FAX-8360P Quick Setup Guide

brother At your side.

THANK YOU!

… FOR PURCHASING YOUR BROTHER MACHINE.
WE ARE SURE YOU WILL BE IMPRESSED WITH THE CONVENIENT WAY THAT YOUR NEW MACHINE PERFORMS SO MANY TASKS WITH GREAT RESULTS!
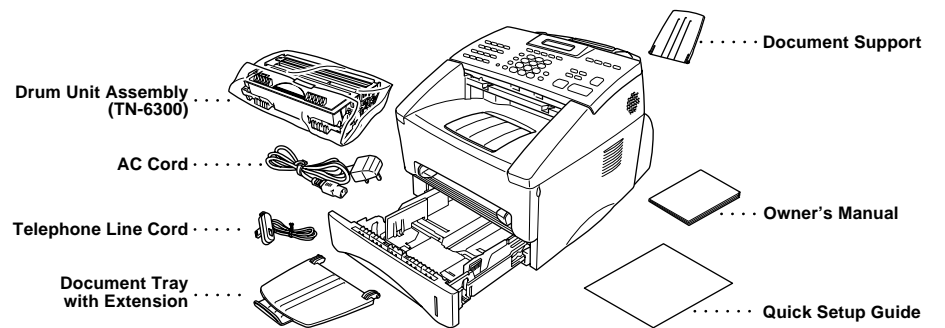
Follow these simple instructions in numerical order.
For greater detail, consult your Owner's Manual.

Alternatively, if you cannot solve a problem:
Refer to **Frequently Asked Questions (FAQ's)** on Brother Solutions Web Site:

URL: http://solutions.brother.com

Call Brother Customer Service at: 0870 830 4000

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1 Packing List

- Drum Unit Assembly (TN-6300)
- AC Cord
- Telephone Line Cord
- Document Tray with Extension
- Document Support
- Owner's Manual
- Quick Setup Guide
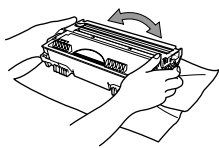
❶ Keep the packing materials for possible future transport. If you do not pack the machine properly, it may void your warranty.
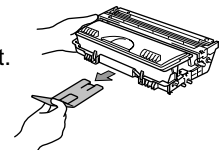
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2 Install Drum Unit

A. Unpack the drum unit assembly, and gently rock it from side to side five or six times to distribute the toner evenly inside the cartridge.
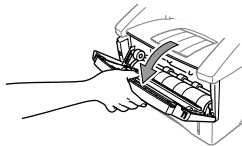
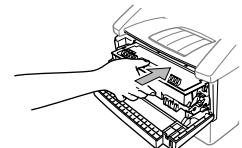❶ To prevent damage to the drum, do not expose it to light for longer than a few minutes.

B. Remove the protective part.
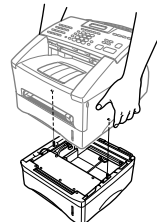
C. Open the front cover of the machine.

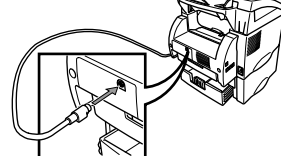**D.** Insert the drum unit assembly into the machine.

E. Close the front cover.

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3 If you have Optional Paper Tray, connect it (otherwise go to Step 4)

A. Carefully pick up the machine and place it on top of the Optional Paper Tray (Lower Tray).
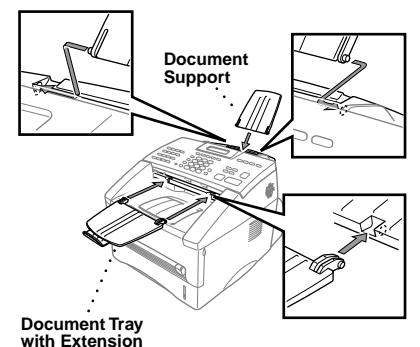
B. Plug the modular cable from the Lower Tray into the modular socket on the machine.

C. The optional paper cassette must be used in place of the upper paper cassette. See instructions supplied with the Optional Paper Tray.

To select which tray will be used for faxes or for copies, see *Lower Tray (With Optional Paper Tray Only)*.

