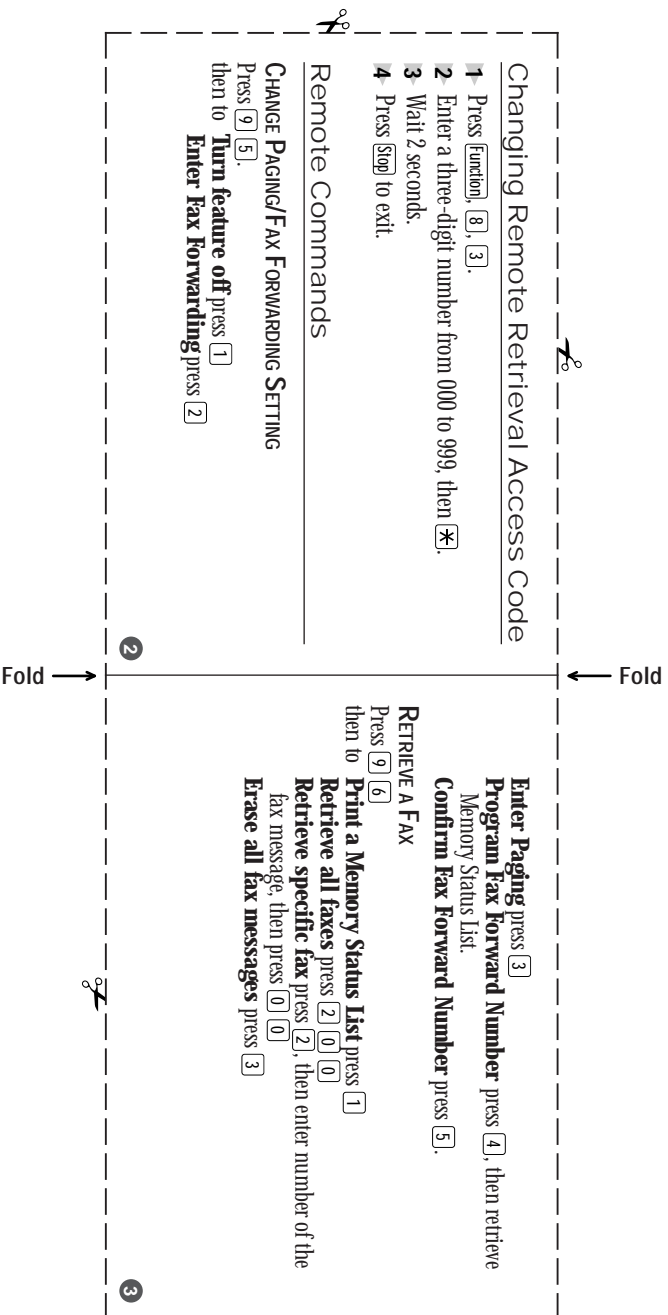




## Remote Retrieval Access Card

If you plan to receive voice or fax messages while away from your machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.

<p><b>CHECK THE RECEIVING STATUS</b> Press <b>[9] [7] [1]</b> <b>1 long beep — Fax message(s)</b> <b>3 short beeps — no messages.</b></p> <p><b>CHANGE ANSWER MODE</b> Press <b>[9] [8]</b> then for <b>TAD</b>, press <b>[1]</b> for <b>Fax/Telephone (F/T)</b>, press <b>[2]</b> for <b>Fax Only</b>, press <b>[3]</b>.</p> <p><b>EXIT REMOTE OPERATION</b> Press <b>[9] [0]</b></p>	<p style="text-align: center;"><b>REMOTE RETRIEVAL ACCESS CARD</b></p> <p><b>Using Remote Retrieval Access Code</b></p> <ol style="list-style-type: none"> <li><b>1</b> Dial your fax machine phone number from a touch tone phone.</li> <li><b>2</b> Enter your Remote Retrieval Access Code after the beep (159*).</li> <li><b>3</b> The fax machine signals the kinds of messages received: <b>1 long beep — Fax message(s)</b> <b>No beeps — no messages.</b></li> <li><b>4</b> After 2 short beeps, enter a command.</li> <li><b>5</b> Press <b>[9] [0]</b> to reset the machine when you finish.</li> <li><b>6</b> Hang up.</li> </ol> <p style="text-align: right;"><b>brother® 1</b></p>
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**Visit us on the World Wide Web**  
**<http://www.brother.com>**

These machines are made for use in the USA or CANADA only. We can not recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your fax machine may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**