brother

PC-FAX Guide

Definitions of Notes

We use the following symbols and conventions throughout this User's Guide:

IMPORTANT	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	NOTE specifies the operating environment, conditions for installation, or special conditions of use.
✎	Tips icons indicate helpful hints and supplementary information.
Bold	Bold style identifies buttons on the machine's control panel or computer screen.
Italics	Italicised style emphasises an important point or refers you to a related topic.
`Courier New`	Courier New font identifies messages shown on the machine's LCD.

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What is PC-FAX? (Windows)

Reduce paper consumption and save time by using the Brother PC-FAX software to send faxes directly from your computer.

Configure PC-FAX (Windows)

Before sending faxes using PC-FAX, personalise the send options in each tab of the **PC-FAX Setup** dialog box.

1. Launch ⬚⬚ (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Setup Sending**.

    The **PC-FAX Setup** dialog box appears.

3. Do one of the following:
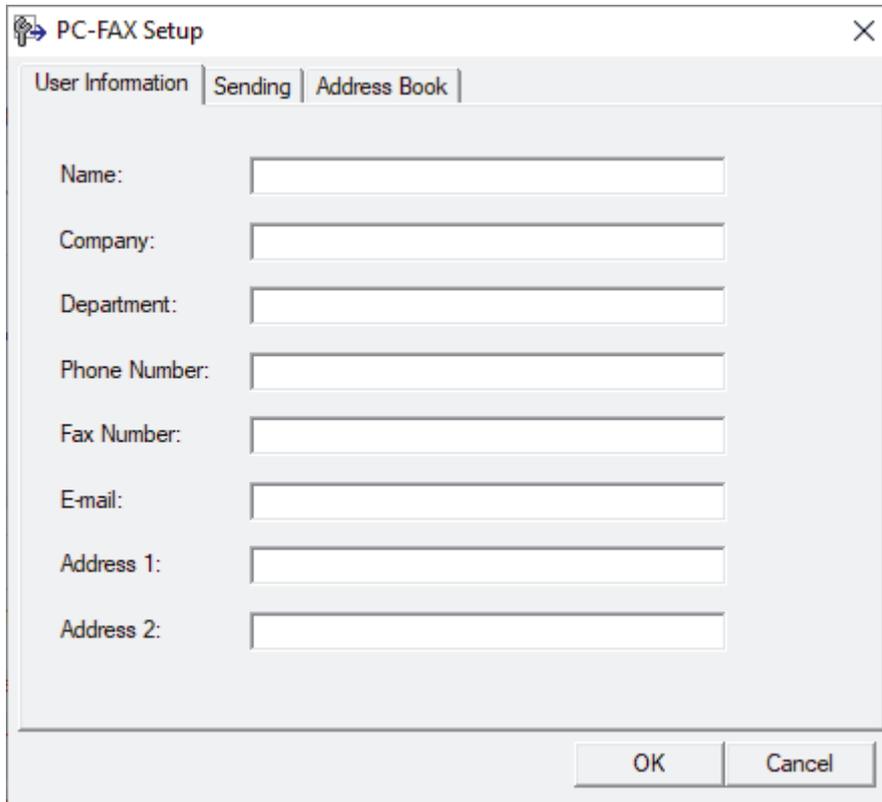
    • Click the **User Information** tab, and then type your user information in the fields.

    📝 Each Microsoft account can have its own customised **User Information** screen for custom fax headers and cover pages.

    • Click the **Sending** tab, and then type the number needed to access an outside line (if needed) in the **Outside line access** field. Select the **Include header** checkbox to include the header information.

    • Click the **Address Book** tab, and then select the address book you want to use for PC-FAX from the **Select Address Book** drop-down list.

4. Click **OK**.

Configure your PC-Fax Address Book (Windows)

Add, edit, and delete members and groups to personalise your **Address Book**.
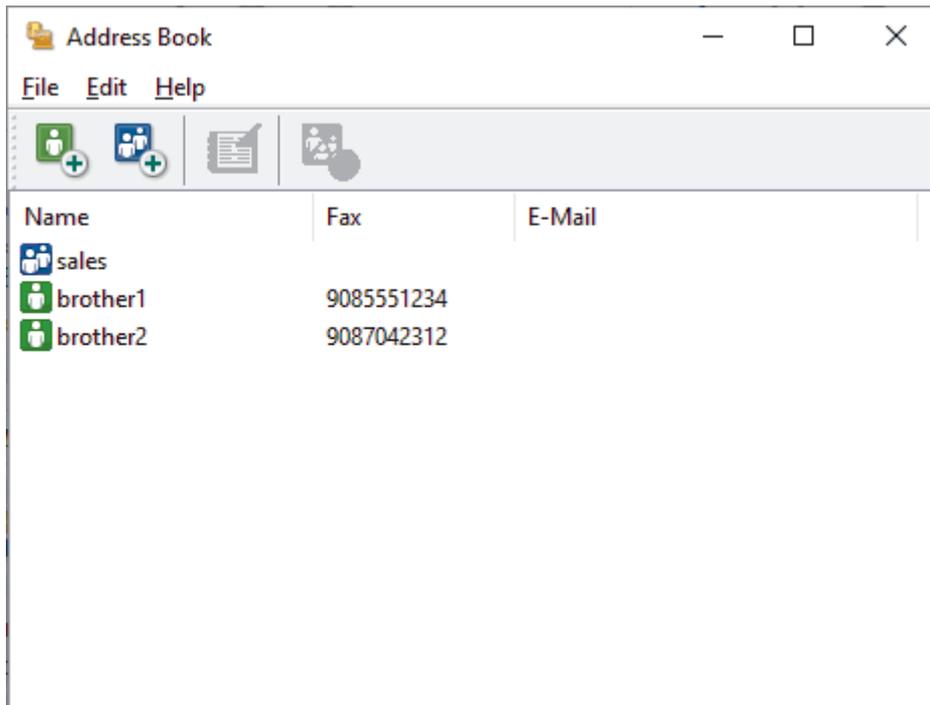
- Add a Member to your PC-FAX Address Book (Windows)

