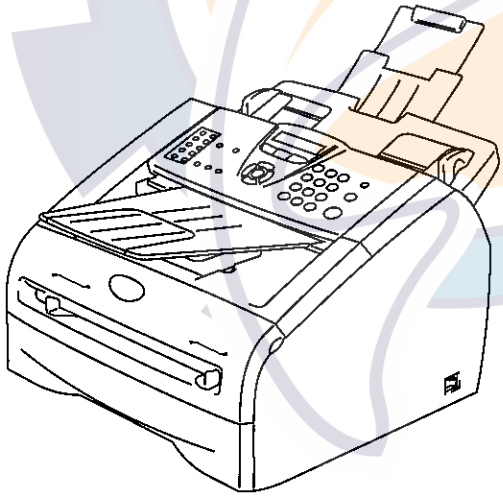
www.reelschematic.com

brother

USER'S GUIDE



FAX-2820
FAX-2920
MFC-7225N

CE

Version A

www.reelschematic.com

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: FAX-2820, FAX-2920 and MFC-7225N
(Circle your model number)

Serial Number:* _____

Date of Purchase: _____

Place of Purchase: _____

*** The serial number can be displayed on the LCD screen (Menu/Set, 4, 1 (FAX-2820 and FAX-2920) or Menu/Set, 6, 1 (MFC-7225N)). Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.**

Register your product on-line at

http://www.brother.com/registration

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

- may serve as confirmation of the purchase date of your product should you lose your receipt; and
- may support an insurance claim by you in the event of product loss covered by insurance.

©1996-2005 Brother Industries, Ltd.

www.reelschematic.com

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

APPROVAL INFORMATION

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Compilation and Publication Notice

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

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

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

www.reelschematic.com

brother

EC Declaration of Conformity

Manufacturer
Brother Industries, Ltd.
15-1, Naeshiro-cho, Mizuho-ku,
Nagoya 467-8561, Japan

Plant
Brother Corporation (Asia) Ltd.,
Brother Buji Nan Ling Factory,
Gold Garden Ind., Nan Ling Village,
Buji, Rong Gang, Shenzhen, China

Herewith declare that:
Products description : Facsimile Machine
Type : Group 3
Model Name : MFC-7225N, FAX-2820, FAX-2920

are in conformity with provisions of the R & TTE Directive (1999/5/EC) and we declare compliance with the following standards :

Harmonized standards applied :
Safety : EN60950-1:2001

EMC : EN55022:1998 + A1:2000 + A2:2003 Class B
EN55024:1998 + A1:2001 + A2:2003
EN61000-3-2:2000
EN61000-3-3:1995 + A1:2001

Year in which CE marking was first affixed : 2004

Issued by : Brother Industries, Ltd.

Date : 22nd November, 2004

Place : Nagoya, Japan

Signature :

Takashi Maeda

Takashi Maeda
Manager
Quality Management Group
Quality Management Dept.
Information & Document Company

www.reelschematic.com

Safety precautions

We use the following icons throughout this User's Guide.

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

Electrical Hazard icons alert you to a possible electrical shock.

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

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

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

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

To use the machine safely

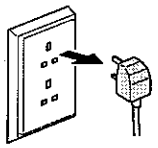
Please keep these instructions for later reference and read them before attempting any maintenance.

Note

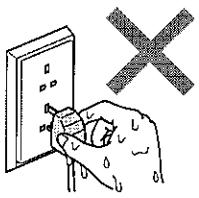
(For FAX-2820) If there are faxes in the machine's memory, you need to print them or save them before you turn off the power and unplug the machine. (To print the faxes in the memory, see *Printing a fax from the memory* on page 4-4. To save the faxes in memory, see *Forwarding faxes to another fax machine* on page 11-5.)

! WARNING

There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the electrical socket.



Do not handle the plug with wet hands. Doing this might cause an electrical shock.

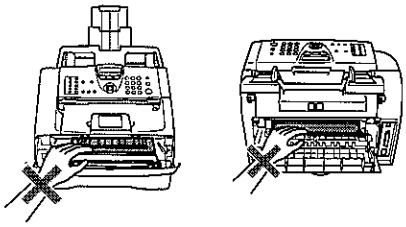


www.reelschematic.com

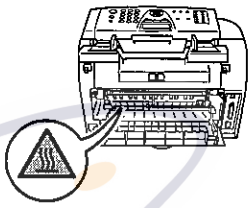
! WARNING

After you use the machine, some internal parts are extremely HOT!

To prevent injures, be careful not to put your fingers in the area shown in the illustration.



The fuser unit is marked with a caution label. Please do not remove or damage the label.



- Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must disconnect the power cord from the electrical socket to shut off the power completely.

Do not use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations.

! WARNING

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following:

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.
2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use this product to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

www.reelschematic.com

Quick Reference Guide

Sending Faxes

Automatic Transmission

1. If it is not illuminated in green, press (**Fax**).
2. Load your document.
3. Enter the fax number using One-Touch, Speed-Dial, Search or the dial pad.
4. Press **Start**.

Storing numbers

Storing One-Touch Dial numbers

1. Press **Menu/Set**, **2**, **3**, **1**.
2. Press the One-Touch key where you want to store the number.

Note

FAX-2820 and FAX-2920 only:
To access One-Touch numbers 11 to 20, hold down **Shift** as you press the One-Touch key.

3. Enter the number (up to 20 digits).
   Press **Menu/Set**.
4. Enter the name up to 15 characters (or leave it blank).
   Press **Menu/Set**.
5. Press **Stop/Exit**.

Storing Speed-Dial numbers

1. Press **Menu/Set**, **2**, **3**, **2**.
2. Using the dial pad, enter a three-digit Speed-Dial location number (001 - 200).
   Press **Menu/Set**.
3. Enter the number (up to 20 digits).
   Press **Menu/Set**.
4. Enter the name up to 15 characters (or leave it blank).
   Press **Menu/Set**.
5. Press **Stop/Exit**.

Dialling operations

One-Touch Dialling / Speed-Dialling

1. If it is not illuminated in green, press (**Fax**).
2. Load your document.
3. Press the One-Touch key of the number you want to call.

Note

FAX-2820 and FAX-2920 only:
To dial One-Touch numbers 11 to 20, hold down **Shift** as you press the One-Touch key.

—**OR**—

Press **Search/Speed Dial**, press #.
Press the three-digit Speed-Dial number.

4. Press **Start**.

www.reelschematic.com

Using Search

1. If it is not illuminated in green, press  (**Fax**).
2. Load your document.
3. Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.
4. Press ◄ or ► to search the memory.
5. Press **Start**.

Making copies

Single copy

1. Press  (**Copy**) to illuminate it in green.
2. Load your document.
3. Press **Start**.

Sorting copies using the ADF

1. Press  (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select `Stack/Sort`.
   Press **Menu/Set**.
5. Press ▲ or ▼ to select `Sort`.
   Press **Menu/Set**.
6. Press **Start**.

www.reelschematic.com

Table of Contents

1 Introduction

Using this Guide 1-1
Choosing a location 1-2
How to access the complete User's Guide (MFC-7225N only) 1-3
To view Documentation (For Windows®) 1-3
How to find Scanning instructions 1-3
To view Documentation (For Macintosh®) 1-4
How to find Scanning instructions 1-4
Control panel overview 1-5
Load document 1-7
Using the automatic document feeder (ADF) 1-7
About paper 1-8
Recommended paper 1-8
Choosing acceptable paper 1-8
Paper capacity of the paper trays 1-9
How to load paper 1-10
To load paper or other media in the paper tray 1-10
To load paper or other media in the manual feed slot 1-11
About fax machines 1-12
Custom features 1-12
Do you have BT's Call Minder on the phone line? 1-12
Why should there be problems? 1-12
How can you avoid possible problems? 1-12
Fax tones and handshake 1-13
ECM (Error Correction Mode) 1-13

2 Getting started

Initial setup 2-1
Setting the Date and Time 2-1
Setting Tone and Pulse dialling mode 2-1
Setting the Station ID 2-2
Setting the Phone Line Type 2-3
PABX (PBX) and TRANSFER 2-3
General Setup 2-4
Setting the Mode Timer (FAX-2820 and FAX-2920 only) 2-4
Setting the Mode Timer (MFC-7225N only) 2-4
Setting the Paper Type 2-5
Setting the Paper Size 2-5
Setting the Ring Volume 2-6
Setting the Beeper Volume 2-6
Setting the Speaker Volume 2-6
Turning on Automatic Daylight Savings Time 2-7
Toner Save 2-7
Sleep Time 2-7
Setting the LCD Contrast 2-8
Security 2-8
TX Lock (FAX-2820 only) 2-8

www.reelschematic.com

Setting up the password 2-8
Changing the TX Lock password 2-8
Turning TX Lock on 2-9
Turning TX Lock off 2-9
Memory Security (FAX-2920 and MFC-7225N only) 2-9
Setting up the password 2-10
Changing the Memory Security password 2-10
Turning Memory Security on 2-11
Turning Memory Security off 2-11
Setting Lock 2-11
Setting up the password 2-11
Changing the Setting Lock password 2-12
Turning Setting Lock on 2-12
Turning Setting Lock off 2-12

3 Setup Send

How to enter Fax mode 3-1
How to dial 3-1
Manual dialling 3-1
One-Touch Dialling 3-1
Speed-Dialling 3-2
Search 3-2
Fax Redial 3-3
How to Fax 3-3
Automatic transmission 3-3
Faxing from the ADF 3-3
Manual transmission (with an external telephone only) 3-3
Out of Memory message 3-4
Basic sending operations 3-4
Sending faxes using multiple settings 3-4
Contrast 3-5
Fax Resolution 3-5
Dual Access 3-6
Real Time Transmission 3-6
Broadcasting 3-7
Checking job status 3-8
Cancelling a fax in progress 3-8
Cancelling a scheduled job 3-8
Advanced sending operations 3-9
Composing the electronic Cover Page 3-9
Composing your own comments 3-9
Cover page for the next fax only 3-9
Send a cover page for all faxes 3-10
Using a printed cover page 3-10
Overseas Mode 3-10
Delayed Fax 3-11
Delayed Batch Transmission 3-11
Setup for Polled Transmit (Standard) 3-12
Setup for Polled Transmit with Secure Code 3-13

www.reelschematic.com

4 Setup Receive

Basic receiving operations....4-1
Choosing the Receive Mode....4-1
To select or change your Receive Mode....4-2
Setting the Ring Delay....4-2
Setting the F/T Ring Time (Fax/Tel mode only)....4-3
Fax Detect....4-3
Printing a reduced incoming fax (Auto Reduction)....4-4
Advanced receiving operations....4-4
Printing a fax from the memory....4-4
Setting the Print Density....4-4
Reception into memory....4-5
If Memory Receive is On at this time....4-5
If Memory Receive is Off at this time....4-5
Polling....4-5
Setup for Polling Receive (Standard)....4-5
Secure Polling....4-6
Setup for Polling Receive (Secure)....4-6
Setup for Polling Receive (Timer)....4-6
Sequential Polling....4-7

5 Quick-Dial numbers and dialling options

Storing numbers for easy dialling....5-1
Storing One-Touch numbers....5-1
Storing Speed-Dial numbers....5-2
Changing One-Touch / Speed-Dial numbers....5-2
Setting up Groups for Broadcasting....5-3
Dialling options....5-4
Access codes and credit card numbers....5-4
Pause....5-4
Tone or Pulse....5-4

6 Remote Fax Options

Setting Remote Fax Options....6-1
Setting up Fax Forwarding....6-1
Setting Fax Storage....6-1
PC Fax Receive (MFC-7225N only)....6-2
Turning off Remote Fax Options....6-3
Changing Remote Fax Options....6-3
Setting your Remote Access Code....6-4
Remote Retrieval....6-4
Using your Remote Access Code....6-4
Remote commands....6-5
Retrieving fax messages....6-6
Changing your Fax Forwarding number....6-6

www.reelschematic.com

7 Printing reports

Fax settings and activity 7-1
Customizing the Transmission Verification Report 7-1
Setting the Journal Period 7-2
Printing reports 7-2
How to print a report 7-2

8 Making copies

Using the machine as a copier 8-1
Enter Copy mode 8-1
Making a single copy 8-1
Making multiple copies 8-2
Stop copying 8-2
Using the temporary Copy key 8-2
Changing the temporary copy settings 8-3
Enlarging or reducing the image copied 8-4
Quality 8-5
Sorting copies using the ADF 8-5
Making N in 1 copies (Page Layout) 8-6
Changing the default copy settings 8-7
Quality 8-7
Adjusting contrast 8-7
Out of Memory message 8-7

9 Software and Network Features (MFC-7225N only)

10 Important information

IEC 60825-1 Specification 10-1
Laser Diode 10-1
Disconnect device 10-1
LAN connection (MFC-7225N only) 10-1
International ENERGY STAR® Compliance Statement 10-1
Radio interference (220-240V Model only) 10-1
Important safety instructions 10-2
Trademarks 10-3

11 Troubleshooting and routine maintenance

Troubleshooting 11-1
Error messages 11-1
Checking if the machine has faxes in its memory 11-5
Forwarding faxes to another fax machine 11-5
Transferring faxes to your PC (MFC-7225N only) 11-5
Document jams 11-6
Paper jams 11-6
Paper is jammed inside the machine 11-6
Paper is jammed at the back of the machine 11-8
Paper is jammed inside the drum unit and toner cartridge assembly 11-9
If you are having difficulty with your machine 11-10

www.reelschematic.com

Improving the print quality 11-15
Cleaning the drum unit 11-16
Compatibility 11-19
Packing and shipping the machine 11-19
Routine maintenance 11-20
Cleaning the outside of the machine 11-20
Cleaning the scanner 11-21
Cleaning the laser scanner window 11-22
Cleaning the corona wire 11-23
Replacing the toner cartridge (TN-2000) 11-23
How to replace the toner cartridge 11-24
Replacing the drum unit (DR-2000) 11-26
Machine Information 11-28
Checking the Serial Numbers 11-28
Checking the Page Counters 11-28
Checking the Drum Life 11-29

A Appendix A

Telephone services A-1
BT Call Sign (For U.K. Only) A-1
To enable the machine to work with BT Call Sign (Only with your external phone) A-1
Advanced receiving operations A-2
Operation from extension telephones A-2
For Fax/Tel mode only A-2
Using a cordless external handset A-2
Changing the remote codes A-3
Connecting an external device to your machine A-3
Connecting an external telephone A-3
Connecting an external telephone answering device (TAD) A-3
Sequence A-3
Connections A-4
Recording outgoing message (OGM) on an external TAD A-4
Using extension telephones (For U.K. only) A-5
Multi-line connections (PBX) A-6
If you are installing the machine to work with a PBX A-6
Custom features on your phone line A-6

B Appendix B

On-screen programming B-1
Menu table B-1
Memory storage B-1
Navigation keys B-2
Entering Text B-10
Inserting spaces B-10
Making corrections B-10
Repeating letters B-10
Special characters and symbols B-10

G Glossary

www.reelschematic.com

S Specifications

Product description S-1
General S-1
Print media S-3
Copy S-3
Fax S-4
Scanner (MFC-7225N only) S-5
Printer (FAX-2920 and MFC-7225N only) S-5
Interfaces (FAX-2920 and MFC-7225N only) S-6
Download the optional software from the Brother Web Site (FAX-2920 users only) S-6
Computer requirements (FAX-2920 and MFC-7225N only) S-7
Consumable items S-8
Network (LAN) (MFC-7225N only) S-9
Optional External Wireless Print/Scan Server (NC-2200w) (MFC-7225N only) S-10

I Index

R Remote Retrieval Access card

www.reelschematic.com

1 Introduction

Using this Guide

Throughout this Guide you will see special symbols alerting you to important warnings, notes and actions. Special fonts identify keys you should press, messages that appear on the LCD, and important points or related topics.

Bold	Bold typeface identifies specific keys on the machine's control panel.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier`	Courier type face identifies the messages on the LCD of the machine.
	Warnings tell you what to do to prevent possible personal injury.
	Electrical Hazard icons alert you to a possible electrical shock.
	Hot Surface icons warn you not to touch machine parts that are hot.
	Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.
	Improper Setup icons alerts you to devices and operations that are not compatible with the machine.
	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Note

Illustrations in the User's Guide are based on MFC-7225N.

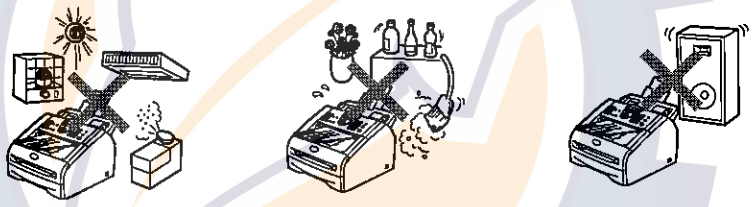
www.reelschematic.com

Choosing a location

Place your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard, grounded electrical socket. Choose a location where the temperature remains between 10°C and 32.5°C.

CAUTION

- Avoid placing your machine in a high-traffic area.
- Do not place the machine 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 an electrical socket controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the machine's memory.
- Do not connect your machine to an electrical socket 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.



www.reelschematic.com

How to access the complete User's Guide (MFC-7225N only)

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

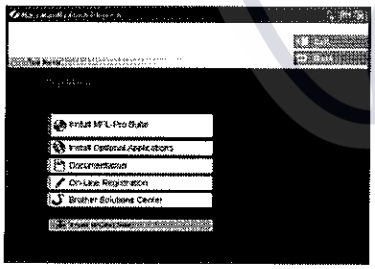
To view Documentation (For Windows®)

From the **Start** menu, select **Brother, MFL Pro Suite MFC-7225N** from the Programs Group and then select **User's Guide**.

—OR—

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

   The CD-ROM main menu will appear.



Note

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

4. Click **Documentation**.
5. Click the documentation you want to read.
   - **Quick Setup Guide:** Setup and Software Installation Instructions
   - **User's Guide (3 manuals):** User's Guide for stand-alone operations, Software User's Guide and Networking User's Guide
   - **PaperPort® User's Guide:** Document Management Software

How to find Scanning instructions

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

Software User's Guide:

- How to scan using Windows® on Chapter 2

  (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0)
- Using ControlCenter2.0 on Chapter 3

  (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0)
- Network Scanning on Chapter 6

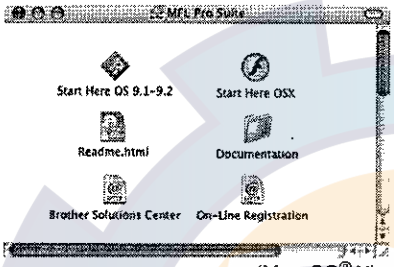
PaperPort® User's Guide

- Instructions for scanning directly from ScanSoft® PaperPort®

www.reelschematic.com

To view Documentation (For Macintosh®)

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



(Mac OS® X)

2. Double-click the **Documentation** icon.
3. The select Language screen appears, double-click your language.
4. Click the documentation you want to read.
   - **Quick Setup Guide:** Setup and Software Installation Instructions
   - **User's Guide (3 manuals):** User's Guide for stand-alone operations, Software User's Guide and Networking User's Guide

How to find Scanning instructions

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

Software User's Guide:

- Scanning from a Macintosh® on Chapter 7 (For Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater)
- Using ControlCenter2.0 (For Mac OS® X 10.2.4 or greater) on Chapter 7
- Network Scanning on page 7-19 (For Mac OS® X 10.2.4 or greater)

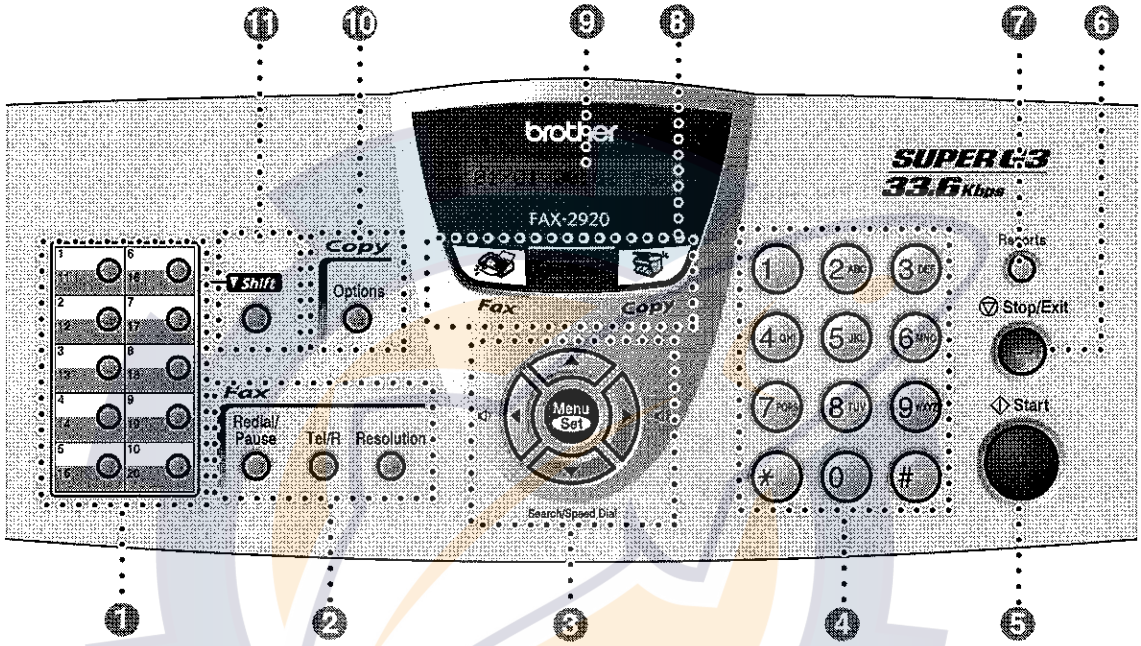
Presto!® PageManager® User's Guide

- Instructions for scanning directly from Presto!® PageManager®

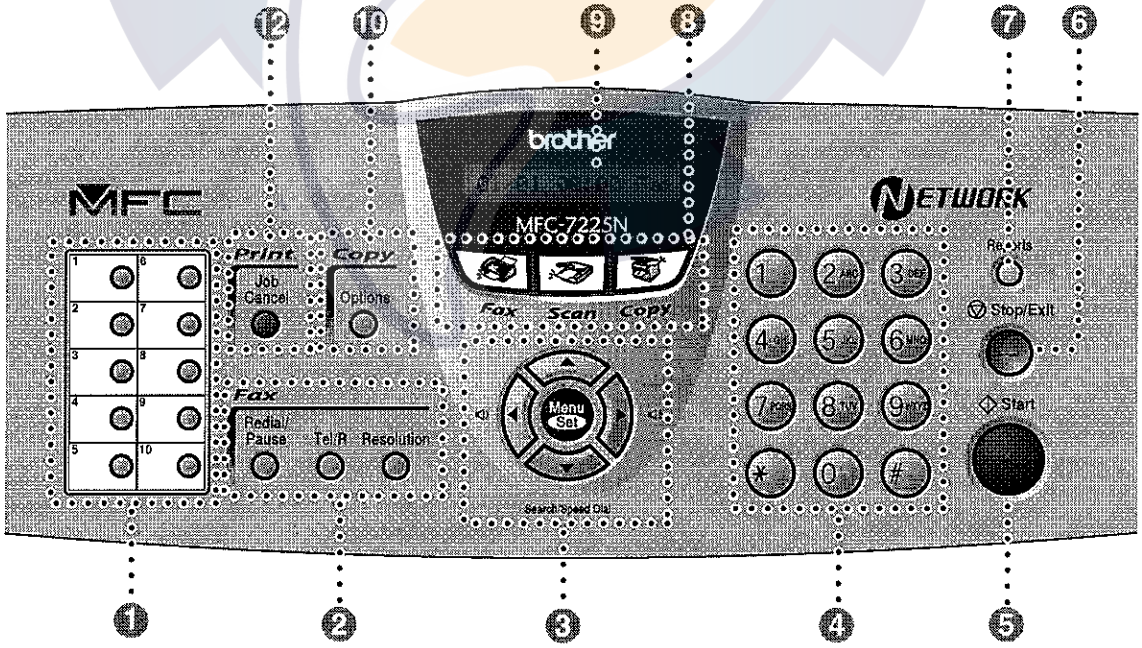
www.reelschematic.com

Control panel overview

FAX-2820 and FAX-2920 have the same keys.



