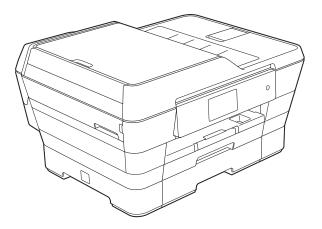
# brother

# **Basic User's Guide**

# MFC-J6925DW





If you need to contact Customer Service
Please complete the following information for future reference:
Model Number: MFC-J6925DW
Serial Number: <sup>1</sup>
Date of Purchase:
Place of Purchase:
<sup>1</sup> The serial number is on the back of the unit. 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/

© 2014 Brother Industries, Ltd. All rights reserved.

# User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine, and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box <sup>1</sup>
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file / CD-ROM
Web Connect Guide	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center <sup>2</sup>
AirPrint Guide	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center <sup>2</sup>
Google Cloud Print Guide	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center <sup>2</sup>
Wi-Fi Direct™ Guide	This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct <sup>™</sup> standard.	PDF file / Brother Solutions Center <sup>2</sup>
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.	PDF file / Brother Solutions Center <sup>2</sup>

<sup>1</sup> This may differ depending on your country.

<sup>2</sup> Visit us at <u>http://solutions.brother.com/</u>.

# Table of Contents (Basic User's Guide)

1	General information	1
	Using the documentation	1
	Symbols and conventions used in the documentation	
	Accessing Brother Utilities (Windows <sup>®</sup> 8)	2
	Accessing the Advanced User's Guide and Software and	
	Network User's Guide	2
	Viewing User's Guides	2
	How to access Guides for Advanced Features	4
	Accessing Brother Support (Windows $^{ m  extsf{B}}$ )	5
	Accessing Brother Support (Macintosh)	5
	Control panel overview	
	3.7"(93.4 mm) Touchscreen LCD	9
	Setting the Ready screen	13
	Basic Operations	13
	Shortcut Settings	
	Adding Copy Shortcuts	14
	Adding Fax Shortcuts	
	Adding Scan Shortcuts	16
	Adding Web Connect Shortcuts	
	Changing Shortcuts	19
	Editing Shortcut Names	19
	Deleting Shortcuts	
	Recalling Shortcuts	
	Volume Settings	20
	Ring Volume	
	Beeper Volume	
	Speaker Volume	
	Touchscreen LCD	
	Setting the Backlight brightness	21

# 2 Loading paper

## 22

Loading paper and other print media	22
Loading paper in paper tray #1	22
Loading smaller paper (Photo, Photo L, Photo 2L or envelopes)	
Loading paper in paper tray #2	30
Loading paper in the manual feed slot	35
Unprintable area	
Paper settings	
Paper Size and Type	
Tray use in Copy mode	
Tray use in Fax mode	40
Acceptable paper and other print media	40
Recommended print media	
Handling and using print media	
Choosing the right print media	

3	Loading	documents
---	---------	-----------

How to load documents	45
Using the ADF	
Using the scanner glass	
Unscannable area	47

# 4 Sending a fax

45

How to send a fax	48
Stop faxing	
Setting scanner glass size for faxing	
Colour fax transmission	
Cancelling a fax in process	51
How to preview an outgoing fax	51
Transmission Verification Report	

# 5 Receiving a fax

# 53

61

Receive Modes	
Choose the Receive Mode	53
Using Receive Modes	
Fax Only	
Fax/Tel	
Manual	
External TAD	
Receive Mode settings	
Ring Delay	
F/T Ring Time (Fax/Tel mode only)	
Fax Detect	
Fax Preview (Monochrome faxes only)	
How to preview a received fax	
Turning off Fax Preview	60

# 6 Using PC-FAX

PC-FAX Sending	61
Sending a file as a PC-FAX	61
PC-FAX Receiving (Windows <sup>®</sup> )	62

# 7 Telephone and external devices

Voice operations	64
Fax/Tel mode	
Caller ID (U.K. and Ireland only)	
Telephone services	
Setting the Telephone Line Type	
Voice over Internet Protocol (VoIP)	
Connecting an external TAD (telephone answering device)	
Connection settings	
Recording an outgoing message (OGM) on an external TAD	
Multi-line connections (PBX)	
External and extension telephones	
Connecting an external or extension telephone	
Operation from external and extension telephones	69
Using extension telephones (U.K. only)	
Using remote codes.	

# 8 Dialling and storing numbers

How to dial	72
Manual dialling	72
Dialling from the Address Book	
Fax Redial	73
Additional Dialling Operations	73
Outgoing Call history	
Caller ID history	74
Storing numbers	
Storing a pause	
Storing Address Book numbers	75
Changing or deleting Address Book names or numbers	

# 9 Making copies

How to copy	77
Stop copying	
Copy preset settings	
Copy options	
Paper Type	
Paper Size	
Tray Select	80
ADF High Speed Mode copying	

# 10 Printing photos from a memory card or USB Flash drive

81
81
. 82
84
84
85
.85
•

64

72

77

81

11	How to print from a computer	88
	Printing a document	88
12	How to scan to a computer	89
	Before scanning	89
	Scanning a document as a PDF file using ControlCenter4 (Windows <sup>®</sup> )	90
	How to change the machine's SCAN mode settings for PDF scanning	
	How to scan a document as a PDF file using the Touchscreen	
	ADF High Speed Mode scanning	96
13	How to print and scan with NFC (Near Field Communication)	97
	Printing with NFC (Near Field Communication)	97
	Scanning with NFC (Near Field Communication)	97
Α	Routine maintenance	98
	Replacing the ink cartridges	98
	Cleaning and checking the machine	
	Cleaning the scanner glass	101
	Cleaning the print head	102
	Checking the print quality	
	Checking the print alignment	
	Setting the date and time	105
в	Troubleshooting	106
	Identifying your problem	106
	Error and maintenance messages	
	Error animations	
	Transferring your faxes or Fax Journal report	
	Document jam	
	Printer jam or paper jam	
	If you are having difficulty with your machine	
	Dial Tone detection Telephone line interference / VoIP	
	Machine Information	
	Checking the serial number	
	Checking the firmware version	
	Reset functions	
	How to reset the machine	

sing the Settings tables14	42
ettings tables	43
eature tables16	31
ntering Text	90
Inserting spaces	
Making corrections	<del>3</del> 0

# D Specifications

General	
Print media	
Fax	
Сору	
PhotoCapture Center™	
PictBridge	
Scanner	
Printer	
Interfaces	
Network	
Computer requirements	
Consumable items	
_	

# E Index

# 205

191

# Table of Contents (Advanced User's Guide)

The Advanced User's Guide explains the following features and operations.

You can view the Advanced User's Guide on the CD-ROM.

# 1 General setup

Memory Storage Automatic Daylight Saving Time Sleep Mode Touchscreen LCD

## 2 Security features

Secure Function Lock 2.0 Restricting dialling

## 3 Sending a fax

Additional sending options Additional sending operations Polling

# 4 Receiving a fax

Memory Receive (Monochrome only) Remote Retrieval Additional receiving operations Polling

# 5 Dialling and storing numbers

Voice operations Additional dialling operations Additional ways to store numbers

# 6 Printing reports

Fax reports Reports

# 7 Making copies

Copy options A3 Copy Shortcuts

# 8 Printing photos from a memory card or USB Flash drive

PhotoCapture Center<sup>™</sup> operations Print Images PhotoCapture Center<sup>™</sup> print settings Scan to a memory card or USB Flash drive

# 9 Printing photos from a camera

Printing photos directly from a PictBridge camera Printing photos directly from a digital camera (without PictBridge)

## A Routine maintenance

Cleaning and checking the machine Packing and shipping the machine

# **B** Glossary

C Index

1

# **General information**

# Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

# Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

- **Bold** Bold typeface identifies the dial pad numbers of the Touchpanel and buttons on your computer screen.
- Italics Italicized typeface emphasizes an important point or refers you to a related topic.
- Courier Text in the Courier New font New identifies messages on the Touchscreen of the machine.

# 

<u>WARNING</u> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

# 

<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

# IMPORTANT

<u>IMPORTANT</u> indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

# NOTE

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



Electrical Hazard icons alert you to possible electrical shocks.

# Accessing Brother Utilities (Windows<sup>®</sup> 8)

If you are using a tablet or computer running Windows<sup>®</sup> 8, you can make your selections either by tapping the screen or by clicking with your mouse.

After the printer driver is installed,

(Brother Utilities) appears on both the Start screen and the desktop.



Tap or click **Brother Utilities** either on the Start screen or the desktop.



Select your machine.





Choose the function you want to use.

# Accessing the Advanced User's Guide and Software and Network User's Guide

This Basic User's Guide does not contain all the information about the machine, such as how to use the advanced Fax, Copy, PhotoCapture Center™, Printer, Scanner, PC-Fax, and Network features. When you are ready to learn detailed information about these operations, you can read the **Advanced User's Guide** and **Software and Network User's Guide** in HTML format that are on the CD-ROM.