- Create a Group in your PC-FAX Address Book (Windows)

- Edit Member or Group Information in your PC-FAX Address Book (Windows)

- Delete a Member or Group in your PC-FAX Address Book (Windows)

- Export your PC-FAX Address Book (Windows)

- Import Information to your PC-FAX Address Book (Windows)

Add a Member to your PC-FAX Address Book (Windows)

Add new people and their fax information to the PC-Fax Address Book if you want to send a fax using the Brother PC-Fax software.

1. Launch ![Brother Utilities icon] (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.

3. Click ![add member icon] to add new members.

   The **Address Book Member Setup** dialog box appears.

4. Type the member's information in the corresponding fields. The **Name** field is required.
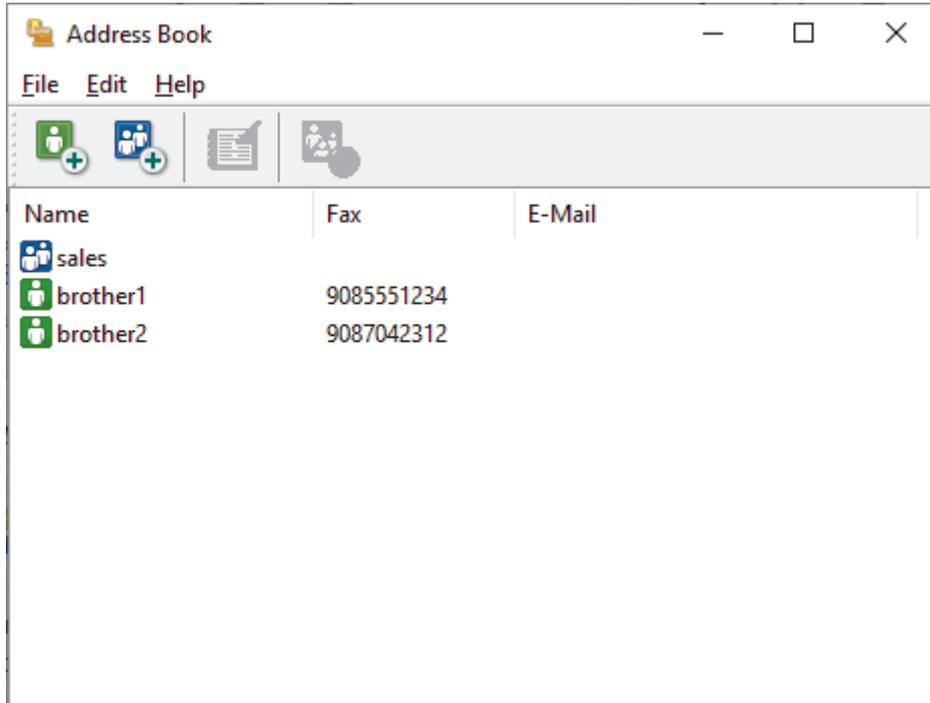
5. Click **OK**.

✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Create a Group in your PC-FAX Address Book (Windows)

Create a group to broadcast the same PC-FAX to several recipients at once.

1. Launch 📇 (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.

3. Click 📇 to add a new group.

   The **Address Book Group Setup** dialog box appears.

4. Type the name of the new group in the **Group Name** field.

5. In the **Available Names** field, select each name you want to include in the group, and then click **Add >>**.

   Members added to the group appear in the **Group Members** box.

6. When finished, click **OK**.

   ✏️ Each group can contain up to 50 members.

✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Edit Member or Group Information in your PC-FAX Address Book (Windows)