MFC-7225N



www.reelschematic.com

❶ **One-Touch Keys**

These 10 keys give you instant access to 10 (MFC-7225N) or 20 (FAX-2820 and FAX-2920) previously stored dial numbers.

❷ **Fax and telephone keys:**

Redial/Pause

Redials the last number you called. It also inserts a pause in quick dial numbers.

Tel/R

This key is used to have a telephone conversation after picking up the external handset in F/T pseudo-ringing.

Also, use this key to gain access to an outside line, or to transfer a call to another extension when it is connected to a PABX (PBX).

Resolution

Sets the resolution when you send a fax.

❸ **Navigation keys:**

Menu/Set

The same key is used for Menu and Set operations.

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

◄) ◄))

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

▼ Search/Speed Dial

Lets you look up numbers that are stored in the dialling memory. It also lets you dial stored numbers by pressing # and a three-digit number.

◄ ►

Press to scroll forward or backward to a menu selection.

▲ or ▼

Press to scroll through the menus and options.

❹ **Dial Pad**

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

The # key lets you temporarily switch the dialling mode during a telephone call from Pulse to Tone.

❺ **Start**

Lets you start sending faxes or make copies.

❻ **Stop/Exit**

Stops an operation or exits from the menu.

❼ **Reports**

Print the Transmission Verification Report, Help List, Quick-Dial List, Fax Journal, User Settings, Order Form and Network Configuration*. (*MFC-7225N only)

❽ **Mode keys:**

Fax

Lets you access Fax mode.

Scan

(MFC-7225N only)

Lets you access Scan mode.

Copy

Lets you access Copy mode.

❾ **Liquid Crystal Display (LCD)**

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

❿ **Copy key (Temporary settings):**

Options

You can quickly and easily select temporary settings for copying.

⓫ **Shift (FAX-2820 and FAX-2920 only)**

To access One-Touch numbers 11 to 20, hold down **Shift** as you press the One-Touch key.

⓬ **Printer key:**

(MFC-7225N only)

Job Cancel

You can cancel a print job and clear the printer memory.

www.reelschematic.com

Load document

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

Note

The scan feature is not available for FAX-2820 and FAX-2920.

Using the automatic document feeder (ADF)

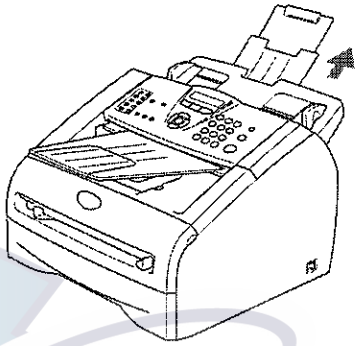
The ADF can hold up to 20 pages, feeding each one individually through the machine. Use standard 80 g/m^2 paper and always fan the pages before putting them in the ADF.

CAUTION

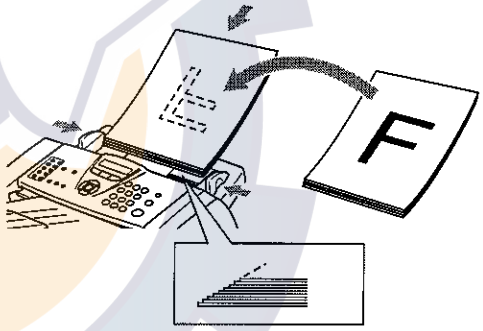
- **DO NOT** use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- **DO NOT** use cardboard, newspaper or fabric.

- Make sure documents written with ink are completely dry.
- Documents to be faxed must be from 147.3 to 215.9 mm wide and 100 to 356 mm long.

1. Pull out the ADF document support.



2. Fan the pages well. Make sure you insert the documents **face down, top edge first** in the ADF until you feel them touch the feed roller.



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

CAUTION

DO NOT pull on the document while it is feeding.

www.reelschematic.com

About paper

Recommended paper

To get the best print quality, we suggest using the following paper.

Paper Type	Item
Plain paper	Xerox Premier 80 g/m^2
	Xerox Business 80 g/m^2
	M-real DATACOPY 80 g/m^2
	IGEPA X-Press 80 g/m^2
Recycled paper	Xerox Recycled Supreme
Transparency	3M CG 3300
Labels	Avery laser label L7163

- Use paper that is made for plain-paper copying.
- Use paper that is 75 to 90 g/m^2.
- Use neutral paper. Do not use acidic or alkaline paper.
- Use long-grain paper.
- Use paper with a moisture content of approximately 5%.

Choosing acceptable paper

We recommend that you test paper (especially special sizes and types of paper) on the machine before purchasing large quantities.

For optimum printing, use a recommended type of paper, especially for plain paper and transparencies. For more information on paper specifications, call your nearest authorized sales representative or the place where you purchased your machine.

- Use labels or transparencies that are designed for use in laser printers.
- If you are using special paper and the machine has problems feeding from the paper tray, try again using the manual feed slot.
- You can use recycled paper in this machine.

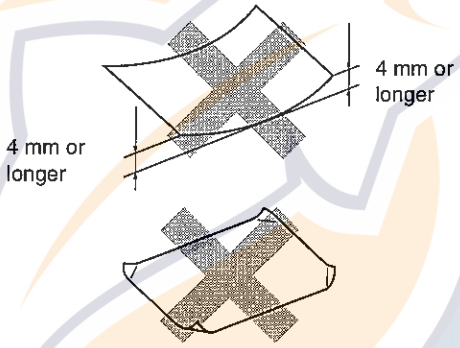
www.reelschematic.com

CAUTION

Do not use the following types of paper or envelopes, they may cause a paper jam and damage your machine.

■ **Do not use:**

- Inkjet paper;
- Coated paper, such as vinyl coated paper;
- Pre-printed or highly textured paper, or paper with an embossed letterhead;
- Label sheets that have had any labels removed;
- Paper that has been previously printed on;
- Paper that cannot be arranged uniformly when stacked;
- Paper that is made with a short grain;
- Damaged, curled, wrinkled, or irregularly shaped paper.



■ **Do not use:**

- Envelopes that are of a baggy construction;
- Envelopes that are embossed (have raised writing on them);
- Envelopes that are self-adhesive;
- Envelopes that have clasps on them;
- Envelopes that are not sharply creased;
- Envelopes that are pre-printed on the inside.

Paper capacity of the paper trays

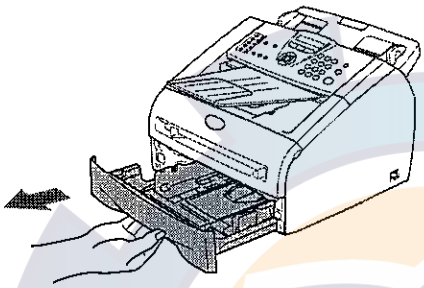
	Paper size	Paper types	No. of sheets
Paper tray	A4, Letter, Executive, A5, A6, B5 and B6	Plain paper, Recycled paper	up to 250 (80 g/m^2)
		Transparency	up to 10
Manual feed slot	Width: 69.9 - 215.9 mm Length: 116 - 406.4 mm	Plain paper, Recycled paper, Bond paper, Envelope, Labels and Transparency	1

www.reelschematic.com

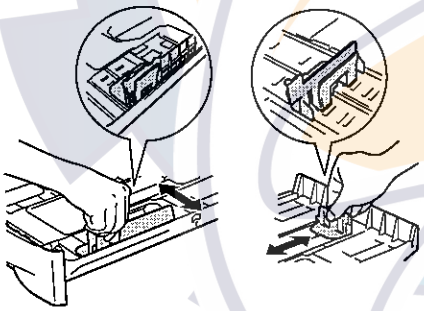
How to load paper

To load paper or other media in the paper tray

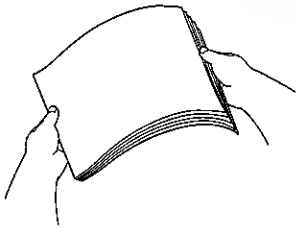
1. Pull the paper tray completely out of the machine.



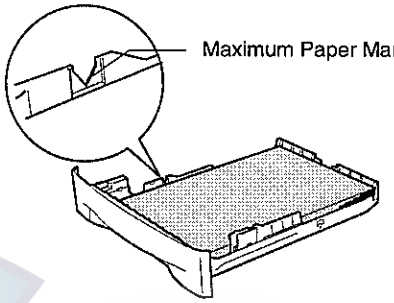
2. While pressing the paper guide release lever, slide the adjusters to fit the paper size.
Check that the guides are firmly in the slots.



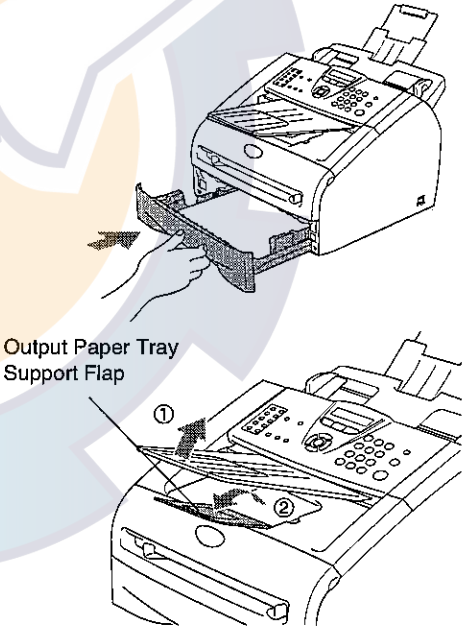
3. Fan the stack of paper well to avoid paper jams and mis-feeds.



4. Put paper in the paper tray.



5. Put the paper tray firmly back in the machine. Lift the ADF document output support and unfold the output paper tray support flap before you use the machine.



Note

When you put paper in the paper tray, please remember the following:

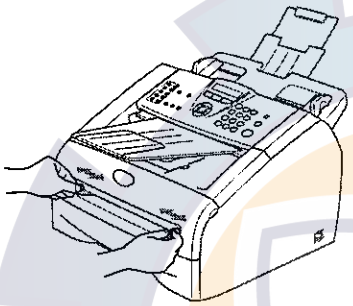
- Check that the paper is flat in the tray and below the maximum paper mark, and that the paper guides are touching the sides of the paper stack.
- The side to be printed on must be face down.

www.reelschematic.com

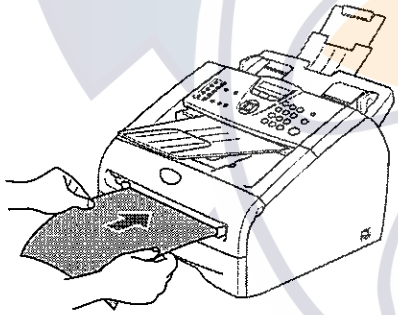
To load paper or other media in the manual feed slot

You can load envelopes and special print media one at a time into this slot. Use the manual feed slot to print or copy on labels, envelopes or thicker paper.

1. Slide the paper guides to fit the paper size.



2. Using both hands put one sheet of paper in the manual feed slot until you feel the front edge of the paper touch the paper feed roller. Let go of the paper when you feel the machine feed the paper in a short distance.



Note

When you put paper in the manual feed slot, please remember the following:

- The side to be printed on must be face up.
- Put the leading edge (top of the paper) in first and push it gently into the slot.
- Make sure that the paper is straight and in the proper position on the manual feed slot. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
- Do not put more than one sheet or envelope in the manual feed slot at a time or you may cause the machine to jam.

www.reelschematic.com

About fax machines

Custom features

Do you have BT's Call Minder on the phone line?

If you have Call Minder on the phone line where you will install your new machine, *there is a strong possibility that Call Minder and the machine may conflict with each other while receiving incoming calls.*

Why should there be problems?

Since both the machine and Call Minder will pick up the call, after the number of rings you have set, each of them has the ability to keep the other from receiving calls.

For example, if Call Minder is set to answer after two rings and your machine is set to answer after four, Call Minder will stop your machine from receiving faxes.

If you set Call Minder and the Brother machine to answer after the same number of rings, there is no way of knowing which one will answer first. It is important to remember that neither Call Minder nor the machine can pass the call back to the other after the call has been answered.

How can you avoid possible problems?

A very good way to avoid problems like the one mentioned, *is to get a second phone number on your present phone line.*

Many people with Call Minder choose an alternative service, which is called "BT Call Sign", and they are very satisfied with it.

Another way to avoid possible problems is to replace Call Minder with an answering machine. Your Brother machine is designed to work with an answering machine or TAD (telephone answering device).
(See *Connecting an external telephone answering device (TAD)* on page A-3.)

www.reelschematic.com

Fax tones and handshake

When someone is sending a fax, the fax machine sends fax calling tones (CNG tones). These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press **Start** and they will continue for about 60 seconds after dialling. During that time, the sending machine must begin the "handshake" or connection with the receiving machine.

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message.

The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows `Receiving`.

If your machine is set to the Fax Only mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your machine will continue to send the "chirps" for about 40 seconds, and the LCD continues to show `Receiving`. To cancel receiving, press **Stop/Exit**.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so both 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 60 seconds after the number is dialled. So it is important for the receiving machine to answer the call in as few rings as possible.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine to check a fax transmission while it is in progress. If the machine detects errors during fax transmission, it resends the pages of the fax that had an error. ECM transmissions are only possible between fax machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the machine.

www.reelschematic.com

2 Getting started

Initial setup

Setting the Date and Time

When the machine is not in use it will display the date and time. If you set up the Station ID the date and time displayed by your machine will be printed on every fax you send. If there is a power failure, you may have to reset the date and time. No other settings will be affected.

Note

Your machine can store the date and time up to 2 hours (For FAX-2820) or 4 days (For FAX-2920 and MFC-7225N) if there is a power failure.

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

   `2.Date/Time`

2. Enter the last two digits of the year.

   Press **Menu/Set**.

3. Enter two digits for the month.

   Press **Menu/Set**.

   (For example, enter 09 for September, or 10 for October.)

4. Enter two digits for the day.

   Press **Menu/Set**.

   (For example, enter 06 for 6th.)

5. Enter the time in 24-Hour format.

   Press **Menu/Set**.

   (For example, enter 15:25 for 3:25 P.M.)

6. Press **Stop/Exit**.

   The LCD now shows the date and time whenever the machine is idle in Fax mode.

   When the machine is in Sleep mode, the LCD shows `Sleep`. (See *Sleep Time* on page 2-7.)

Setting Tone and Pulse dialling mode

1. Press **Menu/Set**, **0**, **4**.

   `4.Tone/Pulse`

2. Press ▲ or ▼ to select `Pulse` (or `Tone`).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

www.reelschematic.com

Setting the Station ID

You should store your name or company name and fax number so they print on all fax pages you send.

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

- The "+" (plus) character (by pressing ✳ key)
- Your Country Code (e.g. "44" for the United Kingdom, "41" for Switzerland)
- Your local area code minus any leading "0" ("9" in Spain)
- A space
- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, if the machine is installed in the United Kingdom and the same line is to be used for both fax and voice calls, and your national telephone number is 0161 444 5555, then you must set the fax and telephone number parts of your station ID as: +44 161 444 5555.

1. Press **Menu/Set**, **0**, **3**.

   `3.Station ID`

2. Enter your fax number (up to 20 digits).

   Press **Menu/Set**.

3. Enter your telephone number (up to 20 digits).

   Press **Menu/Set**.

   (If the telephone number and fax number are the same, enter the same number again.)

Note

- You cannot enter a hyphen in the number. To enter a space press ▶ once between numbers.
- The telephone number you enter is only used for Cover Page features. (See *Composing the electronic Cover Page* on page 3-9.)

4. Use the dial pad to enter your name (up to 20 characters). (See *Entering Text* on page B-10).

   Press **Menu/Set**.

5. Press **Stop/Exit**.

Note

If the Station ID has already been programmed, the LCD will ask you to press **1** to make a change or **2** to exit without changing.

www.reelschematic.com

Setting the Phone Line Type

If you are connecting the machine to a line that features a PABX (PBX) or ISDN to send and receive faxes, it is also necessary to change the Phone Line Type accordingly by completing the following steps.

1. Press **Menu/Set**, **0**, **5**.

   `5.Phone Line Set`

2. Press ▲ or ▼ to select `PBX`, `ISDN` (or `Normal`).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

PABX (PBX) and TRANSFER

The machine is initially set to `Normal`, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your machine can be connected to most types of PABX (PBX). The machine's recall feature supports timed break recall only (TBR). TBR will work with most PABX (PBX) systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** is pressed.

Note

You can program a **Tel/R** key press as part of a number stored in a One-Touch or Speed-Dial location. When programming the One-Touch or Speed-Dial number (**Menu/Set 2, 3, 1** or **2, 3, 2**) press **Tel/R** first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a One-Touch or Speed-Dial location. (See *Storing numbers for easy dialling* on page 5-1.) However, if PBX is not selected in the Phone Line Type setting, you cannot use the One-Touch or Speed-Dial number that **Tel/R** press is programmed into.

www.reelschematic.com

General Setup

Setting the Mode Timer (FAX-2820 and FAX-2920 only)

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



1. Press **Menu/Set**, **1**, **1**.

   `1.Mode Timer`

2. Press ▲ or ▼ to select `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Setting the Mode Timer (MFC-7225N only)

The machine has three temporary mode keys on the control panel: Fax, Scan and Copy. You can change the number of seconds or minutes the machine takes after the last Scan or Copy operation before it returns to Fax mode. If you select `Off`, the machine stays in the mode you used last.



1. Press **Menu/Set**, **1**, **1**.

   `1.Mode Timer`

2. Press ▲ or ▼ to select `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

www.reelschematic.com

Setting the Paper Type

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

1. Press **Menu/Set**, **1**, **2**.

   `2.Paper Type`

2. Press ▲ or ▼ to select `Plain`, `Thin`, `Thick`, `Thicker`, `Transprncy` (Transparency) or `Recycled` (Recycled paper).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Note

- The machine ejects paper with printed surfaces face down onto the output paper tray in the front of the machine. When you use transparencies or labels, remove each sheet immediately to prevent smudging or paper jams.
- You can select `Transprncy` in Step **2** if `Letter` or `A4` paper size has been selected (**Menu/Set**, **1**, **3**).

Setting the Paper Size

You can use seven sizes of paper for printing copies: Letter, A4, B5, A5, B6, A6 and Executive and two sizes for printing faxes: Letter and A4. When you change the size of paper you load in the paper tray, you will need to change the paper size setting at the same time so your machine can fit an incoming fax or a reduced copy on the page.

Note

If you selected `Transprncy` as the paper type (**Menu/Set**, **1**, **2**) you will only be able to select `Letter` or `A4` size paper in Step **2**.

1. Press **Menu/Set**, **1**, **3**.

   `3.Paper Size`

2. Press ▲ or ▼ to select `Letter`, `A4`, `A5`, `A6`, `B5`, `B6` or `Executive`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

www.reelschematic.com

Setting the Ring Volume

You can turn the ring `Off` or you can select the ring volume level.

1. Press **Menu/Set**, **1**, **4**, **1**.

   `1.Ring`

2. Press ▲ or ▼ to select `Low`, `Med`, `High` or `Off`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

—OR—

You can adjust the ring volume when your machine is idle (not being used).

In mode (Fax), press ◄ or ► to adjust the volume level. Every time you press these keys, the machine will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again.

Setting the Beeper Volume

You can change the beeper volume. The default setting is `Med`. When the beeper is on, the machine will beep when you press a key, make a mistake, or after you sent or received a fax.

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

   `2.Beeper`

2. Press ▲ or ▼ to select `Low`, `Med`, `High` or `Off`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Setting the Speaker Volume

You can adjust the machine's one-way speaker volume.

1. Press **Menu/Set**, **1**, **4**, **3**.

   `3.Speaker`

2. Press ▲ or ▼ to select `Low`, `Med`, `High` or `Off`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

www.reelschematic.com

Turning on Automatic Daylight Savings Time

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

1. Press **Menu/Set**, **1**, **5**.

   `5.Auto Daylight`

2. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Toner Save

You can conserve toner using this feature. When you set Toner Save to `On`, print appears lighter. The default setting is `Off`.

1. Press **Menu/Set**, **1**, **6**, **1**.

   `1.Toner Save`

2. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Sleep Time

Setting the Sleep Time reduces power consumption by turning off the fuser inside the machine while it is idle. You can choose how long the machine is idle (from 00 to 99 minutes) before it goes into sleep mode. The timer is automatically reset when the machine receives a Fax or PC data* (*MFC-7225N only) or makes a copy. The factory setting is 05 minutes. While the machine is in sleep mode you will see `Sleep` on the LCD. If you try to print or copy in sleep mode, there will be a short delay while the fuser warms up to its working temperature.

1. Press **Menu/Set**, **1**, **6**, **2**.

   `2.Sleep Time`

2. Use the dial pad to enter the length of time the machine is idle before it goes into sleep mode (00 to 99).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Note

- If you want to turn off sleep mode, press **Start** and **Options** simultaneously in Step **2**.
- If the machine is in sleep mode when you change the Sleep Time, the new setting will take effect the next time the machine copies, prints or is turned off and on.

www.reelschematic.com

Setting the LCD Contrast

You can change the contrast to help the LCD look lighter or darker.

1. Press **Menu/Set**, **1**, **7**.

   `7.LCD Contrast`

2. Press ▲ or ▼ to select `Light` or `Dark`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Security

You can set up your machine with multiple levels of security using TX Lock (FAX-2820 only), Memory Security (FAX-2920 and MFC-7225N only) and Setting Lock.

TX Lock (FAX-2820 only)

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

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

- Receiving faxes
- Fax Forwarding
  (if Fax Forwarding was already on)
- Remote Retrieval
  (if Fax Storage was already on)

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

- Sending faxes
- Copying

Setting up the password

Note

- If you have already set the password and want to change it, please see *Changing the TX Lock password* below.
- If you forget the TX Lock password, please call your Brother dealer for service.

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.TX Lock`

2. Enter a four-digit number for the password.

   Press **Menu/Set**.

   If you are entering the password for the first time, the LCD shows `Verify`.

3. Re-enter the password.

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Changing the TX Lock password

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.TX Lock`

2. Press ▲ or ▼ to select `Set Password`.

   Press **Menu/Set**.

3. Enter the registered four-digit password.

   Press **Menu/Set**.

4. Enter a four-digit number for the new password.

   Press **Menu/Set**.

5. If the LCD shows `Verify`, re-enter the new password.

   Press **Menu/Set**.