# Viewing User's Guides

# (Windows<sup>®</sup>)

(Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7/ Windows Server<sup>®</sup> 2003/Windows Server<sup>®</sup> 2008/Windows Server<sup>®</sup> 2008 R2) To view the documentation, from

👩 (Start), All Programs, select Brother,

**MFC-XXXX** (where XXXX is your model name) from the programs list, and then choose **User's Guides**.

(Windows<sup>®</sup> 8/Windows Server<sup>®</sup> 2012)

Click 🙀 (Brother Utilities), and then click

the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

If you have not installed the software, you can find the documentation on the CD-ROM by following the instructions below: 1 Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.

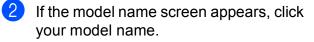
### NOTE

Click

If the Brother screen does not appear, go to **Computer** or **My Computer**. (For Windows<sup>®</sup> 8 and Windows Server<sup>®</sup> 2012 :

(File Explorer) on the

taskbar, and then go to **Computer**.) Double-click the CD-ROM icon, and then double-click **start.exe**.



If the language screen appears, click your language. The CD-ROM Top Menu will appear.

Adobe Flash Player 10	
Multi-Function Center	brother
Top Menu	
Ful Driver & Software Package (Includes Wireless & Wired Network Setup)	
User's Guides	
Additional Applications	
Brother Support     On-Line Registration	
© 2001-2013 Brother Industries, Ltd. All Rights Reserved.	ack +ljj Exit

4

## Click User's Guides.

Click **PDF/HTML documents**. If the country screen appears, choose your country. After the list of User's Guides appears, choose the guide you want to read.

#### (Macintosh)

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



- 2 Double-click the **User's Guides** icon.
- 3 Select your model and language if needed.
- 4 Click User's Guides. If the country screen appears, choose your country.
- 5 After the list of User's Guides appears, choose the Guide you want to read.

## How to find Scanning instructions

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

#### Software and Network User's Guide

- Scan
- ControlCenter

#### Nuance<sup>™</sup> PaperPort<sup>™</sup> 12SE How-to-Guides (Windows<sup>®</sup>)

■ The complete Nuance<sup>™</sup> PaperPort<sup>™</sup> 12SE How-to-Guides can be viewed from the Help section in the PaperPort<sup>™</sup> 12SE application.

# Presto! PageManager User's Guide (Macintosh)

#### NOTE

Presto! PageManager must be downloaded and installed before use. For more information, see *Accessing Brother Support (Macintosh)* on page 5.

The complete Presto! PageManager User's Guide can be viewed from the Help section in the Presto! PageManager application.

# How to find Network setup instructions

Your machine can be connected to a wireless or wired network.

- Basic setup instructions (See Quick Setup Guide.)
- The wireless access point or router supports Wi-Fi Protected Setup<sup>™</sup> or AOSS<sup>™</sup> (See Quick Setup Guide.)
- More information about network setup

(See Software and Network User's Guide.)

# How to access Guides for Advanced Features

You can view and download these Guides from the Brother Solutions Center at: <u>http://solutions.brother.com/</u>.

Click **Manuals** on your model's page to download the documentation.

## Web Connect Guide

This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.

## **AirPrint Guide**

This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.

### **Google Cloud Print Guide**

This Guide provides details on how to use Google Cloud Print<sup>™</sup> services for printing over the Internet.

### Wi-Fi Direct™ Guide

This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct<sup>™</sup> standard.

## Mobile Print/Scan Guide for Brother iPrint&Scan

This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.

# Accessing Brother Support (Windows<sup>®</sup>)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the CD-ROM.

Click Brother Support on the Top Menu. The following screen will appear:

Multi-Eunction Center	brothe
Multi-Function Center	Cica io
Top Menu	<b>«</b>
rother Support	
Brother Home Page	
S Brother Solutions Center	
Supplies Information	
Brother CreativeCenter	
Brother CreativeCenter	

- To access our website (<u>http://www.brother.com/</u>), click
   Brother Home Page.
- For the latest news and product support information (<u>http://solutions.brother.com/</u>), click
   Brother Solutions Center.
- To visit our website for original Brother Supplies (<u>http://www.brother.com/original/</u>), click Supplies Information.
- To access the Brother CreativeCenter (<u>http://www.brother.com/creativecenter/</u>) for FREE photo projects and printable downloads, click Brother CreativeCenter.
- To return to the top menu, click Back or if you have finished, click Exit.

# Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the CD-ROM.

Double-click the Brother Support icon. The following screen will appear:

000	Brother Support
Brother Suppor	t
	Presto! PageManager
5	Brother Web Connect
	On-Line Registration
	Brother Solutions Center
	Supplies Information
	Close

- To download and install Presto! PageManager, click
   Presto! PageManager.
- To access the Brother Web Connect page, click Brother Web Connect.
- To register your machine from the Brother Product Registration Page (<u>http://www.brother.com/registration/</u>), click **On-Line Registration**.
- For the latest news and product support information (<u>http://solutions.brother.com/</u>), click
   Brother Solutions Center.
- To visit our website for original Brother Supplies (<u>http://www.brother.com/original/</u>), click Supplies Information.

Chapter 1

# **Control panel overview**

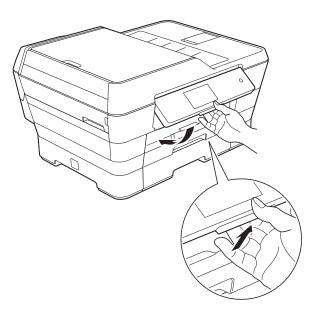
# 3.7" (93.4 mm) Touchscreen LCD and Touchpanel

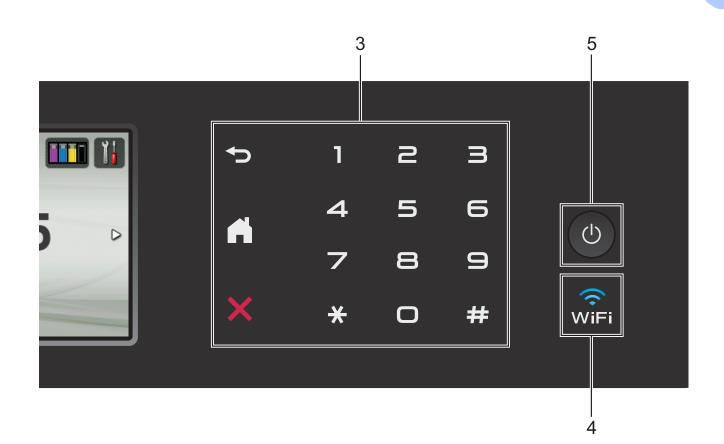


# 1 3.7"(93.4 mm) Touchscreen LCD (Liquid Crystal Display)

This is a Touchscreen LCD. You can access the menus and options by pressing them as they are displayed on this screen.

You can adjust the angle of the Touchscreen LCD and Touchpanel by lifting it. To lower this control panel, push the release button that is located behind the control panel, as shown in the illustration.





# 2 NFC (Near Field Communication) logo

If your Android<sup>™</sup> device supports the NFC standard, you can print data from your device or scan data to your device by touching it to the NFC logo on the lower left of the control panel. You must download and install Brother iPrint&Scan to your Android<sup>™</sup> device to use this function.

For more information, see *How to print and scan with NFC (Near Field Communication)* on page 97.

3 Touchpanel:

## Back

Press to go back to the previous menu level.

Home

Lets you return to the Home screen. By default it shows the date and time, but you can change the default settings. Cancel

Press to cancel an operation when lit.

Dial Pad

Press the numbers on the Touchpanel to dial telephone or fax numbers and to enter the number of copies.

4 🔐

The WiFi light is on when the network interface is WLAN.

#### Power On/Off 5 (|)

Press () to turn the machine on.

() to turn the machine Press and hold down off. The Touchscreen LCD will show Shutting Down and will stay on for a few

seconds before turning off.

If you have connected an external telephone or TAD, it is always available for use.