1. Launch (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.

3. Select the member or group you want to edit.

4. Click (**Properties**).

5. Change the member or group information.

6. Click **OK**.

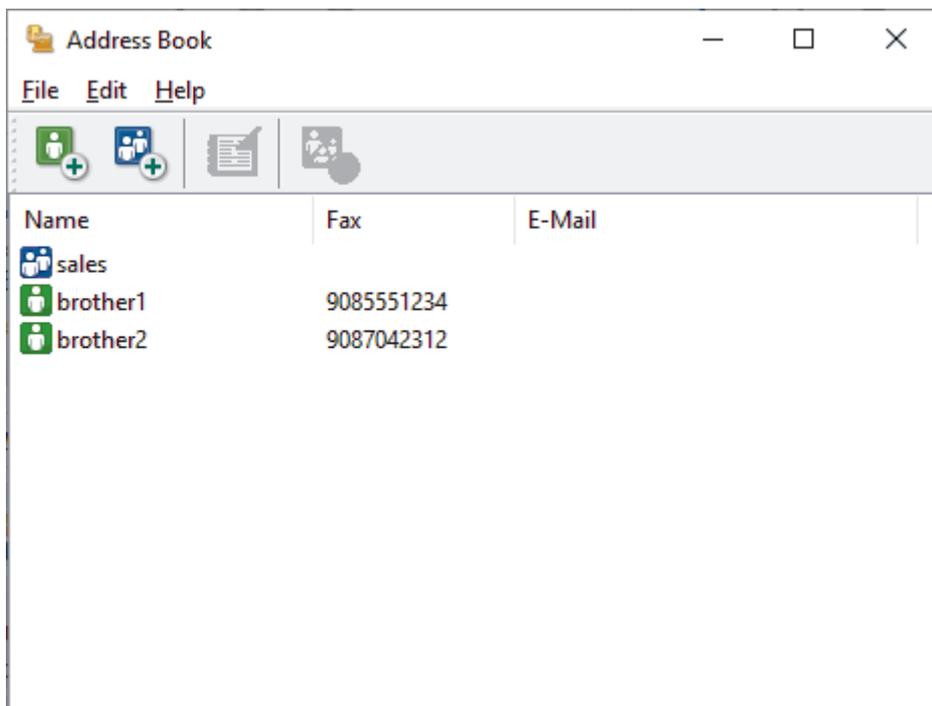✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Delete a Member or Group in your PC-FAX Address Book (Windows)

1. Launch ▦ (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.
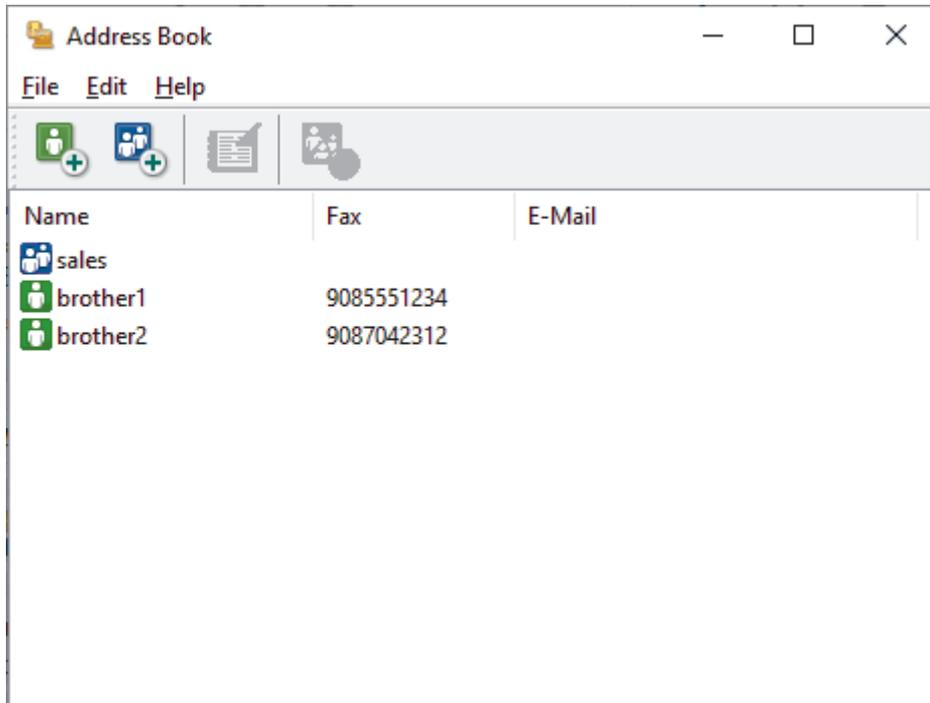
3. Select the member or group you want to delete.

4. Click ▦(**Delete**).

5. When the confirmation dialog box appears, click **OK**.

✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Export your PC-FAX Address Book (Windows)

You can export the Address Book as an ASCII text file (*.csv) or a vCard (an electronic business card) and save it on your computer.

> You cannot export the group settings when you export the **Address Book** data.