6. Press **Stop/Exit**.

www.reelschematic.com

Turning TX Lock on

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.TX Lock`

2. Press ▲ or ▼ to select `Set TX Lock`.
   Press **Menu/Set**.

3. Enter the registered four-digit password.
   Press **Menu/Set**.
   The machine goes offline and the LCD shows `TX Lock Mode`.

Turning TX Lock off

1. Press **Menu/Set**.
   Enter the registered four-digit password.

2. Press **Menu/Set**.
   TX Lock is automatically turned off.

Note

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

Memory Security (FAX-2920 and MFC-7225N only)

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

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

- Receiving faxes into memory (limited by memory capacity)
- Fax Forwarding (if Fax Forwarding was already on)
- Remote Retrieval (if Fax Storage was already on)

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

- Sending faxes
- Printing received faxes
- Copying
- PC printing (MFC-7225N only)
- Scanning (MFC-7225N only)

Note

- To print the faxes in memory, turn off Memory Security.
- *MFC-7225N only:*
  You must turn off PC Fax Receive before you can turn on Memory Security.
  (See *Turning off Remote Fax Options* on page 6-3.)

www.reelschematic.com

Setting up the password

Note

- If you have already set the password and want to change it, please see *Changing the Memory Security password* below.
- If you forget the Memory Security password, please call your Brother dealer for service.

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.Mem Security`

2. Enter a four-digit number for the password.

   Press **Menu/Set**.

   If you are entering the password for the first time, the LCD shows `Verify`.

3. Re-enter the password.

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Changing the Memory Security password

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.Mem Security`

2. Press ▲ or ▼ to select `Set Password`.

   Press **Menu/Set**.

3. Enter the registered four-digit password.

   Press **Menu/Set**.

4. Enter a four-digit number for the new password.

   Press **Menu/Set**.

5. If the LCD shows `Verify`, re-enter the new password.

   Press **Menu/Set**.

6. Press **Stop/Exit**.

www.reelschematic.com

Turning Memory Security on

1. Press **Menu/Set**, **1**, **8**, **1**.

   `1.Mem Security`

2. Press ▲ or ▼ to select `Set Security`.
   Press **Menu/Set**.

3. Enter the registered four-digit password.
   Press **Menu/Set**.
   The machine goes offline and the LCD shows `Secure Mode`.

Note

If there is a power failure, the data in the memory will remain for up to 4 days.

Turning Memory Security off

1. Press **Menu/Set**.
   Enter the registered four-digit password.

2. Memory Security is automatically turned off and the LCD shows the date and time.

Note

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

Setting Lock

Setting Lock lets you prevent unauthorized access to the machine settings.

While Setting Lock is `On`, the following operations are NOT available without password:

- Date & Time
- Station ID
- Set Quick-Dial (One-Touch Dial, Speed-Dial and Setup Groups)
- Mode Timer
- Paper Type
- Paper Size
- Volume
- Auto Daylight
- Ecology (Toner Save and Sleep Time)
- LCD Contrast
- Security (TX Lock or Memory Security and Setting Lock)

Setting up the password

Note

- If you have already set the password and want to change it, please see *Changing the Setting Lock password* on next page.
- If you forget the Setting Lock password, please call your Brother dealer for service.

www.reelschematic.com

1. Press **Menu/Set**, **1**, **8**, **2**.

   2.Setting Lock

2. Enter a four-digit number for the password.

   Press **Menu/Set**.

   If you are entering the password for the first time, the LCD shows Verify.

3. Re-enter the password.

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Changing the Setting Lock password

1. Press **Menu/Set**, **1**, **8**, **2**.

   2.Setting Lock

2. Press ▲ or ▼ to select Set Password.

   Press **Menu/Set**.

3. Enter the registered four-digit password.

   Press **Menu/Set**.

4. Enter a four-digit number for the new password.

   Press **Menu/Set**.

5. If the LCD shows Verify, re-enter the new password.

   Press **Menu/Set**.

6. Press **Stop/Exit**.

Turning Setting Lock on

1. Press **Menu/Set**, **1**, **8**, **2**.

   2.Setting Lock

2. Press ▲ or ▼ to select On.

   Press **Menu/Set**.

3. Enter the registered four-digit password.

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Turning Setting Lock off

1. Press **Menu/Set**, **1**, **8**, **2**.

   2.Setting Lock

2. Enter the registered four-digit password.

   Press **Menu/Set** twice.

3. Press **Stop/Exit**.

Note

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

www.reelschematic.com

3 Setup Send

How to enter Fax mode

Before sending faxes or changing fax send or receiving settings, make sure (**Fax**) is illuminated in green. If it is not, press (**Fax**) to enter Fax mode. The default setting is Fax mode.

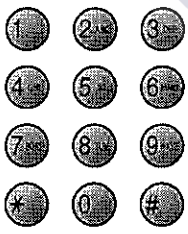


How to dial

You can dial in any of the following ways.

Manual dialling

Press all of the digits of the phone or fax number.



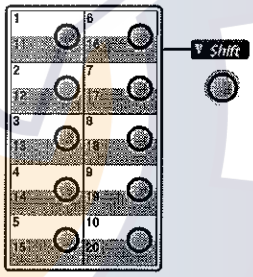
One-Touch Dialling

Press the One-Touch key of the location you want to call. (See *Storing One-Touch numbers* on page 5-1.)

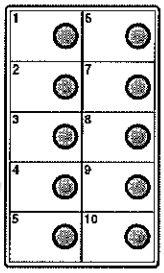
Note

- FAX-2820 and FAX-2920 only: To dial One-Touch numbers 11 to 20, hold down **Shift** as you press the One-Touch key.
- **Shift** is not available for MFC-7225N.

FAX-2820 and FAX-2920



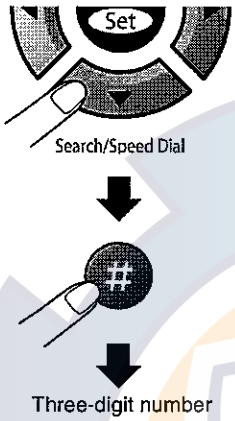
MFC-7225N



www.reelschematic.com

Speed-Dialling

Press **Search/Speed Dial**, **#**, and then the three digit Speed-Dial number. (See *Storing Speed-Dial numbers* on page 5-2.)

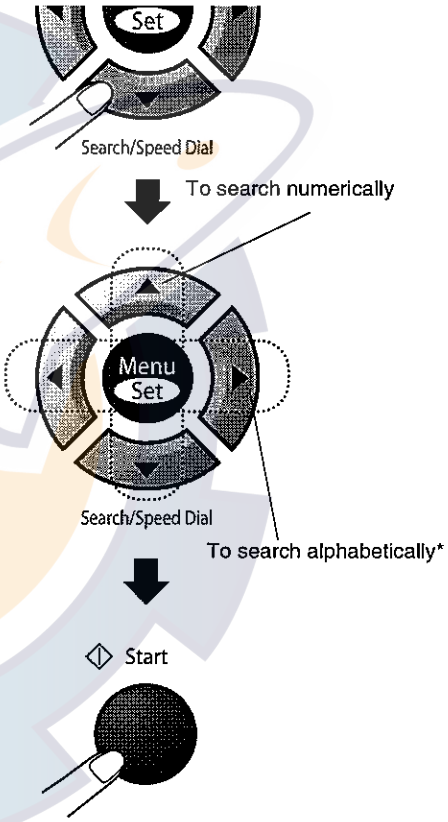


Note

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

Search

You can search for names you have stored in the One-Touch and Speed-Dial memories. Press **Search/Speed Dial** and the navigation keys to search. (See *Storing One-Touch numbers* on page 5-1 and *Storing Speed-Dial numbers* on page 5-2.)



* To search alphabetically, you can use the dial pad to enter the first letter of the name you are looking for.

www.reelschematic.com

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Start** to try again. If you want to make a second call to the last number dialled, you can save time by pressing **Redial/Pause** and **Start**.

Redial/Pause only works if you dialled from the control panel.
If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals.

How to Fax

Automatic transmission

This is the easiest way to send a fax.

Press **Start** immediately after dialling. (For an example of automatic faxing, follow the steps in *Faxing from the ADF* on this page.)

Faxing from the ADF

1. If it is not illuminated in green, press  (**Fax**).
2. Put the document face down in the ADF.
3. Dial the fax number.
   Press **Start**. The machine starts scanning the document.

Manual transmission (with an external telephone only)

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

1. If it is not illuminated in green, press  (**Fax**).
2. Load your document.
3. Pick up the handset of the external phone and listen for a dial tone.
4. On the external phone, dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.
6. Replace the handset of the external phone.

www.reelschematic.com

Out of Memory message

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

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

Note

If you get an `Out of Memory` message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real Time Transmission* on page 3-6.)

Basic sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: cover page, contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission.

1. If it is not illuminated in green, press (**Fax**).

   After each setting is accepted, the LCD will ask if you want to enter more settings:

   ```
   Next
   1.Yes 2.No
   ```

2. Press **1** to select more settings. The LCD will return to the `Setup Send` menu.

   —OR—

   Press **2** if you have finished choosing settings and go to the next step.

www.reelschematic.com

Contrast

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

Use `Light` to send a light document.

Use `Dark` to send a dark document.

1. If it is not illuminated in green, press  (**Fax**).
2. Load your document.
3. Press **Menu/Set**, **2**, **2**, **1**.

   `1.Contrast`
4. Press ▲ or ▼ to select `Auto`, `Light` or `Dark`.

   Press **Menu/Set**.

Fax Resolution

After you load the document, you can use the **Resolution** key to change the setting temporarily (for this fax only). In Fax mode , press **Resolution** and ▲ or ▼ to select the setting you want, and then press **Menu/Set**.

—OR—

You can change the default setting:

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **2**.

   `2.Fax Resolution`
3. Press ▲ or ▼ to select the resolution you want.

   Press **Menu/Set**.

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

www.reelschematic.com

Dual Access

You can dial a number, and begin scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data* (*MFC-7225N only). The LCD shows the new job number.

Note

- The number of pages you can scan into the memory will vary depending on the data that is printed on them.
- If you get an `Out of Memory` message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an `Out of Memory` message while scanning a subsequent page, you can press **Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

Real Time Transmission

When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the phone line is free, the machine will start dialling and sending.

If the memory is full, the machine will send the document in real time (even if `Real Time TX` is set to `Off`).

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

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **5**.

   `5.Real Time TX`
3. To change the setting, press ▲ or ▼ to select `On`, `Next Fax:On`, `Next Fax:Off` or `Off`.

   Press **Menu/Set**.

www.reelschematic.com

Broadcasting

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

Press **Menu/Set** between each of the numbers. Use **Search/Speed Dial** to help you choose the numbers easily. (To set up Group dial numbers, see *Setting up Groups for Broadcasting* on page 5-3.)

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

1. If it is not illuminated in green, press  (**Fax**).
2. Load your document.
3. Enter a number using One-Touch, Speed-Dial, a Group number, Search or manual dialling using the dial pad.

   Press **Menu/Set** after each number.
4. After you have entered all the fax numbers, press **Start**.

Note

- If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 260 (MFC-7225N) or 270 (FAX-2820 and FAX-2920) different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use Dual Access and Delayed fax.
- Enter the long dialling sequence numbers as you would normally, but remember that each One-Touch and Speed-Dial number counts as one number, so the number of locations you can store becomes limited. (See *Access codes and credit card numbers* on page 5-4.)
- If the memory is full, press **Stop/Exit** to stop the job or if more than one page has been scanned, press **Start** to send the portion that is in the memory.

www.reelschematic.com

Checking job status

Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows `No Jobs Waiting`.)

1. Press **Menu/Set**, **2**, **6**.

   `6.Remaining Jobs`

2. If you have more than one job waiting, press ▲ or ▼ to scroll through the list.
3. Press **Stop/Exit**.

Cancelling a fax in progress

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

Cancelling a scheduled job

You can cancel a fax job that is stored and waiting in the memory.

1. Press **Menu/Set**, **2**, **6**.

   `6.Remaining Jobs`

   Any jobs that are waiting will appear on the LCD.

2. If you have more than one job waiting, press ▲ or ▼ to select the job you want to cancel.

   Press **Menu/Set**.

   —OR—

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

3. Press **1** to cancel.

   To cancel another job go to Step 2.

   —OR—

   Press **2** to exit without cancelling.

4. Press **Stop/Exit**.

www.reelschematic.com

Advanced sending operations

Composing the electronic Cover Page

The Cover Page is sent to the receiving party's machine. Your Cover Page includes the name stored in the One-Touch or Speed-Dial memory. If you are dialling manually, the name is left blank.

The Cover Page shows your Station ID and the number of pages you're sending. (See *Setting the Station ID* on page 2-2.) If you have Cover Page set to `On` for all faxes (**Menu/Set**, **2**, **2**, **7**), the number of pages is not shown on the cover page.

You can select a comment to include on your Cover Page.

`1.Comment Off`

`2.Please Call`

`3.Urgent`

`4.Confidential`

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on B-10 for help entering characters. (See *Composing your own comments* on this page.)

`5.(User Defined)`

`6.(User Defined)`

Most of the `Setup Send` settings are temporary to allow you to make changes for each fax you send. However, when you set up your Cover Page and Cover Page Comments, you are changing the default settings so they will be available while faxing.

Composing your own comments

You can set up two comments of your own.

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **8**.

   `8.Coverpage Note`
3. Press ▲ or ▼ to choose 5 or 6 for your own comment.
   Press **Menu/Set**.
4. Use the dial pad to enter your customized comment.
   Press **Menu/Set**.
   (See *Entering Text* on page B-10.)

Cover page for the next fax only

If you have not yet set your Station ID this feature will not work. Make sure you have programmed the Station ID before continuing. (See *Setting the Station ID* on page 2-2.) If you only want to send a Cover Page with a particular fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the Cover Page.

1. If it is not illuminated in green, press (**Fax**).
2. Load your document.
3. Press **Menu/Set**, **2**, **2**, **7**.

   `7.Coverpg Setup`
4. Press ▲ or ▼ to select `Next Fax:On` (or `Next Fax:Off`).
   Press **Menu/Set**.

www.reelschematic.com

5. Press ▲ or ▼ to select one of the standard or your own comments.

   Press **Menu/Set**.

6. Enter two digits to show the number of pages you are sending.

   Press **Menu/Set**.

   (For example, press **0 2** for 2 pages or enter **0 0** to leave the number of pages blank. If you make a mistake, press ◄ to back up and re-enter the number of pages.)

Send a cover page for all faxes

If you have not yet set your Station ID this feature will not work. Make sure you have programmed the Station ID before continuing. (See *Setting the Station ID* on page 2-2.)

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

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **7**.

   `7.Coverpg Setup`
3. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.
4. If you selected `On`, press ▲ or ▼ to select one of the standard or your own comments.

   Press **Menu/Set**.

Using a printed cover page

If you prefer to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **7**.

   `7.Coverpg Setup`
3. Press ▲ or ▼ to select `Print Sample`.

   Press **Menu/Set**.
4. Press **Start**. Your machine prints a copy of your cover page.

Overseas Mode

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

1. If it is not illuminated in green, press  (**Fax**).
2. Load your document.
3. Press **Menu/Set**, **2**, **2**, **9**.

   `9.Overseas Mode`
4. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.

www.reelschematic.com

Delayed Fax

During the day you can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in Step 4.

1. If it is not illuminated in green, press (**Fax**).
2. Load your document.
3. Press **Menu/Set**, **2**, **2**, **3**.

   `3.Delayed Fax`
4. Press **Menu/Set** to accept the displayed time.

   —OR—

   Enter the time you want the fax to be sent (in 24-hour format).

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

   Press **Menu/Set**.

   `1.Doc 2.Memory`

   Press **1** to leave the paper document waiting in the ADF.

   —OR—

   Press **2** to scan the document into the memory.

Note

The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

Delayed Batch Transmission

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **2**, **4**.

   `4.Batch TX`
3. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.
4. Press **Stop/Exit**.

www.reelschematic.com

Setup for Polled Transmit (Standard)

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

Note

- 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.

1. If it is not illuminated in green, press (**Fax**).
2. Load your document.
3. Press **Menu/Set**, **2**, **2**, **6**.

   `6.Polled TX`
4. Press ▲ or ▼ to select `Standard`.

   Press **Menu/Set**.

   `1.Doc 2.Memory`

   Press **1** to leave the paper document waiting in the ADF.

   —OR—

   Press **2** to scan the document into the memory.

Note

- If you press **1** in Step **4**, the document remains in the ADF until your machine is polled. If you want to use the ADF before the polled transmission occurs, you must use **Menu/Set**, **2**, **6** to cancel the job.
- If you press **2** in Step **4**, the document will be stored in the machine's memory and can be retrieved from any other fax machine until you delete the fax from memory by using the Cancelling a Job menu setting. (See *Cancelling a scheduled job* on page 3-8.)

www.reelschematic.com

Setup for Polled Transmit with Secure Code

Polled Transmit with Secure Code is a way to keep documents from falling into the wrong hands while the machine is set up for polling.

Note

- 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.

1. If it is not illuminated in green, press (**Fax**).
2. Load your document
3. Press **Menu/Set**, **2**, **2**, **6**.

   `6.Polled TX`
4. Press ▲ or ▼ to select `Secure`.

   Press **Menu/Set**.
5. Enter a four-digit number.

   Press **Menu/Set**.

   `1.Doc 2.Memory`

   Press **1** to leave the paper document waiting in the ADF.

   —OR—

   Press **2** to scan the document into the memory.

Note

- If you press **1** in Step **5**, the document remains in the ADF until your machine is polled. If you want to use the ADF before the polled transmission occurs, you must first cancel this job.
- If you press **2** in Step **5** the document will be stored in the machine's memory and can be retrieved from any other fax machine until you delete the fax from memory by using the Cancelling a Job menu setting. (See *Cancelling a scheduled job* on page 3-8.)
- You can use Secure Polling only with another Brother fax machine.

www.reelschematic.com

4 Setup Receive

Basic receiving operations

Choosing the Receive Mode

There are four different Receive Modes for your machine. You can choose the mode that best suits your needs.

LCD	How it works	When to use it
Fax Only (automatic receive)	The machine automatically answers every call as a fax.	For dedicated fax lines.
Fax/Tel (fax and telephone) (with an external or extension telephone)	The machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.	Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot use an answering machine on the same line, even if it is on a separate phone socket on the same line. You cannot use the telephone company's Voice Mail in this mode.
External TAD (with an external telephone answering machine only)	The external telephone answering machine (TAD) automatically answers every call. Voice messages are stored on the external TAD. If it is a fax call, the machine receives the Fax.	Use this mode, if you want to use an answering machine connected to your machine. The External TAD setting works only with an external answering machine. Ring Delay does not work in this setting.
Manual (manual receive) (with an external or extension telephone or BT Call Sign)	You control the phone line and must answer every call yourself.	Use this mode if you do not receive many fax messages, use BT Call Sign, or if you are using a computer on the same line. If you answer and hear fax tones, wait until the machine takes over the call, then hang up. (See *Fax Detect* on page 4-3.)

www.reelschematic.com

To select or change your Receive Mode

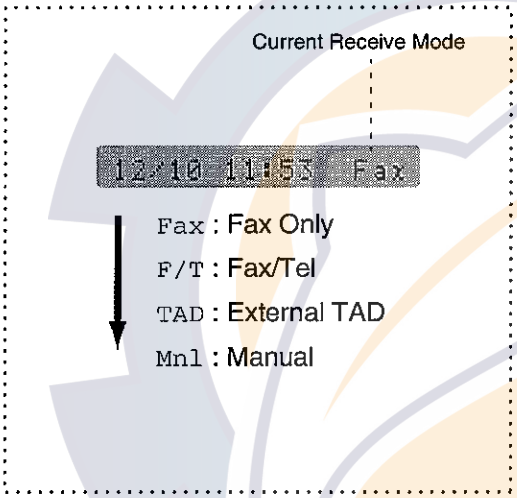
1. Press **Menu/Set**, **0**, **1**.

   `1.Receive Mode`

2. Press ▲ or ▼ to select `Fax Only`, `Fax/Tel`, `External TAD` or `Manual`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.



Setting the Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in `Fax Only` or `Fax/Tel` mode. If you have external or extension phones on the same line as the machine or subscribe to the BT Call Sign service, keep the Ring Delay setting of 4. (See *Operation from extension telephones* on page A-2 and *Fax Detect* on page 4-3.)

1. If it is not illuminated in green, press  (**Fax**).

2. Press **Menu/Set**, **2**, **1**, **1**.

   `1.Ring Delay`

3. Press ▲ or ▼ to select how many times the line rings before the machine answers (00 - 04).

   Press **Menu/Set**.

   (If you select 00, the line won't ring at all.)

4. Press **Stop/Exit**.

www.reelschematic.com

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

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

This pseudo/double-ring happens after the initial ringing from the phone company. Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone on the same line as the machine. (See *For Fax/Tel mode only* on page A-2.)

1. If it is not illuminated in green, press  **(Fax)**.
2. Press **Menu/Set**, **2**, **1**, **2**.

   `2.F/T Ring Time`
3. Press ▲ or ▼ to select how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

   Press **Menu/Set**.
4. Press **Stop/Exit**.

Note

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

Fax Detect

When you use this feature, you don't have to press **Start** or the Fax Receive Code ✳ **51** when you answer a fax call. Selecting `On` allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. When you see `Receiving` on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another wall socket/phone socket, just replace the handset and your machine will do the rest.

Note

- If your machine does not connect a fax call when you lift an extension or external phone handset (either because this feature is set to `Off` or due to telephone line problems), you will need to activate the machine manually. You can do this by pressing **Start** on the machine.

  —OR—

  by pressing ✳ **51** if you are not at your machine. (See *Operation from extension telephones* on page A-2.)
- If you send faxes from a computer on the same phone line and the machine intercepts them, set Fax Detect to `Off`.

1. If it is not illuminated in green, press  **(Fax)**.
2. Press **Menu/Set**, **2**, **1**, **3**.

   `3.Fax Detect`
3. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.
4. Press **Stop/Exit**.

www.reelschematic.com

Printing a reduced incoming fax (Auto Reduction)

If you choose On, the machine automatically reduces an incoming fax to fit on one page of Letter or A4 size paper. The machine calculates the reduction ratio by using the page size of the document and your Paper Size setting (**Menu/Set**, **1**, **3**).

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **5**.

   `5.Auto Reduction`
3. Use ▲ or ▼ to select On (or Off).
   Press **Menu/Set**.
4. Press **Stop/Exit**.

Note

- Turn on this setting if you receive faxes that are split onto two pages. However, if the document is too long the machine may still print on two pages.
- If left and right margins are cut off, turn on this setting.
- When this feature is set to On, the A4 faxes people send to you may appear slightly shrunk even though your machine prints them on A4 paper. This is because the machine has to print the Station ID of the sending machine at the top of the page.

Advanced receiving operations

Printing a fax from the memory

If you have selected Fax Storage (**Menu/Set**, **2**, **5**, **1**), you can still print a fax from the memory when you are at your machine. (See *Setting Fax Storage* on page 6-1.)

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

   `3.Print Document`
2. Press **Start**.

Setting the Print Density

You can adjust print density, making your printed pages darker or lighter.

1. If it is not illuminated in green, press  (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **7**.

   `7.Print Density`
3. Press ▲ to make the print darker.
   —OR—
   Press ▼ to make the print lighter.
   Press **Menu/Set**.
4. Press **Stop/Exit**.

www.reelschematic.com

Reception into memory

As soon as the paper tray becomes empty during fax reception, the screen will display `No Paper Fed`; please put some paper in the paper tray. (See *How to load paper* on page 1-10.)