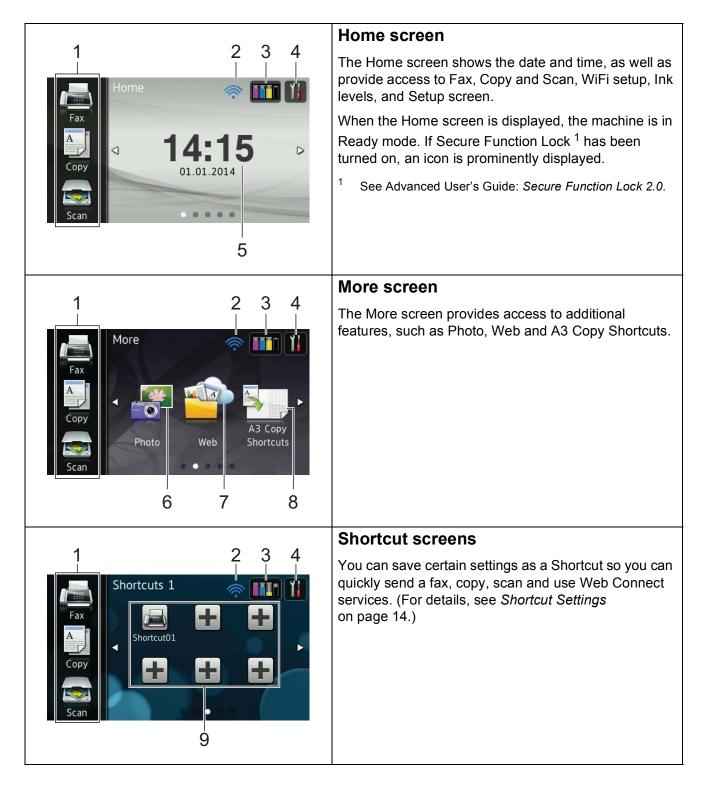
If you turn the machine off using (), it will still

periodically clean the print head to maintain print quality. To prolong the life of the print head, provide better ink efficiency, and maintain print quality, you should keep your machine connected to the power at all times.

# 3.7"(93.4 mm) Touchscreen LCD

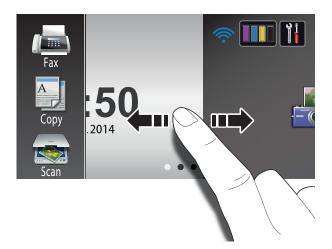
You can select from three types of screens for the Home screen. When the Home screen is displayed, you can swipe left or right, or press ◀ or ► to display the More screen or one of the Shortcut screens.

The following screens show the machine status when the machine is idle.



#### NOTE

Swiping is a type of user operation on the Touchscreen LCD that is performed by brushing your finger across the screen to display the next page or item.



#### 1 Modes:

🛯 📠 Fax

Lets you access Fax mode.

# 🛯 🛕 Сору

Lets you access Copy mode.

### 🛯 📷 Scan

Lets you access Scan mode.

#### 2 Wireless Status

A four-level indicator on the Ready mode screen shows the current wireless signal strength when using a wireless connection.



If you see WiFi at the top of the screen,

you can easily configure the wireless settings by pressing it. For more information, see Quick Setup Guide. 3 Ink

Lets you see the available ink volume and also lets you access the Ink menu.

When the ink cartridge is near the end of its life or having a problem, an error icon is displayed on the ink colour. For more information, see Advanced User's Guide: *Checking the ink volume*.

# 4 Settings

Lets you access the main settings. For more information, see *Settings screen* on page 12.

#### 5 Date & Time

Displays the date and time that has been set in the machine.

#### 6 💒 Photo

Lets you access Photo mode.

7 Web

Lets you connect the Brother machine to an Internet service.

For details, see Web Connect Guide.

# 8

#### A3 Copy Shortcuts

You can quickly copy to A3 or Ledger size paper using this preset menu. For details, see Advanced User's Guide: *A3 Copy Shortcuts*.

## 9 🕂 Shortcuts

Lets you set up Shortcuts.

You can save certain settings as a Shortcut so you can quickly send a fax, make a copy, scan or use Web Connect services.

# NOTE

- Three Shortcut screens are available. You can set up to six Shortcuts on each Shortcut screen. A total of 18 Shortcuts are available.
- To display the other Shortcut screens, swipe left or right, or press ◀ or ►.

### 10 Faxes in memory

You can see how many received faxes are in the memory  $^{1}$ .

Press Print to print the faxes.

 $^1$  When Fax Preview is set to <code>Off</code>.



### 11 New Fax:

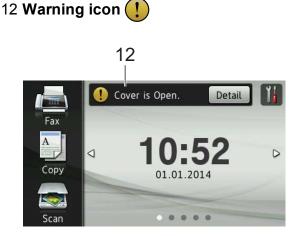


When Fax Preview is set to On, you can see how many new faxes you have received and stored in the memory.

Press View to see your faxes on the Touchscreen.

# NOTE

If you receive a fax containing multiple paper sizes (for example, a Letter size page and a Ledger size page), the machine may create and store a file for each paper size. The Touchscreen may show that more than one fax job has been received.



The warning icon **!** appears when there is an error or maintenance message;

press Detail to view it, and then press

X to return to Ready mode.

For information about error messages, see *Error and maintenance messages* on page 108.

# NOTE

- This product adopts the font of ARPHIC TECHNOLOGY CO.,LTD.
- MascotCapsule UI Framework and MascotCapsule Tangiblet developed by HI CORPORATION are used.
   MascotCapsule is a registered trademark of HI CORPORATION in Japan.



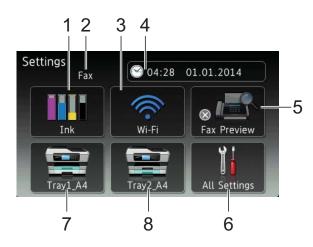
### **Settings screen**

The Touchscreen LCD shows the machine

status when you press



You can check and access all the machine's settings from the following screen.



# 1 Ink

See the remaining ink volume.

When the ink cartridge is near the end of its life or having a problem, an error icon is displayed on the ink colour. For more information, see Advanced User's Guide: *Checking the ink volume*.

Press to access the Ink menu.

### 2 Receive Mode

See the current Receive Mode:

- Fax (Fax Only)
- Fax/Tel
- External TAD
- 📕 Manual
- 3 Wi-Fi

Press to setup a wireless network connection.

A four-level indicator on the screen shows the current wireless signal strength if you are using a wireless connection.

#### 4 Date & Time

See the date and time.

Press to access the Date & Time menu.

#### 5 Fax Preview

See the Fax Preview setting.

Press to access the Fax Preview setting.

#### 6 All Settings

Press to access the full Settings menu.

#### 7 Tray #1

Displays the size of paper in Tray #1. Also, lets you access the Tray #1 setting. You can change the paper size and paper type.

#### 8 Tray #2

Displays the size of paper in Tray #2. Also, lets you access the Tray #2 setting. You can change the paper size.

# Setting the Ready screen

You can set the Ready screen to either Home, More, Shortcuts 1, Shortcuts 2 Or Shortcuts 3.

When the machine is idle or you press the machine will go back to the screen that you have set.

- Press
  - Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- Swipe up or down, or press ▲ or ▼ to display Set Home Screen.
- 6 Press Set Home Screen.
  - Swipe up or down, or press ▲ or ▼ to display Home, More, Shortcuts 1, Shortcuts 2 or Shortcuts 3, and then press the option you want.

# 8 Press

The machine will go to the Home screen that you have set.

# **Basic Operations**

Press your finger on the Touchscreen LCD to operate it. To display and access all the screen menus or options, swipe left, right, up, down, or press ◀ ► or ▲ ▼ to scroll through them.

#### IMPORTANT

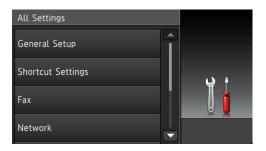
DO NOT touch the Touchscreen immediately after plugging in the power cord or turning on the machine. Doing this may cause an error.

The following steps show how to change a setting in the machine. In this example, the Receive Mode setting is changed from Fax Only to Fax/Tel.





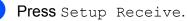
- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.



### Press Fax.

Swipe up or down, or press ▲ or ▼ to display Setup Receive.

Fax	
Setup Receive	
Report Setting	ب د
Print Document	
Remote Access	





Swipe up or down, or press ▲ or ▼ to display Receive Mode.

#### Setup Receive Receive Mode Fax Only Ring Delay 2 F/T Ring Time 30Secs Fax Preview Off



**Press** Receive Mode.



Press Fax/Tel.

Receive Mode	
Fax Only	
Fax/Tel	، ن
External TAD	
Manual	

## NOTE

Press **b** if you want to go back to the previous level.

10 Press 🏠.

# **Shortcut Settings**

You can add the fax, copy, scan and Web Connect settings you use most frequently by setting them as your Shortcuts. Later you can quickly and easily recall and apply these settings. You can add up to 18 Shortcuts.

# **Adding Copy Shortcuts**

The following settings can be included in a Copy Shortcut:

- ADF High Speed Mode
- Quality
- Paper Type
- Paper Size
- Tray Select
- Enlarge/Reduce
- Density
- Stack/Sort
- Page Layout
- Auto Deskew
- 2-sided Copy
- Advanced Settings
- If the displayed screen is either Home or More, swipe left or right, or press 
   ✓ or ► to display a Shortcut screen.
- Press + where you have not added a Shortcut.
- **3** Press Copy.
  - Read the information on the Touchscreen, and then confirm it by pressing OK.
- Press a copy preset you want to include in the copy Shortcut.
- 6 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want to change.

