brother ®

OWNER'S MANUAL

FAX-515
FAX-525DT

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Pan European Approvals Information

Your Brother Fax-515/525DT has been granted a Pan European Approval via KCS in the Netherlands. The machines are designed to interwork with the basic network functions of the following countries telecoms networks within the scope of the approval.

Austria/Belgium/Denmark/Finland/France/Germany/Greece/Ireland/Italy/Luxembourg/ Netherlands/Norway/Portugal/Spain/Sweden/Switzerland/United Kingdom.

Your fax machine is designed for optimum performance for operation in the country of purchase only. This is because there are still network differences between countries covered by this approval. There are country specific features (such as Caller ID) that vary between countries and machines designed for one network will not interwork correctly on another with respect to these.

If you experience problems then please contact your Brother dealer in the first instance for support.

WARNING! Miscellaneous approval conditions

Any marking or certification of your fax machine to harmonised European "CE Mark" requirements for EMC (Electromagnetic Compatibility), and for user safety according to the European LVD (Low Voltage Directive), **ARE NOT** indicative of approval for connection to public telecommunications lines in a country other than that in which the equipment is approved.

Brother advises that this product will not function correctly in a country other than that in which it was originally offered for sale, and does not offer any warranty in the event that this product is used on public telecommunication lines in a country other than that in which it is approved.

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C H A P T E R   O N E

Introduction

Using This Manual

Thank you for purchasing a Brother fax machine (FAX).

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

Additionally, your machine has a Help Key. Press **Help** or **Help/ Memory** 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.

Symbols Used In This Manual

Note or additional information.

The machine would be damaged or would not work correctly if this is not observed.

Warning. Damage can result if this is not observed.

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, beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 seconds after dialling. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones—loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays **RECEIVE**. If your fax 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 about 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)** mode, it answers with a short beep. After this beep, the fax machine listens for CNG tones, and, if heard, it will respond with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialled. 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) (For FAX-525DT Only)

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 machine for this feature to work.

FAX-515 Control Panel Overview
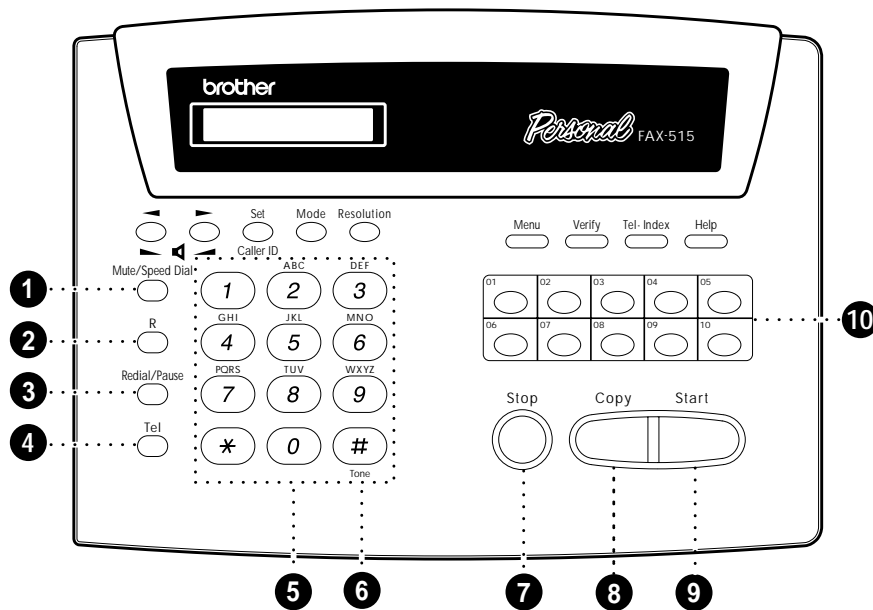
1 **Mute/Speed Dial**
Lets you put calls on hold. Also, lets you dial stored phone numbers by pressing a two-digit number.

2 **R**
Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

3 **Redial/Pause**
Redials the last number called. Also inserts a pause in autodial numbers.

4 **Tel**
Use to shuttle the line between handset and monitor speaker.

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

6 **Tone**
Lets you switch the dialling type during a telephone call from **PULSE** to **TONE**.

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

8 **Copy**
Makes a copy.

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

10 **One Touch Dial Keys**
These 10 keys give you instant access to previously stored phone numbers.
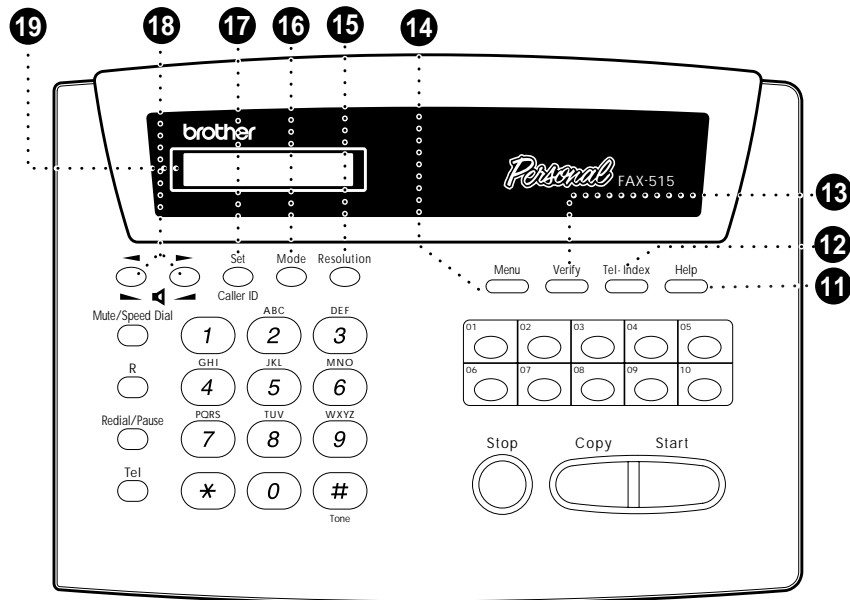
11 Help

Prints a quick reference Help List.

12 Tel-Index

Lets you look up numbers stored in the dialling memory.

13 Verify

Lets you print the Transmission Verification Report for your last transmission.

14 Menu

Lets you access the function menu and programming mode.

15 Resolution

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

16 Mode

Use to select how the fax machine will handle incoming calls.

17 Set

Caller ID (For U.K. only)

Stores a function setting into the fax machine. Also, lets you view or print the Caller ID List.

**18 ◄ (Left Arrow) ► (Right Arrow)
◄ ◁ ◄ (Volume)**

Moves the LCD cursor to the left or right. Adjust speaker and ring volume.

19 Liquid Crystal Display

The LCD displays messages to help you set up and operate your fax machine.

FAX-525DT Control Panel Overview

❶ Mute/Speed Dial
Lets you put calls on hold. Also, lets you dial stored phone numbers by pressing a two-digit number.

❷ R
Use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

❸ Redial/Pause
Redials the last number called. Also inserts a pause in autodial numbers.

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

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

❻ RWD(∗) FWD(#)
Use to repeat or skip to the next voice message during playback.

❼ Tone
Lets you switch the dialling type during a telephone call from **PULSE** to **TONE**.

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

❾ Copy
Makes a copy.

❿ Start
Starts an operation, such as sending a fax.

⓫ One Touch Dial Keys
These 10 keys gives you instant access to previously stored phone numbers.

⓬ Help/Memory
Prints a quick reference Help List. Also, lets you take advantage of memory transmission.
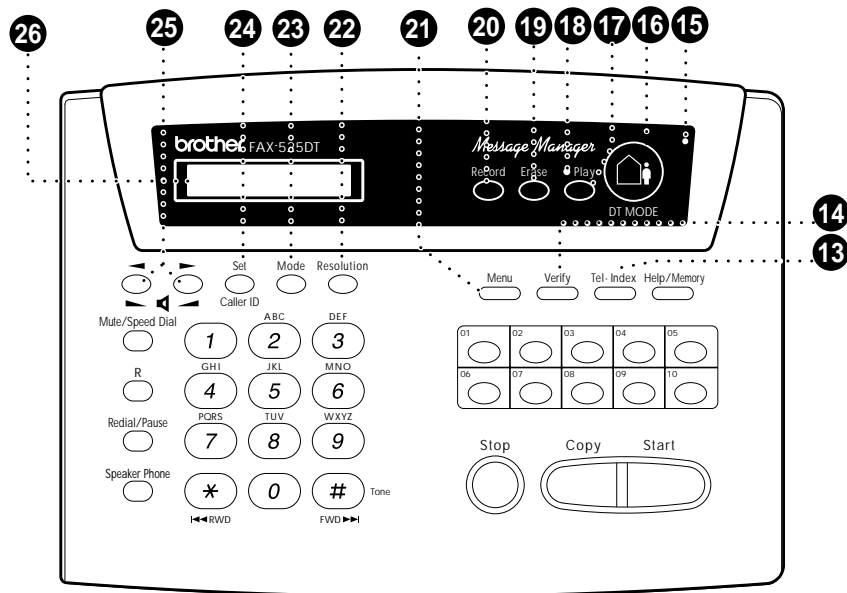
13 Tel-Index
Lets you look up numbers stored in the dialling memory.

14 Verify
Lets you print the Transmission Verification Report for your last transmission.

15 MIC (Microphone)
Picks up your voice when you speak to another party using Speaker Phone.

16 DT MODE
Lets you activate Message Manager.

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

18 Message Indicator Light
Reminds you that you have voice or fax messages in the memory.

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

20 Record
Lets you record Outgoing Message (OGM), memos and telephone calls.

21 Menu
Lets you access the function menu and programming mode.

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

23 Mode
Use to select how the fax machine will handle incoming calls.

24 Set
Caller ID (For U.K. only)
Stores a function setting into the fax machine. Also, lets you view or print the Caller ID List.

25 ◄ (Left Arrow) ► (Right Arrow)
◄ ◄ (Volume)
Moves the LCD cursor to the left or right. Adjust speaker and ring volume.

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

C H A P T E R   T W O

2

Installation

Packing List

Make sure you have the following items:

Telephone line cord

(Example for U.K.)

Telephone handset

Document support

One roll of Brother Therma PLUS recording paper (Starter roll 10m)

Handset curled cord

Paper Guide

Owner's manual

Brother start card
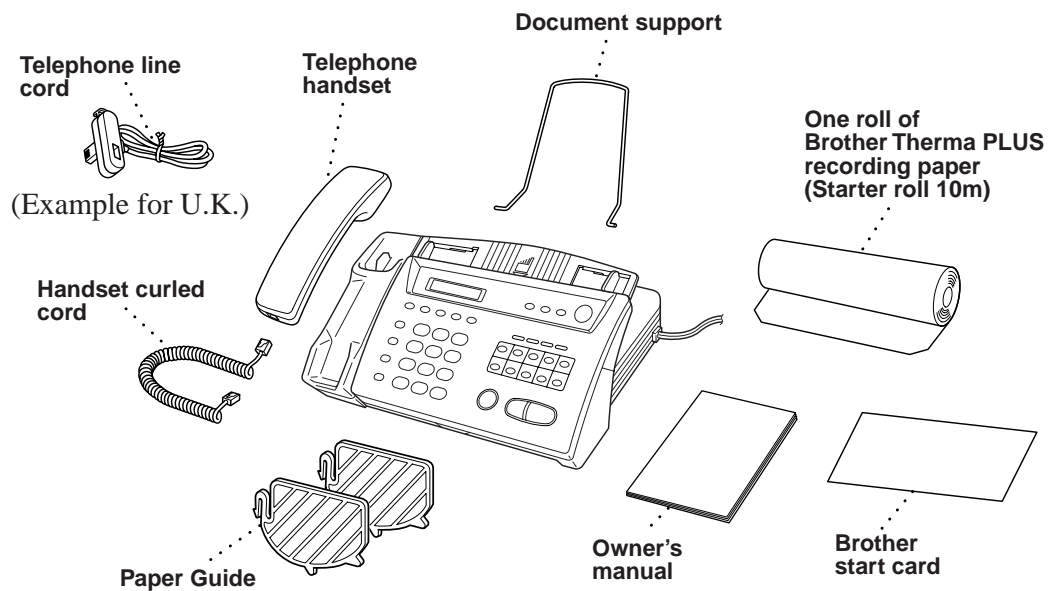
Whenever you transport the machine, use the packing materials that came with your machine and pack the machine correctly.

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 machine near a telephone jack and a standard, grounded power outlet.

Avoid placing your machine in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Do not connect your 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 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.

Caution

1 Never install telephone wiring during a thunder storm.

2 We recommend that this product be used with a surge protection device to protect the product against lightning.

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 should be located near the equipment and should be easily accessible.

Legal and safety requirements

Telecommunication Authorities (P.T.T.s) require that this product is manufactured specifically for the country into which it is originally imported for sale by Brother.

Brother advises that this product may not function correctly and does not offer any warranty should this product be used on any other public exchange equipment other than that of the original country of sale.

Brother also advises that any use of this equipment in other countries may render the user to prosecution according to local regulations.

Assembly

Load the recording Paper

1 Open the cover by placing your finger in the groove under the cover and lifting up
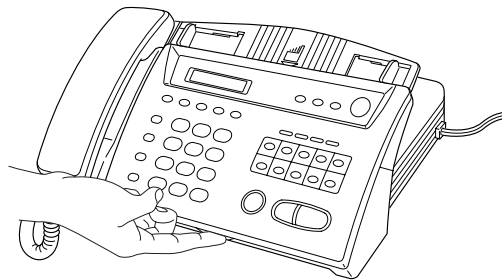
2 Pull up the blue release lever so you can remove the three protective sheets (initial set up) or any paper remaining in the machine from the last roll.

3 Unwrap the new recording paper roll and insert it into the paper bin, with the paper feeding from the bottom of the roll.

Limited to 70mm
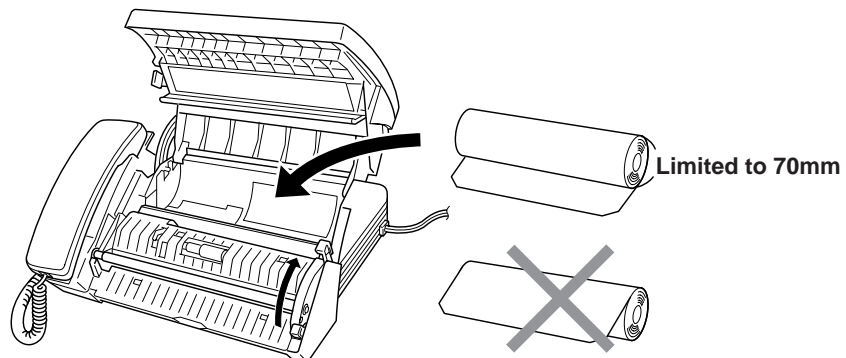
■   **When you use 210mm recording paper roll size...**

There are two different types of recording paper roll size (216mm/ 210mm). If you use 210mm recording paper roll size, please set recording paper after attaching the paper guides as below.