If `Memory Receive` is `On` at this time...

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming faxes will also be stored into memory until the memory is full, following this no further incoming fax calls will be automatically answered. To print all data put fresh paper in the paper tray, and then press **Start**.

If `Memory Receive` is `Off` at this time...

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper tray. To print the last fax received, put paper in the paper tray, and then press **Start**.

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **6**.

   `6.Memory Receive`
3. Press ▲ or ▼ to select `On` (or `Off`).

   Press **Menu/Set**.
4. Press **Stop/Exit**.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your machine to 'poll' other machines.

Everyone who is involved in Polling needs to set up their fax machines for Polling.

Note

- If you poll someone's fax machine to receive a fax, you pay for the call.
- Some fax machines do not respond to the Polling feature.

Setup for Polling Receive (Standard)

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

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **8**.

   `8.Polling RX`
3. Press ▲ or ▼ to select `Standard`.

   Press **Menu/Set**.
4. Enter the fax number you are polling.

   Press **Start**.

   The LCD shows `Dialing`.

www.reelschematic.com

Secure Polling

Secure Polling is a way to keep the documents from falling into the wrong hands while the other fax machine is set up for polling.

Setup for Polling Receive (Secure)

You need to make sure you are using the same secure code as the other party.

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **8**.

   `8.Polling RX`
3. Press ▲ or ▼ to select `Secure`.

   Press **Menu/Set**.
4. Enter a four-digit secure code.

   This is the same as the security code of the fax machine you are polling.
5. Press **Menu/Set**.
6. Enter the fax number you are polling.
7. Press **Start**.

   The LCD shows `Dialing`.

Note

You can use Secure Polling only with another Brother fax machine. Anyone who polls to receive a fax must enter the polling secure code.

Setup for Polling Receive (Timer)

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

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **8**.

   `8.Polling RX`
3. Press ▲ or ▼ to select `Timer`.

   Press **Menu/Set**.
4. Enter the time (in 24-hour format) you want to begin polling.

   For example, enter 21:45 for 9:45 PM.
5. Press **Menu/Set**.
6. Enter the fax number you are polling.

   Press **Start**.

   The machine makes the polling call at the time you entered.

Note

You can set up only one Delayed Polling.

www.reelschematic.com

Sequential Polling

The machine can request documents from several fax machines in a single operation. You just specify several destinations in Step 5. Afterwards, a Sequential Polling Report will be printed.

1. If it is not illuminated in green, press  **(Fax)**.
2. Press **Menu/Set**, **2**, **1**, **8**.

   `8.Polling RX`
3. Press ▲ or ▼ to choose `Standard`, `Secure` or `Timer`.

   Press **Menu/Set** when the screen displays the setting you want.
4. If you selected `Standard`, go to Step 5.
   - If you selected `Secure`, enter a four-digit number and press **Menu/Set**, and then go to Step 5.
   - If you selected `Timer`, enter the time (in 24-hour format) you want to begin polling and press **Menu/Set**, and then go to Step 5.
5. Specify the destination fax machines, you wish to poll by using One-Touch, Speed-Dial, Search, a Group (See *Setting up Groups for Broadcasting* on page 5-3) or the dial pad. You must press **Menu/Set** between each location.
6. Press **Start**.

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

Note

- Press **Stop/Exit** while the machine is dialling to cancel the polling process.
- To cancel all sequential polling receive jobs, press **Menu/Set**, **2**, **6**. (See *Cancelling a scheduled job* on page 3-8.)

www.reelschematic.com

5 Quick-Dial numbers and dialling options

Storing numbers for easy dialling

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

Note

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

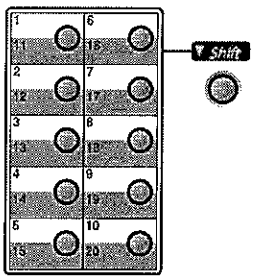
Storing One-Touch numbers

Your machine has 10 One-Touch keys where you can store 10 (MFC-7225N) or 20 (FAX-2820 and FAX-2920) fax or phone numbers for automatic dialling. To access numbers 11 to 20 (FAX-2820 and FAX-2920), hold down **Shift** as you press the One-Touch key. The LCD shows the name, if you stored it, or the number.

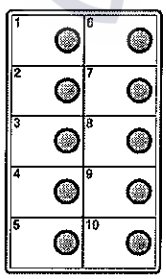
Note

Shift is not available for MFC-7225N.

FAX-2820 and FAX-2920



MFC-7225N



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

   `1.One-Touch Dial`

2. Press the One-Touch key where you want to store a number.
3. Enter the phone or fax number (up to 20 digits).

   Press **Menu/Set**.
4. Use the dial pad to enter the name (up to 15 characters).

   Press **Menu/Set**.

   (You can use the chart on page B-10 to help you enter letters.)

   —OR—

   Press **Menu/Set** to store the number without a name.
5. Go to Step 2 to store another One-Touch number.

   —OR—

   Press **Stop/Exit**.

www.reelschematic.com

Storing Speed-Dial numbers

You can store Speed-Dial numbers, so that when you dial you will only have to press a few keys (**Search/Speed Dial**, **#**, the three-digit number, and **Start**). The machine can store 200 Speed-Dial numbers.

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

   `2.Speed-Dial`

2. Use the dial pad to enter a three-digit Speed-Dial location number. (001 - 200)

   (For example, press **005**.)

   Press **Menu/Set**.

3. Enter the phone or fax number (up to 20 digits).

   Press **Menu/Set**.

4. Use the dial pad to enter the name (up to 15 characters).

   Press **Menu/Set**.

   (You can use the chart on page B-10 to help you enter letters.)

   —OR—

   Press **Menu/Set** to store the number without a name.

5. Go to Step 2 to store another Speed-Dial number.

   —OR—

   Press **Stop/Exit**.

Changing One-Touch / Speed-Dial numbers

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

1. 

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

   —OR—

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

How to change the stored number or name:

- If you want to change a character, use ◄ or ► to position the cursor under the character you want to change, and then type over it.
- If you want to erase the whole number or whole name, press **Stop/Exit** when the cursor is under the first digit or letter. The characters above and to the right of the cursor will be deleted.

2. Enter a new number.

   Press **Menu/Set**.

3. Follow the directions beginning at Step 4 in Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See *Storing One-Touch numbers* on page 5-1 and *Storing Speed-Dial numbers* on this page.)

www.reelschematic.com

Setting up Groups for Broadcasting

Groups, which can be stored on a One-Touch key or a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only a One-Touch key and **Start** or **Search/Speed Dial**, **#**, the three-digit location and **Start**. First, you'll need to store each fax number as a One-Touch or Speed-Dial number. Then, you can combine them into a Group. Each Group uses up a One-Touch key or a Speed-Dial location. You can have up to eight Groups, or you can assign up to 219 (FAX-2820 and FAX-2920) and 209 (MFC-7225N) numbers to one large Group.
(See *Storing One-Touch numbers* on page 5-1 and *Storing Speed-Dial numbers* on page 5-2.)

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

   `3.Setup Groups`

2. Decide where you wish to store the Group.

   —AND—

   Press a One-Touch key.

   —OR—

   Press **Search/Speed Dial** and enter the three digit location, and then press **Menu/Set**.

   (For example, press One-Touch key **2**, or press **Search/Speed Dial 0 4 5** for Speed-Dial location 045.)

3. Use the dial pad to enter the Group number (1 to 8).

   `Setup Group:G01`

   Press **Menu/Set**.

   (For example, press **1** for Group 1.)

4. To include One-Touch or Speed-Dial numbers in the Group, press them as follows:

   For example, for One-Touch number 4, press One-Touch key **4**. The LCD shows ✳004. For Speed-Dial location 009, press **Search/Speed Dial**, and then **0 0 9** on the dial pad.

   `G01:✳004#009`

5. Press **Menu/Set** to accept the numbers for this Group.

6. Use the dial pad and the chart on page B-10 to enter a name for the Group.

   Press **Menu/Set**.

   (For example, type `NEW CLIENTS`).

7. Press **Stop/Exit**.

Note

You can print a list of all One-Touch and Speed-Dial numbers. Group numbers will be marked in the GROUP column.
(See *Printing reports* on page 7-2.)

www.reelschematic.com

Dialling options

Access codes and credit card numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers and credit card numbers as One-Touch and Speed-Dial numbers. You can store these long dialling sequences by dividing them and setting them up on separate One-Touch and Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing One-Touch numbers* on page 5-1 and *Storing Speed-Dial numbers* on page 5-2.)

For example, perhaps you have stored '555' on One-Touch key **1** and '7000' on One-Touch key **2**. If you press One-Touch key **1**, One-Touch key **2**, and **Start**, you will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad.
For example, to change the number to 555-7001 you could press One-Touch key **1** and then press **7001** using the dial pad.

Pause

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

Tone or Pulse

If you have a Pulse dialling service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

1. Lift the handset of the external phone.
2. Press # on the control panel of your machine. Any digits dialled after this will send tone signals.

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

www.reelschematic.com

6 Remote Fax Options

Setting Remote Fax Options

Note

- You can only use one remote fax option at a time:
  Fax Forwarding—OR—Fax Storage—OR—PC FAX Receive*—OR—Off.
  *MFC-7225N only
- If you change the remote fax options and received faxes are left in your machine's memory, an LCD message will appear. (See *Changing Remote Fax Options* on page 6-3.)

Setting up Fax Forwarding

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

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

   `1.Forward/Store`

2. Press ▲ or ▼ to select `Fax Forward`.
   Press **Menu/Set**.
   The LCD will ask you to enter the fax number to which faxes will be forwarded.
3. Enter the forwarding number (up to 20 digits).
   Press **Menu/Set**.
4. Press ▲ or ▼ to select `Backup Print:On` or `Backup Print:Off`.

   `Backup Print:On`

   Press **Menu/Set**.

Note

If you select `Backup Print:On`, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. The FAX-2920 and MFC-7225N can store faxes up to 4 days if there is a power failure. The faxes stored in the FAX-2820 memory will be deleted.

5. Press **Stop/Exit**.

Setting Fax Storage

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

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

   `1.Forward/Store`

2. Press ▲ or ▼ to select `Fax Storage`.
   Press **Menu/Set**.
3. Press **Stop/Exit**.

Note

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

www.reelschematic.com

PC Fax Receive (MFC-7225N only)

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

Even if you have turned off your PC (at night or at the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example:

`PC Fax Msg:001`

When you start your PC and the PC Fax Receiving software runs, your machine transfers your faxed to your PC automatically.

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

If you select `Backup Print:On` the machine will also print the fax

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

   `1.Forward/Store`

2. Press ▲ or ▼ to select `PC Fax Receive`.

   Press **Menu/Set**.

3. Press ▲ or ▼ to select `Backup Print:On` or `Backup Print:Off`.

   `Backup Print:On`

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Note

- When Backup Print is *off*, your fax messages are automatically erased from your machine's memory when they have been successfully sent your PC. When Backup Print is *on*, your fax messages are erased when they have been successfully printed and sent to the PC.
- In the event of a power failure, the MFC-7225N will store your faxes in memory for up to 4 days. However, if you select `Backup Print:On`, the machine will print each fax, so you will have a copy if there is a power failure before it is sent to the PC.
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error messages* on page 11-1.)
- You cannot turn on PC Fax Receive if Memory Security is on.

www.reelschematic.com

Turning off Remote Fax Options

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

   1.Forward/Store

2. Press ▲ or ▼ to select Off.
   Press **Menu/Set**.

3. Press **Stop/Exit**.

Note

If you set the remote fax options to Off and received faxes are left in your machine's memory, further LCD messages appear after Step 2. (See *Changing Remote Fax Options*.)

Changing Remote Fax Options

If received faxes are left in your machine's memory when you change the remote fax option the LCD will ask you the following question:

Erase All Doc?
1.Yes 2.No

—OR—

Print All Fax?
1.Yes 2.No

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

(For MFC-7225N only)
If received faxes are left in the machine's memory when you change *to* PC Fax Receive from another remote fax option (Fax Forward or Fax Storage), the LCD will ask you the following message:

Send Fax to PC?
1.Yes 2.No

- If you press **1**, and Backup Print is set to On, faxes in the memory will be erased before the setting changes. If you press **1** and Backup print is set to Off, faxes in the memory will be sent to your PC before the setting changes.
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

www.reelschematic.com

Setting your Remote Access Code

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

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

   `2.Remote Access`

2. Enter a three-digit code using numbers **0-9**, ✱ or #.

   Press **Menu/Set**. (The preset ' ✱ ' cannot be changed.)

Note

Do not use the same code as your Fax Receive Code (✱ **51**) or Telephone Answer Code (**#51**).
(See *Operation from extension telephones* on page A-2.)

3. Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Stop/Exit** in Step 2 to restore the inactive setting (--- ✱) and press **Menu/Set**.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the Remote Access Code and remote commands to retrieve fax messages. Be sure to cut out the Remote Retrieval Access Card on the last page and keep it with you at all times.

Using your Remote Access Code

1. Dial your fax number from a telephone or another fax machine using touch tone.
2. When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✱).
3. The machine signals if it has received fax messages:

   1 long beep — Fax messages

   No beeps — No messages

4. The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times, if you enter an invalid command.
5. Press **9 0** to reset the machine when you've finished.
6. Hang up.

Note

If your machine is set to `Manual` mode and you want to use the remote retrieval features, you can access your machine by waiting about 2 minutes after it starts ringing, and then entering the Remote Access Code within 30 seconds.

www.reelschematic.com

Remote commands

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

Remote commands		Operation details
95	**Change the Fax Forwarding or Fax Storage settings**	
	1 OFF	You can select `Off` after you have retrieved or erased all your messages.
	2 Fax Forwarding	If you hear one long beep, the change has been accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (for example, registering a fax forwarding number). You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 6-6.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See page 6-6.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Press **9 0** to exit Remote Retrieval. Wait for the long beep, then replace the handset.

www.reelschematic.com

Retrieving fax messages

You can call your machine from any touch tone phone and have your fax messages sent to a fax machine.

1. Dial your fax number.
2. When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.
3. As soon as you hear two short beeps, use the dial pad to press **9 6 2**.
4. Wait for the long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent to followed by ## (up to 20 digits).

Note

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

5. Press **9 0** to reset the machine when you've finished.
6. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

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

1. Dial your fax number.
2. When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.
3. When you hear two short beeps, use the dial pad to press **9 5 4**.
4. Wait for the long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by ## (up to 20 digits).

Note

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

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

www.reelschematic.com

7 Printing reports

Fax settings and activity

You need to set up the Transmission Verification Report and Journal Period in the menu table.

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

```
1.XMIT Report
```

—OR—

Press **Menu/Set**, **2**, **4**, **2**.

```
2.Journal Period
```

Customizing the Transmission Verification Report

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

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

Note

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

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

   ```
   1.XMIT Report
   ```

2. Press ▲ or ▼ to select `On`, `On+Image`, `Off` or `Off+Image`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

www.reelschematic.com

Setting the Journal Period

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to `Off`, you can print the report by following the steps on Printing reports.

The default setting is `Every 50 Faxes`.

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

   `2.Journal Period`

2. Press ▲ or ▼ to choose an interval.

   Press **Menu/Set**.

   (If you choose 7 days, the LCD will ask you to choose a day on which to begin the 7-day countdown.)

3. Enter the time to begin printing in 24-hour format.

   Press **Menu/Set**.

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

4. Press **Stop/Exit**.

Note

- If you select 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you selected has passed, the machine will print the Journal early and then erase all jobs from memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from memory.
- If you select `Every 50 Faxes`, the machine will print the Journal when the machine has stored 50 jobs.

Printing reports

Following reports are available:

`1.XMIT Verify`
Prints a Transmission Verification Report for your last transmission.

`2.Help List`
Prints the Help List so you can see at-a-glance how to quickly program your machine.

`3.Quick-Dial`
Lists names and numbers stored in the One-Touch and Speed-Dial memory, in numerical order.

`4.Fax Journal`
Lists information about the last incoming and outgoing faxes.
(TX means Transmit.) (RX means Receive.)

`5.User Settings`
Lists your settings.

`6.Network Config`
(MFC-7225N only)
Lists your Network settings.

`7.Order Form`
You can print an accessories order form to fill out and send to your Brother dealer.

How to print a report

1. Press **Reports**.
2. Press ▲ or ▼ to select the report you want.

   Press **Menu/Set**.

   —OR—

   Enter the number of the report you want to print.

   For example, press **2** to print the Help List.

www.reelschematic.com

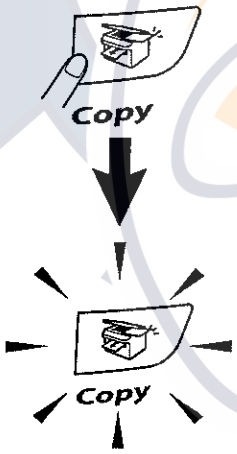
8 Making copies

Using the machine as a copier

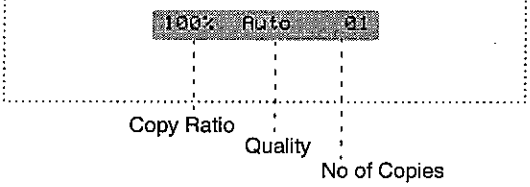
You can use your machine as a copier, making up to 99 copies at a time.

Enter Copy mode

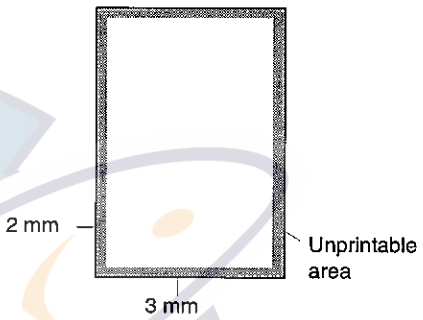
Before making copies, make sure that (**Copy**) is illuminated in green. If it is not, press (**Copy**) to enter **Copy** mode. The default setting is Fax mode. You can change the number of seconds or minutes that the machine stays in **Copy** mode. (See *Setting the Mode Timer (FAX-2820 and FAX-2920 only)* on page 2-4 or See *Setting the Mode Timer (MFC-7225N only)* on page 2-4.)



The LCD shows the default copy setting



The printable area of your machine begins at approximately 2 mm from both sides and 3 mm from the top or bottom of the paper.



Note

This printable area shown above is for a single copy or a 1 in 1 copy using A4 size paper. The printable area changes with the paper size.

Making a single copy

1. Press (**Copy**) to illuminate it in green.
2. Load your document. (See *Load document* on page 1-7.)
3. Press **Start**.

www.reelschematic.com

Making multiple copies

1. Press (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Start**.

Note

To sort the copies, press **Options** and ▲ or ▼ to select `Stack/Sort`. (See *Sorting copies using the ADF* on page 8-5.)

Stop copying

To stop copying, press **Stop/Exit**.

Using the temporary Copy key

When you want to quickly change the copy settings temporarily for the next copy, use the **Options** key. You can use different combinations.



Note

- The machine returns to its default settings 60 seconds after it finishes copying, or if the Mode Timer returns the machine to Fax mode. (See *Setting the Mode Timer (FAX-2820 and FAX-2920 only)* on page 2-4 or See *Setting the Mode Timer (MFC-7225N only)* on page 2-4.)
- You can save the quality and contrast settings you use most often by setting them as default. (See *Changing the default copy settings* on page 8-7.)

www.reelschematic.com

Changing the temporary copy settings

Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

Press Options 	**Menu Selections** ▲ ▼ select → Menu Set	**Options** ▲ ▼ select → Menu Set	**Page**
	Enlarge/Reduce	50%/70%/78%/83%/ 85%/91%/94%/97%/**100%**/ 104%/141%/200%/ Custom(50-200%)/Auto	8-4
	Quality	**Auto** Text Photo	8-5
	Stack/Sort	**Stack** Sort	8-5
	Contrast	▼ -□□□□■□+ ▲ ▼ -□□□■□□+ ▲ ▼ -□□■□□□+ ▲ ▼ -□■□□□□+ ▲ ▼ -■□□□□□+ ▲	8-5
	Page Layout	**Off(1 in 1)** 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L)	8-6

Note

The factory settings are shown in Bold.

After you choose your settings by pressing **Menu/Set**, the LCD shows `Set temporarily`.

Press **Start** if you have finished choosing settings.

www.reelschematic.com

Enlarging or reducing the image copied

You can select the following enlargement or reduction ratios.

`Auto` automatically calculates the reduction ratio for the paper size set for the machine (**Menu/Set**, **1**, **3**).

`Custom(50-200%)` allows you to enter a ratio from 50% to 200%.

Press	100%
Options 	104% EXE→LTR
	141% A5→A4
	200%
	Auto
and ▲ or ▼ to select `Enlarge/Reduce`	Custom(50-200%)
	50%
	70% A4→A5
	78% LGL→LTR
	83% LGL→A4
	85% LTR→EXE
	91% Full Page
	94% A4→LTR
	97% LTR→A4

1. Press  (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select `Enlarge/Reduce`.

   Press **Menu/Set**.
5. Press ▲ or ▼ to select the enlargement or reduction ratio you want.

   Press **Menu/Set**.

   —OR—

   Use the dial pad to enter an enlargement or reduction ratio from `50%` to `200%`.

   Press **Menu/Set**.

   (For example, press **5** **3** to enter `53%`.)
6. Press **Start**.

Note

Special Copy Options (`2 in 1 (P)`, `2 in 1 (L)`, `4 in 1 (P)` or `4 in 1 (L)`) are not available with Enlarge/Reduce.

www.reelschematic.com

Quality

You can select the copy quality. The default setting is Auto.

Auto	Suitable for documents that contain both text and photographs.
Text	Suitable for documents containing only text.
Photo	Suitable for copying photographs.

1. Press (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select Quality.
   Press **Menu/Set**.
5. Press ▲ or ▼ to select the copy quality you want (Auto, Text or Photo).
   Press **Menu/Set**.
6. Press **Start**.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order (1, 2, 3), (1, 2, 3) and so on.

1. Press (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select Stack/Sort.
   Press **Menu/Set**.
5. Press ▲ or ▼ to select Sort.
   Press **Menu/Set**.
6. Press **Start**.

Contrast

You can adjust copy contrast to make copies darker or lighter.

1. Press (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select Contrast.
   Press **Menu/Set**.
5. Press ▲ to increase the contrast.
   —OR—
   Press ▼ to decrease the contrast.
   Press **Menu/Set**.
6. Press **Start**.

www.reelschematic.com

Making N in 1 copies (Page Layout)

You can reduce the amount of copies by using the N in 1 copy feature. This allows you to copy two or four pages onto one page, allowing you to save paper.

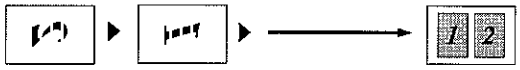
Note

- Please make sure paper size is set to `Letter` or `A4`.
- You can use N in 1 copy feature with 100% copy size only.
- `(P)` means Portrait and `(L)` means Landscape.

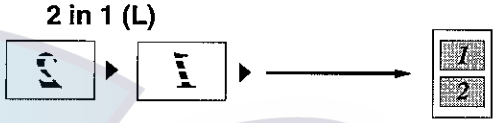
1. Press (**Copy**) to illuminate it in green.
2. Load your document.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Press **Options** and ▲ or ▼ to select `Page Layout`.
   Press **Menu/Set**.
5. Press ▲ or ▼ to select `2 in 1 (P)`, `2 in 1 (L)`, `4 in 1 (P)` or `4 in 1 (L)`.
   Press **Menu/Set**.
6. Press **Start** to scan the document.