Swipe up or down, or press ▲ or ▼ to display the available options for the setting, and then press the option you want to set.

Repeat steps 6 and 7 until you have chosen all the settings for this Shortcut.

8 When you are finished changing the settings, press Save as Shortcut.

- 9 Read and confirm the displayed list of settings you have chosen, and then press OK.
- Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Entering Text on page 190.) Press OK.

**1** Press OK to save your Shortcut.

# Adding Fax Shortcuts

The following settings can be included in a fax Shortcut:

- Address
- Fax Resolution
- 2-sided Fax
- Contrast
- Glass Scan Size
- Broadcasting
- Preview
- Colour Setting
- Real Time TX
- Overseas Mode
- If the displayed screen is either Home or More, swipe left or right, or press ◀ or ► to display a Shortcut screen.
- Press 🕂 where you have not added a Shortcut.
  - Press Fax.

- 4 Read the information on the Touchscreen, and then confirm it by pressing OK.
- 5 Enter the fax number using the dial pad on the Touchpanel, or you can use the Address Book or Call History on the Touchscreen. When you have finished, go to step 6.

### NOTE

- · You can enter up to 20 digits for a fax number.
- If the Shortcut is to be used for broadcasting, press Options and choose Broadcasting in step before entering the fax number in step 6.
- You can enter up to 20 fax numbers if the Shortcut is for broadcasting. The fax numbers can be entered in any combination of Group numbers from the Address Book and individual fax numbers from the Address Book or entered manually. (See Advanced User's Guide: Broadcasting (Monochrome only).)
- · When you enter a fax number in a Shortcut, it will be added to the Address Book. The name in the Address Book will be the Shortcut name plus a sequential number.

6 Press Options.

- Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want to change.
- 8 Press the new option you want to set. Repeat steps 7 and 8 until you have chosen all the settings for this Shortcut. Press OK.
  - When you are finished choosing new options, press Save as Shortcut.
- $\mathbf{f}\mathbf{0}$ Read and confirm the displayed list of options you have chosen, and then press OK.

1 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Entering Text on page 190.) Press OK.



**12** Press OK to save your Shortcut.

# Adding Scan Shortcuts

The following settings can be included in a scan Shortcut:

- to Media
- ADF High Speed Mode
- 2-sided Scan
- Scan Type
- Resolution
- File Type
- Scan Size
- Scan Long Paper
- File Name
- Auto Crop
- Skip Blank Page
- Remove Background Colour

to E-mail Server (Available after IFAX has been downloaded)

- Address
- ADF High Speed Mode
- 2-sided Scan
- Scan Type
- Resolution
- File Type
- Scan Size
- Scan Long Paper

to OCR/to File/to Image/to E-mail

PC Select

#### to FTP/to Network

- Profile Name
- 1 If the displayed screen is either Home or More, swipe left or right, or press ◀ or ► to display a Shortcut screen.
- 2 Press 🕂 where you have not added a Shortcut.
- 3 Press Scan.
- Swipe up or down, or press ▲ or ▼ to display the type of scan you want to do, and then press it.
- 5 Do one of the following:
  - If you pressed to Media, read the information on the Touchscreen, and then press OK to confirm it. Go to step 8.
  - If you pressed to E-mail Server, read the information on the Touchscreen, and then press OK to confirm it. Go to step 6.
  - If you pressed to File, to OCR, to Image or to E-mail, read the information on the Touchscreen, and then press OK to confirm it. Go to step 7.
  - If you pressed to Network or to FTP, read the information on the Touchscreen, and then press OK to confirm it.

Swipe up or down, or press ▲ or ▼ to display the Profile Name, and then press it.

Press OK to confirm the Profile Name you have chosen. Go to step (B).

#### NOTE

To add a Shortcut for to Network and to FTP, you must have added the Profile Name beforehand.

6 Do one of the following:

To enter an E-mail address manually, press Manual. Enter the E-mail address using the keyboard on the Touchscreen. (See Entering Text on page 190.)

Press OK.

To enter an E-mail address from the Address Book, press Address Book. Swipe up or down, or press ▲ or ▼ to display the E-mail address you want, and then press it.

Press OK.

After you confirm the E-mail address you entered, press OK. Go to step 8.

### NOTE

Press Detail to view the list of addresses you have entered.

7)

- Do one of the following:
  - When the machine is connected to a PC using a USB connection:

Press OK to confirm <USB> is chosen as the PC Name. Go to step (B).

When the machine is connected to a network:

Swipe up or down, or press ▲ or ▼ to display the PC Name, and then press it. Press OK to confirm the PC Name you have chosen. Go to step (B).

8 Press Options.

Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want to change or store.

Swipe up or down, or press ▲ or ▼ to display the available options for the setting, and then press the new option you want to set. Repeat steps (9) and (10) until you have chosen all the settings for this Shortcut. When you have finished changing

۶Đ Review the settings you have chosen:

settings, press OK.

- If you need to make more changes, return to step 8.
- If you are satisfied with your changes, press Save as Shortcut.
- Review your settings on the Touchscreen, and then press OK.
- 13 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Entering Text on page 190.) Press OK.
- **14** Read the information on the Touchscreen, and then press OK to save your Shortcut.

# Adding Web Connect **Shortcuts**

The settings for the following services can be included in a Web Connect Shortcut:

- SkyDrive<sup>®</sup>
- Box
- Google Drive<sup>™</sup>
- Evernote<sup>®</sup>
- Dropbox
- Facebook
- Picasa Web Albums<sup>™</sup>
- Flickr<sup>®</sup>

## NOTE

- · Web services may have been added and/or service names may have been changed by the provider since this document was published.
- To add a Web Connect Shortcut, you need to have an account with the desired service. (For details, see Web Connect Guide.)
- If the displayed screen is either Home or More, swipe left or right, or press ◀ or ► to display a Shortcut screen.
- 2 Press 井 where you have not added a Shortcut.
- Press Web.
- If information regarding the Internet connection is displayed, read and confirm it by pressing OK.
- 5 Swipe left or right, or press ◀ or ► to display the available services, and then press the desired service.

 Press your account. If the account needs a PIN, enter the PIN for the account using the keyboard on the Touchscreen. Press OK.

7 Choose the function you want to use.

#### NOTE

The available functions vary depending on the chosen service.

- 8 Read and confirm the displayed list of functions you have chosen, and then press OK.
- 9 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Entering Text on page 190.) Press OK.
- **6**0

Press OK to save your Shortcut.

# **Changing Shortcuts**

You can change the settings in a Shortcut.

## NOTE

You cannot edit existing Web Connect Shortcuts.

If you want to change a Web Connect Shortcut, you should delete it, and then add a new Shortcut.

(For more information, see *Deleting Shortcuts* on page 19 and *Adding Web Connect Shortcuts* on page 18.)

- Press the Shortcut you want to change. The settings for the Shortcut that you chose are displayed.
- 2 Change the settings for the Shortcut you chose in step **①**. (For example, see *Adding Copy Shortcuts* on page 14.)
- 3 Press Save as Shortcut when you have finished changing the settings.
- 4 Press OK to confirm.
- 5 Do one of the following:
  - If you want to overwrite the Shortcut, press Yes. Go to step 7.
  - If you do not want to overwrite the Shortcut, press No to enter a new Shortcut name. Go to step 6.
- 6 To edit the name, hold down ≤ to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (For help entering letters, see Entering Text on page 190.) Press OK.



Press OK to confirm.

# **Editing Shortcut Names**

You can edit a Shortcut name.

 Press and hold the Shortcut until the dialog box appears.

#### NOTE

You can also press , All Settings and Shortcut Settings.

2) Press Edit Shortcut Name.

3 To edit the name, hold down it to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 190.) Press OK.

# **Deleting Shortcuts**

You can delete a Shortcut.

 Press and hold the Shortcut until the dialog box appears.

## NOTE



Press Delete to delete the Shortcut that you chose in step ①. Press Yes to confirm.

# **Recalling Shortcuts**

The Shortcut settings are displayed on the Shortcut screen. To recall a Shortcut, simply press the Shortcut name.

# **Volume Settings**

# **Ring Volume**

You can choose from a range of ring volume levels. The machine will keep your new setting until you change it.

# Setting the Ring Volume

1	Press
2	Press All Settings.
3	Swipe up or down, or press ▲ or ▼ to display General Setup.
4	Press General Setup.
5	Swipe up or down, or press ▲ or ▼ to display Volume.
6	Press Volume.
7	Press Ring.
8	Press Low, Med, High or Off.
9	Press .

# **Beeper Volume**

When the beeper is on, the machine will make a sound when you press the Touchscreen or Touchpanel, or if you make a mistake, or after you send or receive a fax.

You can choose from a range of sound volume levels.