1. Launch 🖳 (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.
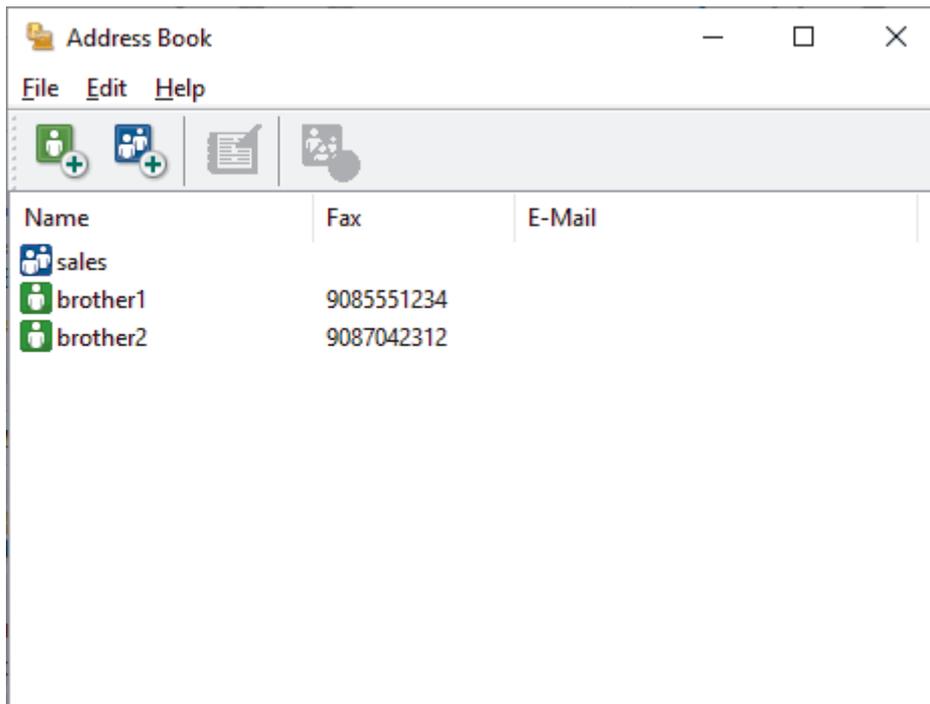
3. Click **File** > **Export**.

4. Select one of the following:

   - **Text**

     The **Select Items** dialog box appears. Go to the next step.

   - **vCard**

     You must select the member you want to export from your address book before selecting this option.

     Browse to the folder where you want to save the vCard, type the vCard name in the **File name** field, and then click **Save**.

5. In the **Available Items** field, select the data you want to export, and then click **Add >>**.

> ✏️ Select and add the items in the order you want them listed.

6. If you are exporting to an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.

7. Click **OK**.

8. Browse to the folder on your computer where you want to save the data, type the file name, and then click **Save**.


✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Import Information to your PC-FAX Address Book (Windows)

You can import ASCII text files (*.csv) or vCards (electronic business cards) into your Address Book.

1. Launch [icon] (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

   The **Address Book** dialog box appears.
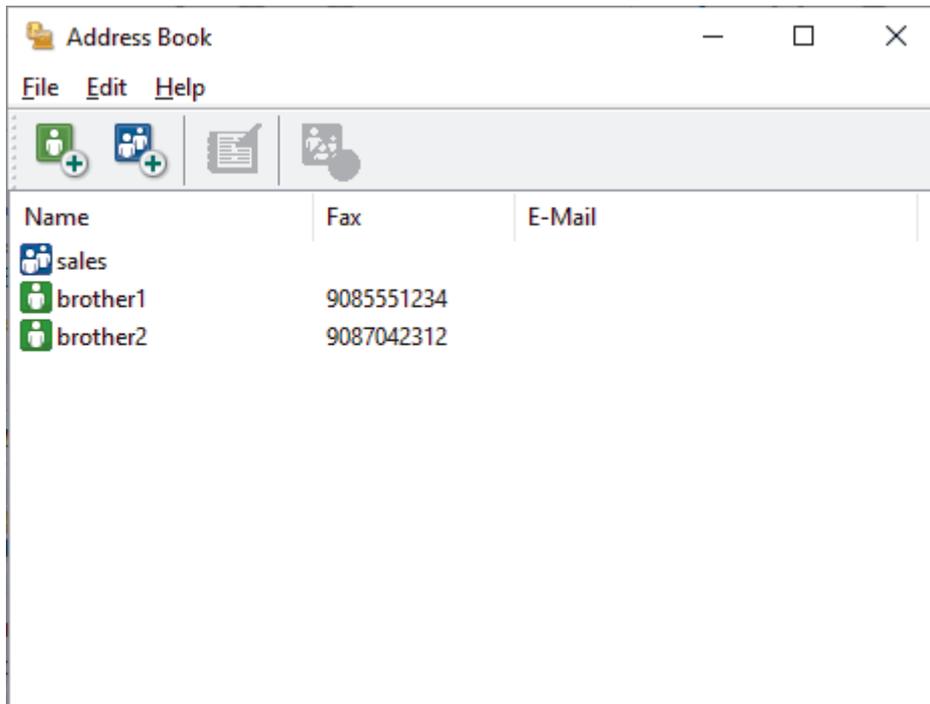
3. Click **File** > **Import**.

4. Select one of the following:

   - **Text**

     The **Select Items** dialog box appears. Go to step 5.

   - **vCard**

     Go to step 8.

5. In the **Available Items** field, select the data you want to import, and then click **Add >>**.

   🖉 You must select and add fields from the **Available Items** list in the same order they are listed in the import text file.

6. If you are importing an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.

7. Click **OK**.

8. Browse to the folder where you want to import the data, type the file name, and then click **Open**.

✅ **Related Information**

- Configure your PC-Fax Address Book (Windows)

Send a Fax Using PC-FAX (Windows)

> PC-FAX supports only monochrome faxes. A monochrome fax will be sent even if the original data is in colour and the receiving fax machine supports colour faxes.