Paper Guide   **Paper Guide**

Setting position
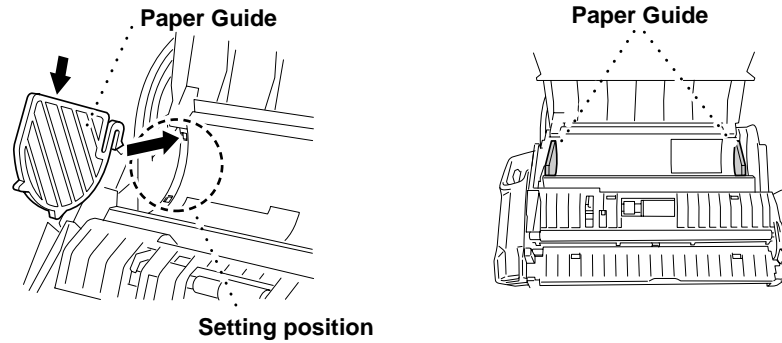
The recording paper roll size for your fax machine is limited to a diameter of 70mm.

4 Raise the paper enough to pass it over the ⇩ until it feeds out the front of the machine. Make sure there is no slack.
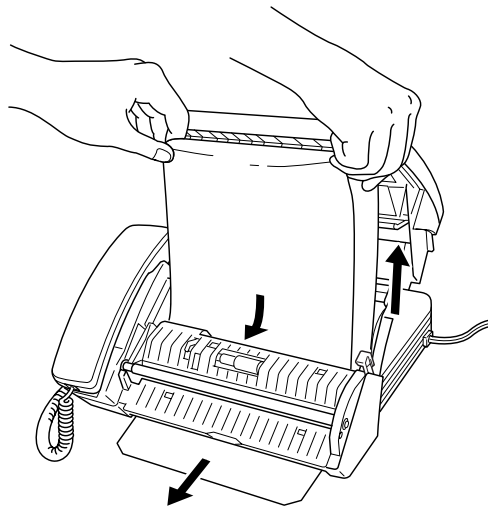
5 Pull down the blue lever and close the cover.
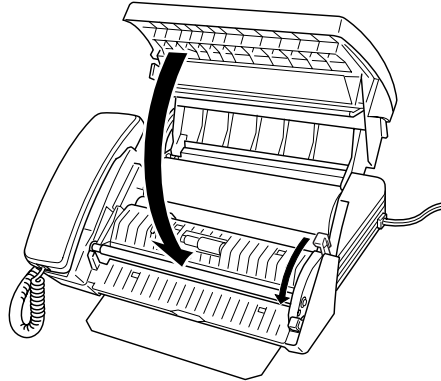
Connect the handset

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

(Example for U.K.)

Telephone line cord

Handset curled cord

*PC I/F jack is for use with the Brother MFL Pro for Fax option. If you have not purchased this option then ignore this part. (For FAX-525DT Only)
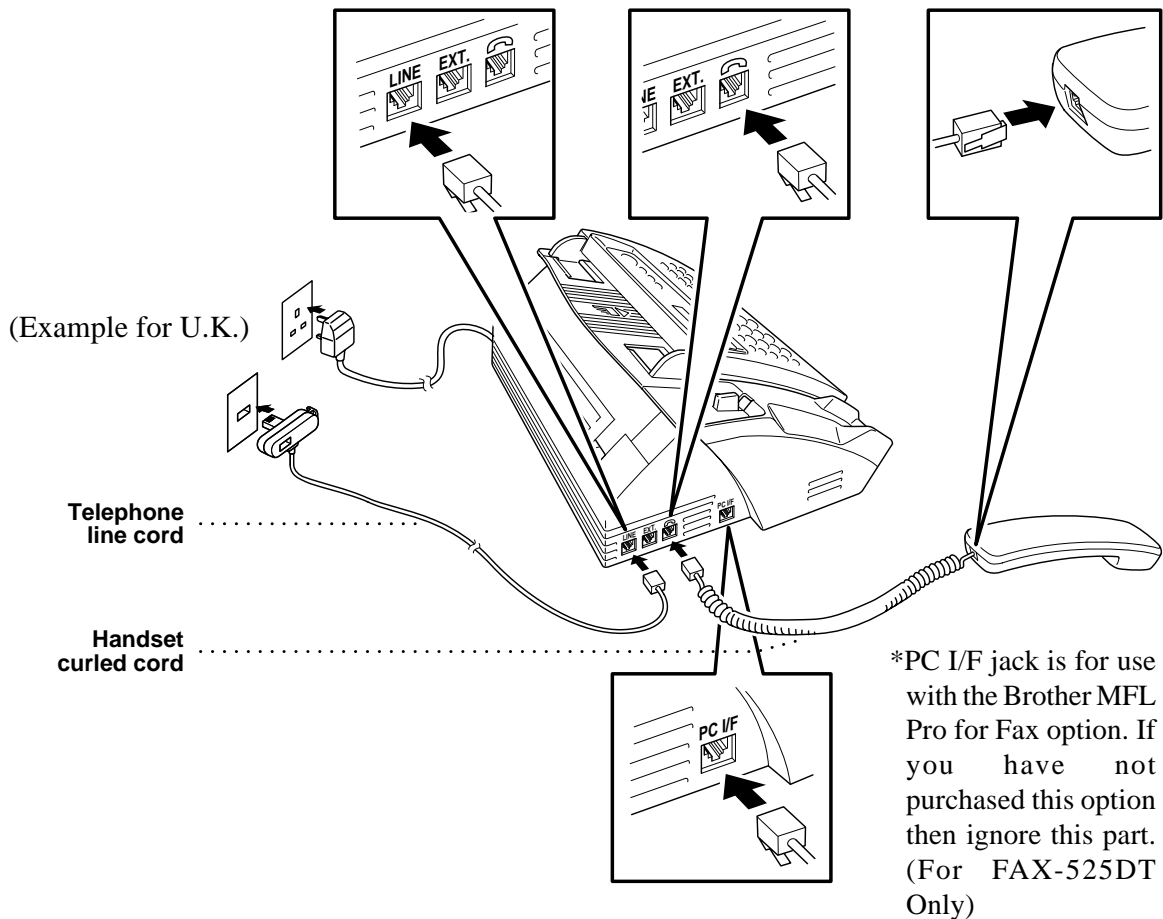
Connect the Power Cord

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

NOTICE:

1) This fax must be earthed using a 3-pin plug.

2) Since the machine is earthed through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your 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.

IMPORTANT:

If you need to remove the moulded mains plug in order to fit an appropriate type, you must discard the moulded plug immediately having cut it off, in order that it is not inadvertently inserted into a live socket, thus presenting a shock hazard. The wires in the mains lead of this appliance are coloured in accordance with the following code.

> **Green-and-yellow : Earth**
> **Blue   : Neutral**
> **Brown   : Live**

As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured green-and-yellow must be connected to the terminal in the plug which is marked by the letter "E" or by the safety earth symbol ⏚ or coloured green or green-and-yellow.

The wire which is coloured blue must be connected to the terminal which is marked with the letter "N" or coloured black.

The wire which is coloured brown must be connected to the terminal which is marked with the letter "L" or coloured red.

Connect the Telephone Line

Connect one end of the telephone line cord to the jack labelled **LINE** on the left side of the machine. Connect the other end to a wall jack.

> **IMPORTANT:**
>
> **The PC interface is a SELV (Safety Extra Low Voltage) port as defined in EN41003.   It must only be connected with a SELV circuit; only the MFL Pro for Fax cable kit (available in an option pack), satisfies this requirement.**

Attach the document support.

Attach the document support as shown in the illustration below.

Document support
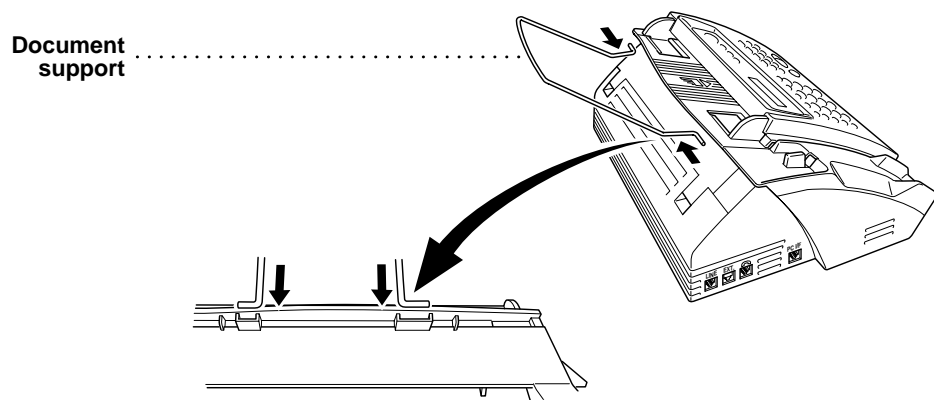
Multi-Line Connections (PABXs)

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

If the 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.

If you are installing the machine to work with a PABX:

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

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 dialling telephone service.

Ringer Equivalence Number (REN)

This equipment has a REN value of 1. A BT line has a "bell ringing" capacity, or REN, of 4. This means that adding downstream-connected extension telephones and/or extension bells to a total REN of greater than 4 may cause a reduction in the bell volume. In extreme cases, it may cause the auto-answer facility of the machine to fail.

Therefore, up to three additional extension telephones (each assuming a REN of 1), may be connected downstream of your machine. For an explanation of "downstream connection, read "Using extension telephones" which follows.

Unless otherwise marked, a telephone provided by BT may be assumed to have a REN value of 1.

Using Extension Telephones

It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory service, the most obvious of which is inadvertent interruption of a facsimile transmission by someone picking up an extension telephone in order to make an outgoing call. Additionally, remote activation may not operate reliably in such a simple configuration.

This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration. In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as "telephone off-hook detection."

The inadvisable configuration is shown in figure 1 below, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

EXTENSION SOCKET   **EXTENSION SOCKET**   **MASTER SOCKET**   **INCOMING LINE**

FAX

INADVISABLE CONNECTION OF EXTENSION SOCKETS
Fig. 1.

DISCONNECT

EXTENSION SOCKET   **EXTENSION SOCKET**   **MASTER SOCKET**   **INCOMING LINE**

FAX

FAX MACHINE MUST BE PLUGGED INTO MASTER SOCKET
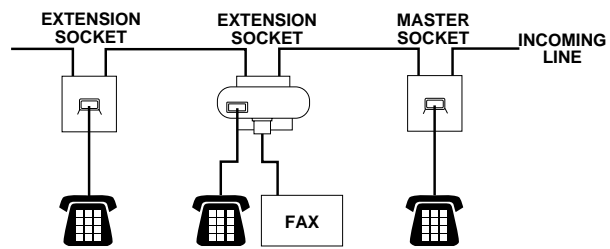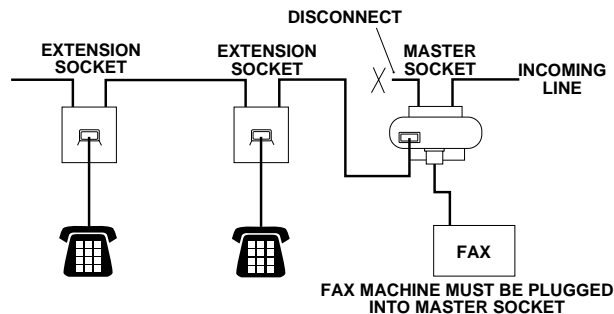
RECOMMENDED CONNECTION OF EXTENSION SOCKETS
Fig. 2.

Connecting an External Telephone Answering Device (TAD)

Connections

1 You may connect an external TAD to your machine, as shown below.

(Example for U.K.)

TAD   TAD
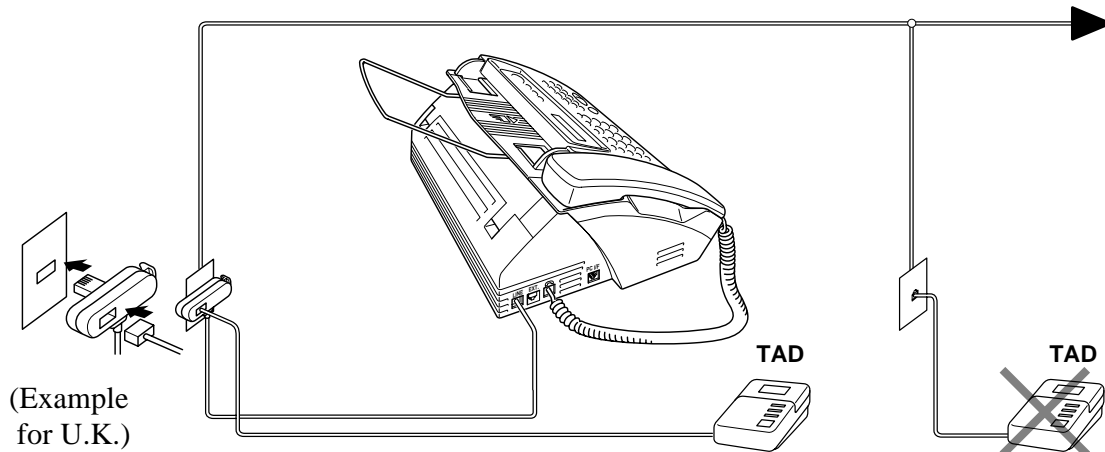
2 Set the number of rings to one or two on your external TAD. (The fax machine's Ring Delay setting does not apply.)

3 Record the outgoing message on your external TAD (see below).

4 Set the external TAD to answer calls.

5 Set **MESSAGE STORE** (Function menu 8-1) to **VOICE:EXT**. (Only for FAX-525DT)

6 Set the Answer Mode to **TAD:ANSWER MACH.** (Only for FAX-515)

On the FAX-525DT, set the Answer Mode to **TAD:MSG MGR**.

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

Outgoing Message (OGM) of External TAD

Timing is important in recording this message.

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

2 Try to record the shortest possible message on your telephone answering device (ideally less than 10 seconds).

3 End your message by giving your Remote Activation Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax manually by pressing *51."

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode. In these cases you must inform callers that they must enter the remote activation code to send a fax.

Sequence of External TAD Reception

When you leave your machine set in TAD mode, all calls will be answered by the externally connected telephone answering device, and fax calls will be received automatically provided they come from a machine which sends standard **C**alli**NG** tone (CNG).

```
                        ┌──────────────┐
                        │ Incoming Call │
                        └──────────────┘
                                │
                                ▼
                  ┌────────────────────────────┐
                  │ The call is picked up       │
                  │ by the TAD.                 │
                  │ (Recommended short          │
                  │ TAD ring delay such         │
                  │ as 1 or 2 rings.)           │
                  └────────────────────────────┘
                                │
                                ▼
```

| Fax reception is automatically activated by fax tone. | ← Auto dial fax call | The external TAD outgoing message begins (recommended length of 10 seconds or less). | Manual fax call → | The caller must press Start, or enter your remote activation code to activate the machine and then press Start. |

Voice call ↓

| The fax message is received on paper. | The caller leaves a voice message on the external TAD. | The fax message is received on paper. |

The caller can also send a fax message after the voice message.