When using the ADF, place the document face *down* in the direction shown below.

2 in 1 (P)



2 in 1 (L)



4 in 1 (P)



4 in 1 (L)



www.reelschematic.com

Changing the default copy settings

You can save the quality and contrast settings you use most often by setting them as default. These settings will remain until you change them again.

Quality

1. Press **Menu/Set**, **3**, **1**.

   `1.Quality`

2. Press ▲ or ▼ to select `Auto`, `Text` or `Photo`.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Adjusting contrast

You can adjust copy contrast to make copies darker or lighter.

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

   `2.Contrast`

2. Press ▲ to increase the contrast.

   —OR—

   Press ▼ to decrease the contrast.

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Out of Memory message

If the memory becomes full while you are making copies, the LCD message will guide you through the next step.

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

Note

To gain extra memory, you can turn off Fax Storage.
(See *Turning off Remote Fax Options* on page 6-3.)

—OR—

Print the faxes that are in the memory.
(See *Printing a fax from the memory* on page 4-4.)

When you get an `Out of Memory` message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

8

www.reelschematic.com

9 Software and Network Features (MFC-7225N only)

The User's Guide on the CD-ROM includes the Software and Network User's Guides for features available when connected to a computer (for example, Printing and Scanning). The availability of the features listed below varies by model:

- Using the machine as a Printer
  (See Chapter 1 in the Software User's Guide on the CD-ROM.)
- How to Scan
  (See Chapter 2 in the Software User's Guide on the CD-ROM.)
- Using ControlCenter2.0
  (See Chapter 3 in the Software User's Guide on the CD-ROM.)
- Using Remote Setup
  (See Chapter 4 in the Software User's Guide on the CD-ROM.)
- Using Brother PC-FAX software
  (See Chapter 5 in the Software User's Guide on the CD-ROM.)
- Using your machine with a Macintosh®
  (See Chapter 7 in the Software User's Guide on the CD-ROM.)
- Network Scanning
  (See Chapter 6 in the Software User's Guide on the CD-ROM.)
- Network Printing
  (See Chapter 1 in the Software User's Guide on the CD-ROM.)

Note

See also *How to access the complete User's Guide (MFC-7225N only)* on page 1-3.

www.reelschematic.com

10 Important information

IEC 60825-1 Specification

This machine is a Class 1 laser product as defined in IEC 60825-1 specifications. The label shown below is attached in countries where required.



This machine has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.

Laser Diode

Wave length:	770 - 810 nm
Output:	5 mW max.
Laser Class:	Class 3B

! WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Disconnect device

This product must be installed near an electrical socket that is easily accessible. In case of emergencies, you must disconnect the power cord from the electrical socket to shut off power completely.

LAN connection (MFC-7225N only)

CAUTION

Do not connect this product to a LAN connection that is subject to over-voltages.

International ENERGY STAR® Compliance Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Radio interference (220-240V Model only)

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use the following interface cables.

1. A USB cable which must not exceed 2.0 metres in length.
2. A shielded parallel interface cable with twisted-pair conductors and that is marked "IEEE 1284 compliant". The cable must not exceed 2.0 metres in length.

www.reelschematic.com

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 socket before cleaning inside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. 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.
7. 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, call your dealer or local power company.
8. This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounded plug.
9. Use only the power cord supplied with this machine.
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. Wait until pages have exited the machine before picking them up.
13. Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:
    - When the power cord is damaged or frayed.
    - If liquid has been spilled into the product.
    - If the product has been exposed to rain or water.
    - 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.
    - If the product has been dropped or the cabinet has been damaged.
    - If the product exhibits a distinct change in performance, indicating a need for service.

www.reelschematic.com

14 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

15 To reduce the risk of fire, electric shock and injury to people, note the following:

- Do not use this product near appliances that use water, a swimming pool or in a wet basement.
- Do not use the machine's telephone during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Trademarks

The Brother logo is a registered trademark of Brother Industries, Ltd.

Brother is a registered trademark of Brother Industries, Ltd.

Multi-Function Link is a registered trademark of Brother International Corporation.

© 2004-2005 Brother Industries, Ltd. All rights reserved.

Windows and Microsoft are registered trademarks of Microsoft in the U.S. and other countries.

Macintosh and TrueType are registered trademarks of Apple Computer, Inc.

PaperPort and OmniPage OCR are registered trademarks of ScanSoft, Inc.

Presto! PageManager is a registered trademark of NewSoft Technology Corporation.

Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

All other brand and product names mentioned in this User's Guide, the Software User's Guide* and the Network User's Guide* (*MFC-7225N only) are registered trademarks of their respective companies.

www.reelschematic.com

11 Troubleshooting and routine maintenance

Troubleshooting

Error messages

As with any sophisticated office product, errors may occur. If this happens, your machine identifies the problem and displays an error message. The most common error messages are shown below.

You can correct most problems by yourself. If you need more help, the Brother Solutions Center offers latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com.

ERROR MESSAGES

ERROR MESSAGE	CAUSE	ACTION
Back Cover Open	The back cover is not completely closed.	Close the back cover of the machine.
Change Drum Soon	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one. See *Replacing the drum unit (DR-2000)* on page 11-26.
Comm.Error	Poor phone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the machine shows Cooling Down, and Wait for a while.	You must wait 20 minutes for it to cool.
Cover is Open	The front cover is not completely closed.	Close the front cover of the machine.
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See *Document jams* on page 11-6. See *Using the automatic document feeder (ADF)* on page 1-7.
Data Remaining (FAX-2920 and MFC-7225N only)	Print data is left in the machine's memory.	Re-start printing from your computer.
	(MFC-7225N only) Print data is left in the machine's memory. The USB or Parallel cable was unplugged while the computer was sending the data to the machine.	Press **Job Cancel**. The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.

www.reelschematic.com

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Dust on Drum	The drum unit needs to be cleaned.	See *Cleaning the drum unit* on page 11-16.
BT Call Sign On	The machine is set BT Call Sign to On. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to Off. See *BT Call Sign (For U.K. Only)* on page A-1.
Unit is too Hot	The fuser unit is too hot.	(For FAX-2920 and MFC-7225N) Turn off the machine's power switch, and check the machine's environment. If it is in a location that is too hot or too cold, try to cool or warm the room by turning on the air conditioner or heater. Or, change the location. Then, turn on the machine's power switch. (The machine can be disconnected for up to 4 days without losing faxes stored in the memory.) (For FAX-2820) When you turn off the machine's power switch, its memory will be cleared. (To check if faxes are in the machine's memory, see *Checking if the machine has faxes in its memory* on page 11-5.) If there are faxes, you need to save them before following the suggestions below. (To save the faxes, see *Forwarding faxes to another fax machine* on page 11-5.) Then, turn off the machine's power switch. Check the machine's environment. If it is in a location that is too hot or too cold, try to cool or warm the room by turning on the air conditioner or heater. Or, move the machine to another location. Then, turn on the machine's power switch.
Fail to Warm up	The fuser unit is too cold.	
Machine too Hot	The inside of the machine is too hot.	Listen to the machine to check that the cooling fan is spinning. Make sure that the air vents are not covered up or blocked. If the fan is spinning and air vents are clear, you should let the machine cool down for several minutes before using it again. If the fan is not spinning, follow the suggestions below. (For FAX-2920 and MFC-7225N) Turn off the machine's power switch and then on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.) (For FAX-2820) When you turn off the machine's power switch its memory will be cleared. To check whether the machine has faxes in its memory, see *Checking if the machine has faxes in its memory* on page 11-5. If there are faxes you need to save them before following the suggestions below (See *Forwarding faxes to another fax machine* on page 11-5). Turn off the machine's power switch and then on again. If the error message continues, leave the machine for several minutes and try it again.

www.reelschematic.com

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
No cartridge	The toner cartridge and drum unit assembly is not installed or is not installed properly.	Reinstall the toner cartridge.
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Refill the paper in the paper tray and then press **Start**. **—OR—** Remove the paper and load it again and then press **Start**.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See *Storing One-Touch numbers* on page 5-1 and *Storing Speed-Dial numbers* on page 5-2.)
Out of Memory	The machine's memory is full.	(Fax sending or copy operation in progress) Press **Start** to send or copy the scanned pages. **—OR—** Press **Stop/Exit** and wait until the other operations in progress have finished and then try again. **—OR—** Clear the faxes from the memory. (See *Out of Memory message* on page 8-7.) (Printing operation in process (FAX-2920 and MFC-7225N only)) Reduce print resolution. (For details *Advanced tab* in the Software User's Guide on the CD-ROM (MFC-7225N only).) **—OR—** Clear the faxes from the memory. (See *Out of Memory message* on page 8-7.)
Paper jam Inside	The paper is jammed inside the machine.	Turn on the Page Protection function. (See *Device Options* in the Software User's Guide on the CD-ROM (MFC-7225N only).) (See *Paper jams* on page 11-6.)
Paper Jam Rear	The paper is jammed in the back of the machine.	(See *Paper jams* on page 11-6.)
Paper Jam Tray	The paper is jammed in the paper tray of machine.	(See *Paper jams* on page 11-6.)
Toner Life End	The toner cartridge and drum unit assembly is not installed properly. **—OR—** The toner is used up and printing is not possible.	Re-install the toner cartridge and drum unit assembly. **—OR—** Replace the toner cartridge with a new one. (See *Replacing the toner cartridge (TN-2000)* on page 11-23.)
Toner Low	If the LCD shows Toner Low, you can still print, however, the machine is telling you that toner is near the end of its life and will soon need replacing.	Order a new toner cartridge now.

www.reelschematic.com

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Unable to Init. (Initialize) Unable to Print Unable to Scan	The machine has a mechanical problem.	(For FAX-2920 and MFC-7225N) Turn off the machine's power switch and then on again. If the error message continues leave the machine for several minutes and then try to print, copy or scan again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.) (For FAX-2820) When you turn off the machine's power switch its memory will be cleared. To check whether the machine has faxes in its memory, see *Checking if the machine has faxes in its memory* on page 11-5. If there are faxes you need to save them before following the suggestions below (See *Forwarding faxes to another fax machine* on page 11-5). Turn off the machine's power switch and then on again. If the error message continues, leave the machine for several minutes and then try to print, copy or scan again.
Wrong Paper Size	Paper is not the correct size.	Load the correct size of paper (Letter or A4) and then press **Start**.

www.reelschematic.com

Checking if the machine has faxes in its memory

1. Press **Menu/Set**, **9**, **0**, **1**.
2. If the LCD shows `No Data`, there are no faxes left in the machine's memory.

   —OR—

   If the LCD shows `Enter Fax No.` there are faxes in the machine's memory.

Note

You can transfer the Fax Journal report to another fax machine by pressing **Menu/Set**, **9**, **0**, **2** in Step 1.

- You can transfer the faxes to another fax machine. See *Forwarding faxes to another fax machine*.
- (MFC-7225N only)

  You can transfer the faxes from the machine's memory to your PC. See *Transferring faxes to your PC (MFC-7225N only)*.

Forwarding faxes to another fax machine

If you have not set up your Station ID you cannot enter fax forward mode. (See *Setting the Station ID* on page 2-2.)

1. Enter the fax number to which the faxes will be forwarded.
2. Press **Start**.

Transferring faxes to your PC (MFC-7225N only)

You can transfer the faxes from your machine's memory to your PC.

1. Press **Stop/Exit**.
2. Make sure you have installed **MFL Pro Suite** on your PC, and then turn on **PC-FAX Receiving** on the PC. (For details about PC Fax Receive, see Using Brother PC-Fax Software in the Software User's Guide on the CD-ROM.)
3. Make sure you have set `PC Fax Receive` on the machine. (See *Setting PC Fax Receive (MFC-7225N only)* on page 6-2.)

   During setup the LCD will ask if you want to transfer the faxes to your PC.
4. To transfer all faxes to your PC, press **1**.

   —OR—

   To exit and leave the faxes in the memory, press **2**.

Note

If there is an error on the machine's LCD, after the faxes have been transferred disconnect the machine from the power source for several minutes, and then reconnect it.

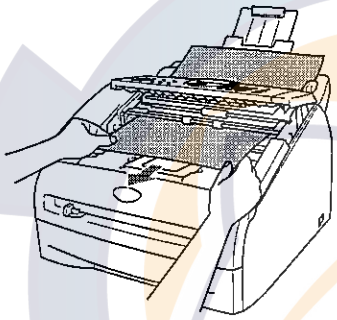
www.reelschematic.com

Document jams

If the document is jammed, follow the steps below.

Documents can jam if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

1. Open the control panel cover.
2. Carefully pull the jammed document toward the front of the machine.



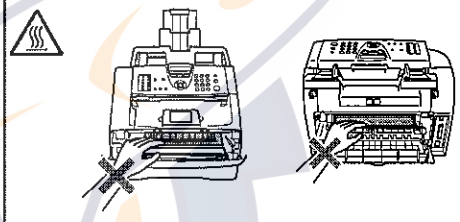
3. Close the control panel cover.
   Press **Stop/Exit**.

Paper jams

To clear paper jams, please follow the steps in this section.

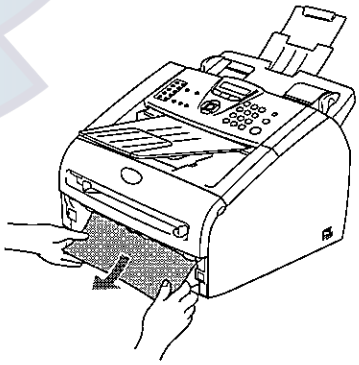
! WARNING

After you have just used the machine, some parts inside the machine are extremely hot. When you open the front cover or back cover of the machine, never touch the shaded parts shown in the following diagram.



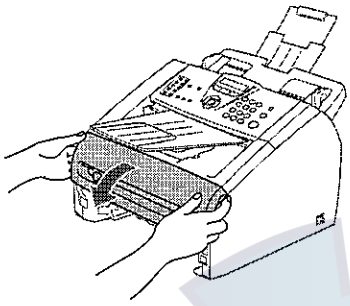
Paper is jammed inside the machine

1. Pull the paper tray completely out of the machine.
2. Pull the jammed paper out of the paper tray opening.

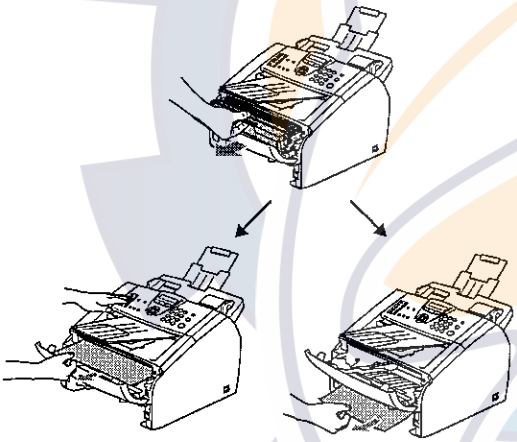


www.reelschematic.com

3 Open the front cover.

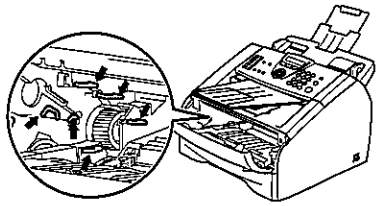


4 Pull out the drum unit and toner cartridge assembly. The jammed paper may be pulled out with the toner cartridge and drum unit assembly, or this may release the paper so you can pull it out of drum unit or the paper tray opening.

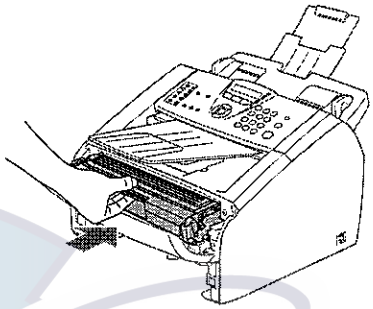


CAUTION

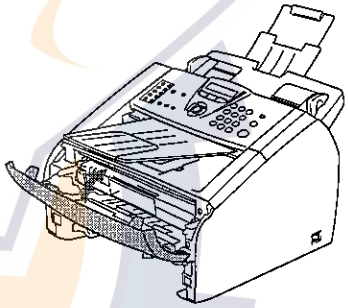
To prevent damage to the machine caused by static electricity, do not touch the electrodes shown in the following diagram.



5 Put the drum unit and toner cartridge assembly back into the machine.



6 Close the front cover.

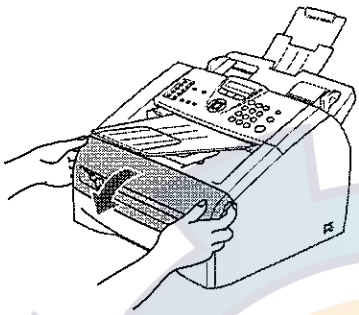


7 Put the paper tray in the machine.

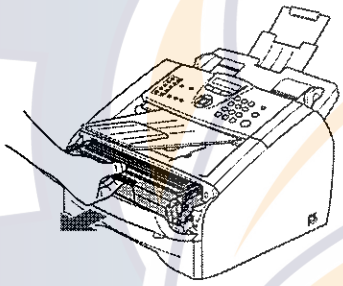
www.reelschematic.com

Paper is jammed at the back of the machine

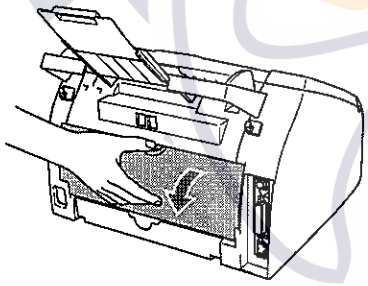
1. Open the front cover.



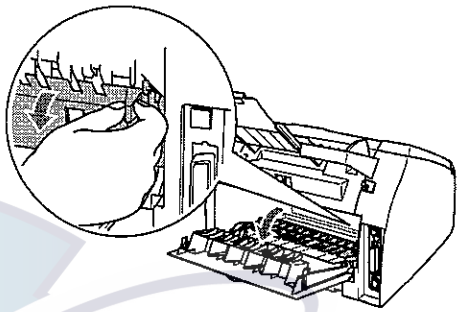
2. Pull out the drum unit and toner cartridge assembly.



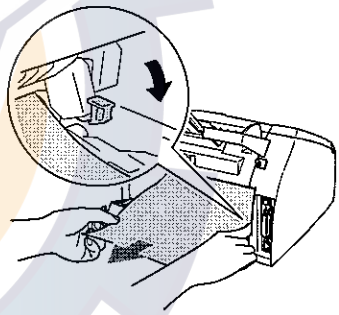
3. Open the back cover.



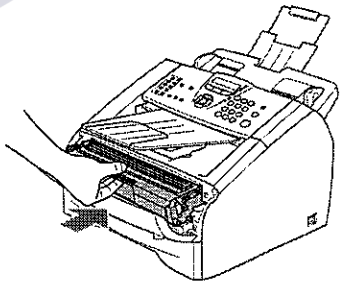
4. Pull the tab toward you to open the rear chute cover.



5. Pull the jammed paper out of the fuser unit. If the jammed paper cannot be pulled out easily, push down the blue tab with one hand as you gently pull out the paper with the other hand.



6. Close the back cover.
7. Put the drum unit and toner cartridge assembly back into the machine.

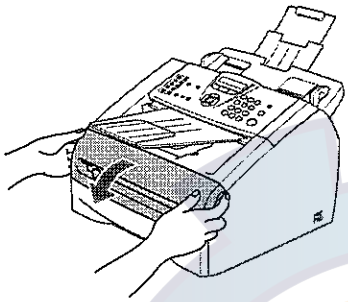


8. Close the front cover.

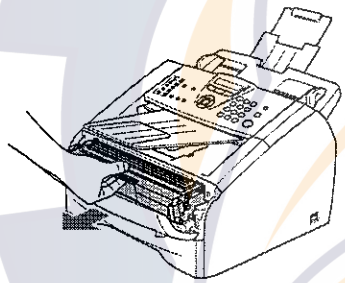
www.reelschematic.com

Paper is jammed inside the drum unit and toner cartridge assembly

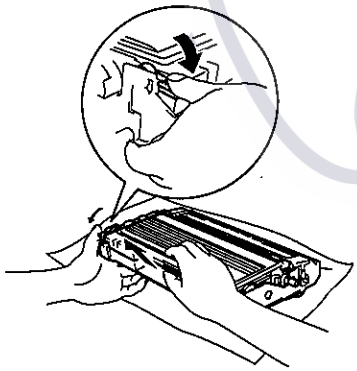
1. Open the front cover.



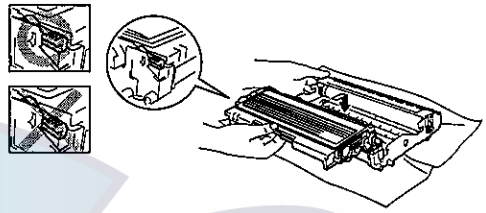
2. Pull out the drum unit and toner cartridge assembly.



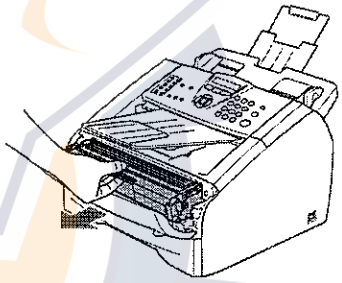
3. Hold down the lock lever on the left and pull the toner cartridge out of the drum unit. Take out the jammed paper if there is any inside the drum unit.



4. Put the toner cartridge back into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



5. Put the drum unit and toner cartridge assembly back into the machine.



6. Close the front cover.

www.reelschematic.com

If you are having difficulty with your machine

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

The Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com.