1. Create a file in any application on your computer.
2. Select the print command in your application.
3. Select **Brother PC-FAX** as your printer, and then complete your print operation.

   The **Brother PC-FAX** dialog box appears.
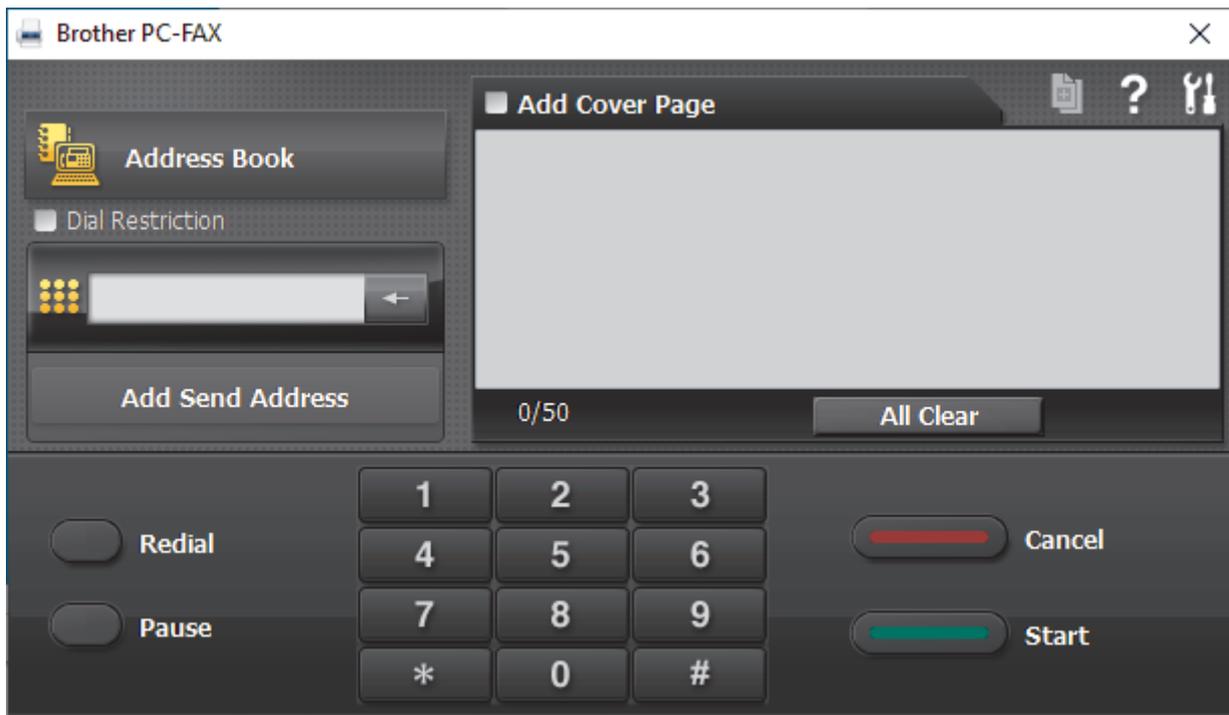
4. Type a fax number using one of the following methods:
   - Click the numbers on the dial pad to type the number, and then click **Add Send Address**.

   > 🖉 If you select the **Dial Restriction** checkbox, a confirmation dialog box will appear for you to re-type the fax number using the keyboard. This feature helps to prevent transmissions to the wrong destination.

   - Click the **Address Book** button, and then select a member or group from the Address Book.

   > 🖉 If you make a mistake, click **All Clear** to delete all entries.

5. To include a cover page, select the **Add Cover Page** checkbox. You can also click 🗐 to create or edit a cover page.
6. Click **Start** to send the fax.

   > 🖉
   > - To cancel the fax, click **Cancel**.
   > - To redial a number, click **Redial** to show the last five fax numbers, select a number, and then click **Start**.

Receive Faxes Using PC-FAX Receive (Windows)

The Brother PC-FAX Receive software lets you view and store faxes on your computer. It is automatically installed when you install your machine's software and drivers and works on locally or network-connected machines.

- PC-FAX Receive supports only monochrome faxes.
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your computer (supported models only).

When you turn your computer off, your machine will continue to receive and store faxes in your machine's memory. The machine's LCD will display the number of stored faxes received. When you start this application, the software will transfer all received faxes to your computer at once. You can enable the Backup Print option if you want the machine to print a copy of the fax before the fax is sent to your computer, or before the computer is switched off. You can configure the Backup Print settings from your machine.

✅ Related Information

- Configure PC-FAX Receive Using Web Based Management
- Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows)
- Run the Brother PC-FAX Receive on Your Computer (Windows)
- View Received PC-FAX Messages (Windows)

Configure PC-FAX Receive Using Web Based Management

Use Web Based Management to configure your PC Fax Receiving in a web browser.

1. Start your web browser.

2. Type "https://machine's IP address" in your browser's address bar (where "machine's IP address" is your machine's IP address).

   For example:

   https://192.168.1.2

   You will find your machine's IP address in the Network Configuration Report.

3. If required, type the password in the **Login** field, and then click **Login**.

   🖉 The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in.

4. In the left navigation bar, click **Network** > **Network** > **Protocol**.

   🖉 If the left navigation bar is not visible, start navigating from ☰.