Connecting an External Telephone

Your machine is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone to your machine, as shown below.

(Example for U.K.)

External Telephone
(**DECT cordless phone**)

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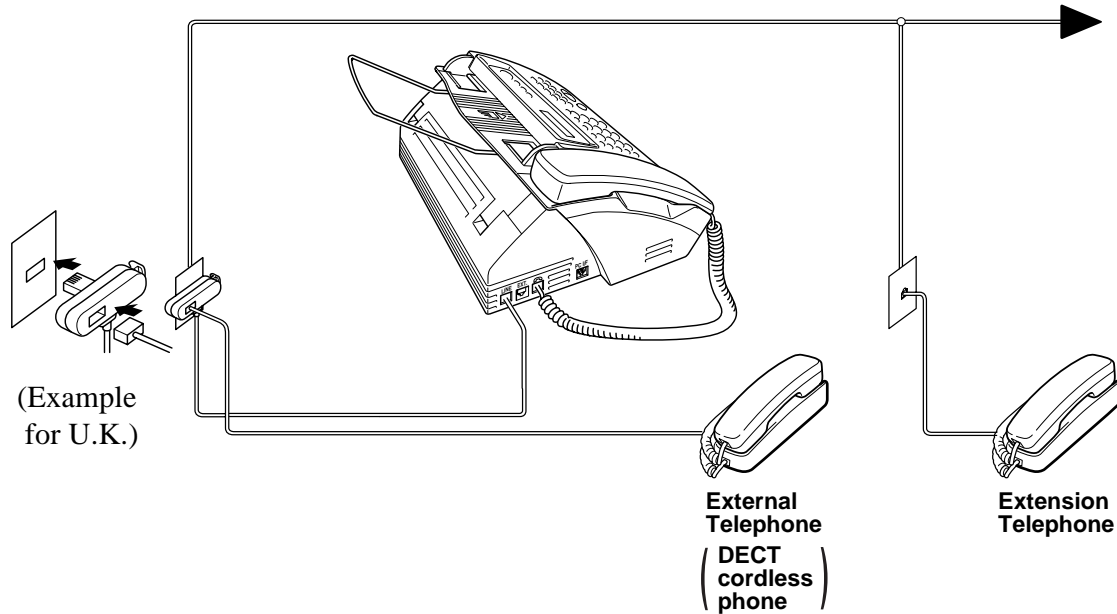
Whenever this external phone (or TAD) is in use, the screen displays **EXT. TEL IN USE**, and, if the fax handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the fax, lift the handset and press **Tel** or just press **Speaker Phone**.

C H A P T E R   T H R E E
••••••••••••••••••••••••••••••••••

On-Screen Programming

••

User-Friendly Programming

See "Using This Manual" chap. 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 machine has to offer.

Since your programming is done on the LCD, we created step-by-step on-screen prompts to help you program your 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 **Menu**.

When you enter the Function Mode, your machine displays a list of main menu options from which you can choose. These options appear one after the other on the display. Select an option by pressing **Set** when the option appears on the LCD.

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

When you finish a function, the screen displays **ACCEPTED**.

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

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 that when you place a document in the feeder, you can either dial a number to send it as a fax or press the copy key to make a copy of the document.

```
FAX: NO. & START
COPY: PRESS COPY
```

Function Selection Table

If you have a basic understanding of how to program your 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 available, use the Function Selection Table below.

1. INITIAL SETUP			
Function	**Description**	**Factory Set**	**Chapter**
1. TONE/PULSE	Selects the dialling mode.	**TONE**	4
2. DATE/TIME	Enter date and time for LCD display and to print on transmissions.	1/1/2000 00:00	4
3. STATION ID	Program the name and fax number to appear on each transmitted page.	--	4
4. BEEPER	Adjust the volume level of the beeps when you press a key, an error occurs or a document is sent or received.	**LOW**	4
5. PBX	Turn on if PABX (Private Automatic Branch Exchange) is connected to your machine.	**OFF**	4
6. CLOCK CHANGE	Adjust the machine's clock by one hour for summer/winter time.	--	4

2. SETUP RECEIVE

Function	Description	Factory Set	Chapter
1. RING DELAY	Number of rings before the machine answers in F/T, FAX or TAD (Message Manager) mode.	**RING DELAY:02 TOLL SAVER:OFF** (FAX-525DT Only)	5
2. F/T RING TIME	Sets the time for "F/T pseudo-ring" in F/T mode.	**30**	5
3. FAX DETECT	Receive fax messages without pressing the **Start** key.	**ON**	5
4. REMOTE CODE	Enter code to activate or deactivate the machine from a remote location or to transfer voice call from DECT cordless phone to the machine.	**OFF** (✳51, #51, ✳81)	5
5. POLLING RX	You call another fax machine to receive a fax from it.	--	5
6. PC INTERFACE (With MFL Pro for Fax) (For FAX-525DT Only)	Fax Receive Only/PC Priority/ PC Receive Only	**PC PRIORITY**	5

3. SETUP SEND

Function	Description	Factory Set	Chapter
1. CONTRAST	Change lightness or darkness of a fax you are sending.	**AUTO**	6
2. RESOLUTION	Allows you to change resolutions page by page.	**STANDARD**	6
3. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	**OFF**	6
4. TIMER	Send documents later.	--	6
5. POLLED TX	Set Polled Transmission for someone to poll your fax machine to receive a fax.	--	6

4. CANCEL JOB

Function	Description	Factory Set	Chapter
	Cancel a delayed fax or polling job.		5, 6

5. INTERRUPT

Function	Description	Factory Set	Chapter
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		6

6. SET QUICK-DIAL

Function	Description	Factory Set	Chapter
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	--	7
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	--	7
3. SETUP GROUPS (For FAX-525DT Only)	Set up a Group number for broadcasting.	--	7

7. PRINT REPORTS

Function	Description	Factory Set	Chapter
1. XMIT REPORT		**OFF**	10
2. JOURNAL	Print lists and	**JOURNAL:OFF**	10
3. QUICK-DIAL	reports of activity.	--	10
4. TEL.INDEX		--	10
5. SYSTEM SETUP	(Details in chapter 10)	--	10
6. MEMORY STATUS (For FAX-525DT Only)		--	10

8. SETUP TAD (FAX-525DT Only)

Function	Description	Factory Set	Chapter
1. MESSAGE STORE	Select if memory will store fax, voice or both.	**DOC:OFF VOICE:ON**	9
2. BACKUP PRINT	Automatically prints a copy of faxes received into memory.	**ON**	9
3. OGM	Select/Record outgoing message.	**TAD MESSAGE**	5, 9
4. ICM MAX.TIME	Select maximum length of incoming messages.	35 seconds 30 seconds (For Ireland)	9
5. ICM REC.MONITR	Select ON or OFF for voice messages as they come in.	**ON**	9
6. FAX FWD/PAGING	Set fax machine to forward fax/message—**OR**—to dial a pre-set number and play the paging message when a fax or voice message is received.	**OFF**	9
7. REMOTE ACCESS	Set code for retrieving messages.	159✶	9

0. MISCELLANEOUS

Function	Description	Factory Set	Chapter
1. CALLER ID	Select ON or OFF for CALLER ID.	**ON**	5
2. BT CALL SIGN (For U.K. Only)	Use with BT Call Sign.	**OFF**	5

CHAPTER FOUR
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Initial Setup

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Getting Started

Setting the Dialling Mode (Tone/Pulse)

Your machine is initially set to **TONE**. If you are using a **PULSE** dial line, you can change the setting to **PULSE** by following the steps below.

1 Press **Menu**, **1**, **1**. The screen prompts you to select **TONE** or **PULSE**.

> DIALLING:TONE

> DIALLING:PULSE

2 Use ◄ or ► to select the dialling mode.

3 Press **Set** when the screen displays the dialling mode you want.

4 Press **Stop** to exit.

Although this equipment can use either Pulse or Tone signalling, only the performance of the Tone signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use the Tone signalling for access to public or private emergency services. The Tone signalling also provides faster call set up.

Setting the Date and Time

Your machine displays the date and time, and prints it on every fax you send.

In the event of a power failure, the machine maintains date and time information for about 15 hours. All other settings remain unaffected.

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

3 Press **Set**. The screen prompts you to enter the month.

> ENTER MONTH:XX

4 Enter two digits for the month (for example, enter 09 for September, or 10 for October). The screen displays your entry.

5 Press **Set**. The screen prompts you to enter the day.

> ENTER DAY:XX

6 Enter two digits for the day (for example, 06). The screen displays your entry.

7 Press **Set**. The screen prompts you to set the time.

> ENTER TIME:XX:XX

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

9 Press **Set**.

10 Press **Stop**. The screen now displays the date and time you set, and displays it whenever the machine is standing by.

Setting the Station ID

You can store your name and fax number to be printed on all fax pages that you send.

It is important that you enter the fax numbers in the internationally standardised format, i.e. in accordance with the following strict sequence:

- The "+" (plus) character
- Your Country Code (e.g. "44" for the United Kingdom
- Your local area code minus any leading "0"
- A space
- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, your machine is installed in the United Kingdom, is to be used for both fax and voice calls, and your national telephone number is 0555 5444, then you must set the fax number parts of your station ID as: +44 555 5444

1 Press **Menu**, **1**, **3**. The screen prompts you to enter your fax number.

FAX:

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

See "Entering Text" in this chapter

3 Press **Set**. The screen prompts you to enter your name or your company name.

NAME:

4 Use the dial pad to enter your name (up to 20 characters). (You can use the following chart to help you enter letters.)

5 Press **Set** to confirm.

6 Press **Stop**. The screen returns to the date and time.

■ If you do not enter a fax number, no additional information can be entered.

■ To enter a space, press ► once between numbers and twice between characters.

■ If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the machine. Most keys on the dial pad 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.

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

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

Inserting spaces

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

Making corrections

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

Repeating letters

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

Special characters and symbols

Press ✳ for   (space) ! ” # $ % & ’ ( ) ✳ + , - . /

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

Press 0 for   Ä Ë Ö Ü À Ç È É 0

Setting the Beeper Volume

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 machine beeps every time you press a key or make an error, and at the end of sending or receiving a fax.

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

2 Press ◄ or ► to select your setting.

3 When the screen displays the setting you want, press **Set**.

4 Press **Stop** to exit.

PABX and TRANSFER

Your machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. You can gain access to the outside line from your fax connected to PABX by just pressing **R**.

You can transfer a call to another extension by pressing **R**.

If your fax machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause", do not press **R**, before each fax or telephone number, in order to again access to the outside line.

Setting PABX

If your machine is connected to a PABX system, set **PBX:ON**. If not, set to **OFF**.

1 Press **Menu**, **1**, **5**. The screen displays
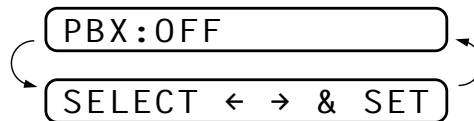
```
PBX:OFF
SELECT ← → & SET
```

2 Press ◄ or ► to select **ON** (or **OFF**).

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

4 Press **Stop** to exit.

You can program an **R** keypress as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed Dial number (Function menu 6-1 or 6-2) press **R** first (the screen displays "**!**"), then enter the telephone number. If you do this, you do not need to press **R** each time before you dial using a One Touch or Speed Dial location. (See chapter 7.) However, if PBX is set to **OFF**, you can't use the One Touch or Speed Dial number that an **R** keypress is programmed into.

Setting the Clock Change

You can easily let the machine's clock gain or lose one hour by using this feature.

1 Press **Menu**, **1**, **6**. The screen displays

```
TO SUMMER TIME ?
SELECT ← → & SET
```
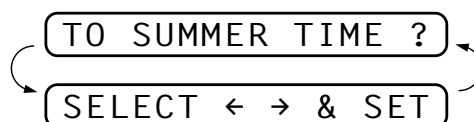
2 Press ◄ or ► to select Summer Time to gain an hour or Winter time to lose an hour.

3 Press **Set**.

4 Press **1** to change to Winter Time or Summer Time—**OR**—Press **2** to exit without changing.

Setting the Speaker Volume

You can adjust the speaker volume when your machine has dialled (onhook dialling) and the line is connected—**OR**—after pressing **Speaker Phone** (FAX-525DT only). You can turn the volume OFF or you can select a volume level.

Press ➤ or ➤ to adjust the volume level. The display shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

If you have a FAX-525DT, you can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (incoming messages).

If you turn the Incoming Recording Monitor **OFF** (**Menu**, **8**, **5**) on FAX-525DT, the Speaker for screening calls will be disabled and you will not be able to hear callers leaving messages. The volume for other operations can still be controlled using ➤ and ➤.

Setting the Ring Volume

You can adjust the ring volume when your machine is idle. You can turn the ring **OFF**.

Press ➤ or ➤ to adjust the volume level. With each key press, the machine rings so you can hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting.

The new setting will remain until you change it again.

Memory Storage

Your machine is equipped with an internal battery that will keep the date and time information for up to about 15 hours after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. In the event of a power failure, all settings in the **INITIAL SETUP**, **SETUP RECEIVE**, **SET QUICK-DIAL** and **SETUP TAD** functions are stored permanently except **POLLING RX**.

On the FAX-525DT, it will retain the data for Out-of-Paper Reception, Memory Transmission and Message Manager for up to 15 hours after a power interruption.

Setup Receive

Basic Receiving Operations

Select Answer Mode

Manual—You must answer all calls yourself. If you hear fax tones, press **Start** or key ✱ **5 1** from an extension phone to begin receiving the fax, then hang up.

Fax Only—The 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" in this chapter

F/T—The 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 an F/T pseudo-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).

TAD (For FAX-515)—This is the only setting in which you can use an **external** answering machine. Your telephone answering device is connected to your machine, and answers every call. Once the external telephone answering device (TAD) answers, the 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). Ring Delay and F/T Ring Time do not work in this setting.

TAD (For FAX-525DT)—The FAX-525DT provides you with a built-in digital Message Manager for fax and voice. When you set the machine to answer calls, it will record up to 15 minutes of messages. For more information about Message Manager operation, please see chapter 9.