If you move the machine after connecting the Lower Tray, be sure to carefully lift the Lower Tray with the machine because they are not fastened together.
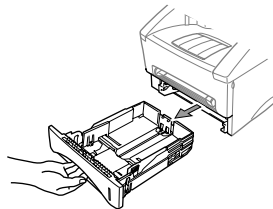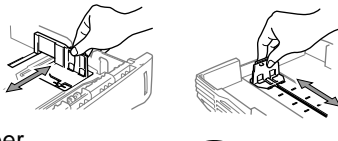
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4 Attach Document Tray/Support

- Document Support
- Document Tray with Extension

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5 Load Paper

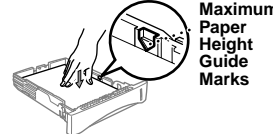**A.** Pull the paper cassette completely out of the machine.

B. Adjust the paper guides at the right and rear of the paper cassette for the paper size you want.

C. Load paper in the paper cassette. Press down on the paper to flatten it in all four corners, keeping the paper level below the guide marks.
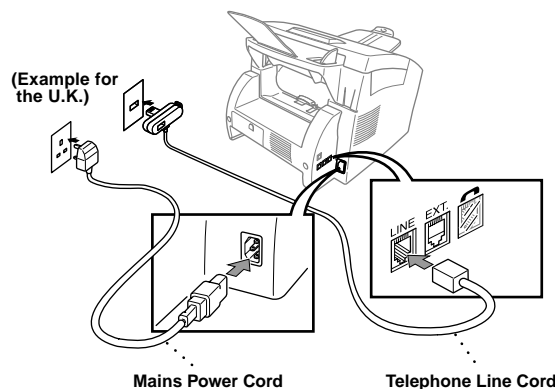
D. Slide the paper cassette into the machine until it locks into place.
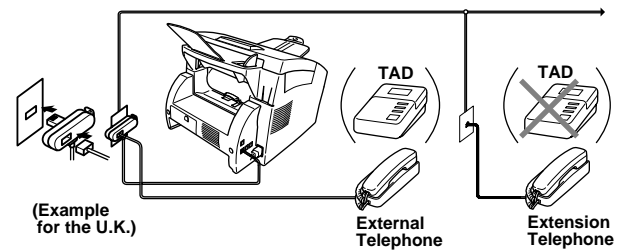
Maximum Paper Height Guide Marks

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6 Install Mains Power Cord and Telephone Line Cord

(Example for the U.K.)

Mains Power Cord   Telephone Line Cord

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7 Telephone Answering Device (TAD), External/Extension Telephone

(Example for the U.K.)   External Telephone   Extension Telephone

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8 Selecting Receive Mode

Choose the mode that best suits your needs by pressing **Mode** repeatedly until you have changed the Fax and F/T lights to the setting you want to use.

(○ means light off. ☀ means light on.)

☀ Fax	For use with a dedicated fax line.	
┃ TAD	Every call is answered as a fax.	
○ F/T		

○ Fax	For receiving fax and voice calls on one line.	
┃ TAD	The machine answers every call automatically and receives a fax or pseudo rings for you to pick up a voice call on an extension/external telephone.	
☀ F/T		

☀ Fax	For use with an external answering device.	
┃ TAD	The TAD answers every call and stores voice messages.	
☀ F/T	Fax messages are printed. Make sure that TAD is connected to the external socket.	

○ Fax	For receiving fax and voice calls on one line.	
┃ TAD	You control the phone line and must answer every call yourself on the machine or extension/external telephone.	
○ F/T		

For more details, see *Receive Mode Settings* in Owner's Manual.

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9 Set Date and Time

A. Press **Menu**, ①, ①.

```
1.DATE/TIME
```
```
YEAR:XX
ENTER & SET KEY
```

B. Enter the last two digits of the year and press **Set**.

```
MONTH:XX
ENTER & SET KEY
```

C. Enter two digits for the month and press **Set**.

```
DAY:XX
ENTER & SET KEY
```

D. Enter two digits for the day and press **Set**.

```
TIME:XX:XX
ENTER & SET KEY
```

E. Enter the time in 24-hour format and press **Set**.

F. Press **Stop/Exit**.

Note: To cancel the setting and exit the menu please press **Stop/Exit**.

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10 Set Station ID

A. Press **Menu**, ①, ②.

```
2.STATION ID
```
```
FAX:
ENTER & SET KEY
```

B. Enter your fax number, then press **Set**.

```
TEL:
ENTER & SET KEY
```

C. Enter your telephone number, then press **Set**.

```
NAME:
ENTER & SET KEY
```

D. Enter your name using the dial pad and the chart below, then press **Set**. Press ➡ twice to enter a space.

E. Press **Stop/Exit**.

For more details, see *Entering Text* in Owner's Manual.

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

Note: To cancel the setting and exit the menu please press **Stop/Exit**.