91

Press
Press All Settings.
Swipe up or down, or press ▲ or ▼ to display General Setup.
Press General Setup.
Swipe up or down, or press ▲ or ▼ to display Volume.
Press Volume.
Press Beep.
Press Low, Med, High or Off.
Press A.

# **Speaker Volume**

You can choose from a range of speaker volume levels.

1 Press	
---------	--

- 2 Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Volume.
- 6 Press Volume.
- Press Speaker.
- 8 Press Low, Med, High or Off.
- 9 Press 🎧.

# **Touchscreen LCD**

# Setting the Backlight brightness

If you are having difficulty reading the Touchscreen LCD, try changing the brightness setting.

to
to

2

# Loading paper

# Loading paper and other print media

# **A** CAUTION

DO NOT carry the machine by holding the scanner cover, the Jam Clear Cover, the manual feed slot cover, or the control panel. Doing this may cause the machine to slip out of your hands. Carry the machine by sliding your hands into the handhold indentations located on each side of the machine.

For detailed information, see Product Safety Guide.

# NOTE

For tray #2 (lower tray), see *Loading* paper in paper tray #2 on page 30.

# Loading paper in paper tray #1

Load only one size of paper and one type of paper in the paper tray at a time.

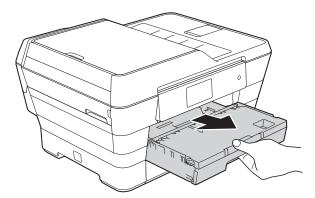
(For more information about paper size, weight and thickness, see *Choosing the right print media* on page 42.)

## NOTE

When you load a different paper size in the tray, you must change the paper size setting in the machine at the same time.

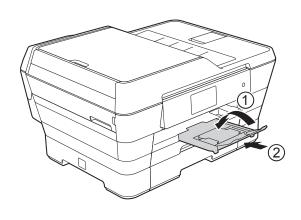
(See Paper Size and Type on page 39.)

Pull the paper tray completely out of the machine.



## NOTE

If the paper support flap (1) is open, close it, and then close the paper support (2).

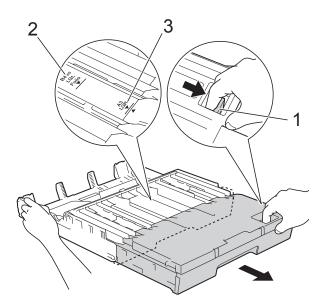


## 2 Adjust the tray length if needed:

#### When using A3, Ledger, Legal, or Folio size paper

Press the universal guide release button (1) as you slide out the front of the paper tray.

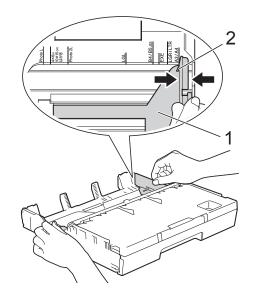
Make sure that the triangular mark on the output paper tray cover is aligned with the line indicating Legal or Folio (2) or A3 or Ledger (3) size, as shown in the illustration.



#### When using A4, Letter, or smaller size paper

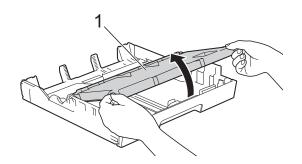
If you are using A4 or Letter, you do not have to extend the tray. If tray #2 is extended, then extend tray #1 and pull up the stopper.

If you are using A5 or smaller size paper, make sure the paper tray is not extended. 3 Gently press and slide the paper side guides (1) to fit the paper size. Make sure that the triangular mark (2) on the paper side guide (1) lines up with the mark for the paper size you are using.

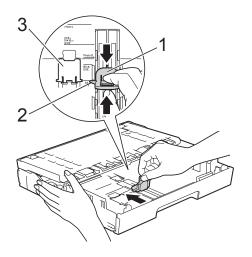




Open the output paper tray cover (1).



5 Gently press and slide the paper length guide (1) to fit the paper size. Make sure that the triangular mark (2) on the paper length guide (1) lines up with the mark for the paper size you are using.

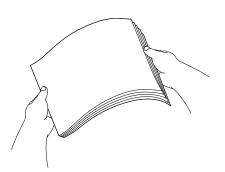


## NOTE

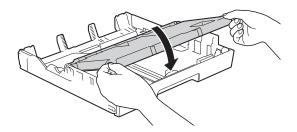
If you are loading A4 or Letter size paper in tray #1 and must extend it because tray #2 is extended, lift up the A4/LTR stopper (3) to hold the paper in landscape position.

(For instructions about how to extend tray #1 over tray #2, see *Loading paper in paper tray* #2 on page 30.)

6 Fan the stack of paper well to avoid paper jams and misfeeds.

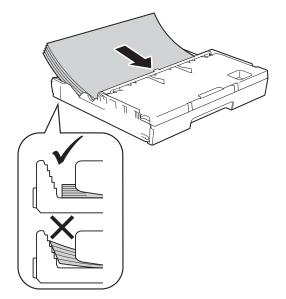


- 7 To load paper in the tray, do one of the following:
  - When using A4 or Letter size paper
    - 1 Close the output paper tray cover.



2 Gently put the paper into the paper tray print side down. Check that the paper is flat in the tray.

#### Landscape orientation



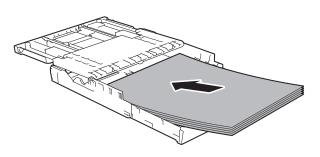
### NOTE

Always make sure that the paper is not curled.

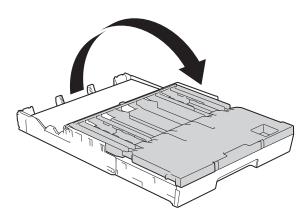
#### When using A3, Ledger, Legal or Folio size paper

 Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.

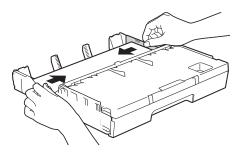
#### **Portrait orientation**



2 Close the output paper tray cover.



8 Gently adjust the paper side guides to the paper with both hands. Make sure the paper side guides touch the sides of the paper.

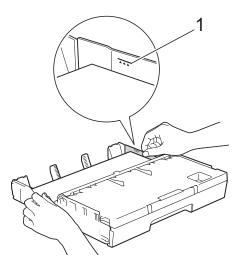


### NOTE

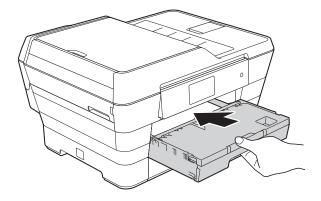
Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

9 Check that the paper is flat in the tray and below the maximum paper mark (1).

Overfilling the paper tray may cause paper jams.

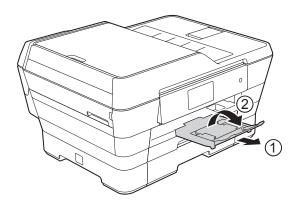


Slowly push the paper tray completely into the machine.



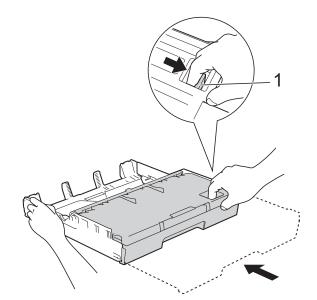
# **A** CAUTION

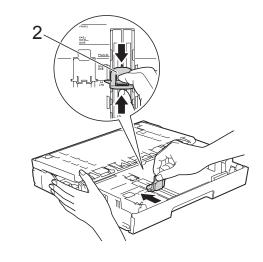
DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 *slowly*. While holding the paper tray in place, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



#### NOTE

Before you shorten Tray #1, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the paper in the tray.

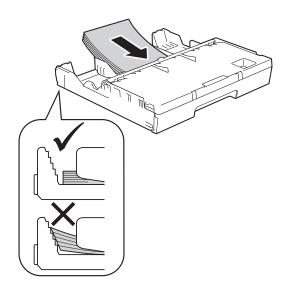




## Loading smaller paper (Photo, Photo L, Photo 2L or envelopes)

## Portrait orientation

(A5 or smaller size paper)



## IMPORTANT

Be careful not to push the paper in too far; it may lift at the back of the tray and cause paper feed problems.

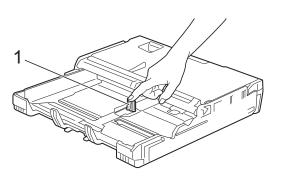
# Loading Photo, Photo L and Photo 2L paper

Before loading, press the corners and sides of the Photo, Photo L and Photo 2L paper to make them as flat as possible.

## IMPORTANT

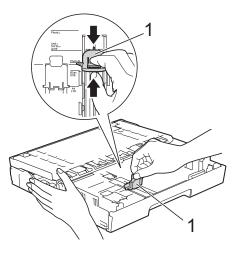
If Photo ( $10 \times 15$  cm), Photo L ( $89 \times 127$  mm) or Photo 2L ( $13 \times 18$  cm) paper is "double-feeding," put only one sheet of Photo or Photo L paper in the paper tray at a time. 2 Do one of the following:

If you load Photo L (89 × 127 mm) in the paper tray, lift up the Photo L stopper (1).