NGT (For FAX-515)—This is the Night Mode setting. The fax machine receives incoming fax calls without ringing. In case of a voice call, the fax machine does not ring and it doesn't receive the voice call. The caller hears fax tones after few rings.
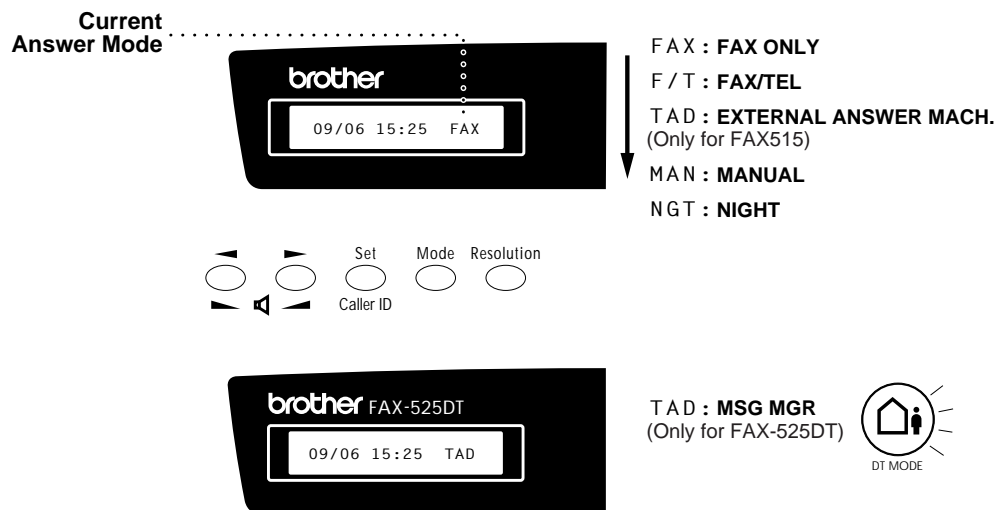
NGT (For FAX-525DT)—If you set the receiving mode to Night, DT MODE key is automatically turned on. The fax machine receives incoming fax calls without ringing. In the event of voice call, the incoming voice call is stored in the message manager memory. As the ICM recording monitor (for call screening) is automatically set to OFF, the user is not disturbed by the voice of the caller. In case of memory full, the machine change to F/T mode if the machine still has paper. It changes to Manual mode if both the memory becomes full and the fax machine runs out of paper.

If you have not recorded the Outgoing Message for Message Manager mode, your fax machine does not receive the voice call.

In both the FAX-515 and the FAX-525DT, Night mode overrides the receiving mode set by the user. In the morning, the user must press **Mode** key to manually revert to the Answer mode they have set (such as F/T or FAX ONLY).

If you pick up the handset or the power is off for some reason when the Night mode is on, the Answer mode will automatically revert to **MANUAL**.

Current Answer Mode

brother

09/06 15:25   FAX

F A X **: FAX ONLY**
F / T **: FAX/TEL**
T A D **: EXTERNAL ANSWER MACH.**
(Only for FAX515)
M A N **: MANUAL**
N G T **: NIGHT**

Set   Mode   Resolution

Caller ID

brother FAX-525DT

09/06 15:25   TAD

T A D **: MSG MGR**
(Only for FAX-525DT)

DT MODE

To select or change your Answer Mode

1 Press **Mode**. The screen displays your current selection.

The options on the FAX-515 are:

> FAX ONLY

> FAX/TEL

> TAD:ANSWER MACH.

> MANUAL

> NIGHT

The options on the FAX-525DT are:

> FAX ONLY

> FAX/TEL

> MANUAL

> NIGHT

Or, if TAD Mode is switched **ON** by pressing ⌂ᵢ (**DT Mode** Key), it overrides your Answer Mode Setting, so the display shows:

> TAD:MSG MGR

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.

Setting the Ring Delay

The Ring Delay setting determines the number of times the machine rings before it answers.

1 Press **Menu**, **2**, **1**. If you have a FAX-515, go to Step 4.

2 Press ◄ or ► to select **RING DELAY**.

3 Press **Set**.

4 Press ◄ or ► to select how many times the line rings before the machine answers.

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

6 Press **Stop** to exit.

Setting the F/T Ring Time

You need to determine how long the machine will give its special F/T pseudo-ring when you have a voice call. This ringing happens *after* the initial ringing from the phone company. Only the machine rings, for 20, 30, 40 or 70 (for the U.K. and others) or 20, 30, 40 or 55 (for Ireland) seconds; no other phones on the same line ring the special F/T pseudo-ring.

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

2 Press ◄ or ► to select how long the machine will ring to alert you that you have a voice call.

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

$$\boxed{\texttt{RING TIME:30 SEC}}$$

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 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 an F/T pseudo-ring for the length of time you selected in F/T Ring Time.

Even if the caller hangs up during the F/T pseudo-ringing, the machine continues the F/T pseudo-ringing for the set time.

Please note that some faxes cannot be received automatically in F/T mode, because some fax machines do not send the standard Group 3 calling tone ("CNG").

IMPORTANT! This machine does not re-generate ringing conditions to any extension telephones. Any such extension telephones will only ring during the period set on ring delay.

Recording the Fax/Tel Outgoing Announcement (F/T MESSAGE) (Only for FAX-525DT)

This is the announcement played by your machine (not an external TAD) when someone calls and your machine is set to F/T mode. Although callers hear your announcement, they cannot leave a message. To erase the announcement, follow the directions in chapter 9, "Erasing the Outgoing Message".

1 Press **Menu**, **8**, **3**. The screen prompts you to choose **F/T MESSAGE**, **TAD MESSAGE** or **PAGING MSG.**

2 Press ◀ or ▶ to select **F/T MESSAGE**.

3 Press **Set**.

4 Press **Record**, then pick up the handset to record a message.

5 Replace the handset. Your announcement is played.

6 Press **Stop** to exit.

It is not necessary to have an outgoing message. The F/T mode will work fine without one. It is only to help the caller understand the status of your machine.

For example, you can leave a message that says:

"Hello, please wait, we are trying to connect you. If you wish to send a fax, please wait until you hear a fax tone and press the Start key, or, press ✱51 (your three-digit remote activation code) and press the Start key."

Fax Detect

See "Operation from an External or Extension Telephone" and "For F/T (Fax/Tel) Mode Only" in this chapter

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

In case Fax Detect does not work, because of a poor phone line connection, just press **Start** or press the Activation Code ✱ **5 1**.

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

2 Use ◄ or ► to select **ON**, **SEMI** or **OFF**.

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

4 Press **Stop** to exit.

If you've set the feature to ON, but your machine doesn't automatically connect a fax call when you lift an external or extension phone handset, press ✱ **5 1**.

At the machine, lift the handset and press **Start**.

Advanced Receiving Operations

Operation from an External or Extension Telephone

In order to activate the Remote Activation, you should first set **Menu**, **2**, **4**, REMOTE ACT to ON (see Changing Remote Codes) .

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

See "Setting the F/T Ring Time" in this chapter

If the machine answers a voice call and F/T pseudo-ring for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone. The Deactivation Code is used only in F/T mode.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the machine phone, press **Start**, then hang up. At an extension phone, press ✱ **5 1**, wait for fax receiving tones (chirps), then hang up. At an external phone, press ✱ **5 1** and wait for the phone to be disconnected (the screen displays **RECEIVE**) before you hang up. (Your caller will have to press **Start** to send the fax.)

If you accidentally pick up an extension phone when a fax message is being received, you may disrupt the transmission or render some portions unreadable.

See "Outgoing Message (OGM) of External TAD" chap. 2

Extension telephones are not pernitted in some countries, in such a case the deactivation code will not work.

The Remote Activation Code also can be used by your callers. When you are using an external TAD, your outgoing message (OGM) should end with the statement "to send a fax, press ✱ **5 1**".

For F/T (Fax/Tel) Mode Only

When the machine is in F/T mode, it will use the F/T Ring Time (F/T pseudo-ringing) to alert you to a voice call. If you're at the 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 F/T pseudo-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ **5 1**.

See "Connecting an External Telephone" chap. 2

Remote Call Transfer

In order to set the Remote Activation, you should first set **Menu**, **2**, **4** REMOTE ACT to ON (see Changing Remote Codes).

This function works when you receive the incoming Voice call at the remote DECT cordless phone externally connected to the fax machine. You can transfer voice call to the fax machine. But you can not transfer the incoming voice call from the fax machine to the DECT cordless phone.

To transfer telephone call to the fax machine

When you pick up the voice call at remote DECT cordless phone and would like to transfer it to the fax machine,

1 Press Activation Voice Code ✳ **8 1** at remote cordless phone.

2 The fax machine rings (pseudo-ring same as current F/T ring) and the display shows "**PICK UP PHONE**".

3 Pick up the handset and press **Tel** or **Speaker Phone**—**OR**—just press **Speaker Phone** at the fax machine in order to transfer the voice call to the fax machine.

Don't hang up the call from the cordless phone until the voice call has been transferred to the fax machine. You will know when this is because you will no longer be able to hear or talk to the caller via the cordless phone. If you do not wait until this point before hanging up from the cordless phone, the call will be lost.

If nobody answers at the fax machine, pseudo-ringing stops after 30 seconds. In that case, it may still be possible to speak with the caller from the cordless phone. Speech between the fax machine and the cordless phone (= intercom) is not possible.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Activation Code is ✳ **5 1**. The preset Deactivation Code is **# 5 1**. The present Activation Voice Code is ✳ **8 1**.

If you are always disconnected when accessing your external TAD remotely, try changing the Activation Code from ✳ **5 1** to ✳✳✳ and the Deactivation Code from **# 5 1** to **1 1 1**. You cannot use the same number for the Activation Code, the Deactivation Code and Activation Voice Code.

To change Remote Codes

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

2 Press ◄ or ► 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 press **Set**.

```
ACT.CODE:✳51
```

5 If you want to, enter a new Remote Deactivation Code, then press **Set**.

```
DEACT.CODE:#51
```

6 If you want to, enter a new Activation Voice Code, then press **Set**.

```
ACT.VOICE:✳81
```

7 Press **Stop** to exit.

Caller ID (Caller IDentification)

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your machine's memory. In addition to the standard Caller ID features, you can select a Caller ID and have your machine dial the number for you.

NOTE: ■ To get the Caller ID Service: apply for the Caller ID service at your local telephone company, if available.

■ To PABX Users :
Calling line identification signals are not generally delivered to your Brother fax machine if it is connected behind a private branch exchange (PBX) system or other call routing device.

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

At Home

Residential customers can protect themselves from unwanted calls.

Set the Caller ID to ON

If you have BT Caller ID on your line, then this function should be set to **ON**, to display the caller's phone number on the fax LCD as the telephone rings.

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

2 Press ◄ or ► to choose **ON**.

3 Press **Set**.

4 Press **Stop** to exit.

How Does Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the display shows you the caller's phone number. Once you pick up the handset, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

Helpful Hints

■ If "**# UNAVAILABLE**" appears on the display, it means that the call came from outside your caller ID service area. *

■ If "**# WITHHELD**" appears on the display, it means the caller intentionally blocked the transmission of his/her ID. *

■ If no caller ID was transmitted to your fax machine, "**PICK UP PHONE**" will remain on the display.

* Depends on network Function.

The Caller ID is Stored in Your Machine's Memory

The machine can store a maximum of the last 10 (FAX-515), 30 (FAX-525DT) incoming caller IDs in the memory, along with the time and date of reception. The 11th (FAX-515) 31st (FAX-525DT) call will cause the oldest ID to be erased.

The Caller ID information stored in the memory can be used for the following.

■ **Selecting a Caller ID from the Memory for Call Reply.**
You can scroll through the Caller IDs on the display and select one for your machine to dial.

■ **Printing the Caller ID List.**
You can review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), and type of call (Comment).

NOTE: Please set up the number of rings to more than 02 in the Ring Delay (See "Setting the Ring Delay" in this chapter.) before you use the Caller ID. If you set up the number of rings to 01, you cannot receive the Caller ID.

Selecting a Caller ID from the Memory for Call Reply

You can display the caller IDs that are stored in the memory and select the caller you want your machine to dial. Call Reply is a convenient feature whereby your Brother fax can dial back a voice/fax call "on-hook" to the opposite party associated with a Caller ID number which has been captured into memory. This saves you from having to copy and dial back to that number manually.

1 Press **Caller ID** (**Set** for Ireland). The screen displays;

If no ID is stored, the beeper will sound and "**NO CALLER ID**" will appear on the display.

CALLER ID LOG

After
2 seconds

PRESS START KEY

SELECT ← → & SET
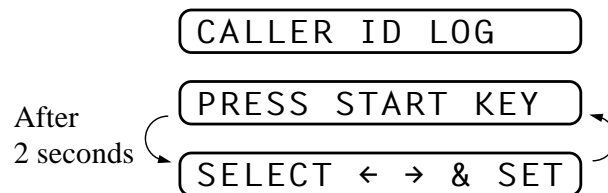
2 Press ◄ or ► to scroll through the Caller IDs in the memory.

10)5555151

3 Press **Set** to select the desired Caller ID number.

10)09/11 15:25

DIAL:PRESS START

4 Press **Start**.

DIALLING

TELEPHONE

If you wish to send a fax, insert a document into the feeder.

Then press **Start**.

To cancel the Call Reply (for example, when you have selected the wrong Caller ID), simply press **Stop** and begin again ; the Caller ID will not be lost.

To Activate Certain Network Services When Using Call Reply

It may be desired (in order to activate certain network services), to insert a special prefix to be dialled in front of the Caller ID number when using the Call Reply feature. Some examples of such network services are :

∗ Your outgoing Caller ID withheld

The required prefix, typically three to six digits (including # and ∗ symbols) in length, may be inserted after displaying the desired Caller ID in step 2 on the previous page. (You can enter the prefix up to 20 digits on the machine.) The complete number string including the prefix will then be dialled by pressing **Start**.

(Previous page Step 3.) Select the desired Caller ID, wait 2 seconds until you see the date and time the caller ID was received.

```
10)09/11 15:25
```

```
DIAL:PRESS START
```

Enter the prefix by using number keys up to 20 digits.

- The display will be cleared when you press any of the number keys.
- To cancel the prefix (such as when you entered the wrong number), simply press **Stop**.

The display will return to the desired Caller ID you selected.

- If you press **Stop** again, the machine will return to the current date and time display. You are no longer in the call reply mode.
- Any problems or queries in using network services should be raised in the first instance with your network operator(s).
- With Call Reply, automatic redial does not function in cases where the called party is busy or doesn't answer.

Call Reply to DDI numbers via Caller ID

Calls derived from a caller ID number to destinations connected to a "Direct Dial Inward (DDI)" private exchange system may fail to connect, or may be answered in the first instance by the called premises' main switchboard rather than by the intended extension. Brother is not liable for any call charges thus incurred.

Clearing the Caller IDs Stored in Memory (Only for FAX-525DT)

For the most effective use of the machine's memory, it is recommended that you should clear the Caller IDs stored in the machine's memory.

1 Press **Erase** when the display shows the number.
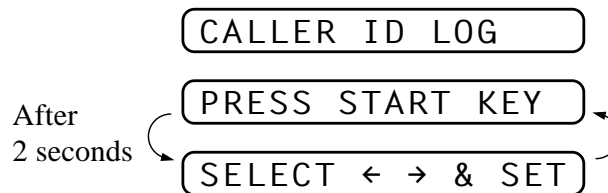
2 Press **1** to erase. Press **2** to exit.

Printing the Caller ID List

1 Press **Caller ID** (**Set** for Ireland).

2 Press **Start**.

Registering Caller ID information into One Touch, Speed Dial

You can register the Caller ID into One-touch or Speed Dial numbers.