5. Select the **PC Fax Receive** checkbox, and then click **Submit**.

6. Restart your Brother machine to activate the configuration.

✅ Related Information

- Receive Faxes Using PC-FAX Receive (Windows)

Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows)

Turn the PC-Fax Receive feature on to automatically store incoming faxes to your machine's memory, and then send them to your computer. Use your computer to view and store these faxes.

- This feature is available only for monochrome faxes. When you receive a colour fax, your machine prints the colour fax but does not send the fax to your computer (supported models only).
- Before you can set up PC-Fax Receive, you must install the Brother software and drivers on your computer. Make sure your computer is connected and turned on. You must have the PC-FAX Receiving software running on your computer.

Even if you have turned computer off (at night or on the weekend, for example), your machine will receive and store your faxes in its memory.

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

If you set the Backup Print safety feature to On, the machine will also print the fax.

The following steps may differ depending on your model.

1. Press 📷 [Settings] > [All Settings] > [Fax] > [Setup Receive] > [PC Fax Receive].

   ✎ If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press [On].
3. Press [OK].

   ✎ • PC-Fax Receive is not available for macOS.
   - If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your computer.

4. Press [<USB>] or the name of the computer you want to receive faxes if you are on a network, and then press [OK].
5. Press [Backup Print: On] or [Backup Print: Off].

6. Press 🏠.

✅ **Related Information**

- Receive Faxes Using PC-FAX Receive (Windows)

Run the Brother PC-FAX Receive on Your Computer (Windows)

> If PC-FAX receiving is disabled on your machine, enable the setting before trying to run PC-FAX Receive.
>
> For information on how to enable this function, see *Related Information*: *Configure PC-FAX Receive Using Web Based Management*.

🖉 We recommend selecting the **Start PC-FAX Receive on computer startup** checkbox so that the software runs automatically and transfers any faxes when you turn your computer on.

1. Launch 📌 (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).
2. Click **PC-FAX** in the left navigation bar, and then click **Receive**.
3. Confirm the message and click **Yes**.

   The **PC-FAX Receive** window appears. The 📠 (**PC-Fax Receive (Ready)**) icon also appears in your computer notification area.

✅ **Related Information**

- Receive Faxes Using PC-FAX Receive (Windows)
  - Set Up PC-FAX Receive on Your Computer (Windows)
  - Add Your Machine to PC-FAX Receive Devices (Windows)

  Related Topics:
- Configure PC-FAX Receive Using Web Based Management

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Set Up PC-FAX Receive on Your Computer (Windows)

1. Double-click the 📠 (**PC-Fax Receive (Ready)**) icon in your computer notification area.

   The **PC-FAX Receive** window appears.

2. Click **Settings**.

3. Configure these options as needed:

   Preferences

   Configure to start PC-FAX Receive automatically when you start Windows.

   Save

   Configure the path to save PC-FAX files and select the received document format.
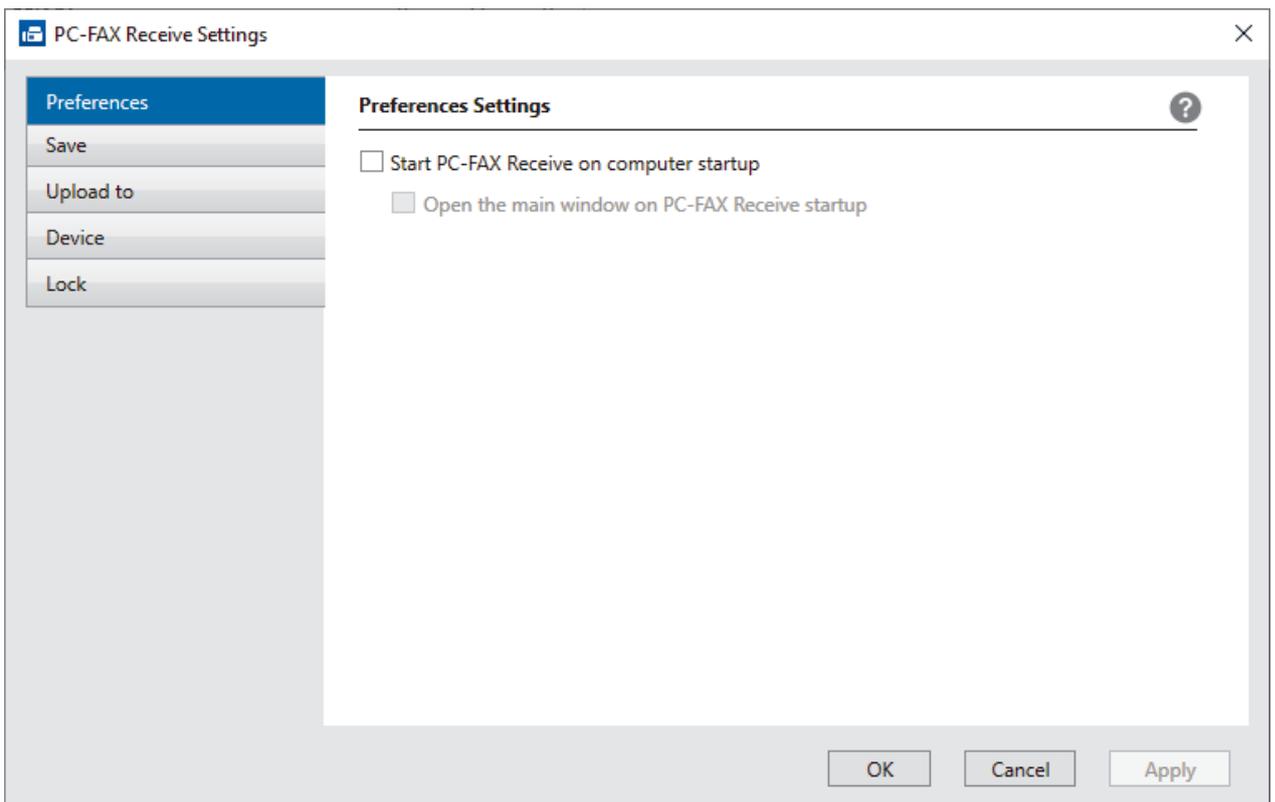
   Upload to