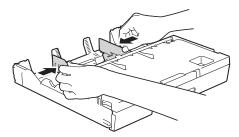


If you load Photo (10 × 15 cm) or Photo 2L (13 × 18 cm) in the paper tray, open the output paper tray cover.

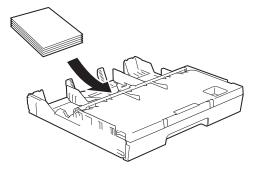
Gently press the paper length guide (1) to fit the paper size, and then close the output paper tray cover.



Gently press the paper side guides to fit the paper size.

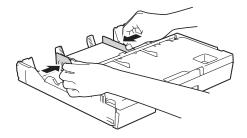


- 4
- Put Photo, Photo L, or Photo 2L paper in the paper tray print side down.



5 Gently adjust the paper side guides to fit the paper.

Make sure the paper side guides touch the sides of the paper.



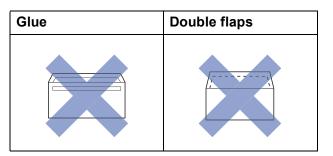
#### **About envelopes**

- Use envelopes that weigh between 80 to 95 g/m<sup>2</sup>.
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing multiple envelopes.

## IMPORTANT

DO NOT use the following types of envelopes, as they will not feed correctly:

- That are of a baggy construction.
- That have windows.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.



Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

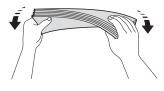
## Loading envelopes

Before loading, press the corners and sides of the envelopes to make them as flat as possible.

## IMPORTANT

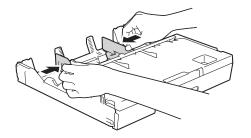
If envelopes are "double-feeding", put one envelope in the paper tray at a time.



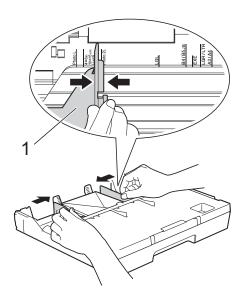




2 Gently press and slide the paper side guides to fit the paper size.



3 Put envelopes in the paper tray with the address side down. If the envelope flaps are on the long edge, load the envelopes with the flap on the left, as shown in the illustration. Gently adjust the paper side guides (1) to fit the size of the envelopes.

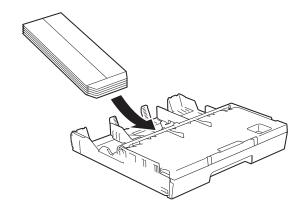


If you have problems printing on envelopes with the flap on the short edge, try the following:



Open the envelope flap.

2 Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.



3 Select **Reverse Print** (Windows<sup>®</sup>) or **Reverse page orientation** (Macintosh) in the printer driver's dialog box, and then adjust the size and margin in your application.

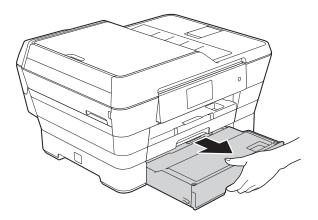
(See Software and Network User's Guide.)

# Loading paper in paper tray #2

## NOTE

You can only use plain paper sizes A4 or Letter (in Landscape position) and A3, Legal or Ledger (in Portrait position) in tray #2.

Pull the paper tray completely out of the machine.

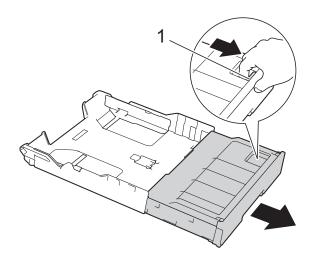


2 Adjust the tray length if needed:

#### When using A3, Ledger, or Legal size paper

Press the universal guide release button (1) as you slide out the front of the paper tray.

You can check if the length of the tray is adjusted correctly by opening the paper tray cover.

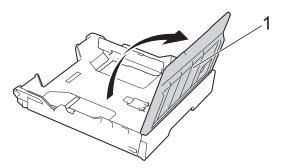


### When using A4 or Letter

If you are using A4 or Letter, you do not have to extend the tray.

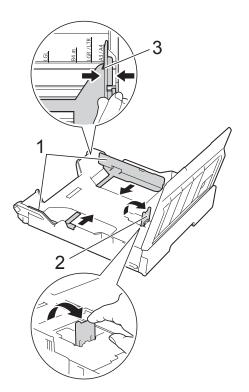


Open the paper tray cover (1).



4 Gently press and slide the paper side guides (1) to fit the paper size. If you are loading A4 or Letter size paper, put it in landscape position and lift up the A4/LTR stopper (2).

Make sure that the triangular mark (3) on the paper side guide lines up with the marks for the paper size you are using.



5) Fan the stack of paper well to avoid paper jams and misfeeds.

### NOTE

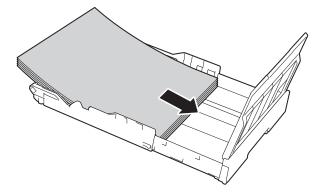
Always make sure that the paper is not curled.

- 6 Gently put the paper into the paper tray print side down.
  - When using A4 or Letter size paper
    - Landscape orientation

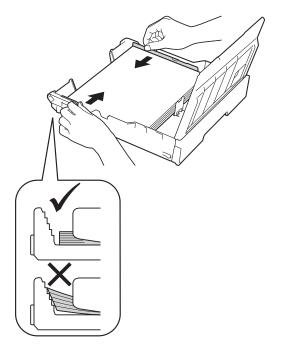


When using A3, Ledger, or Legal size paper

Portrait orientation



7 Gently adjust the paper side guides so they touch the sides of the paper stack.

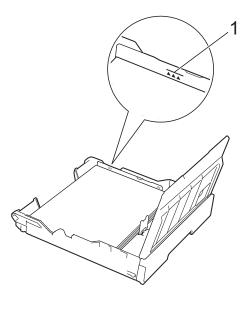


## NOTE

Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

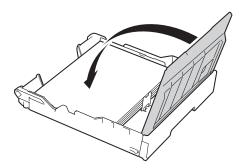
8 Check that the paper is flat in the tray and below the maximum paper mark (1).

Overfilling the paper tray may cause paper jams.

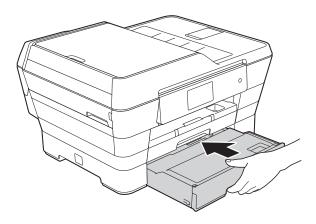




9 Close the paper tray cover.



10 Slowly push the paper tray back into the machine.

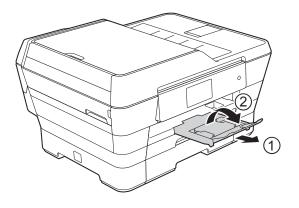


- 1 Do one of the following:
  - If you are using A3, Ledger or Legal size paper, go to step (2).

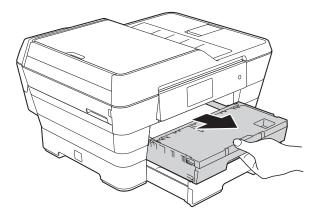
#### NOTE

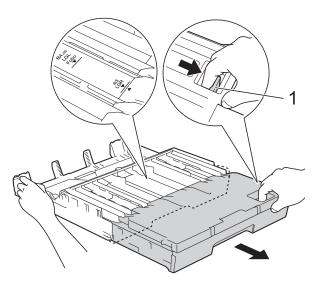
When Tray #2 is extended for large size paper, you must also extend Tray #1 out over Tray #2 to prevent printed pages from falling off the output tray.

■ If you are using A4 or Letter size paper, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).

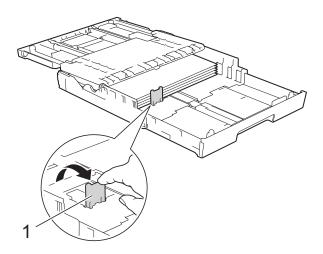


12 Extending tray #1 over tray #2 Pull tray #1 out of the machine. Press the universal guide release button (1) as you slide out the front of the paper tray.

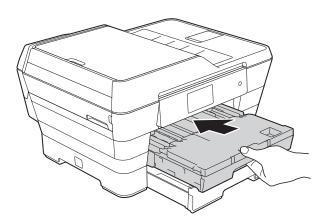




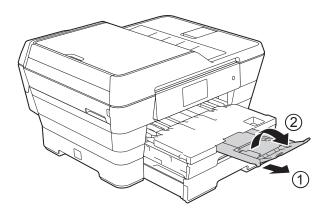
13 Open the output paper tray cover and lift the stopper (1) for A4 and Letter.