1 Press **Caller ID** (**Set** for Ireland). The screen displays:

```
CALLER ID LOG
```

After 2 seconds

```
PRESS START KEY
```

```
SELECT ← → & SET
```

2 Press ◄ or ► to scroll through the Call IDs in the memory.

```
10)5555151
```

3 Press **Set**. When the display shows the number you want to register.

```
10)02/01 12:00
```

```
DIAL:PRESS START
```

4 Press **One touch** key or **Speed Dial** key (and Number key) and press **Set**.

```
NAME:
```

5 Enter name, and press **Set**.

6 Select the type of number (FAX, TEL, F/T), and press **Set**.

7 Press **Stop** to exit.

If the user tries to register Caller ID log to the One Touch or Speed Dial already registered, the rejection tone sounds and the LCD shows "**REGISTERED**".

BT Call Sign (For U.K. Only)

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone line) just for receiving faxes.

You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

■ To have your external TAD answer only the main number, the machine must be in Manual Mode.
■ In FAX/TEL or FAX ONLY mode, the machine will answer all numbers on the phone line.

Set the BT Call Sign

1 Set the machine to MANUAL mode.

2 Press **Menu**, **0**, **2**. The screen displays the current setting of this feature.

3 Press ◄ or ► to select **ON** (or **OFF**).

4 Press **Set**.

5 Press **Stop** to exit.

Polling

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

All parties involved in polling need to set up their 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. (See "Setup for Polling Transmit" in chapter 6.)

Secure Polling

Secure Polling is a way to keep your documents and others' from falling into the wrong hands while the fax machines are set up for polling. You can use Secure Polling <u>only</u> with another Brother fax machine. Your four-digit ID number must be entered on the fax machine that polls for your documents.

Some machines do not respond to the polling function.

Setup for Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it.

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

The screen displays

> POLLING:STANDARD

> SELECT ← → & SET

2 Press ◄ or ► to choose **STANDARD**.

3 Press **Set**.

> ENTER FAX NO.
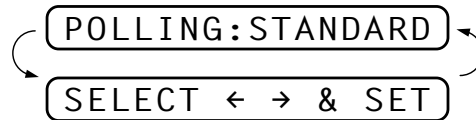
> THEN PRESS START

4 Enter the fax number you are polling.

5 Press **Start**. The screen displays **DIALLING**.

Setup for Polling Receive with Secure Code

You need to make sure you are using the same ID number as the other party.

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

The screen displays

POLLING:STANDARD

SELECT ← → & SET

2 Press ◄ or ► to choose **SECURE**.

3 Press **Set**.

4 Enter a four-digit number.

This is the same as the security code of the fax machine you are polling.

5 Press **Set**.

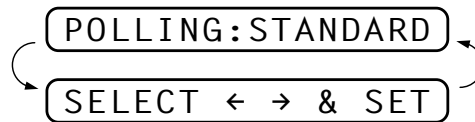ENTER FAX NO.

THEN PRESS START

6 Enter the fax number you are polling.

7 Press **Start**.

Setup Delayed Polling Receive

You can set your machine to begin Polling Receive at a later time.

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

The screen displays

POLLING:STANDARD

SELECT ← → & SET

2 Press ◄ or ► to choose **TIMER**.

3 Press **Set**.

4 The screen prompts you to enter the time you want to begin polling.

SET TIME=15:25

5 Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.

6 Press **Set**. The screen prompts you to enter the fax number you are polling.

ENTER FAX NO.

THEN PRESS START

7 Enter the fax number (you can use One Touch or Speed Dial, or dial manually).

8 Press **Start**. The machine makes the polling call at the time you entered.

You can set up only one Delayed Polling.

Sequential Polling (Only For FAX-525DT)

Your machine can request documents from several fax units in a single operation. You just specify several destinations in Step 6. Afterward, a Sequential Polling Report will be printed.

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

The screen displays

POLLING:STANDARD

2 Press ◄ or ► to choose **STANDARD**, **SECURE** or **TIMER**.

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

4 If you selected **STANDARD**, the screen prompts you to enter the fax number you want to poll, and then to press **Start**.

```
ENTER FAX NO.
THEN PRESS START
```

- • If you selected **SECURE**, enter a four-digit number and press **Set**.

- • If you selected **TIMER**, enter the time (in 24-hour format) you want to begin polling and press **Set**.

5 Specify the destination fax machines, which you wish to poll by using One Touch, Speed Dial or a Group.

6 Press **Start**.

Your machine polls each number or group number in turn for a document.

```
DIALLING
```

Cancelling a Scheduled Job

You can cancel tasks you've scheduled such as Delayed Fax, Delayed Polling Receive or Polling Transmit.

1 Press **Menu**, **4**. Any waiting jobs appear on the display. If nothing is waiting, the screen displays **NO JOB WAITING**.

```
4.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 cancelling.

4 Press **Stop** to exit.

Setting PC Interface Mode
(Only for FAX-525DT with Multi-Function Link
Pro for Fax option)

If you connect your machine to your PC, you can receive faxes into your PC. See the Quick Start Guide to set up for Multi-Function Link for Fax. After completing the setup for Multi-Function Link Pro for Fax, you can select PC INTERFACE Mode (**PC PRIORITY**/**PC RECEIVE ONLY**/ **FAX RECEIVE ONLY**) for routing incoming faxes.

1 Press **Menu**, **2**, **6**. The screen displays:

> `6.PC INTERFACE`

2 Press ◄ or ► to select **PC PRIORITY**, **PC RECEIVE ONLY** or **FAX RECEIVE ONLY**.

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

4 Press **Stop** to exit.

Copy Functions

Your machine cannot scan anything closer than 4 mm 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**.

3 If you have FAX-525DT, press **Copy** again.

Do NOT pull on the paper while copying is in progress. To cancel, press **Stop**.

Multiple Copies (For FAX-525DT Only)

You can make multiple copies using your 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, then press **Copy**.

2 Enter two digits for the number (up to 99) of copies you want. For example, press **0**, **3** for three copies.

3 Press **Copy**.

4 Use ◄ or ► to select **STACK** or **SORT**.

5 Press **Copy**.

If you get a "Memory Full" message while you are scanning the first page, press **Stop** and restart to make a single copy. If the "Memory Full" message appears while scanning subsequent pages, you can press **Copy** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy** for stacked copies.
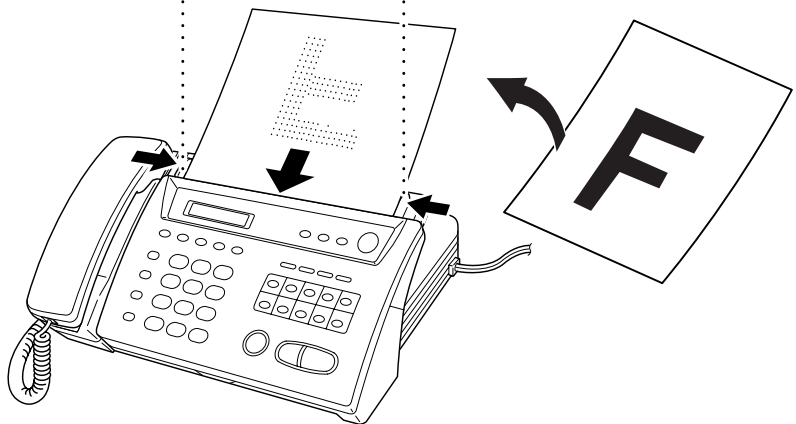
CHAPTER SIX

6

Setup Send

Before You Begin

■ Documents must be between 14.8 and 21.6 cm wide, and 15 and 60 cm long. Your fax machine can only scan an image 20.8 cm 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 10 pages, feeding each one individually through the fax machine. Use standard ($64 \text{ g/m}^2 \sim 90 \text{ g/m}^2$) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.

See "Resolution" in this chapter

■ Press **Resolution** (before you send the fax) to select the resolution for the document you're sending.

■ **DO NOT** use   • curled paper   • wrinkled paper

                  • folded paper   • ripped paper

                  • paper with staples   • paper with paper clips

                  • paper with paste   • paper with tape attached.

■ **DO NOT** use   • cardboard   • newspaper, or fabric.

■ **DO NOT** use   • paper on which correction fluid has been used

■ Make sure documents written with ink are completely dry.

Manual Transmission

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

See "One Touch Dialling" chap. 8

See "Speed Dialling" chap. 8

1 Insert the document face down in the feeder.

2 Pick up the handset and listen for a dial tone—**OR**—press **Speaker Phone**.

3 Enter the fax number you want to call. (You can enter the digits using the dial pad or you can enter a One Touch or Speed Dial number.)

4 When you hear the fax tone, press **Start**.

5 If you're using the handset, hang up.

Automatic Transmission

This is the easiest way to send a fax.

IMPORTANT: Do **not** pick up the handset—**OR**—press **Speaker Phone**.

1 Insert the document face down in the feeder.

2 Enter the fax number you want to call. (You can enter the digits using the dial pad or you can enter a One Touch or Speed Dial number.)

3 Press **Start**.

Manual and Automatic Fax Redial

If you're sending a fax manually and the line is busy, you can retry the number by pressing **Redial/Pause**.
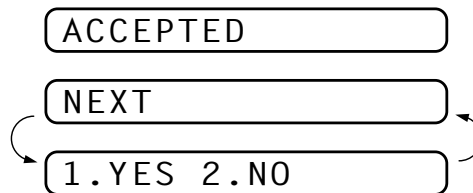
If you're sending a fax automatically and the line is busy, the machine will automatically redial up to 4 times (3 times for Ireland) at 2 minute intervals.

Basic Sending Operations

Contrast

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

1 Insert the document, face down, in the feeder.

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

3 Use ◄ or ► to select **AUTO**, **LIGHT**, or **DARK**.

4 When the screen displays your selection, press **Set**. The screen displays:

> ┌─────────────────────┐
> │ ACCEPTED   │
> └─────────────────────┘
>
> ┌─────────────────────┐
> │ NEXT   │
> └─────────────────────┘
>
> ┌─────────────────────┐
> │ 1.YES 2.NO   │
> └─────────────────────┘

5 Press **2** if you are finished choosing settings, and go to Step 6— **OR**—Press **1** if you want to select additional settings. The display returns to Setup Send menu.

6 Enter a fax number and press **Start** to send a fax—**OR**—Press **Copy** to make a copy.

Resolution

See "Multiple Resolution Transmission" in this chapter

When you have a document in the feeder, you can use the **Resolution** key. Press **Resolution** continuously until you see your selection on the screen.

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 grey; slow transmission time.

....

Advanced Sending Operations

Overseas Mode

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

1 Insert the document.

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

> ┌─────────────────────┐
> │ 3.OVERSEAS MODE   │
> └─────────────────────┘

3 Press ◄ or ► to select **ON** (or **OFF**).

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

> ┌─────────────────────┐
> │ ACCEPTED   │
> └─────────────────────┘

> ┌─────────────────────┐
> │ NEXT   │
> └─────────────────────┘

> ┌─────────────────────┐
> │ 1.YES 2.NO   │
> └─────────────────────┘

5 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.

6 Enter the fax number you're calling.

7 Press **Start**.

Memory Transmission (For FAX-525DT Only)

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 **Help/Memory**. 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 machine dials the call.

Delayed Transmission (Timer)

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 **Help/Memory** to use memory transmission—**OR**—leave the document in the feeder to be scanned at the specified time.

3 Press **Menu**, **3**, **4**.

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 Press **Set**. The screen displays
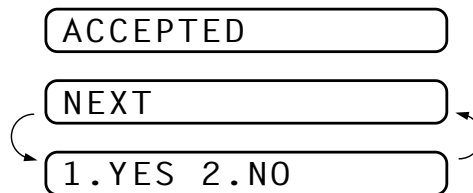
```
ACCEPTED
```

```
NEXT
```

```
1.YES 2.NO
```

6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 7. The screen prompts you to enter the fax number.

7 Enter the fax number, and press **Start**. The machine will wait until the time you have entered to send the fax.

The machine will not start scanning the document until the time it is due to be sent, so the document must be left in the feeder. (For FAX-515 Only)

Broadcasting (For FAX-525DT Only)

See "Setting Up Groups for Broadcasting (For FAX-525DT Only)" chap. 7

Using the numbers you have stored in Groups, One Touch and Speed Dial memory, you can "broadcast" faxes automatically to up to 60 different locations in a few simple steps.

1 Insert the document in the feeder.

2 Press **Help/Memory**. The screen displays how much memory is available.

3 Enter the One Touch and Speed Dial numbers (one after the other) or Group Number you have stored.

4 Press **Start**. The machine stores the document in memory, then transmits it to all the numbers you entered. If the line is busy, the machine will retry.

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

Next-Fax Reservation

Even if your fax is receiving another fax, you can set your machine to send your fax next. This way, you don't have to wait for it to finish sending or receiving the other fax. You can dial this fax call manually, or by using Redial, One Touch or Speed dialling. (When you use One Touch Dial or 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 Polling Transmit), or when the timer has been interrupted. Also, you can't use Tel-Index for this feature.

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 Inset documents in feeder, then press **Menu**, **3**, **2**.

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. The screen displays:

```
ACCEPTED
```

```
NEXT
```

```
1.YES 2.NO
```

4 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 5. The screen prompts you to enter the fax number you want to call.

**5** Enter the fax number you're calling, and press **Start**.

If you want to copy a document using multiple resolutions, press **Copy** in Step 5.

Setup for Polling Transmit

Polling Transmit is when you set up your fax machine to wait with a document so another fax machine can retrieve it.

1 Place document to be retrieved in feeder.

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

3 The screen displays

POLLING:STANDARD

SELECT ← → & SET
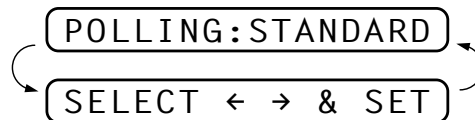
4 Press ◄ or ► to choose **STANDARD**.

5 Press **Set**. The screen displays
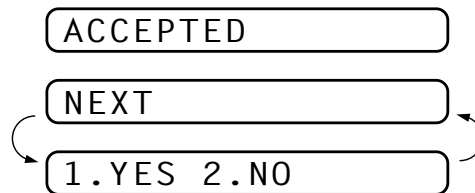
ACCEPTED

NEXT

1.YES 2.NO

See "Interrupting Timer and Polling Transmit Jobs" in this chapter

6 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 7.

7 Press **Start**. The screen displays **POLLED WAITING**.

Once you set this feature, you will have to interrupt the timer to send a fax (**Menu**, **5**).

On the FAX-525DT, if you prefer to have the document waiting in memory, press **Help/Memory** before pressing **Start**. In that case, you do not have to interrupt the timer to send a fax.
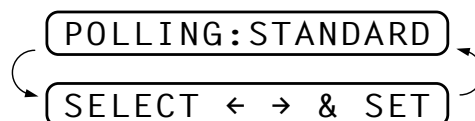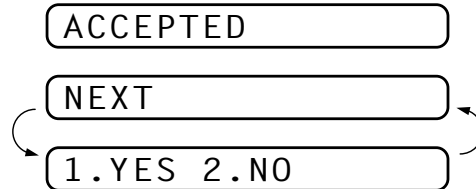
Setup for Polling Transmit with Secure Code

When you set **POLLING:SECURE** to on, anyone who polls your machine must enter the polling ID number.

1 Place document in feeder.

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

3 The screen displays

POLLING:STANDARD

SELECT ← → & SET

4 Press ◄ or ► to choose **SECURE**.

5 Press **Set**.

6 Enter a four-digit number.

7 Press **Set**. The screen displays

```
ACCEPTED
```

```
NEXT
```

```
1.YES 2.NO
```

8 Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings and go to Step 9.

9 Press **Start** and wait for the fax to be polled.

Cancelling a Scheduled Job

You can cancel tasks you've scheduled such as Timer or Polling Transmit.

1 Press **Menu**, **4**. Any waiting jobs appear on the display. If no job is waiting, the screen displays **NO JOB WAITING**.