   Configure the path to the server and select the option to upload automatically or manually (available only for administrators).

   Device

   Select the machine where you want to receive PC-FAX files.

   Lock (available only for administrators)

   Restrict users who do not have administrator privileges from configuring the settings options shown above.

4. Click **OK**.

✅ **Related Information**

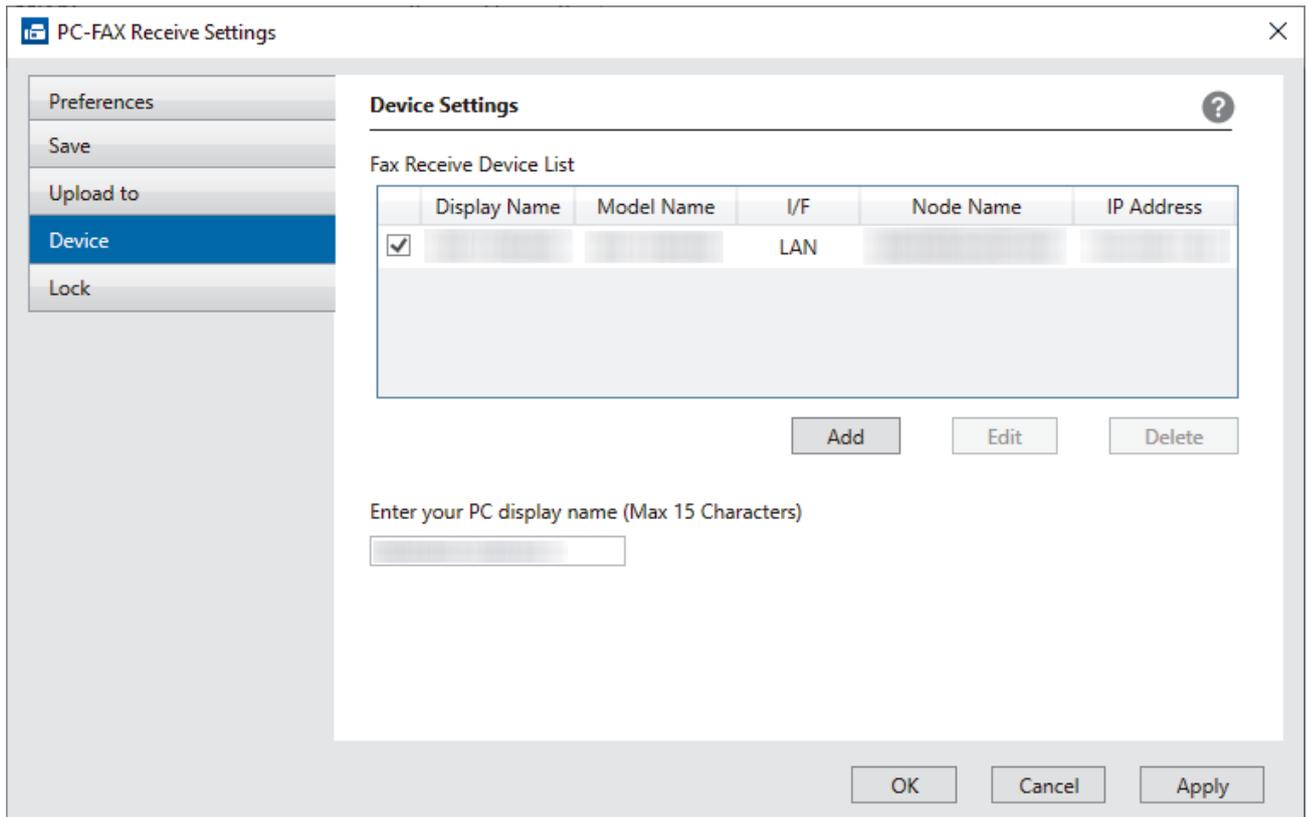- Run the Brother PC-FAX Receive on Your Computer (Windows)

Add Your Machine to PC-FAX Receive Devices (Windows)

> If you installed your machine following the on-screen instructions, the machine should be ready for use.