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
• Condensed print • Horizontal streaks • Top and bottom of sentences are cut off. • Missing lines	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality.	See *Improving the print quality* on page 11-15.
Vertical black lines when receiving	Sometimes you may see vertical streaks/black lines on the faxes you receive. Your machine's primary corona wire may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (See *Cleaning the corona wire* on page 11-23), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother or your dealer for service.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your Paper Size setting may not be correct for the paper you are using. (See *Setting the Paper Size* on page 2-5.) Make sure that auto reduction menu setting is turned on. (See *Printing a reduced incoming fax (Auto Reduction)* on page 4-4.)
Phone Line or Connections	
Dialling does not work.	Check for a dial tone. Change `Tone/Pulse` setting. (See *Tone or Pulse* on page 5-4.) Check all line cord connections. Check power cord connection. If an external phone is connected to the machine, send a manual fax by lifting the handset of the external phone and dialling the number. Wait to hear fax receiving tones before pressing **Start**.
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Basic sending operations* on page 3-4.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

www.reelschematic.com

DIFFICULTY	SUGGESTIONS
Sending Faxes	
Poor fax send quality	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner* on page 11-21.)
Transmission Verification Report says 'RESULT:NG' or 'RESULT:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. (MFC-7225N only) If you send a PC FAX message and get 'RESULT:NG' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Fax Storage (See *Turning off Remote Fax Options* on page 6-3), print fax messages in memory (See *Printing a fax from the memory* on page 4-4) or cancel a Delayed Fax or Polling Job (See *Cancelling a fax in progress* on page 3-8). If the problem continues, ask the telephone company to check your phone line.
	If you frequently get transmission errors due to possible interference on the phone line, try changing the Compatibility setting to `Basic`. (See *Compatibility* on page 11-19.)
Vertical black lines when sending.	If the copy you made shows the same problem, your scanner is dirty. (See *Cleaning the scanner* on page 11-21.)
Handling Incoming Calls	
The machine 'Hears' Voice as CNG Tone.	If Fax Detect is set to `On`, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to `Off`. (See *Fax Detect* on page 4-3.)
Sending a Fax Call to the machine.	If you answered at the machine, press **Start** and hang up immediately. If you answered on an external or extension phone, press your Fax Receive Code (default setting is (✳51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes. **For Example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.
Menu Setting Difficulties	
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If the Fax key is not illuminated, press it to turn on Fax mode. The Setup Receive setting (**Menu/Set**, **2**, **1**) and Setup Send setting (**Menu/Set**, **2**, **2**) are available only when the machine is in Fax mode.
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire is dirty. Clean them both. (See *Cleaning the scanner* on page 11-21, *Cleaning the laser scanner window* on page 11-22 and *Cleaning the drum unit* on page 11-16.)

www.reelschematic.com

DIFFICULTY	SUGGESTIONS
Printer Difficulties	
The machine does not print.	Please make sure: • The machine is plugged in and the power switch is turned On. (See the Quick Setup Guide on page 7.) **—OR—** • The toner cartridge and drum unit are installed properly. (See *Replacing the drum unit (DR-2000)* on page 11-26.) **—OR—** • The interface cable is securely connected between the machine and computer. (See the Quick Setup Guide.) **—OR—** • The correct printer driver has been installed and selected. **—OR—** • Check to see if the LCD is showing an error message. (See *Error messages* on page 11-1.) **—OR—** • The machine is online. Click **Start** and then **Printers and Faxes**. Right-click 'Brother MFC-7225N'. Make sure that "Use Printer Offline" is unchecked.
The machine prints unexpectedly or it prints garbage.	(For FAX-2920 and MFC-7225N) Turn off the machine's power switch and then on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.) (For FAX-2820) When you turn off the machine's power switch its memory will be cleared. To check whether the machine has faxes in its memory see *Checking if the machine has faxes in its memory* on page 11-5. If there are faxes you need to save them before following the suggestions below (See *Forwarding faxes to another fax machine* on page 11-5). Turn off the machine's power switch and then on again. If the error message continues, leave the machine for several minutes and try it again.
The machine prints first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the machine's input buffer full signal. Please make sure you connect the interface cable correctly. (See the Quick Setup Guide.)
The machine cannot print full pages of a document. `Out of Memory` message occurs.	Reduce the printing resolution. (See *Advanced tab* in the Software User's Guide on the CD-ROM (MFC-7225N only).) Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software. Turn on the Page Protection function (See Device options in the Software User´s Guide on the CD-ROM (MFC-7225N only).)
My headers or footers appear when I view my document on the screen but do not appear when I print them.	Your machine can print 62 lines per page. The top two lines and bottom two lines are a restricted area that will not accept print. Adjust the top and bottom margins in your document to allow for this.

www.reelschematic.com

DIFFICULTY	SUGGESTIONS
Scanning Difficulties (MFC-7225N only)	
TWAIN errors appear while scanning.	Make sure the Brother TWAIN driver is selected as the primary source. In PaperPort®, click Scan in the File menu and select the Brother TWAIN driver.
Software Difficulties (MFC-7225N only)	
Cannot install software or print.	Run the **Repair MFL-Pro Suite** program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Machine does not print from Adobe Illustrator	Try to reduce the print resolution. (See *Advanced tab* in the Software User's Guide on the CD-ROM (MFC-7225N only).)
When using ATM fonts, some characters are missing or some characters are printed in their place.	If you are using Windows® 98/98SE/Me, select 'Printer Settings' from the 'Start' menu. Select the properties of the 'Brother MFC-7225N'. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format.'
'Unable to write to LPT1' or 'LPT1 already in use' Error Message appears.	1.Make sure the machine is on (plugged into the electrical socket and the power switch turned on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box). 2.Make sure the machine is not displaying an error message on the LCD Display. 3.Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (*Load=, Run=command lines in the win.ini file or the Setup Group*) 4.Check with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)
'MFC is Busy' Error Message appears.	
Paper Handling Difficulties	
The machine does not feed paper. The LCD shows `No Paper Fed` or a Paper Jam message.	If there is no paper, load a new stack of paper into the paper tray. If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray. Reduce the amount of paper in the paper tray, and then try again. Check that the manual feed mode is not selected in the printer driver. If the LCD shows `Paper Jam` and you still have a problem, see *Paper jams* on page 11-6.
The machine does not feed paper from the manual feed slot.	Reinsert the paper firmly, load one sheet at a time. Make sure that manual feed mode is selected in the printer driver.
How can I load envelopes?	You can load envelopes from the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. You should refer to the manual provided with your software application.
What paper can I use?	You can use plain paper, recycled paper, envelopes, transparencies and labels that are made for laser machines. (For information on paper you can use, see *About paper* on page 1-8.)
How can I clear paper jams?	See *Paper jams* on page 11-6.

www.reelschematic.com

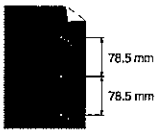
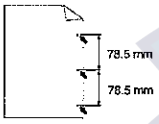
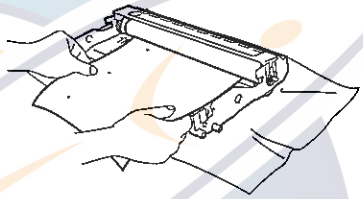
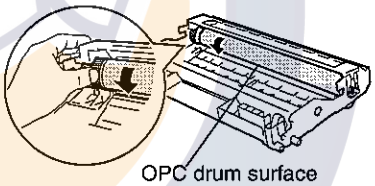
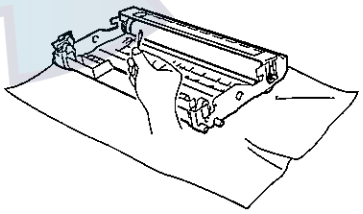
DIFFICULTY	SUGGESTIONS
Print Quality Difficulties	
Printed pages are curled.	Low quality thin or thick paper can cause this problem. Make sure you select the Paper Type that suits the media type you use. (See *About paper* on page 1-8.)
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using—**OR**—The print media may be too thick or have a rough surface. (See *About paper* on page 1-8 and *Basic tab* in the Software User's Guide on the CD-ROM (MFC-7225N only).)
Printouts are too light.	If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine´s menu setting. (See *Toner Save* on page 2-7.) Set Toner Save mode to off in the Advanced tab in the printer driver. (See *Advanced tab* in the Software User's Guide on the CD-ROM (MFC-7225N only).)
Network Difficulties (MFC-7225N only)	
I cannot print over the Network	Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list and check the current settings. (See *Printing reports* on page 7-1.) Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows `LAN Active`.

www.reelschematic.com

Improving the print quality

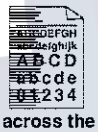
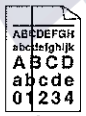
Examples of poor print quality	Recommendation
 Faint	Check the machine's environment. Conditions such as humidity, high temperatures, and so on may cause this print fault. (See *Choosing a location* on page 1-2.) If the whole page is too light, **Toner Save** mode may be on. Turn off **Toner Save** mode in the Advanced tab of printer driver Properties. **—OR—** If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine's menu setting. (See *Toner Save* on page 2-7.) Clean the scanner window and the primary corona wire on the drum unit. (See *Cleaning the laser scanner window* on page 11-22 and *Cleaning the corona wire* on page 11-23.) If the print quality has not improved, install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.) Install a new toner cartridge. (See *Replacing the toner cartridge (TN-2000)* on page 11-23.)
 Grey background	Make sure that you use paper that meets the recommended specifications. (See *About paper* on page 1-8.) Check the machine's environment - high temperatures and high humidity can increase the amount of background shading. (See *Choosing a location* on page 1-2.) Install a new toner cartridge. (See *Replacing the toner cartridge (TN-2000)* on page 11-23.) Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 11-23.) If the print quality has not improved, install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 Ghost	Make sure you use paper that meets our specifications. Rough-surfaced paper or thick print media may cause this problem. (See *About paper* on page 1-8.) Make sure that you choose the appropriate media type in the printer driver or in the machine's Paper Type menu setting. (See *Basic tab* in the Software User's Guide on the CD-ROM (MFC-7225N only) and *Setting the Paper Type* in this User's Guide.) Install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 Toner specks	Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See *About paper* on page 1-8.) Clean the primary corona wire and the drum unit. (See *Cleaning the corona wire* on page 11-23 and *Cleaning the drum unit* on page 11-16.) If the print quality has not improved, install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 Hollow print	Make sure that you use paper that meets our specifications. (See *About paper* on page 1-8.) Choose **Thick paper** mode in the printer driver or in the machine's Paper Type menu setting, or use thinner paper than you are currently using. Check the machine's environment because conditions such as high humidity can cause hollow print. (See *Choosing a location* on page 1-2.) Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 11-23.) If the print quality has not improved, install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 All black	Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 11-23.) If the print quality has not improved, install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)

www.reelschematic.com

Examples of poor print quality	Recommendation
 **White Spots on black text and graphics at 78.5 mm intervals**  **Black Spots at 78.5 mm intervals**	**Cleaning the drum unit** Dust, paper powder, glue, and so on may stick to the surface of the photosensitive drum (OPC) and cause black or white spots to appear on printed documents. Make a few copies of a blank, white sheet of paper. (See *Making multiple copies* on page 8-2.) If you still see the spots on printed documents after making multiple copies, clean the drum unit as follows: 1 Remove the drum unit and toner cartridge assembly, and then remove the toner cartridge from the drum unit. 2 Position the print sample in front of the drum unit so you will know the exact position on the drum that is causing the poor print.  3 Turn the black gear on the drum as you check the surface of the OPC drum. Do not touch the OPC drum with your fingers.  4 When you find the substance on the drum surface that matches the print sample, gently *dab* the surface of the OPC drum with a cotton swab that is lightly dampened with isopropyl alcohol. Do not use a scrubbing or wiping motion because this might damage the drum.  Do not try to clean the surface of the OPC drum with a sharp object, such as a ball-point pen, because this might cause permanent damage to the drum unit. If the print quality still has not improved you need to install a new drum. (See *Replacing the drum unit (DR-2000)* on page 11-26.)

11

www.reelschematic.com

Examples of poor print quality	Recommendation
 **Black toner marks across the page**	Make sure that you use paper that meets our specifications. (See *About paper* on page 1-8.) If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 11-16.) Do not use paper that has clips or staples because they will scratch the surface of the drum. If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged. The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26).
 **White lines across the page**	Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause the problem. (See *About paper* on page 1-8.) Make sure that you choose the appropriate media type in the printer driver or in the machine's Paper Type menu setting. (See *Basic tab* in the Software User's Guide on the CD-ROM (MFC-7225N only) and *Setting the Paper Type* in this User's Guide.) The problem may disappear by itself. Try printing multiple pages to clear this problem, especially if the machine has not been used for a long time. You may clear the problem by wiping the laser scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 11-22.) The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 **Lines across the page**	Clean the primary corona wire in the drum unit. (See *Cleaning the corona wire* on page 11-23.) You may clear the problem by wiping the laser scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 11-22.) The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.)
 **Black lines down the page** Printed pages have toner stains down the page.	Clean the primary corona wire of the drum unit. (See *Cleaning the corona wire* on page 11-23.) Make sure the primary corona wire's blue tab is at the home position (▲). The drum unit may be damaged. Install a new drum unit. (See *Replacing the drum unit (DR-2000)* on page 11-26.) The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge (TN-2000)* on page 11-23.) Make sure that a torn piece of paper is not inside the machine covering the laser scanner window. The fixing unit may be smudged. Call Brother or your dealer for service.
 **White lines down the page**	You may clear the problem by wiping the laser scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 11-22.) The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge (TN-2000)* on page 11-23.)
 **Page skewed**	Make sure the paper or other print media is loaded properly in the paper tray and that the guides are not too tight or too loose against the paper stack. Set the paper guides correctly. If you are using the manual feed slot, see *To load paper or other media in the manual feed slot* on page 1-11. The paper tray may be too full. Check the paper type and quality. (See *About paper* on page 1-8.)

www.reelschematic.com

Examples of poor print quality	Recommendation
 Curl or wave	Check the paper type and quality. High temperatures and high humidity will cause paper to curl. If you don't use the machine very often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.
 Wrinkles or creases	Make sure that paper is loaded properly. Check the paper type and quality. (See *About paper* on page 1-8.) Turn over the stack of paper in the tray or rotate the paper 180° in the input tray.

www.reelschematic.com

Compatibility

If you are having difficulty sending or receiving a fax due to possible interference on the phone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

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

   `1.Compatibility`

2. Press ▲ or ▼ to select `Basic` or `Normal` (or `High`*).

   (*FAX-2920 and MFC-7225N only)

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Note

- `Basic` reduces the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
- `Normal` sets the modem speed at 14400 bps.
- `High` sets the modem speed at 33600 bps (FAX-2920 and MFC 7225N only).
- When you change the Compatibility to `Basic`, the ECM feature is not available.

Packing and shipping the machine

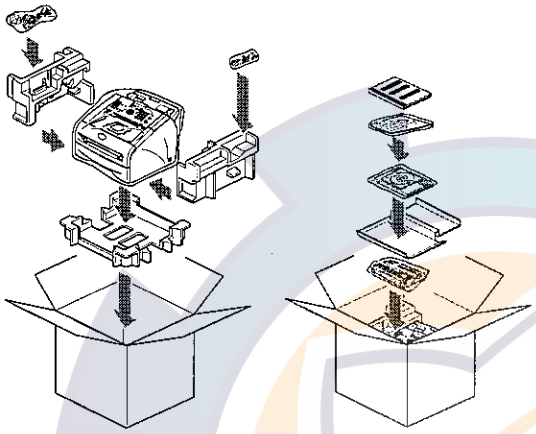
When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you could void your warranty.

1. Turn off the machine's power switch.
2. Unplug the machine from the telephone wall socket.
3. Unplug all the cables and AC power cord from the machine.
4. Open the front cover.
5. Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
6. Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag.
7. Close the front cover.

   Remove the ADF document output support.
8. Wrap the machine in the plastic bag and place it in the original carton with the original packing material.

www.reelschematic.com

9 Pack the drum unit and toner cartridge assembly, AC power cord, telephone line cord, ADF document output support flap and printed materials in the original carton as shown below:



10 Close the carton and tape it shut.

Routine maintenance

CAUTION

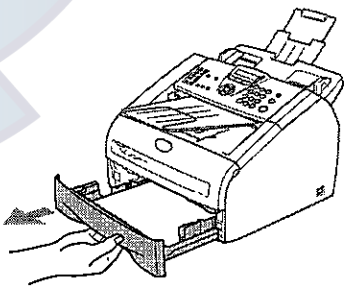
The drum unit contains toner, so handle it carefully. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

Cleaning the outside of the machine

CAUTION

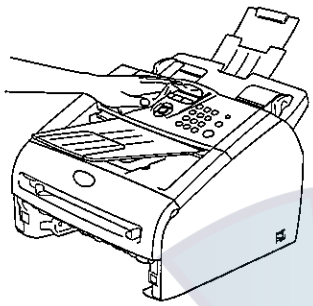
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- Do *not* use cleaning materials that contain ammonia.
- Do *not* use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

1 Pull the paper tray completely out of the machine.



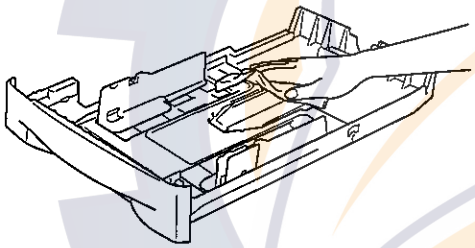
www.reelschematic.com

2. Wipe the outside of the machine with a soft cloth to remove dust.



3. Remove any paper that is in the paper tray.

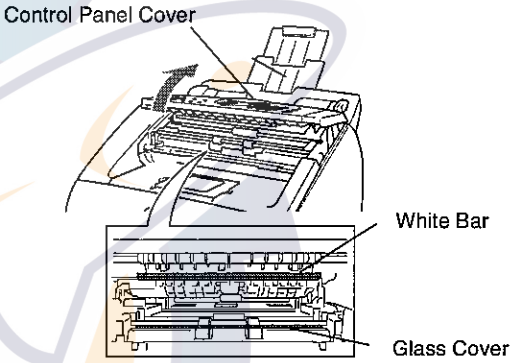
4. Wipe the inside of the paper tray with a soft cloth to remove the dust.



5. Re-load the paper and put the paper tray in the machine.

Cleaning the scanner

1. Turn off the machine's power switch.
2. Lift the control panel cover.
3. Moisten a small clean soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar above it.



4. Close the control panel cover.

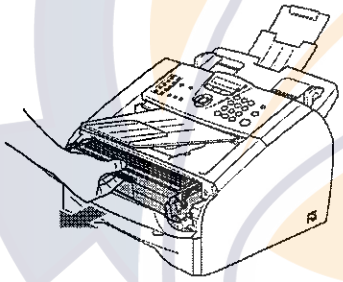
www.reelschematic.com

Cleaning the laser scanner window

CAUTION

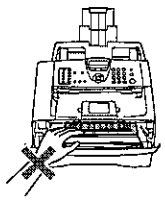
- Do *not* use isopropyl alcohol to clean the laser scanner window.
- Do *not* touch the laser scanner window with your fingers.

1. Before you clean the inside of the machine, turn off the machine's power switch.
   Unplug the telephone line cord first, and then unplug the power cord from the electrical socket.
2. Open the front cover and pull out the drum unit and toner cartridge assembly.



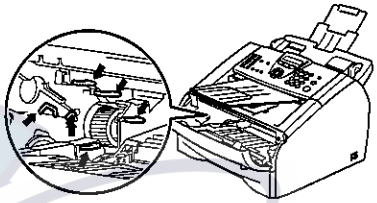
WARNING

Just after you have used the machine, some internal parts of the machine are extremely **HOT!** When you open the front cover of the machine, never touch the shaded parts shown in the diagram below.

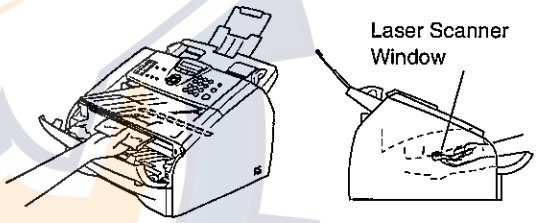


CAUTION

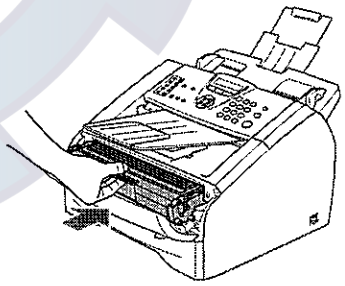
To prevent damage to the machine from static electricity, do not touch the electrodes shown below.



3. Gently clean the laser scanner window by wiping it with a clean soft, *dry* cloth. Do not use isopropyl alcohol.



4. Put the drum unit and toner cartridge assembly back into the machine.



5. Close the front cover.
6. Plug the machine's power cord back into the electrical socket first, and then plug in the telephone line cord.

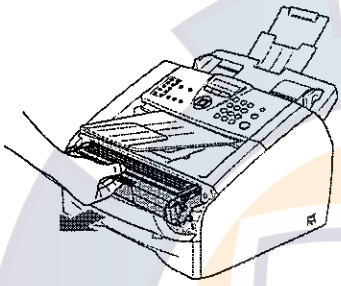
   Turn on the machine's power switch.

www.reelschematic.com

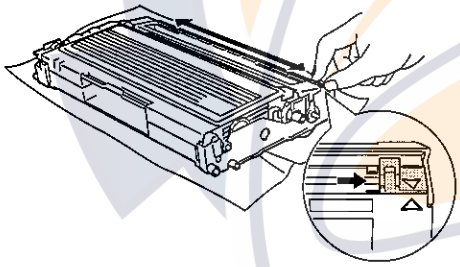
Cleaning the corona wire

We recommend placing the drum unit and toner cartridge assembly on a cloth or a large piece of disposable paper to avoid spilling and scattering toner.

1. Open the front cover and pull out the drum unit and toner cartridge assembly.



2. Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times.



3. Return the blue tab and snap it into the Home position (▼).

CAUTION

If you do not return the blue tab to the Home position (▼), your printed pages may have vertical black stripes on them.

4. Reinstall the drum unit and toner cartridge assembly in the machine.
5. Close the front cover.

Replacing the toner cartridge (TN-2000)

The toner cartridge can print *up to* 2,500 pages. When the toner cartridge is running low, the LCD shows `Toner Low`. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).

Note

It is a good idea to keep a new toner cartridge ready for use when you see the `Toner Low` warning.

Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste. You can also check our ecology website www.brothergreen.co.uk for recycling information. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

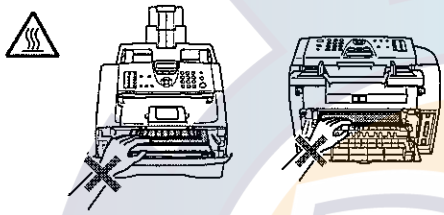
We recommend that you clean the machine and drum unit when you replace the toner cartridge. (See *Cleaning the laser scanner window* on page 11-22 and *Cleaning the corona wire* on page 11-23.)

www.reelschematic.com

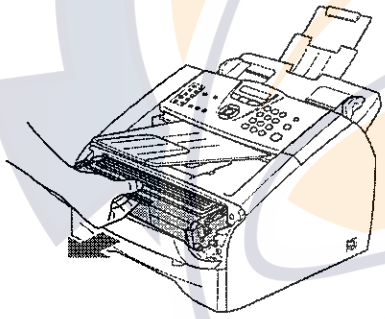
How to replace the toner cartridge

! WARNING

Just after you use the machine, some internal parts of the machine will be extremely **HOT!** Never touch the shaded parts shown in the illustration.

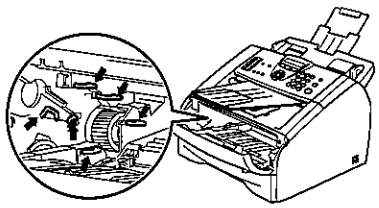


1. Open the front cover and pull out the drum unit and toner cartridge assembly.

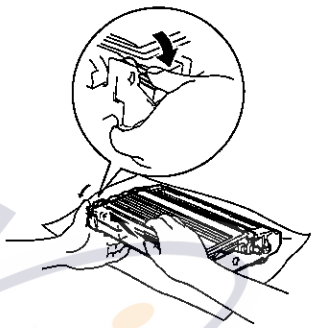


! CAUTION

To prevent damage to the machine from static electricity, do not touch the electrodes shown below.



2. Hold down the lock lever on the left and pull the toner cartridge out of the drum unit.



! CAUTION

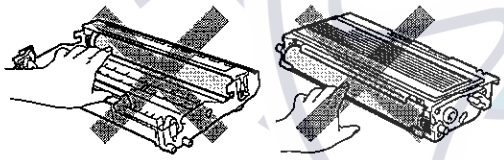
- Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.

3. Unpack the new toner cartridge. Place the used toner cartridge into the aluminium bag and discard it according to local regulations.