```
4.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 quit without cancelling.

4 Press **Stop** to exit.

Interrupting Timer and Polling Transmit Jobs

You can send a fax or make a copy now, even if you have the machine set to send a fax later, or if you have it set to be polled. However, you cannot use automatic redial or the function mode.

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

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 **Menu**, **5** to restore the timer.

If you set Timer or Polling Transmit using **Help/Memory** (that is, if you have already scanned the document into the machine's memory and will send it from there), you don't have to interrupt to send a fax or make a copy.

CHAPTER SEVEN

Setup Quick-Dial Numbers

Storing Numbers for Easy Dialling

You can set up your machine to do two or three types of easy dialling: One Touch, Speed Dial and Groups for Broadcasting of faxes.

Storing One Touch Dial Numbers

See "One Touch Dialling" chap. 8

You can store 10 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 key, the screen displays the name or number as the call is dialled.

One-Touch keys are not the dial pad keys. They are the 10 keys located to the right of the dial pad.

1 Press **Menu**, **6**, **1**.

2 Press the One-Touch key where you want to store a number. The screen displays the location you selected.

3 Enter a number (up to 20 digits).

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 of Entering Text in chapter 4 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

7 Press **Set**.

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

When you dial a One Touch dial number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.

Storing Speed Dial Numbers

You can store Speed Dial numbers by following the sequence below. There are 50 Speed Dial locations. Even if you lose electrical power, numbers stored in memory will not be lost.

1 Press **Menu**, **6**, **2**. The screen prompts you to enter a location.

$$\boxed{\texttt{SPEED-DIAL? \#}}$$

2 Use the dial pad to enter a two-digit location (01–50).

3 Press **Set**. The screen displays your entry, then prompts you to enter the number you're storing.

$$\boxed{\texttt{\#05:}}$$
$$\boxed{\texttt{ENTER \& SET}}$$

4 Enter the number (up to 20 digits).

5 Press **Set**. The screen now prompts you to store a name with this number.

$$\boxed{\texttt{NAME:}}$$

6 Use the dial pad to enter the name (up to 15 characters). You can use the chart on chapter 4 to help you enter letters—**OR**—Go to Step 7 to store the number without a name.

7 Press **Set**.

8 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

9 Press **Set**.

10 Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.

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. QUIT.

1 Press **1** to change the number stored, or press **2** to exit without making a change.

2 Enter a new number.

- If you want to erase the whole number, press **Stop** when the cursor is to the left of the digits. The letters above and to the right of the cursor are deleted.

- If you want to change a digit, use ◄ or ► to position the cursor under the digit you want to change, then type over it.

3 Follow the directions from Step 4 in Storing One Touch Numbers or Step 5 in Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting (For FAX-525DT Only)

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. Finally, you can have up to six small Groups, or you can assign up to 59 numbers to one large Group.

1 Press **Menu**, **6**, **3**. The screen displays

$$\boxed{\text{SELECT ONE-TOUCH}}$$

2 Select a One Touch key where you wish to store the number. (For example, press One Touch key **02** to store a Group.)

3 Use the dial pad to identify the Group with a number (for example, press **01** for Group 1).

$$\boxed{\text{SETUP GROUP:GO}}$$
$$\boxed{\text{ENTER \& SET}}$$

4 Press **Set**.

5 To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialling. For example, for One Touch key **05**, press One Touch key **05**. For Speed Dial location 09, press **Mute/ Speed Dial**, then press **0**, **9** on the dial pad. The LCD shows ✱**05**, **#09**.

G01:✱05#09_

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

NAME:

ENTER & SET

7 Use the dial pad and the chart on Chapter 4 to enter a name for the group (for example, NEW CLIENTS).

8 Press **Set**.

9 Press **Stop** to exit.

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

C H A P T E R   E I G H T

Telephone (Voice) Operation

Making Voice Calls

You can use your machine to make voice telephone calls, by dialling manually or by using One Touch or Speed Dial memory. You can use the handset or if you have the FAX-525DT you can use the Speakerphone to make and receive calls.

The "full-duplex" digital Speakerphone allows you to operate the phone hands free, or allows more than one person in the room to participate in a two-way phone conversation. When using the Speakerphone, make sure that you speak clearly. If the other party has difficulty hearing you, move closer to the microphone.

Manual Dialling

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

1 Pick up the handset—**OR**—Press **Speaker Phone**.

2 When you hear a dial tone, dial the number, using the dial pad.

On the FAX-525DT, you can switch from handset to Speakerphone by pressing **Speaker Phone**, then replacing the handset. You can switch from Speakerphone to handset by lifting the handset.

3 To hang up, replace the handset if you are lifting the handset—**OR**— Press **Speaker Phone**.

One Touch Dialling

1 Pick up the handset—**OR**—Press **Speaker Phone**.

2 When you hear a dial tone, press One Touch key of the location you want to call.

3 To hang up, replace the handset—**OR**—Press **Speaker Phone**.

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

If you are sending a fax, press **Start** after pressing **One Touch key**. If you picked up the handset, press **Start** when the receiving fax machine answers with fax tones.

Speed Dialling

1 Pick up the handset—**OR**—Press **Speaker Phone**.

2 When you hear a dial tone, press **Mute/Speed Dial**, then press the two-digit Speed Dial number.

3 To hang up, replace the handset—**OR**—Press **Speaker Phone**.

If you are sending a fax, press **Start** after entering the Speed Dial number. If you picked up the handset, press **Start** when the receiving fax machine answers with fax tones.

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, pick up the handset or press **Speaker Phone**.

4 Press **Start** to begin dialing.

5 When the call is over, hang up—**OR**—Press **Speaker Phone** to cancel the call.

Mute

1 Press **Mute/Speed Dial** to put a call on hold.

2 You can put down the handset without disconnecting the call.

3 Pick up the machine's handset or press **Speaker Phone** to release the call from hold.

Pause

Press **Redial/Pause** to insert a pause between digits to be dialled.

If your fax machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number to gain access to the outside line. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.

Tone/Pulse

If you have pulse dialling 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 dialled after this sends tone signals.

3 When you hang up, the machine returns to pulse dialling service.

See "Select Answer Mode" chap. 5

F/T (FAX/TEL) Mode

When you share one line for your telephone and fax machine, in the F/T (FAX/TEL) mode, the fax machine can determine whether an incoming call is a fax or a telephone call.

On Hook Dialling

1 Dial the number by using the dial pad or Quick-Dial keys.

2 The number you are dialling, or the name you have stored for One Touch or Speed Dial is displayed on the LCD.

3 Press **Start**.

4 Pick up the handset when you hear the other end from the monitor speaker. If you press **Tel** before lifting the handset, the call will be disconnected (Only for FAX-515).

On the FAX-525DT, you can now speak to the party at the other end without lifting the handset when you hear the other end from the speaker. Press **Speaker Phone** when you finish the conversation.

Answering Calls with the Speakerphone (Only for FAX-525DT)

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

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

Tel Key (Only for FAX-515)

You can also switch the call from the external telephone to fax machine by lifting the fax machine's handset and pressing **Tel**.

Then in the telephone conversation if you press the **Tel** key and then replace the handset, then you will be listening through the monitor speaker, but the other party will not be able to hear you.

CHAPTER NINE

Message Manager
(Only for FAX-525DT)

Message Manager Mode

Message Manager Mode allows you to store incoming fax and voice messages in a flexible memory. The memory stores **15** minutes of voice messages, or up to **20** pages of fax messages. The actual number of pages stored in memory varies depending on the content and the resolution used. Memory is shared between fax and voice messages, which are stored on a "first-come, first-served" basis. Any voice or fax message can be retrieved remotely.

See "Recording the Message Manager's Outgoing Message (TAD MESSAGE)" in this chapter

You must record an Outgoing Message in order to use the Message Manager Mode.

Flexible Memory Settings (Message Store)

Message Manager Mode offers you six flexible memory settings, so that you can decide which kinds of messages you want to receive.

1. DOC:ON, VOICE:ON — Both voice and fax messages are stored. You can use the Fax Forwarding or Paging features and retrieve voice and fax messages remotely.

2. DOC:ON, VOICE:EXT — You need an external answering machine connected to the fax machine for this setting. Fax messages are stored in the Message Manager memory, but voice messages are stored in your external answering machine. Retrieve voice messages from the external answering machine. You cannot use the Paging feature for voice message with this setting.

3. DOC:ON, VOICE:OFF   All memory is used to store fax messages—no voice messages will be stored.

4. DOC:OFF, VOICE:ON   All memory is used to store voice messages—no fax messages will be stored. Incoming faxes will print on paper. You can use the Paging feature, and retrieve voice messages remotely.

5. DOC:OFF, VOICE:EXT   You need an external answering machine connected to the fax machine for this setting. Incoming faxes are not stored in memory, but will print on paper. Voice messages are stored in the external answering machine.

6. DOC:OFF, VOICE:OFF   Incoming faxes are not stored in memory, but will print on paper. Voice calls are not stored in memory.

Setting Up Message Manager

You must set up Message Manager in the following order:

1 Set the Message Store.

2 Record the Message Manager's Outgoing Message (**TAD MESSAGE**).

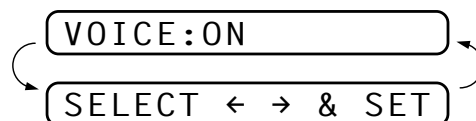**3** Activate Message Manager (TAD) Mode by pressing ⬆.

Setting the Message Store

Select the setting from the descriptions of "Flexible Memory Settings".

1 Press **Menu**, **8**, **1**. The screen prompts you to choose a **DOC** (Document) setting.

```
DOC:OFF

SELECT ← → & SET
```
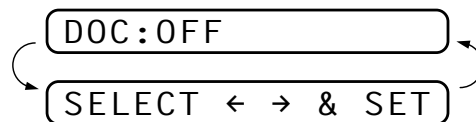
2 Press ◄ or ► to select **ON** (or **OFF**).

3 Press **Set**. The screen prompts you to choose a **VOICE** setting.

```
VOICE:ON

SELECT ← → & SET
```
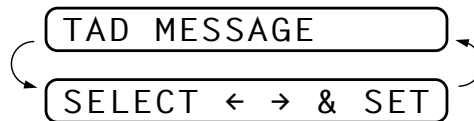
4 Press ◄ or ► to select your setting from the list (**ON**, **OFF** or **EXT**).

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

6 Press **Stop** to exit.

Recording the Message Manager's Outgoing Message (TAD MESSAGE)

Recording the Message Manager's Outgoing Message (**TAD MESSAGE**) is the second step you need to follow before you can turn on the Message Manager. Make sure your OGM (Outgoing Message) is less than 20 seconds long.

1 Press **Menu**, **8**, **3**. The screen prompts you to choose an OGM.

```
┌─────────────────────────┐
│ TAD MESSAGE             │
└─────────────────────────┘

┌─────────────────────────┐
│ SELECT  ←  →  & SET     │
└─────────────────────────┘
```

2 Press ◄ or ► to reach

```
┌─────────────────────────┐
│ TAD MESSAGE             │
└─────────────────────────┘
```

This is the only setting you can select if you want to turn the Message Manager on.

3 Press **Set**.

4 Press **Record**, then pick up the handset to record a message.

For example: *Hello. We are unable to take your call at this time. Please leave a message after the signal. If you wish to send a fax, please press ✳51, wait for the fax tones, then press the start button on your machine.*

5 Replace the handset. The Message Manager plays your OGM.

6 Press **Stop** to exit.

See "Record the Fax/Tel Outgoing Announcement (F/T MESSAGE) (Only for FAX-525DT)" chap. 5

Listening the Outgoing Message (OGM)

1 Press **Menu**, **8**, **3**.

2 Press ◄ or ► to select **TAD MESSAGE** (or **F/T MESSAGE** or **PAGING MSG.**).

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

4 Press **Play** to hear the OGM. Adjust volume by pressing Speaker Volume ◄ or ◄.

5 Press **Stop** to exit.

Erasing the Outgoing Message (OGM)

1 Press **Menu**, **8**, **3**.

2 Press ◄ or ► to select **TAD MESSAGE** (or **F/T MESSAGE** or **PAGING MSG.**).

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

4 Press **Erase**.

5 Press **1** to erase the OGM—**OR**—Press **2** to exit without erasing.

6 Press **Stop** to exit.

Activating Message Manager Mode

Press ⌂ until the screen displays

```
     TAD:MSG MGR
```

Message Indicator

Message Indicator light flashes when you have voice messages and/or faxes waiting for your review. Once you listen to the message or print the fax, the light stops flashing.
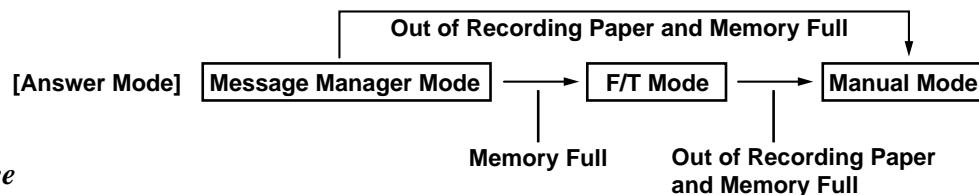
The LCD screen displays the total number of voice (including memos) and/or fax messages stored in Message Manager memory.

```
   VOICE:03 DOC:02
```

What Happens When the Memory Is Full...

If the memory becomes full when you have set your machine to Message Manager mode, the machine will change to F/T mode automatically. In this mode, the machine can accept incoming faxes automatically. Then, if your machine should run out of paper, the answer mode will shift automatically to manual mode. In manual mode the call is not answered, so your caller will know to try again later.

```
                    Out of Recording Paper and Memory Full
                   ┌──────────────────────────────────────────┐
                   │                                          ▼
[Answer Mode]  │ Message Manager Mode │ → │ F/T Mode │ → │ Manual Mode │

                        Memory Full        Out of Recording Paper
                                              and Memory Full
```

Print the Memory Status List and select the item to be cleared. This will clear space for new messages and faxes to be stored in memory.