1. Double-click the 🖅 (**PC-Fax Receive (Ready)**) icon in your computer notification area.

   The **PC-FAX Receive** window appears.

2. Click **Settings**.
3. Click **Device** > **Add**.

4. Select the correct connection method.

   Select your machine from the automatic search results below.

   A list of connected machines appears. Select the machine you want. Click **OK**.

   Specify your machine by IP address

   Type the machine's IP address in the **IP Address** field, and then click **OK**.

5. To change the computer name that will appear on the machine's LCD, type the new name in the **Enter your PC display name (Max 15 Characters)** field.

6. Click **OK**.

✅ **Related Information**

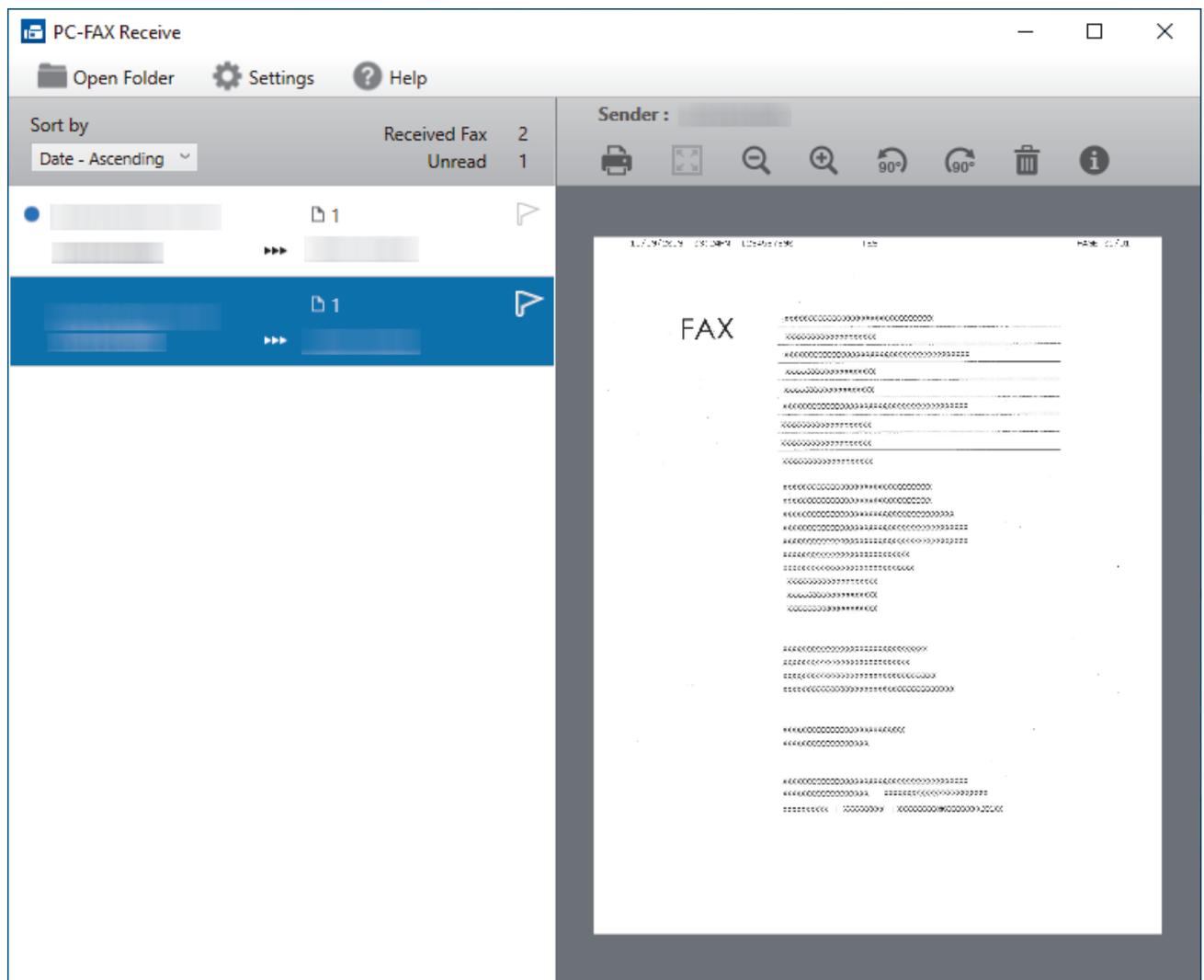- Run the Brother PC-FAX Receive on Your Computer (Windows)

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View Received PC-FAX Messages (Windows)

Receiving Status

Icon	Status
📠	Standby mode No unread messages
📠 ↔️ 📥	Receiving messages
📥	Messages received Unread messages

1. Double-click the 📠 (**PC-Fax Receive (Ready)**) icon in your computer notification area.

   The **PC-FAX Receive** window appears.

2. Click any faxes in the list to view them.
3. When finished, close the window.

✏️ Even after closing the window, PC-FAX Receive is active and the 📠 (**PC-Fax Receive (Ready)**) icon will remain in your computer notification area. To close PC-FAX Receive, click the icon in the computer notification area and click **Close**.

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✓ Related Information

- Receive Faxes Using PC-FAX Receive (Windows)

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