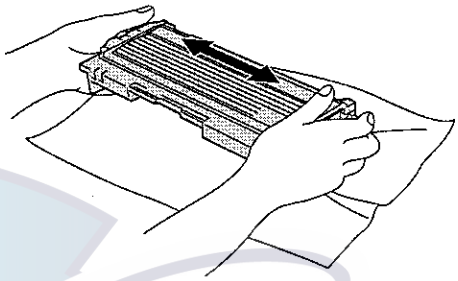
www.reelschematic.com

CAUTION

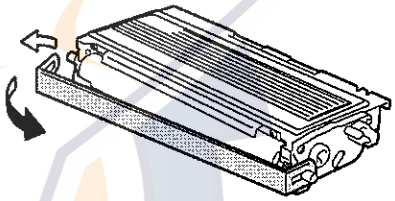
- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with genuine Brother branded toner cartridges (**TN-2000**). Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother branded cartridges with this machine.
- If damage is caused to the drum unit or other part of this machine as a result of using other manufacter's products with this machine, any repairs required as a result may not be covered by the warranty.
- Wait to unpack the toner cartridge until immediately before you install it in the machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
- *Do not* touch the shaded parts shown in the illustrations to prevent any degradation to the print quality.



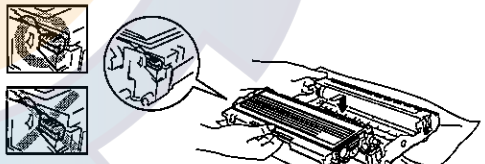
4 Gently rock the toner cartridge from side to side five or six times to distribute the toner evenly inside the cartridge.



5 Remove the protective cover.

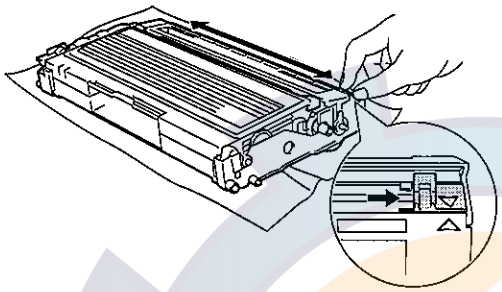


6 Insert the new toner cartridge in the drum unit until it clicks into place. If you put it in properly, the lock lever will lift automatically.



www.reelschematic.com

7. Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times. Return the blue tab to the Home position (▼) before reinstalling the drum unit and toner cartridge assembly.



8. Install the drum unit and toner cartridge assembly in the machine.

9. Close the front cover.

Replacing the drum unit (DR-2000)

The machine uses a drum unit to create print images on paper. If the LCD shows `Change Drum Soon`, the drum unit is near the end of its life and it is time to buy a new one.

Even if the LCD shows `Change Drum Soon`, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before `Change Drum Soon` appears), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See *Cleaning the laser scanner window* on page 11-22.)

CAUTION

When removing the drum unit, handle it carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

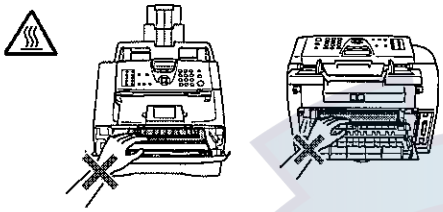
Note

The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The estimated drum life is *up to* 12,000 pages. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

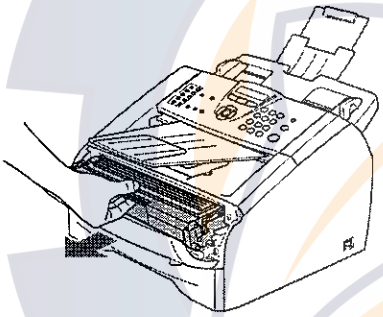
www.reelschematic.com

! WARNING

Just after you have used the machine, some internal parts of the machine are extremely **HOT!** So please be careful.

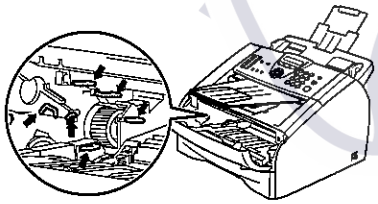


1. Open the front cover and pull out the drum unit and toner cartridge assembly.

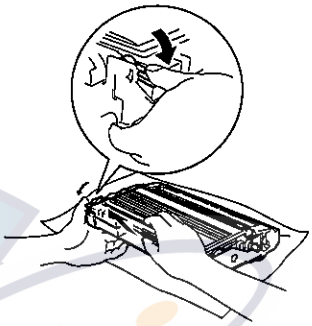


! CAUTION

To prevent damage to the printer from static electricity, do not touch the electrodes shown below.



2. Hold down the lock lever on the left and pull the toner cartridge out of the drum unit.



Note

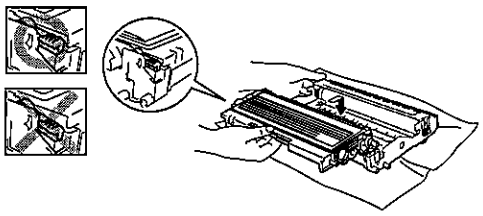
Discard the used drum unit according to local regulations, keeping it separate from domestic waste. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. If you have questions, call your local waste disposal office.

! CAUTION

Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the plastic bag.

3. Unpack the new drum unit.

4. Install the toner cartridge into the new drum unit until it clicks into place. If you put it in properly, the lock lever will lift automatically.



www.reelschematic.com

5. Reinstall the drum unit and toner cartridge assembly in the machine.

6. Do not close the front cover.

7. Press **Options**.

```
Replace Drum?
1.Yes 2.No
```

To confirm you are installing a new drum, press **1**.

8. When the LCD shows `Accepted`, close the front cover.

CAUTION

If toner scatters and your hands or clothes get dirty, immediately wipe off or wash with cold water.

Machine Information

Checking the Serial Numbers

You can view the machine's serial number on the LCD.

1. For FAX-2820 and FAX-2920, press **Menu/Set**, **4**, **1**.

   —OR—

   For MFC-7225N, press **Menu/Set**, **6**, **1**.

```
1.Serial No.
```

2. Press **Stop/Exit**.

Checking the Page Counters

You can view the MFC's page counters for copies, printer pages, reports and lists, faxes or a summary total.

1. For FAX-2820 and FAX-2920, press **Menu/Set**, **4**, **2**.

   —OR—

   For MFC-7225N, press **Menu/Set**, **6**, **2**.

```
2.Page Counter
```

2. Press ▲ or ▼ to select `Total`, `Copy`, `Print`* or `List/Fax`.

```
Total      :XXXXXX
Copy       :XXXXXX
Print      :XXXXXX
```
*

(* FAX-2920 and MFC-7225N only)

```
List/Fax :XXXXXX
```

3. Press **Stop/Exit**.

www.reelschematic.com

Checking the Drum Life

You can view the machine's drum life on the LCD.

1. For FAX-2820 and FAX-2920, press **Menu/Set**, **4**, **3**.

   —OR—

   For MFC-7225N, press **Menu/Set**, **6**, **3**.

   ```
   3.Drum Life
   Remaining:XXX%
   ```

2. Press **Stop/Exit**.

www.reelschematic.com

A Appendix A

Telephone services

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.

Note

- You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. The machine will automatically answer incoming calls that use your new fax number.
- When you set the BT Call Sign feature to ON, the receive mode is set to `Manual` automatically. `Manual` mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.

To enable the machine to work with BT Call Sign (Only with your external phone)

1. Press **Menu/Set**, **2**, **0**, **2**.
   The screen displays the current setting of this feature.
2. Press ▲ or ▼ to select `On` (or `Off`).
3. Press **Menu/Set**.
4. Press **Stop/Exit**.

Note

If you turn off BT Call Sign, the receive mode stays set to `Manual`. You will need to set receive mode again. (See *Choosing the Receive Mode* on page 4-1.)

www.reelschematic.com

Advanced receiving operations

Operation from extension telephones

If you answer a fax call on an extension, or an external telephone that is correctly connected to the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✳ **51**, the machine starts to receive the fax.

If you answer a call and no one is on the line, you should assume that you're receiving a manual fax.

Press ✳ **51** and wait for the chirp or until the machine's LCD displays `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 4-3.)

For Fax/Tel mode only

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

Lift the external telephone's handset, and then press **Tel/R** to answer.

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and then press **#51** between the pseudo/double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ **51**.

Using a cordless external handset

If the base unit of the cordless telephone is connected (see page A-3) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

www.reelschematic.com

Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Fax Receive Code is ✳**51**. The preset Telephone Answer Code is **#51**. If you want to, you can replace them with your own codes.

1. If it is not illuminated in green, press (**Fax**).
2. Press **Menu/Set**, **2**, **1**, **4**.

   `4.Remote Code`
3. Press ▲ or ▼ to select `On` (or `Off`).
   Press **Menu/Set**.
4. Enter the new Fax Receive Code.
   Press **Menu/Set**.
5. Enter the new Telephone Answer Code.
   Press **Menu/Set**.
6. Press **Stop/Exit**.

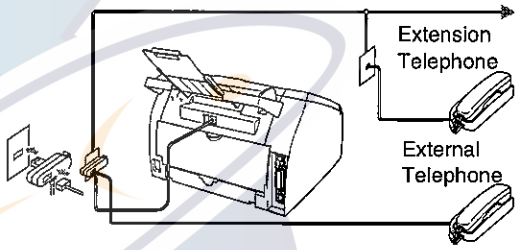
Note

- If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code using the numbers **0**-**9**, ✳, #.
- Remote Codes might not work with some telephone systems.

Connecting an external device to your machine

Connecting an external telephone

You can connect a separate telephone to your machine as shown in the diagram below.



When you are using an external phone, the LCD shows `Telephone`.

Connecting an external telephone answering device (TAD)

Sequence

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

www.reelschematic.com

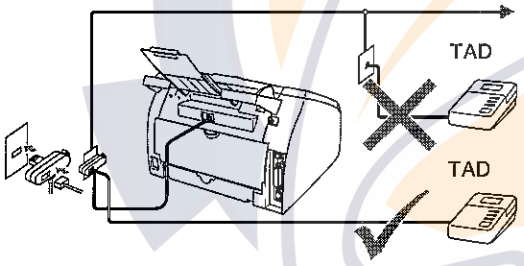
The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow the instructions in this guide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

Note

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

Improper Setup

Do not connect a TAD elsewhere on the same phone line.



When the TAD answers a call, the LCD shows `Telephone`.

Connections

The external TAD must be connected as shown in the previous illustration.

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode to `External TAD`. (See *Choosing the Receive Mode* on page 4-1.)

Recording outgoing message (OGM) on an external TAD

Timing is important in recording this message.

1. Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
2. Limit your speaking to 20 seconds.

Note

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

www.reelschematic.com

Using extension telephones (For U.K. only)

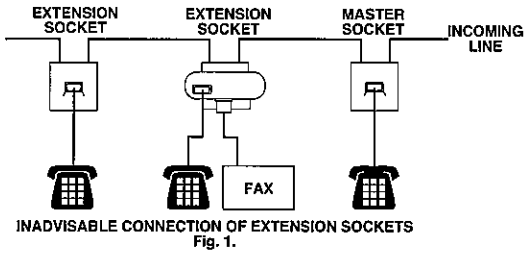
It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory 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, Fax receive code 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.

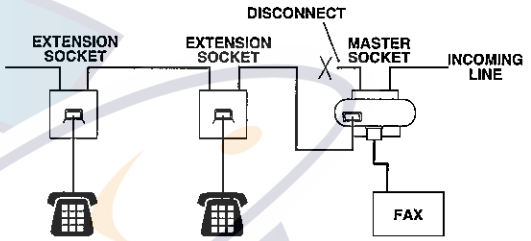
Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration (see fig. 2 on next page). In such a configuration, this machine can always detect whether 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 on the next page, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PABX (PBX) 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.



INADVISABLE CONNECTION OF EXTENSION SOCKETS
Fig. 1.



RECOMMENDED CONNECTION OF EXTENSION SOCKETS
Fig. 2.

Note

These phones are now connected as external devices as per page A-3, because they are connected to the fax machine via the T-connector.

www.reelschematic.com

Multi-line connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine.

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 PBX

1. It is not guaranteed that the unit will operate properly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.
2. If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to `Manual`. All incoming calls should initially be regarded as telephone calls.
3. Make sure the Phone Line Type is set to PBX. (See *Setting the Phone Line Type* on page 2-3.)

Custom features on your phone line

If you have Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, an answering service, an alarm system or other custom feature on one phone line it may create a problem with the operation of your machine. (See *Custom features on a single line.* on page 11-11.)

www.reelschematic.com

B Appendix B

On-screen programming

Your machine is designed to be easy to use with LCD on-screen programming using the navigation keys. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

The Menu table that begins on page B-3 will help you understand the menu selections and options that are found in the machine's programs. Once you become familiar with programming, you can use the Menu table as a quick reference when you want to change your settings.

Note

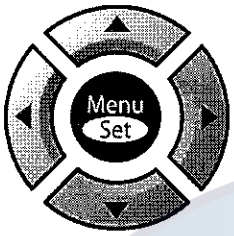
You can program your machine by pressing **Menu/Set**, followed by the menu numbers. For example to set Beeper Volume to Low.
Press **Menu/Set**, **1**, **4**, **2** and ▲ or ▼ to select Low.
Press **Menu/Set**.

Memory storage

If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas Mode, and so on) will be lost. You may also have to reset the date and time.

www.reelschematic.com

Navigation keys



Menu Set	Access the menu Go to the next menu level Accept an option
▲ ▼	Scroll through the current menu level
◀ ▶	Go back to the previous menu level or forward to the next menu level
Stop/Exit	Exit the menu

You can access the menu mode by pressing **Menu/Set.**
When you enter the menu, the LCD scrolls.

Press **1** for General Setup menu

```
1.General Setup
```

—OR—

Press **2** for Fax menu

```
2.Fax
```

—OR—

Press **3** for Copy menu

```
3.Copy
```

⋮

Press **0** for Initial Setup

```
0.Initial Setup
```

You can scroll more quickly through each menu level by pressing the arrow for the direction you want: ▲ or ▼.

Select an option by pressing **Menu/Set** when that option appears on the LCD.

The LCD will then show the next menu level.

Press ▲ or ▼ to scroll to your next menu selection.

Press **Menu/Set.**

When you finish setting an option, the LCD shows `Accepted`.

www.reelschematic.com



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	1.Mode Timer (FAX-2820 and FAX-2920 only)	—	5 Mins 2 Mins 1 Min 30 Secs **0 Sec** Off	Sets the time to return to Fax mode.	2-4
	1.Mode Timer (MFC-7225N only)	—	5 Mins 2 Mins 1 Min **30 Secs** 0 Sec Off	Sets the time to return to Fax mode.	2-4
	2.Paper Type	—	Thin **Plain** Thick Thicker Transprncy Recycled	Sets the type of paper in the paper tray.	2-5
	3.Paper Size	—	**A4** Letter Executive A5 A6 B5 B6	Sets the size of the paper in the paper tray.	2-5
	4.Volume	1.Ring	High **Med** Low Off	Adjusts the ring volume.	2-6
		2.Beeper	High **Med** Low Off	Adjusts the volume level of the beeper.	2-6
		3.Speaker	High **Med** Low Off	Adjusts the speaker volume.	2-6

Note

The factory settings are shown in Bold.

www.reelschematic.com



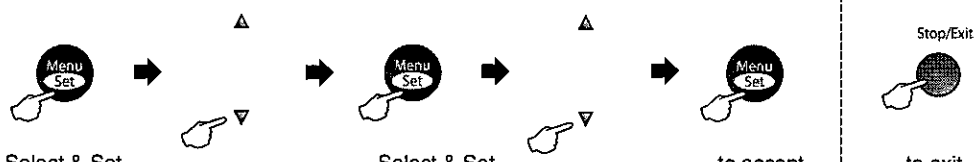
Select & Set | Select & Set | to accept | to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	5.Auto Daylight	—	**On** Off	Changes for Daylight Savings Time automatically.	2-7
	6.Ecology	1.Toner Save	On **Off**	Increases the life of the toner cartridge.	2-7
		2.Sleep Time	(0-99) **05 Min**	Conserves power.	2-7
	7.LCD Contrast	—	Light Dark	Adjust the contrast of the LCD.	2-8
	8.Security	1.TX Lock (FAX-2820 only)		Prohibits most operations except receiving faxes.	2-8
		1.Mem Security (FAX-2920 and MFC-7225N only)		Prohibits most operations except receiving faxes into the memory.	2-9
		2.Setting Lock		Prohibits the settings for Date & Time, Station ID, Quick-Dial and General Setup.	2-11
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	00-04(**02**)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	4-2
		2.F/T Ring Time	70 Sec 40 Sec **30 Sec** 20 Sec	Sets the pseudo/double-ring time in Fax/Tel mode.	4-3
		3.Fax Detect	**On** Off	Receives fax messages without pressing **Start**.	4-3
		4.Remote Code	On(*51, #51) **Off**	You can answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	A-3

Note

The factory settings are shown in Bold.

www.reelschematic.com

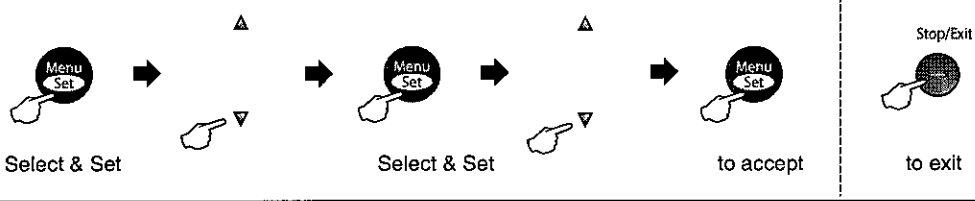


Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	1.Setup Receive (In Fax mode only) (Continued)	5.Auto Reduction	**On** Off	Reduces the size of incoming faxes.	4-4
		6.Memory Receive	**On** Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	4-5
		7.Print Density	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ ▼ -□□■□□+ ▲ ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	Makes printouts darker or lighter.	4-4
		8.Polling RX	**Standard** Secure Timer	Sets up your machine to poll another fax machine.	4-5
	2.Setup Send (In Fax mode only)	1.Contrast	**Auto** Light Dark	Changes the lightness or darkness of faxes you send.	3-5
		2.Fax Resolution	**Standard** Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	3-5
		3.Delayed Fax	—	Sets the time of day in 24 hour format that the delayed faxes will be sent.	3-11
		4.Batch TX	On **Off**	Combines delayed faxes to the same fax number at the same time of day into one transmission.	3-11
		5.Real Time TX	**Off** On Next Fax:On Next Fax:Off	You can send a fax without using the memory.	3-6
		6.Polled TX	**Standard** Secure	Sets up the document on your machine to be retrieved by another fax machine.	3-12

Note

The factory settings are shown in Bold.

www.reelschematic.com



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only) (Continued)	7.Coverpg Setup	**Off** On Next Fax:On Next Fax:Off Print Sample	Automatically sends a Cover Page you have programmed.	3-10
		8.Coverpage Note	—	You can set up your own comments for fax Cover Page.	3-9
		9.Overseas Mode	On **Off**	If you are having difficulty sending faxes overseas, set this to On.	3-10
	3.Set Quick-Dial	1.One-Touch Dial		Stores One-Touch Dial numbers, so you can dial by pressing one key (and Start).	5-1
		2.Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	5-2
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	5-3
	4.Report Setting	1.XMIT Report	On **On+Image** Off Off+Image	Initial setup for Transmission Verification Report and Fax Journal.	7-1
		2.Journal Period	Every 7 Days Every 2 Days Every 24 Hours Every 12 Hours Every 6 Hours **Every 50 Faxes** Off		7-2

Note

The factory settings are shown in Bold.

www.reelschematic.com



Select & Set | Select & Set | to accept | to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	5.Remote Fax Opt	1.Forward/Store	**Off** Fax Forward Fax Storage PC Fax Receive* (*MFC-7225N only) (Backup Print)	Sets the machine to forward fax messages to store incoming faxes in the memory (so you can retrieve them while you are away from your machine). The PC Fax Receive option on MFC-7225N allows you to send faxes to your PC. If you selected Fax Forward or PC Fax Receive, you can turn on the safety feature Backup Print.	6-1
		2.Remote Access	---*	You must set your own code for Remote Retrieval.	6-4
		3.Print Document	—	Prints incoming faxes stored in the memory.	4-4
	6.Remaining Jobs	—	—	Checks which jobs are in the memory and lets you cancel selected jobs.	3-8
	0.Miscellaneous	1.Compatibility (For FAX-2820)	**Normal** Basic	Adjust the Equalization for transmission problems.	11-19
		1.Compatibility (For FAX-2920 and MFC- 7225N)	**High** Normal Basic	Adjust the Equalization for transmission problems.	11-19
		2.BT Call Sign	On **Off**	Use with BT Call Sign.	A-1
3.Copy	1.Quality	—	Text **Auto** Photo	Selects the Copy resolution for your type of document.	8-7
	2.Contrast	—	▼-□□□□■+ ▲ ▼-□□□■□+ ▲ ▼-□□■□□+ ▲ ▼-□■□□□+ ▲ ▼-■□□□□+ ▲	Adjusts the contrast for copies.	8-7

Note

The factory settings are shown in Bold.

www.reelschematic.com



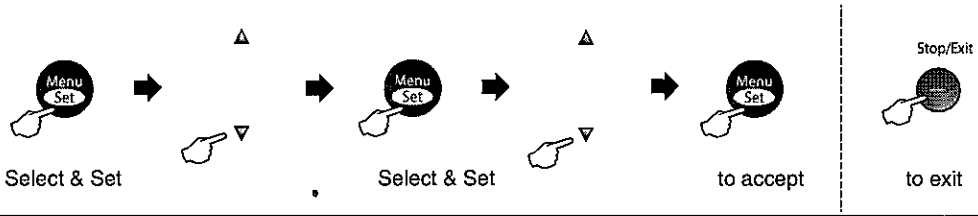
Select & Set | Select & Set | to accept | to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.Printer (MFC-7225N only)	1.Emulation	—	**Auto** HP LaserJet BR-Script 3	Selects the emulation mode.	See Software User's Guide on the CD-ROM
	2.Print Options	1.Internal Font	—	Prints a list of the machine's internal fonts.	
		2.Configuration	—	Prints a list of the machine's printer settings.	
	3.Reset Printer	—	—	Returns the printer (PCL) setting to the original factory default settings.	
5.LAN (MFC-7225N only)	1.Setup TCP/IP	1.BOOT Method	**Auto** Static RARP BOOTP DHCP	You can choose the BOOT method that best suits your needs.	See Network User's Guide on the CD-ROM
		2.IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		3.Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		4.Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		5.Node Name	BRN_XXXXXX	Enter the Node name.	
		6.WINS Config	**Auto** Static	You can choose the WINS configuration mode.	
		7.WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
		8.DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
		9.APIPA	**On** Off	Automatically allocates the IP address from the link-local address range.	