Playing Voice Messages and Memos

Follow the steps below to listen to voice messages and memos.

1 Press **Play**. Adjust volume by pressing ▬ or ◢.

All new messages and memos are played in the order they were recorded. The display shows the number of the current message, and the total number of messages.

If Caller ID information was received, the machine beeps during the message and displays the Caller ID information for one second.

During playback, the screen displays the time and date the message was recorded.

2 Press ✳ (RWD) at the end of the message to repeat a message. Use **#** (FWD) to skip to the next message. You can press ✳ and **#** repeatedly until you reach the message you want to play.

3 Press **Stop** to exit.

Printing a Fax Message

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

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

2 After playing voice messages, the display asks if you want to print fax messages that are in the memory. There is no display if there are no faxes.

```
   PRINT DOC?

   1.YES 2.NO
```
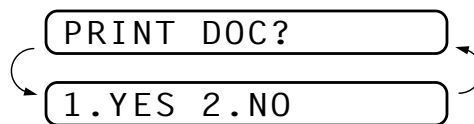
3 To print the fax messages, press **1**.

—**OR**—

Press **2** to exit without printing.

Backup Printing Option

When you choose **DOC:ON** in the Message Manager mode, all incoming fax messages are stored in the available memory for retrieval. To print a backup copy automatically, turn this option on.

1 Press **Menu**, **8**, **2**. The screen prompts you to select a setting.

BACKUP PRINT:ON

SELECT ← → & SET
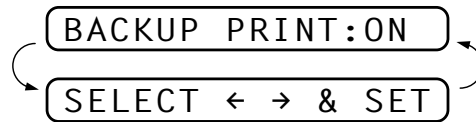
2 Press ◄ or ► to display **ON** (or **OFF**).

**3** Press **Set** when the screen displays your selected setting.

4 Press **Stop** to exit.

Erasing Messages

If you choose to erase all fax messages, the machine will print any previously unprinted fax messages before erasing them from memory. Fax messages cannot be erased individually.

You can erase voice messages and memos individually, or all at once.

To erase voice messages individually

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

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

ERASE THIS MSG.?

1.YES 2.NO
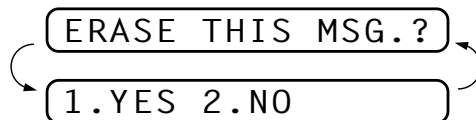
3 Press **1** to erase the message

—**OR**—

Press **2** to cancel.

4 Press **Stop** to exit.

To erase messages all at once

1 Press **Erase**. The screen prompts you to choose what kind of messages you want to erase.

```
ERASE ALL VOICE?
SELECT ← → & SET
```
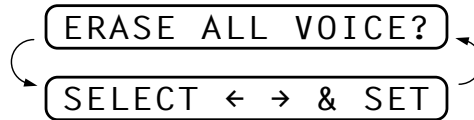
2 Press ◄ or ► to select erasing all voice messages (ALL VOICE), all document messages (ALL DOC.), or all messages—both voice and fax—(ALL MSG).

3 Press **Set**.

4 Press **1** to erase

—**OR**—

Press **2** to cancel.

Setting the Maximum Time for Incoming Messages

Your machine comes set to receive voice messages up to 35 (30 for Ireland) seconds long. You can change this setting to any length from 35 seconds to 60 seconds (for U.K. and others), from 20 seconds to 60 seconds (for Ireland), in 5-second increments. This setting also applies to Memo.

1 Press **Menu**, **8**, **4**. The screen prompts you to select a maximum time.

```
MESSAGE 35 SEC
SELECT ← → & SET
```
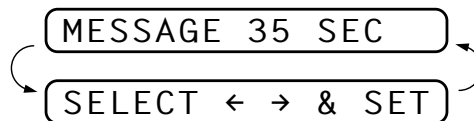
2 Press ◄ or ► to select the maximum time setting for incoming messages.

3 Press **Set** when the screen displays your setting.

4 Press **Stop** to exit.

Setting the Toll Saver

See "Setting the Ring Delay" chap. 5

When you set the Toll Saver feature, the machine answers after 4 rings if you *don't* have messages, and after 2 rings if you *do* have messages. This way, when you call the machine, if it rings 3 times, you know you have no messages, and can hang up, avoiding any toll charge.

When Toll Saver is **ON**, it overrides your Ring Delay setting. Toll Saver must be off for the machine to operate using your Ring Delay setting.

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

2 Press ◄ or ► to select **TOLL SAVER** (or **RING DELAY**).

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

4 Press ◄ or ► to select **ON** (or **OFF**).

5 Press **Set**.

6 Press **Stop** to exit.

ICM Recording Monitor

This feature lets you turn **OFF** (or **ON**) the speaker volume for voice messages. When you turn the monitor **OFF**, you will not hear messages as they come in.

1 Press **Menu**, **8**, **5**.

2 Use ◄ or ► to select **OFF** (or **ON**).

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

4 Press **Stop** to exit.

Recording a Memo

A memo is stored and played as a voice message.

1 Press **Record** whilst in standby mode.

2 When the display prompts you to pick up the handset, speak into the handset to record your memo. Your recording can be as long as the Incoming Message Maximum Time (**Menu**, **8**, **4**).

3 Press **Stop** or replace the handset when you're finished.

Recording a Conversation

You can record a telephone conversation by pressing **Record** during the conversation. Your recording can be as long as the Incoming Message Maximum Time. You and the other party will hear a beep every 15 seconds while recording. You cannot record a conversation using the Speakerphone.

Fax Forwarding/Paging

When Paging is set to ON, your machine dials the pager number you have programmed and, when connected, plays the Paging OGM that you have recorded. This activates your pager and let you know you have a fax or voice message in the Message Manager memory.

When Fax Forwarding is set to ON, your machine dials the fax machine phone number you've programmed, and forwards any faxes you've received.

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

Programming a Fax Forwarding Number

1 Press **Menu**, **8**, **6**.

2 Press ◄ or ► until the screen displays

    FAX FORWARD

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.

You can change a Fax Forwarding number remotely.

Recording the Paging Outgoing Message (OGM)

Before paging can work, you should first record the Paging OGM.

1 Press **Menu**, **8**, **3**. The screen prompts you to choose an OGM.

    TAD MESSAGE

    SELECT ← → & SET

2 Press ◄ or ► to reach

    PAGING MSG.

3 Press **Set**.

4 Press **Record**, then pick up the handset to record a message.

5 Press **Stop**. The Message Manager plays your OGM.

6 Press **Stop**.

Programming the Paging Number

1 Press **Menu**, **8**, **6**.

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 paging number up to 20 digits. This is the telephone number which your machine must call.

5 Press **Set**.

6 Press **Stop** to exit.

You cannot change a Paging number remotely.

Remote Retrieval

You can call your machine from any touch tone phone (or remote Group 3 fax machine set for tone) and use a Remote Access Code and other button presses to retrieve voice (and fax) messages. You can also program and change some settings for your Message Manager.

Using the Remote Access Code

1 Dial your machine phone number from a touch tone phone.

2 When your machine answers and beeps, immediately enter your Remote Access Code.

3 The machine signals the kinds of messages received:

> **1 long beep—Fax message(s)**
>
> **2 long beeps—Voice message(s)**
>
> **3 long beeps—Fax and Voice message(s)**
>
> **No beeps—no messages**

4 The machine then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.

5 Press **9 0** to reset the machine when you finish.

6 Hang up.

If your fax machine is set to MANUAL mode, you can access the Message Manager remotely by phoning your machine and letting it ring for about 100 seconds. Your fax machine will answer the phone after 100 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.

Changing the Remote Access Code

Enter your Remote Access Code when the machine picks up your call, so you can access features remotely. The access code is preset to 159✶, but you can change this.

1 Press **Menu**, **8**, **7**.

2 Enter a three-digit number from 000 to 900. The ✶ cannot be changed. Do not use the same digits that appear in your Remote Activation or Deactivation Code or Activation Voice Code.

3 Press **Set**

4 Press **Stop** to exit.

When you call your machine and enter the Remote Access Code, you must press the fourth digit (three-digit number plus ✶).

Remote Control Commands

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

Remote control commands			Detail Operation
91	**Playing voice messages**		After one long beep, the machine plays ICM and Memo.
	1 ◄ (Skip back)		Press **1** while listening to an ICM or Memo to play it again. If you press **1** before a message, you will hear the previous message.
	2 ► (Skip next)		While playing ICM and Memo, you can skip to next message.
	9 STOP Playing		Stop playing the ICM and Memo.
92	**Record Memo**		After one long beep, you can record a memo. You can stop recording by pressing **9**.
93	**Erase all ICM & Memo**		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.
94	**Play and Record OGM in memory**		
	1 Play	1 TAD MSG	The machine plays the selected OGM. You can stop playing OGMs by pressing **9**.
		2 F/T MSG	
		3 PAGING MSG	
	2 Record	1 TAD MSG	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing **9**.
		2 F/T MSG	
		3 PAGING MSG	
95	**Changing Fax Forwarding/ Paging setting**		If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (See "Changing Fax Forwarding Number" in this chapter). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then retrieve a Memory Status List by entering **9 6 1** to make sure that the Fax Forwarding number you registered is correct in the List.
	1 OFF		
	2 Fax Forwarding		
	3 Paging		
	4 FAX FWD NO.		
96	**Retrieve Fax**		Enter the number of a remote fax machine to receive a report or stored fax messages. (See "Retrieving the Memory Status List" and "Retrieving Fax Messages".)
	1 Memory Status List		
	2 Retrieve all FAX		
	3 Erase FAX in the memory		If you hear one long beep, you can erase the fax message from the memory.
97	**Check the receiving status**		You can check whether your fax machine has received any Document or Voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	1 Document		
	2 Voice		
98	**Change Answer Mode**		If you hear one long beep, you can change the answer mode. If you hear three short beeps, you cannot change it. (Example: There is no TAD MSG when you want to change to TAD mode.)
	1 TAD		
	2 F/T		
	3 FAX		
90	**Exit**		After a long beep, you can exit remote control.

Retrieving the Memory Status List

You can retrieve the Memory Status List from a remote fax machine to see if you have any fax messages.

1 Dial your fax machine's number.

2 When you hear the beep, immediately enter your Remote Access Code (**1 5 9 ✱**).

3 When you hear two short beeps, use the dial pad to press **9 6 1**.

4 Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want the Memory Status List forwarded, and then press **# #**.

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

5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List to the fax machine that you are calling from.

Retrieving Fax Messages

1 Dial your fax machine's number.

2 When you hear the beep, immediately enter your Remote Access Code (**1 5 9 ✱**).

3 As soon as you hear two short beeps, use the dial pad to press **9 6 2**.

4 Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press **# #**.

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

5 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. The fax machine that you are calling from prints your fax messages.

Changing the Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote fax machine.

1 Dial your fax machine's number.

2 When you hear the beep, immediately enter your Remote Access Code (**1 5 9 ✳**).

3 When you hear two short beeps, use the dial pad to press **9 5 4**.

4 Enter the new number of the remote fax machine where you want your fax messages forwarded, and then press **# #**.

You cannot use ✳ and # as dial numbers. However, if you want to store a pause, press #. Also, if your fax machine is connected to a PABX, you can press # first before the fax machine's number. The # works as well as R key.

5 To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.

6 Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press **# #**.

7 After you hear your fax machine beep, hang up and wait.

Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List showing the new forwarding number to the fax machine that you are calling from.

8 Check the forwarding number.

If the forwarding number is incorrect, return to Step 1 to reset it.

There are some fax machines which, having completely received the MEMORY STATUS LIST from your machine, will give an audible "HANDSET UP" or similar alarm, if you keep the line held in readiness for the next command.

In such cases, it may be possible to clear the alarm and enter the next command (e.g. "962" for the RETRIEVE), by pressing the **Stop** once or twice on the receiving machine during the alarm beeping time. If this doesn't work, simply replace the handset, pause, and redial the call, using then the "962" command after your machine answers and accepts your remote access code.

CHAPTER TEN

Printing Reports

FAX Settings and Journal

You can print the following lists and reports:

| 1.XMIT REPORT | Choose if Transmission Verification Report is printed after all Faxes sent. |

| 2.JOURNAL | Journal lists information about the last 15 (FAX-515), 30 (FAX-525DT) incoming and outgoing faxes. TX means Transmit; RX means Receive. |

| 3.QUICK-DIAL | Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order. |

| 4.TEL.INDEX | QUICK-DIAL Lists (above) alphabetically. |

| 5.SYSTEM SETUP | Lists settings for **INITIAL SETUP**, **SETUP RECEIVE**, and **SETUP TAD**. |

| 6.MEMORY STATUS | Lists summary information and amount of occupied memory. (For FAX-525DT Only) |

To Print a Report

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

2 Enter the number (see list above) of the report you want to print. For example, press **5** to print the **SYSTEM SETUP**.

For Journal, press **2** and also press ◄ or ► to select PRINT JOURNAL and press **Set**.

3 Press **Start**.

4 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 ERROR, 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 **Menu**, **7**, **1**.

2 Press ◄ or ► to select **ON** or **OFF**.

3 Press **Set**.

4 Press **Stop** to exit.

When the machine is idle, you can print the Transmission Verification Report by pressing **Verify** when you wish to confirm the last transmission was successful or not.

Journal Period

You can set the machine to print the Journal at specific intervals (1, 3, 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 **Menu**, **7**, **2**.

2 Press ◄ or ► to display:

> JOURNAL PERIOD

3 Press **Set**.

4 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.

5 When the screen displays the setting you want, press **Set**.

6 Enter the time to begin printing, in 24-hour format. (For example, enter 19:45 for 7:45 PM).

7 Press **Set**.

8 Press **Stop** to exit.

CHAPTER ELEVEN

Important Information

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 with your dealer or local power company.

9 This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed 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 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

12 Do not touch a document during printing.

13 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.

14 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

15 This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

16 Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified 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.

CHAPTER TWELVE

# Troubleshooting and Maintenance

Troubleshooting

Error Messages

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

CLEAN UP SCANNER

The scanner is dirty; clean the white bar and the glass under the bar.

Front cover
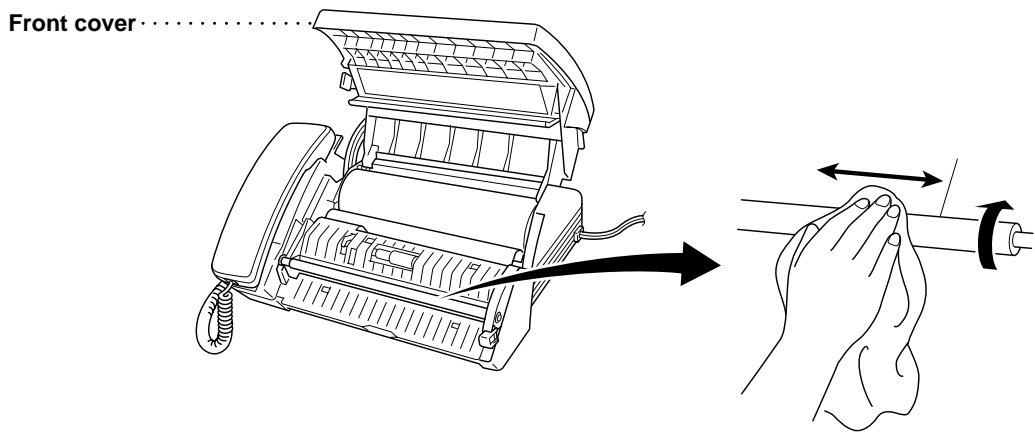
COMM.ERROR

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.

> ## CUTTER JAM

The fax paper is jammed in the cutter.

1 Unplug the power cord.

2 Open the cover.

3 Pull up the blue release lever on the print head unit and raise it.

4 Turn the paper roll forward toward the front of the machine gently to remove the jammed paper.

Recording paper ·
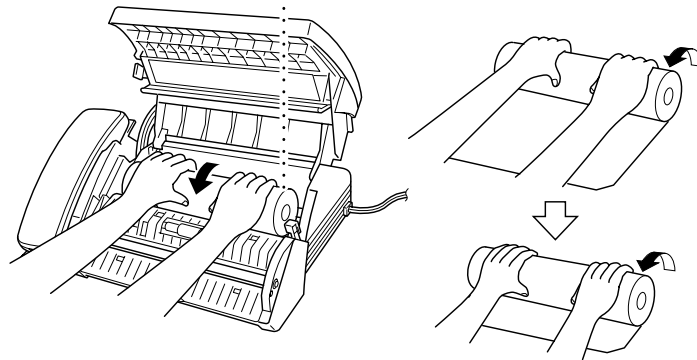
5 Use scissors to cut off the wrinkled portion of the paper.

6 Plug in the power cord.

7 Load the fax paper again, and push the blue release lever down. Close the cover.

> ## 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 cover.

2 Pull the documents toward the front of the fax machine, in the same direction they were feeding.

3 Close the cover.

Front cover ··············
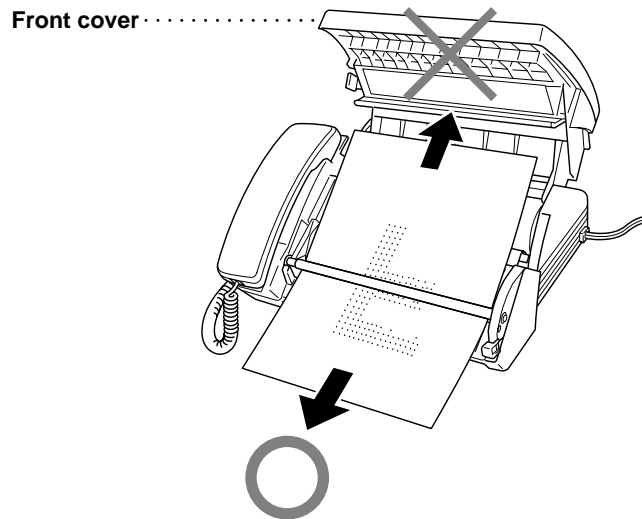
MACHINE ERROR XX

and

PRESS STOP KEY

Then contact your Brother dealer for service.

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 ASSIGNED

You've tried accessing a One Touch or Speed Dial location with no number assigned to it. See Chapter 7 "Setup Quick-Dial Numbers".

PAPER ROLL EMPTY

The paper roll is empty. See Chapter 2 "Load the recording paper" to install new recording paper.

PRINTER FAULT

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

PRINTER JAM

The fax paper is jammed in the printer.
Follow the instruction of CUTTER JAM in this chapter.

SCANNER ERROR

Try cleaning the white bar and the glass under the bar.

If you still get a scanner error, contact Brother dealer for service.

Front cover
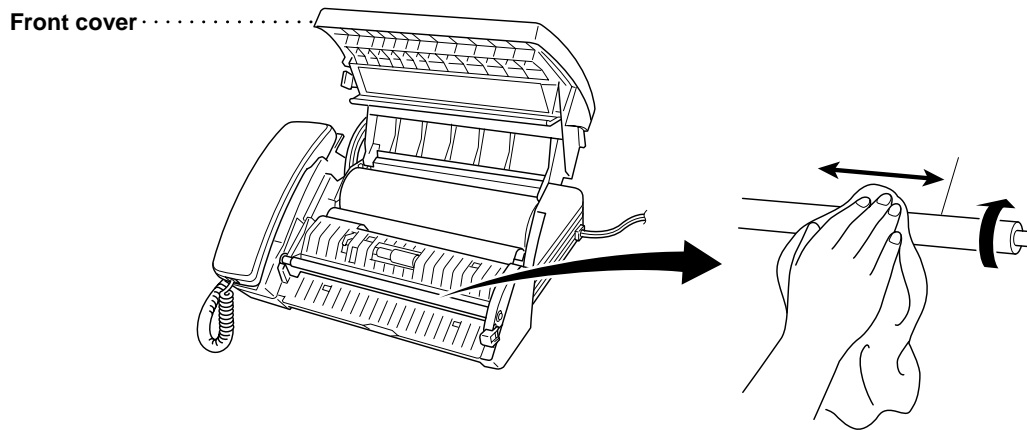
Other Problems

Recording Paper Jam

If something was placed in front of your fax machine, during printing the recording paper may become jammed. To remove the jammed paper, follow the instruction of CUTTER JAM in this chapter.

If You Are Having Difficulty with Your Machine

If you think there is a problem with your machine, make a copy first. If the copy looks good, the problem is probably not your 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. Ask the other party to send a fax again. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother dealer for service.

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, contact the Brother dealer for service.

Phone Line or Connections

Fax Machine Does Not Answer When Called

Make sure the machine is in the correct receiving mode for your setup (either FAX, F/T (FAX/TEL) or TAD). Check for dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the machine's telephone jack. If there is no ringing when you call your machine, call your Telephone Company to check the line.

No Dial Tone on the Handset

Press **Speaker Phone**—**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the machine and wall jack. Check that the handset is connected to the 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 "Setup Send" of chapter 6). Try cleaning the white pressure bar of the scanner and the glass under the bar.

Dialling Does Not Work

Check for a dial tone.

Change **TONE/PULSE** setting (see "Initial Setup" of chapter 4).

Check all line cord connections.

Check power cord connection.

Send a manual fax by pressing **Speaker Phone**—**OR**—Lifting the handset, and dialling the number. Wait to hear fax receiving tones before pressing **Start**.

Vertical Black Lines When Sending

Use your 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 pressure bar and the glass under the tape using isopropyl alcohol and a lint-free cloth.

Handling Incoming Calls

See "For F/T (Fax/Tel) Mode Only" chap. 5

F/T Pseudo-Ring in F/T Mode

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

Transferring a Call to the Machine

If you have answered the machine's handset, press **Start**, and hang up immediately.

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

Fax Machine "Hears" Voice as CNG Tone

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

Transmission Verification Report Prints "RESULT:ERROR"

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

CHAPTER THIRTEEN

Specifications

Type	Desktop facsimile transceiver
Compatibility	ITU-T Group 3
Coding system	Modified Huffman (MH)
Modem speed	14400/12000/9600/7200/4800/2400; Automatic Fallback (FAX-525DT)
	9600/7200/4800/2400; Automatic Fallback (FAX-515)
Document input width	148 mm to 216 mm
Scanning/Printing width	208 mm
Paper roll size: width	210/216 mm (210 mm with Paper Guide)
length	50 m with standard thermal paper
	30 m with Therma PLUS paper
diameter	Limited to 70 mm
Printer type	Line Thermal
Grey scale	64 levels (Dithered)
Display	LCD, 16 characters
Polling types	Standard, Secure, Delayed, Sequential (For FAX-525DT Only)
Contrast control	Automatic/Light/Dark (manual setting)
Resolution	• Horizontal 8 dot/mm
	• Vertical Standard—3.85 line/mm
	Fine, Photo—7.7 line/mm
	Superfine, Photo (copy)—15.4 line/mm
Memory capacity	512 KB (up to 20 pages*) (For FAX-525DT Only)

* "Pages" refers to the "Brother Standard Chart No.1" (a typical A4 business letter, Standard resolution).

One Touch dial	10 stations
Speed Dial	50 stations
Automatic redial	4 times at 2 minute intervals
	3 times at 2 minute intervals (Only for Ireland)
Speaker type	Full Duplex, Digital (FAX-525DT)
	Monitor (FAX-515)
Auto answer	1, 2, 3 or 4 rings
	2, 3 or 4 rings (Only for Ireland)
Communication source	Public switched telephone network
Operating environment	5 – 35°C
Power source	220 – 240 V AC 50/60 Hz
Power consumption	Standby: under 5 watts — Peak: under 110 watts
Dimensions	299 x 240 x 137 (mm)
Weight	2.9 kg

Specifications are subject to change for improvement without prior notice.

Glossary

■■■

ADF (Automatic Document Feed) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

Automatic Fax transmission Sending a fax without picking up the handset or pressing **Speaker Phone**.

Backup Print Sets your machine to print a copy of faxes that are received and stored in memory.

Beeper The sound the keys make when they are pressed, an error occurs or a document has been received or transmitted.

Broadcasting The ability to send the same fax message to more than one location.

Caller ID A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are from a fax machine.

Communication Error (or Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

Contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Delayed Transmission Sends your fax at a later time that day.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the document that had an error.

F/T Ring Time The length of time the machine rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.

Fax Forwarding Sends a fax received in memory to another preprogrammed fax number.

Fax Tones The signals sent by sending and receiving fax machines while communicating information.

Fine Mode Resolution is 196 x 203 dpi. It is used for small print and graphs.

Grey scale The shades of grey available for copying and faxing photographs.

Group number A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

ICM (incoming message) A recorded voice message received into an external answering machine or the FAX-525DT's digital Message Manager.

Interrupt Temporarily puts a waiting job on hold while you perform another operation.

Journal Lists information about the last 15 (FAX-515), 30 (FAX-525DT) incoming and outgoing faxes. TX means Transmit. RX means Receive.

Journal Period The preprogrammed time period between automatically printed Journal Reports. You can print Journal on demand without interrupting this cycle.

LCD (Liquid crystal display) The display screen on the machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

Manual Fax When you press **Speaker Phone**—**OR**—lift the handset so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

Memory Status List Shows how much memory is being used, how much is left, and the type of messages in memory.

Memory Usage Instructs the machine how to allocate the memory.

Message Manager The Message Manager is an electronic messaging facility for faxes and voice mail. Callers can send you faxes or leave voice messages for you, and you can retrieve these from a remote location.

Next Fax Reservation Accepts the next document in the document feeder for transmission while the machine is still receiving.

OGM (Outgoing Message) The message callers hear when you call your Message Manager or external answering machine.

One-Touch Dial Keys on the machine control panel where you can store numbers for easy dialling. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging Enables your fax machine to call a programmed phone number and play a prerecorded message when a fax or a voice message is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialling sequence stored on One Touch and Speed Dial numbers.

Photo Mode A resolution setting that uses varying shades of grey for the best representation of photographs.

Polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse A form of dialling on a telephone line.

Quick-Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Remote access The ability to access your Message Manager remotely from a touch tone phone.

Remote access code The four-digit code that allows you to call and access your Message Manager from a remote location.

Remote activation allows you to transfer a fax call, answered at an external phone, to the machine.

Resolution The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine, Photo.

Ring Delay The number of telephone rings before the machine answers a call in F/T or FAX ONLY mode.

Scanning The process of sending an electronic image of an original paper document into your computer.

Standard resolution 98 x 203 dpi. It is used for regular size text and quickest transmission.

Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super fine resolution 392 x 203 dpi. Best for very small print and line art.

System Setup List A printed report that shows the current setting of your machine.

Tone A form of dialling on the telephone line used for Touch Tone telephones.

Transmission The process of sending documents over the phone lines from your fax machine to the receiving fax machine.

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

Index

(For FAX-525DT)

↓

Check Receiving Status

Press **9 7**
then for **Fax message**, press **1**.
Voice message, press **2**.
1 long beep — received messages
3 short beeps — no messages

Change Answer Mode

Press **9 8**
then for **Message Manager (TAD mode)**,
press **1**.
Fax/Telephone (F/T), press **2**.
Fax Only, press **3**.

Exit Remote Operation

Press **9 0**.

Using Remote Access Code

1 Dial your fax machine phone number from a touch tone phone.

2 Enter your Remote Control Access Code (159✱) after the beep.

3 The fax machine signals the kinds of messages received:

1 long beep — Fax message(s)
2 long beeps — Voice message(s)
3 long beeps — Fax and Voice message(s)
No beeps — no messages

4 After 2 short beeps, enter a command.

5 Press **9 0** to reset the machine when you finish.

6 Hang up.

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❶

Changing Remote Access Code

1 Press **Menu**, **8**, **7**.

2 Enter a three-digit number from 000 to 900. The ✳ cannot be changed.

3 Press **Set**.

4 Press **Stop** to exit.

Remote Commands

Listen to Voice Messages

Press **9 1**

then to **Repeat a message** press **1**.
Skip to next message press **2**.
Stop playing the message press **9**.

Record a Memo

Press **9 2**.
Wait for the beep, then speak.
then to **Stop recording** — Press **9**.

Erase All Messages

Press **9 3**. If you hear three beeps, all messages have not yet been heard, and the messages will not be erased.

Play/Record Outgoing Message

Press **9 4**

then to **Play TAD MSG** press **1 1**.
Play F/T MSG press **1 2**.
Play PAGING MSG press **1 3**.
Record new TAD MSG press **2 1**, then speak after beep. Press **9** to stop.
Record new F/T MSG press **2 2**, then speak after beep. Press **9** to stop.
Record new PAGING MSG press **2 3**, then speak after beep. Press **9** to stop.

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**. Enter the new number of the remote fax machine where you want your fax messages forwarded and then press **# #**. Press **9 6 1** after two short beeps, then enter the number of remote fax machine, and then **# #** to retrieve Memory Status List.

Retrieve a Fax

Press **9 6**

then to **Print a Memory Status List** press **1**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.
Retrieve all faxes press **2**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.
Erase all fax messages press **3**.

Declaration of Conformity

We   Brother International Europe Ltd.
            Brother House,
            1, Tame Street,
            Audenshaw,
            Manchester, M34 5JE
            United Kingdom

declare that this product is in conformity with the following normative documents:

      Safety: EN60950 including amendment A1:1993,
                     A2:1993, A3:1995 and A4:1997
      EMC: EN55022 1987 Class B
                     EN50082-1:1992

following the provisions of the Low Voltage Directive 73/23/EEC and the Electromagnetic Compatibility Directive 89/336/EEC (as amended by 91/263/EEC and 92/31/EEC)

brother

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support fax machines purchased in their own countries.

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  system is registered by BSI.

  BSI Certificate of registration No. FM24218

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