Note

The factory settings are shown in Bold.

www.reelschematic.com



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5.LAN (MFC-7225N only) (Continued)	2.Setup Misc.	1.Ethernet	**Auto** 100B-FD 100B-HD 10B-FD 10B-HD	Selects Ethernet link mode.	See Network User's Guide on the CD-ROM
	0.Factory Reset	—	—	Restore all network settings to factory default.	
4.Machine Info. (FAX-2820 and FAX-2920)	1.Serial No.	—	—	Lets you check the serial number of your machine.	11-28
	2.Page Counter	—	**Total** Copy Print* List/Fax (*FAX-2920 only)	Lets you check the number of total pages the machine has printed during its life.	11-28
	3.Drum Life	—	—	You can check the percentage of drum life that remains available.	11-29
6.Machine Info. (MFC-7225N)	1.Serial No.	—	—	Lets you check the serial number of your machine.	11-28
	2.Page Counter	—	**Total** Copy Print List/Fax	Lets you check the number of total pages the machine has printed during its life.	11-28
	3.Drum Life	—	—	You can check the percentage of drum life that remains available.	11-29
0.Initial Setup	1.Receive Mode	—	**Fax Only** Fax/Tel External TAD Manual	You can choose the receive mode that best suits your needs.	4-1
	2.Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	2-1
	3.Station ID	—	Fax: Tel: Name:	Program your name and fax number to appear on each page you fax.	2-2
	4.Tone/Pulse	—	**Tone** Pulse	Selects the dialing mode.	2-1
	5.Phone Line Set	—	**Normal** PBX ISDN	Select the phone line type.	

Note

The factory settings are shown in Bold.

www.reelschematic.com

Entering Text

When you are setting certain menu selections, such as the Station ID, you may need to type text into the machine. Most of the number keys have three or four letters printed on them. The keys for **0**, **#** and ✳ do not have printed letters because they are used for special characters.

By pressing the appropriate number key repeatedly, you can access the character you want.

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

Inserting spaces

To enter a space in the fax number, press ▶ once between numbers. To enter a space in the name, press ▶ twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Stop/Exit**. All letters above and to the right of the cursor will be deleted. Re-enter the correct character. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a character that is on the same key as the previous character, press ▶ to move the cursor to the right before you press the key again.

Special characters and symbols

Press ✳, **#** or **0**, and then press ◀ or ▶ to move the cursor under the special character or symbol you want. Then press **Menu/Set** to select it.

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . /€
Press #	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

www.reelschematic.com

G Glossary

ADF (automatic document feeder)
The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction
Reduces the size of incoming faxes.

Automatic fax transmission
Sending a fax without picking up the handset of an external phone.

Automatic Redial
A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print
Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission
As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume
Volume setting for the beep when you press a key or make an error.

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

BT Call Sign
A service which allows you to have at least two separate telephone numbers on one phone line.

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 a fax machine is calling.

Coding method
Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JBIG* (*FAX-2920 and MFC-7225N only), if the receiving machine has the same capability.

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

Compatibility group
The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast
Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax
Sends your fax at a specified time later that day.

Dual Access
Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

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

www.reelschematic.com

Extension phone

A telephone using the same line as your fax but plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Receive Code

Press this code (✳ 5 1) when you answer a fax call on an extension or external phone.

Fax Storage

You can store received faxes in memory.

Fax tones

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

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 x 196 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 Speed-Dial numbers that are stored in a One-Touch key or Speed-Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone or press **Tel/R** so you can hear the receiving fax machine answer before you press **Start** to begin sending.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition) (MFC-7225N only)

The bundled ScanSoft® OmniPage® software application converts an image of text to text you can edit.

www.reelschematic.com

One-Touch

Keys on the machine's control panel where you can store numbers for easy dialling.
FAX-2820 and FAX-2920 only:
You can store a second number on each key if you press **Shift** and the One-Touch key together.

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.

Pause

Allows you to place a 3.5 second delay in the dialling sequence stored on One-Touch keys and Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Photo resolution

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 rotary 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.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Access Code

Your own four-digit code (--- ✳) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

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

Ring Delay

The number of rings before the machine answers in `Fax Only` and `Fax/Tel` mode.

Ring Volume

Volume setting for the machine's ring.

Scanning (MFC-7225N only)

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

Search

An electronic, alphabetical listing of stored One-Touch, Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialling. You must press the **Search/Speed Dial** key, **#**, and the three digit code, and **Start** to start the dialling process.

Standard resolution

203 x 97 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

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

www.reelschematic.com

TAD (telephone answering device)

You can connect an external TAD to your machine.

Telephone Answer Code (Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension phone by pressing this code (**# 5 1**).

Temporary settings

You can select certain options for each fax transmission and copy without changing the default settings.

Tone

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

Transmission

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

User Settings

A printed report that shows the current settings of the machine.

XMIT Verify (Transmission Verification Report)

A listing for each fax sent, that shows its date, time and number.

www.reelschematic.com

S Specifications

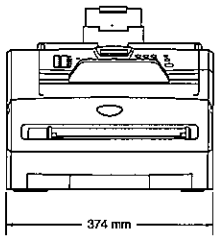
Product description

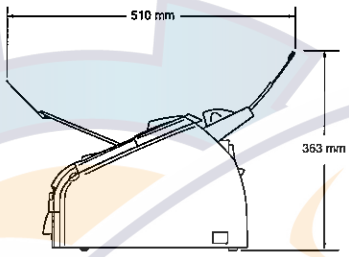
General

Memory Capacity	8 MB (FAX-2820) 16 MB (FAX-2920) 32 MB (MFC-7225N)
Automatic Document Feeder (ADF)	Up to 20 pages
Paper Tray	250 Sheets (80 g/m^2)
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (Liquid Crystal Display)	16 characters × 1 line
Power Source	220 - 240V 50/60Hz
Power Consumption	Copying: Average 475 W Standby: Average 80 W Sleep: Average 10 W

www.reelschematic.com

Dimensions





Weight	Without Drum/Toner Unit: 7.25 kg	
Noise	Operating:	53 dB A or less
	Standby:	30 dB A or less
Temperature	Operating:	10 - 32.5°C
	Storage:	0 - 40°C
Humidity	Operating:	20 to 80% (without condensation)
	Storage:	10 to 90% (without condensation)

www.reelschematic.com

Print media

Paper Input

Paper Tray

- Paper type:
  Plain paper, Recycled paper or Transparencies [1]
- Paper size:
  A4, Letter, Executive, A5, A6, B5 and B6
  For more details, see *About paper* starting on page 1-8.
- Paper Weight:
  60 - 105 g/m^2
- Maximum paper tray capacity: Up to 250 sheets of 80 g/m^2 plain paper or up to 10 transparencies

Manual Feed Slot

- Paper type:
  Plain paper, Recycled paper, Transparencies [1], Envelopes, Bond paper or Labels [1]
- Paper size:
  Width: 69.9 - 215.9 mm
  Length: 116 - 406.4 mm
  For more details, see *About paper* starting on page 1-8.
- Paper Weight:
  60 - 161 g/m^2
- Maximum paper tray capacity: One sheet at a time

Paper Output

Up to 100 sheets of A4 size plain paper (Face-down print delivery to the output paper tray)

[1] For transparency or label, we recommend removing printed pages from the output paper tray immediately after they exit the MFC to avoid smudging.

Copy

Color/Monochrome	Monochrome
Document Size	ADF Width: 147.3 to 215.9 mm ADF Height: 100 to 356 mm
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	50 % to 200% (in increments of 1%)
Resolution	Max. Print: 600 x 300 dpi Max. Scan: 200 x 300 dpi

www.reelschematic.com

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR/JBIG* (*not available for FAX-2820)
Modem Speed	Automatic Fallback: 14400 bps (FAX-2820) 33600bps (FAX-2920 and MFC-7225N)
Document Size	ADF Width: 147.3 to 215.9 mm ADF Height: 100 to 356 mm
Scanning Width	Max. 208 mm
Printing Width	Max. 208 mm
Grey Scale	64 levels
Polling Types	Standard, Secure, Timer, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	• Horizontal 203 dot/inch (8 dot/mm) • Vertical Standard - 3.85 line/mm Fine - 7.7 line/mm Photo - 7.7 line/mm Superfine - 15.4 line/mm
One-Touch Dial	10 (MFC-7225N) 20 (10 x 2) (FAX-2820 and FAX-2920)
Speed-Dial	200 stations
Broadcasting	270 stations (FAX-2820 and FAX-2920) 260 stations (MFC-7225N)
Automatic Redial	3 times at 5 minute intervals
Auto Answer	0, 1, 2, 3 or 4 rings
Communication Source	Public switched telephone network.
Memory Transmission	Up to 500[1] / 400[2] pages (FAX-2820) Up to 600[1] / 500[2] pages (FAX-2920 and MFC-7225N)
Out of Paper Reception	Up to 500[1] / 400[2] pages (FAX-2820) Up to 600[1] / 500[2] pages (FAX-2920 and MFC-7225N)

1 "Pages" refers to the "Brother Standard Chart No. 1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

2 "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

www.reelschematic.com

Scanner (MFC-7225N only)

Colour/Monochrome	Monochrome
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0) Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP)
Resolution	Up to 1200 × 1200 dpi (interpolated) Up to 200 × 400 dpi (optical)
Document Size	ADF Width: 147.3 to 215.9 mm) ADF Height: 100 to 356 mm
Scanning Width	Max. 215.9 mm
Grey Scale	256 levels

Printer (FAX-2920 and MFC-7225N only)

Emulation	Brother Printing System for Windows® PCL6 and BR-Script (PostScript®) Level 3 (MFC-7225N only)
Printer Driver	Support for Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0 Support for Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
Resolution	Up to 1200 x 600 dots per inch (dpi) HQ1200 (up to 2400 x 600 dpi) (MFC-7225N only)
Print Quality	Normal printing mode Economy printing mode (save toner usage)
Print Speed	up to 14 pages/minute A4 size (FAX-2920) up to 20 pages/minute (A4 size) (MFC-7225N) * Based on Brother standard pattern. Does not include the time it takes to feed the paper.
First Print	Less than 10 seconds

www.reelschematic.com

Interfaces (FAX-2920 and MFC-7225N only)

Interface	Recommended Cable
Parallel (MFC-7225N only)	A bi-directional shielded parallel cable that is IEEE 1284 compliant and no longer than 2.0 m.
USB	A USB 2.0 interface cable that is not longer than 2.0 m.
LAN cable (MFC-7225N only)	Ethernet UTP cable category 5 or greater.

(Cables are not included.)

Note

Your machine has a USB 2.0 Full-speed interface. This interface is compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The MFC can also be connected to a computer that has a USB 1.1 interface.

Please make sure you use a USB 2.0 interface cable that is no longer than 2.0 m.

Download the optional software from the Brother Web Site (FAX-2920 users only)

You can download the Brother Printer Driver and PC-Fax software from the Brother Solutions Center so you can use your fax machine as a printer and send faxes from your PC.

Visit us at

http://solutions.brother.com

At the same time, you can download the Software User's Guide for setting up and using the PC-Fax software.

www.reelschematic.com

Computer requirements (FAX-2920 and MFC-7225N only)

Minimum System Requirements						
Computer Platform & Operating System Version		**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Available Hard Disk Space**	
					for Drivers	**for Applications**
Windows® Operating System	98, 98SE	Pentium® II or equivalent	32 MB	64 MB	90 MB	130 MB
	Me					
	NT® Workstation 4.0		64 MB	128 MB		
	2000 Professional					
	XP		128 MB	256 MB	150 MB	220 MB
Apple® Macintosh® Operating System	Mac OS® 9.1 - 9.2 (Printing, Scanning [1] and PC Fax Sending Only)	All base models meet minimum Requirements		64 MB	80 MB	200 MB
	Mac OS® X 10.2.4 or greater		128 MB	160 MB		
NOTE: All registered trademarks referenced herein are the property of their respective companies.						
For the latest drivers, go to the Brother Solutions Center at http://solutions.brother.com/						

1 Scanning is available for MFC-7225N only.

Dedicated "Scan" key and direct Network Scanning (MFC-7225N) supported in Mac OS® X 10.2.4 or greater.

www.reelschematic.com

Consumable items

Toner Cartridge Life (TN-2000)	Standard Toner Cartridge: Up to 2,500 pages * *(when printing letter or A4 size paper at 5% print coverage)

Note

Toner life expectancy will vary depending upon the type of average print job.

Drum Unit Life Expectancy (DR-2000)	Up to 12,000 pages

Note

There are many factors that determine the drum life, such as temperature, humidity, type of paper, toner you use and number of pages per print job.

www.reelschematic.com

Network (LAN) (MFC-7225N only)

LAN	You can connect your MFC to a network for Network Printing, Network Scanning and PC Fax Send. Also included is the Brother BRAdmin Professional Network Management software.
Support for	Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0 Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater* Ethernet 10/100 BASE-TX Auto Negotiation
Protocols	TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), WINS/NetBIOS LPR/LPD, Port9100, mDNS, FTP, TELNET, IPP, RawPort, SNMP, HTTP, TFTP, SMTP *Mac OS® 9.1 - 9.2 (Brother Laser Driver over TCP/IP) *Mac OS® X 10.2.4 or greater (mDNS) *Dedicated "Scan" key and direct Network Scanning supported in Mac OS® X 10.2.4 or greater. Included Utilities: BRAdmin Professional (Windows®)

Note

BRAdmin Professional is not supported in Mac OS®.

www.reelschematic.com

Optional External Wireless Print/Scan Server (NC-2200w) (MFC-7225N only)

NC-2200w External Wireless Print/Scan Server (Optional)	Connecting the optional External Wireless Print/Scan Server (NC-2200w) to the USB port of your MFC will allow you to print and scan over a wireless network.
Network types	IEEE 802.11b wireless LAN
Support for	Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0 Mac OS® X 10.2.4 or greater
Protocols	TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), WINS/NetBIOS, DNS, LPR/LPD, Port9100, SMB Print, IPP, RawPort, mDNS, TELNET, SNMP, HTTP

Note

You can assign the **Scan** key to only one networked computer.

www.reelschematic.com

I Index

A

Access codes, storing and dialing 5-4
ADF (automatic document feeder) 1-7
ADF cover 11-6
Answering machine (TAD) A-3
  connecting A-4
Automatic
  fax receive 4-1
    Fax Detect 4-3
  fax redial 3-3
  transmission 3-3

B

Broadcasting 3-7
  setting up Groups for 5-3

C

Canceling
  Fax Forwarding 6-1
  fax jobs in memory 3-8
  jobs awaiting redial 3-8
Cleaning
  corona wire 11-23
  laser scanner window 11-22
CNG tones 1-13
Connecting
  external TAD A-3
  external telephone A-3
Consumable items S-8
Control panel overview 1-5, 1-6
Copy
  contrast 8-7
  default settings 8-7
  Enlarge/Reduce 8-3
  enter Copy mode 8-1
  multiple copies 8-2
  Out of Memory 8-7
  Page Layout 8-6
  printable area 8-1
  Quality key 8-5
  quality setting 8-7
  single copy 8-1
Cordless phone A-2
Cover page
  custom comments 3-9
  for all faxes 3-10
  for next fax only 3-9
  printed form 3-10
Credit card numbers 5-4
Custom telephone features on a single line A-6

D

Date and Time 2-1
Delayed Batch Transmission 3-11
Dialling
  a pause 5-4
  access codes and credit card numbers 5-4
  automatic fax redial 3-3
  automatic transmission 3-3
  Groups 3-7
  manual 3-1
  manual transmission 3-3
  One-Touch 3-1
  Speed-Dial 3-2
Drum unit
  cleaning 11-16, 11-23
  replacing 11-26
Dual Access 3-6

E

ECM (Error Correction Mode) 1-13
Equalization 11-19
Error messages on LCD 11-1
  Comm. Error 11-1
  No Paper Fed 11-3
  Not Registered 3-2
  Out of Memory 11-3
    while scanning a document 8-7
  Unable to Init. 11-4
  Unable to Print 11-4
  Unable to Scan 11-4
Extension telephone, using A-2, A-5
External telephone, connecting A-3

www.reelschematic.com

F

Fax
- receiving 4-1
  - compatibility 11-19
  - Fax Forwarding 6-1
  - from extension phone A-2
  - reducing to fit on paper 4-4
  - retrieving from a remote site 6-6
  - Ring Delay, setting 4-2
- sending 3-1
  - automatic 3-3
  - Broadcasting 3-7
  - canceling from memory 3-8
  - compatibility 11-19
  - contrast 3-5
  - enter Fax mode 3-1
  - from ADF 3-3
  - from memory (Dual Access) 3-3, 3-6
  - overseas 3-10
  - Real Time Transmission 3-6
  - resolution 3-5

Fax codes
- changing 6-4, A-3
- Fax Receive Code A-2
- Remote Access Code 6-4
- Telephone Answer Code A-2

Fax Forwarding
- changing remotely 6-5, 6-6

Fax Storage 6-1
- printing from memory 4-4
- turning on 6-1

Fax/Tel mode
- answering at extension phones A-2
- double-ringing (voice calls) 4-3
- F/T Ring Time 4-3
- Fax Receive Code A-2
- receiving faxes A-2
- Ring Delay 4-2
- Telephone Answer Code A-2

G

Gray scale S-4, S-5

Groups for Broadcasting 5-3

H

HELP
- Help List 7-2
- LCD messages B-1
  - using navigation keys B-2
- Menu Table B-1, B-3

J

Jacks
- EXT
  - external telephone A-3
  - TAD (answering machine) A-3

Jams
- document 11-6
- paper 11-6

L

LCD (liquid crystal display) B-1, B-2

M

Maintenance, routine 11-20

Manual
- dialling 3-1
- receive 4-1
- transmission 3-3

Memory Security 2-9

Memory Storage B-1

Menu Selection Table B-1

Mode, entering
- Copy 8-1
- Fax 3-1
- Scan 1-6

Multi-line connections (PBX) A-6

O

One-Touch
- changing 5-2
- setting up 5-1
- using 3-1

Out of Memory message 3-4

www.reelschematic.com

P

Paper 1-8, S-3
  Size 2-5
  size of document 1-7
  Type 2-5
Phone line
  connections A-4
  difficulties 11-10
  multi-line (PBX) A-6
Power failure B-1
Print
  difficulties 11-10
  drivers S-5
  fax from memory 4-4
  paper jams 11-6
  report 7-2
  resolution S-5
  specifications S-5
Programming your MFC B-1, B-2

Q

Quick-Dial
  Access codes and credit card numbers
    setting up 5-4
  Broadcasting 3-7
    using Groups 3-7
  Group dial
    changing 5-2
    setting up Groups for Broadcasting 5-3
  One-Touch dial
    changing 5-2
    setting up 5-1
    using 3-1
  Search 3-2
  Speed-Dial
    changing 5-2
    setting up 5-2
    using 3-2

R

Receive Mode 4-1
  External TAD 4-1
  Fax Only 4-1
  Fax/Tel 4-1
  Manual 4-1
Redial/Pause 3-3
Reducing
  copies 8-4
  incoming faxes 4-4
Remote Retrieval 6-4
  access code 6-4
  getting your faxes 6-6
Reports 7-1
  Fax Journal 7-2
    Journal Period 7-2
  Help List 7-2
  how to print 7-2
  Network Configuration 7-2
  Quick-Dial List 7-2
  Transmission Verification 7-1
  User Settings 7-2
Resolution
  copy S-3
  fax (Standard, Fine, SuperFine, Photo) S-4
  print S-5
  scan S-5
  setting for next fax 3-5
Ring Delay, setting 4-2

S

Safety Instructions ..... iii, 10-2
Setting Lock 2-11
Setup
  Date and Time 2-1
  Station ID (fax header)
    entering text 2-2
Shipping the machine 11-19
Sleep Time 2-7
Speed-Dial
  changing 5-2
  dialling 3-2
  storing 5-2

T

TAD (telephone answering device), external 4-1, A-3
  connecting A-3, A-4
  receive mode 4-1
  recording OGM A-4
Text, entering B-10
  special characters B-10
Toner cartridge
  replacing 11-23, 11-24

www.reelschematic.com

Troubleshooting 11-1
document jam 11-6
error messages on LCD 11-1
if you are having difficulty
incoming calls 11-11
paper handling 11-13
phone line 11-19
printer difficulties 11-12
printing 11-10
paper jam 11-6

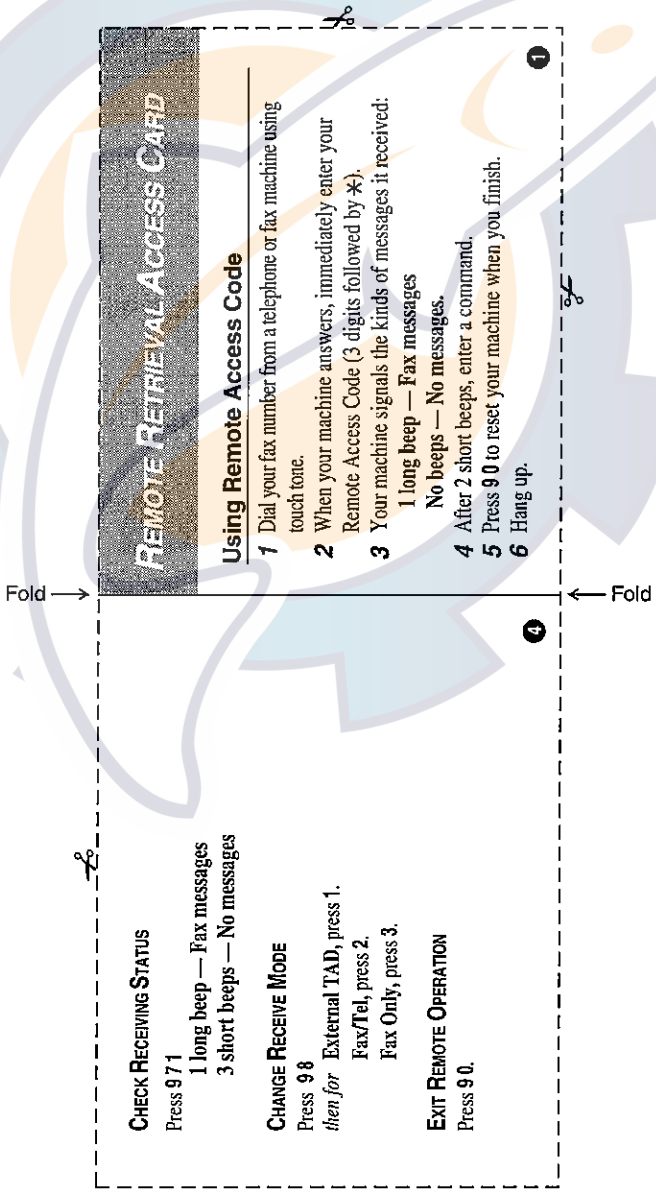
V

Volume, setting 2-6
beeper 2-6
ring 2-6
speaker 2-6

www.reelschematic.com

R Remote Retrieval Access card

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



www.reelschematic.com

Changing Remote Access Code

1 Press **Menu/Set**, **2**, **5**, **2**

2 Enter a three-digit code using numbers **0**-**9**, ✱ or #.
The ✱ cannot be changed.

3 Press **Menu/Set**.

4 Press **Stop/Exit**.

Remote Commands

CHANGE FAX FORWARDING SETTING

Press **9** **5**.

then to **Turn feature Off**, press **1**.

Select Fax Forwarding, press **2**.

Program Fax Forwarding Number, press **4**. Enter the new fax number where you want your fax messages forwarded followed by **# #**.

Turn Fax Storage On, press **6**.

RETRIEVE A FAX

Press **9** **6**

then to **Retrieve all faxes**, press **2**,
then enter the number of remote fax machine followed by **# #**.
After the beep, hang up and wait.

Erase all fax messages, press **3**.

Fold

Fold

❷

❸

www.reelschematic.com

brother

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

UK/IRE/SAF