14 Close the output paper tray cover and *slowly* push the paper tray into the machine.

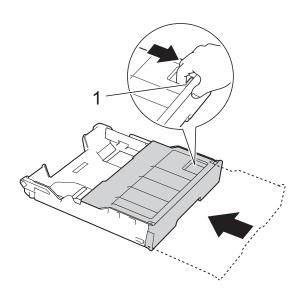


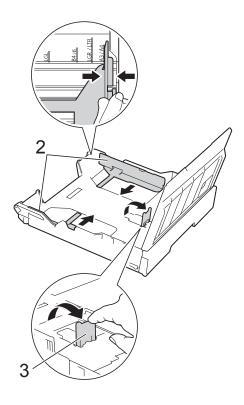
15 Pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



## NOTE

If you are finished using A3, Ledger or Legal size paper and want to use A4 or Letter size paper, take the paper out of the tray. Shorten the tray by pressing the universal guide release button (1). Adjust the paper side guides (2) to fit A4 or Letter size paper. Lift up the A4/LTR stopper (3). Then put the paper into the tray.





# Loading paper in the manual feed slot

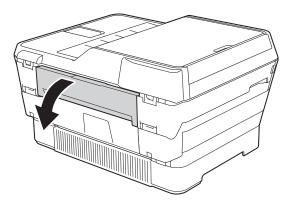
You can load special print media into this slot one sheet at a time.

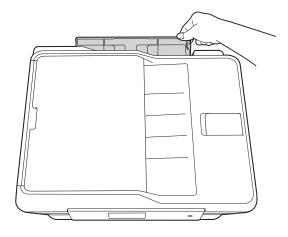
Use the manual feed slot to print or copy on A3, Ledger, Legal, Folio, A4, Letter, Executive, A5, A6, envelopes, Photo ( $10 \times 15$  cm), Photo L ( $89 \times 127$  mm), Photo 2L ( $13 \times 18$  cm) and Index Card ( $127 \times 203$  mm.).

## NOTE

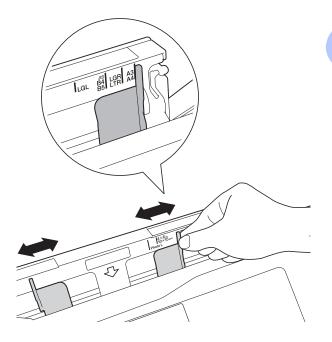
The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

Open the manual feed slot cover.





Slide the manual feed slot paper guides to fit the paper width that you are going to use.



## NOTE

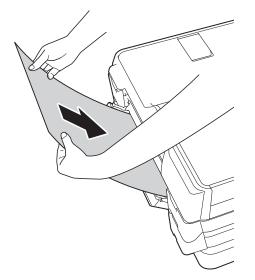
For information about the paper orientation, follow the label attached on the right side of the manual feed slot.



When you slide the paper guides, confirm that they are in these positions.

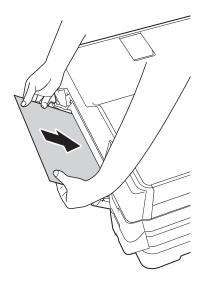
- 3 Load *only one* sheet of paper in the manual feed slot with the side to be printed on *face up*.
  - When using A3, Ledger, Legal, Folio, A5, A6, envelopes, Photo, Photo L, Photo 2L or Index Card

#### **Portrait orientation**



When using A4, Letter or Executive

#### Landscape orientation

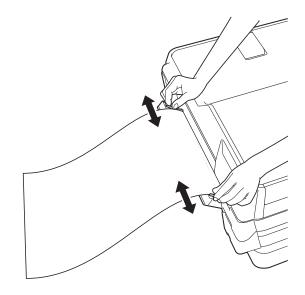


## **IMPORTANT**

 DO NOT put more than one sheet of paper in the manual feed slot at any one time. Doing this may cause a paper jam. Even if you are printing multiple pages, do not feed the next sheet of paper until the Touchscreen shows a message instructing you to feed the next sheet.



- DO NOT put paper in the manual feed slot when you are printing from the paper tray. Doing this may cause a paper jam.
- For details about the paper orientation, see *Paper orientation and capacity of the paper trays* on page 43.
- 4 Using both hands, gently adjust the manual feed slot paper guides to fit the paper.



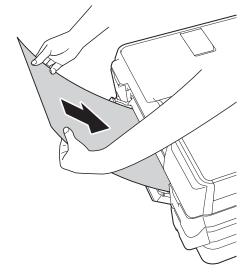
#### NOTE

- DO NOT press the paper guides too tightly against the paper. Doing this may cause the paper to fold.
- Place the paper in the centre of the manual feed slot between the paper guides. If the paper is not centred, pull it out and insert it again at the centre position.
- 5 Using both hands, put one sheet of paper in the manual feed slot until the front edge touches the paper feed roller. Let go of the paper when you hear the machine pull it in a short distance. The Touchscreen will show

Manual Feed Slot ready.

#### NOTE

- Make sure printing has finished before you close the manual feed slot cover.
- When paper is placed in the manual feed slot, the machine always prints from the manual feed slot.
- Paper inserted in the manual feed slot while a test page, fax or report is being printed will be ejected.
- During the machine's cleaning process, paper you place in the manual feed slot will be ejected. Wait until the machine finishes its cleaning, and then put the paper into the manual feed slot again.



## NOTE

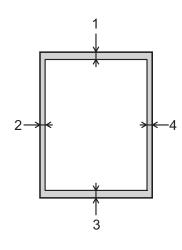
When loading an envelope or a sheet of thick paper, push the envelope into the manual feed slot until you feel it grab the envelope.

6 If the data does not fit on one sheet, the Touchscreen will prompt you to load another sheet of paper. Place another sheet of paper in the manual feed slot, and then press OK on the Touchscreen.

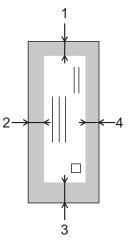
## **Unprintable area**

The printable area depends on the settings in the application you are using. The figures show the unprintable areas on cut-sheet paper and envelopes.

#### **Cut-Sheet Paper**



Envelopes



	Тор (1)	Left (2)	Bottom (3)	Right (4)
Cut-Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	22 mm	3 mm	22 mm	3 mm

## NOTE

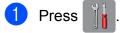
- The machine can print in the shaded areas of cut-sheet paper when the Borderless print feature is available and turned on. (See Software and Network User's Guide.)
- The Borderless print feature is not available for envelopes and 2-sided printing.

## Paper settings

## Paper Size and Type

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

You can use the following sizes of paper for printing copies: A4, A5, A3,  $10 \times 15$  cm, Letter, Legal and Ledger and five sizes for printing faxes: A4, A3, Ledger, Letter and Legal. When you load a different size of paper in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.



- Press the displayed paper size for Tray #1 or Tray #2.
- 3 Do one of the following:
  - If you press the displayed paper size for Tray #1, press Paper Type.

Swipe up or down, or press ▲ or ▼ to display Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency, and press the option you want.

**Press** Paper Size.

Swipe up or down, or press ▲ or ▼ to display A4, A5, A3, 10x15cm, Letter, Legal or Ledger, and press the option you want.

If you press the displayed paper size for Tray #2, press Paper Size.

Swipe up or down, or press ▲ or ▼ to display A4, A3, Letter, Legal or Ledger, and press the option you want.



#### NOTE

- You can use only plain paper in Tray #2.
- The machine ejects paper with the printed surface face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

## Tray use in Copy mode

You can change the default tray the machine will use for copies.

Auto Tray Select will allow your machine to feed paper from either Tray #1 or Tray #2, using the paper type and size settings from the Copy menu.

To change the default setting follow the instructions below:

## 1 Press

- **2 Press** All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Tray Setting.
- 6 Press Tray Setting.
- 7 Press Tray Use: Copy.
- 8 Press Tray #1, Tray #2 or Auto Tray Select.

9 Press 🚺.

### NOTE

You can change the paper size and tray selection temporarily for the next copy. (See *Paper Size* on page 79 and *Tray Select* on page 80.)

## Tray use in Fax mode

You can change the default tray the machine will use for printing received faxes.

Auto Tray Select will allow your machine to take paper from Tray #1 first, or from Tray #2 if:

- Tray #2 is set to a different paper size that is more suitable for the received faxes.
- Both trays are using the same size paper and Tray #1 is not set to use plain paper.
- 1 Press

Press All Settings.

- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Tray Setting.
- 6 Press Tray Setting.
- **7 Press** Tray Use: Fax.
- 8 Press Tray #1, Tray #2 or Auto Tray Select.
- 🥑 Press 🏠.

# Acceptable paper and other print media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper that is loaded in the tray.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct print media in the **Basic** tab of the printer driver or in the Paper Type setting of the machine's menu.

(See Paper Size and Type on page 39.)

- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When using transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

## **Recommended print media**

To get the best print quality, we suggest using the Brother paper in the table.

If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities.

We recommend using 3M Transparency Film when you print on transparencies.

#### **Brother paper**

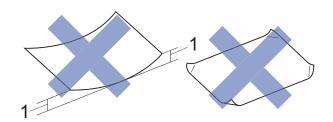
Paper Type	Item
A3 Plain	BP60PA3
A3 Glossy Photo	BP71GA3
A3 Inkjet (Matte)	BP60MA3
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 15 cm Glossy Photo	BP71GP

# Handling and using print media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of the photo paper.
- Avoid touching either side of the transparency paper because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

#### IMPORTANT

- DO NOT use the following kinds of paper:
  - Damaged, curled, wrinkled, or irregularly shaped paper



- 1 2 mm or greater curl may cause jams to occur.
- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- · Short grain paper

# Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m<sup>2</sup> A4 paper.

Transparencies and photo paper must be picked up from the output paper tray cover one page at a time to avoid smudging.

## Choosing the right print media

## Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Сору	Photo Capture	Printer
Cut-Sheet	A3	297 $\times$ 420 mm (11.7 $\times$ 16.5 in.)	Yes	Yes	Yes	Yes
	A4	210 $\times$ 297 mm (8.3 $\times$ 11.7 in.)	Yes	Yes	Yes	Yes
	Ledger	279.4 $\times$ 431.8 mm (11 $\times$ 17 in.)	Yes	Yes	Yes	Yes
	Letter	215.9 $\times$ 279.4 mm (8 1/2 $\times$ 11 in.)	Yes	Yes	Yes	Yes
	Legal	215.9 $\times$ 355.6 mm (8 1/2 $\times$ 14 in.)	Yes	Yes	-	Yes
	Folio	215.9 $\times$ 330.2 mm (8 1/2 $\times$ 13 in.)	-	-	-	Yes
	Executive	$184 \times 267$ mm (7 1/4 $\times$ 10 1/2 in.)	-	-	-	Yes
	A5	148 $\times$ 210 mm (5.8 $\times$ 8.3 in.)	-	Yes	-	Yes
	A6	105 $\times$ 148 mm (4.1 $\times$ 5.8 in.)	_	_	_	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	-	Yes	Yes	Yes
	Photo L	89 $\times$ 127 mm (3 1/2 $\times$ 5 in.)	-	-	-	Yes
	Photo 2L	$13 \times 18$ cm (5 $\times$ 7 in.)	-	-	Yes	Yes
	Index Card	127 $\times$ 203 mm (5 $\times$ 8 in.)	-	-	-	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	-	-	-	Yes
	DL Envelope	110 $\times$ 220 mm (4.3 $\times$ 8.7 in.)	-	-	-	Yes
	Com-10	105 $\times$ 241 mm (4 1/8 $\times$ 9 1/2 in.)	-	-	-	Yes
	Monarch	98 $\times$ 191 mm (3 7/8 $\times$ 7 1/2 in.)	-	-	-	Yes
Transparencies	A4	210 $\times$ 297 mm (8.3 $\times$ 11.7 in.)	-	Yes	-	Yes
	Letter	215.9 $\times$ 279.4 mm (8 1/2 $\times$ 11 in.)	-	Yes	-	Yes
	Legal	$215.9\times355.6$ mm (8 1/2 $\times$ 14 in.)	-	Yes	-	Yes
	A5	148 $\times$ 210 mm (5.8 $\times$ 8.3 in.)	_	Yes	-	Yes

	Paper size	Paper types	No. of sheets
Paper Tray #1	<landscape></landscape>	Plain Paper	250 <sup>1</sup>
	A4, Letter, Executive	Inkjet Paper	20
	<pre><portrait> A3, Ledger, Legal, Folio, A5, A6,</portrait></pre>	Glossy Paper, Photo	20
	Photo, Photo L, Photo 2L, Index	Index Card	30
	card, Envelopes (C5, Com-10, DL, Monarch)	Envelopes, Transparencies	10
Paper Tray #2	<landscape> A4, Letter</landscape>	Plain Paper	250 <sup>1</sup>
	<portrait> A3, Legal, Ledger</portrait>		
Manual Feed Slot	<landscape> A4, Letter, Executive <portrait> A3, Ledger, Legal, Folio, A5, A6, Photo, Photo L, Photo 2L, Index card, Envelopes (C5, Com-10, DL, Monarch)</portrait></landscape>	Plain Paper, Inkjet Paper, Glossy Paper, Photo, Envelopes and Transparencies	1

<sup>1</sup> When using 80 g/m<sup>2</sup> paper.

### NOTE

When you choose User Defined in the Paper Size drop-down list of the printer driver, the paper orientation will differ depending on the size and thickness of the paper.

(For details, see *Paper orientation using User Defined as the Paper Size in the printer driver* on page 44.)

## Paper orientation using User Defined as the Paper Size in the printer driver

	User Defined Size	Paper Orientation
Paper Tray #1	When both of the following conditions are satisfied:	Landscape
	Width: 148.0 mm – 215.9 mm	
	Height: 216.0 mm – 297.0 mm	
	When any one of the following conditions is satisfied:	Portrait
	Width: less than 148.0 mm	
	Width: greater than 215.9 mm	
	Height: less than 216.0 mm	
	Height: greater than 297.0 mm	
Manual Feed Slot	When both of the following conditions are satisfied:	Landscape
	Width: 127.0 mm – 215.9 mm	
	Height: 216.0 mm – 297.0 mm	
	When any one of the following conditions is satisfied:	Portrait
	Width: less than 127.0 mm	
	Width: greater than 215.9 mm	
	Height: less than 216.0 mm	
	Height: greater than 297.0 mm	

## NOTE

- When choosing Envelope in the Paper Thickness drop-down list, you must load the envelopes in Portrait orientation.
- Tray #2 cannot be used for user defined paper sizes.

## Paper weight and thickness

Paper Type		Weight	Thickness
Cut-Sheet	Plain Paper	64 to 120 g/m <sup>2</sup>	0.08 to 0.15 mm
	(Tray #2)	64 to 105 g/m <sup>2</sup>	0.08 to 0.15 mm
	Plain Paper		
	Inkjet Paper	64 to 200 g/m <sup>2</sup>	0.08 to 0.25 mm
	Glossy Paper <sup>1</sup>	Up to 220 g/m <sup>2</sup>	Up to 0.25 mm
Cards	Photo Card <sup>1</sup>	Up to 220 g/m <sup>2</sup>	Up to 0.25 mm
	Index Card	Up to 120 g/m <sup>2</sup>	Up to 0.15 mm
Envelopes		80 to 95 g/m <sup>2</sup>	Up to 0.52 mm
Transparencies		-	-

<sup>1</sup> BP71 (260 g/m<sup>2</sup>) paper is especially designed for Brother inkjet machines.

3

# Loading documents

# How to load documents

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

## NOTE

2-sided documents can be faxed, copied, or scanned up to Ledger or A3 size when using the ADF.

## Using the ADF

The ADF can hold up to 35 pages and feeds each sheet individually. Use paper that is within the sizes and weights shown in the table. Always fan the edges of the pages before placing them in the ADF.

## **Document Sizes and Weights**

Length:	148 to 431.8 mm
Width:	148 to 297 mm
Weight:	64 to 90 g/m <sup>2</sup>

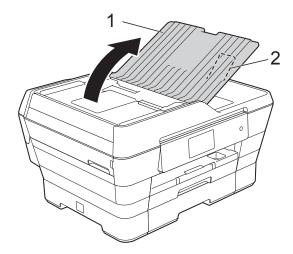
### How to load documents

## IMPORTANT

- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, glued or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents written with ink or modified with correction fluid are completely dry.

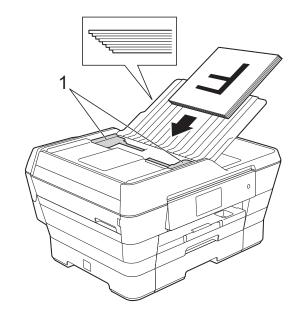
Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).





Fan the pages well.

Adjust the paper guides (1) to fit the width of your documents.



Place your documents face up, short edge first in the ADF until you feel them touch the feed rollers.

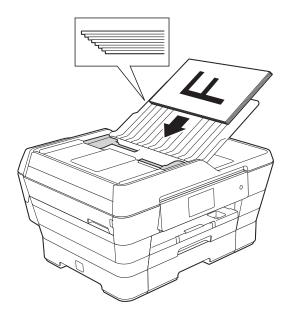
The Touchscreen will display ADF Ready.

#### When using ADF High Speed Mode in Copy and Scan mode

Make sure your document size is A4 or Letter.

Place your documents **face up**, **long edge first** in the ADF until you feel them touch the feed rollers.

The Touchscreen will display ADF Ready.



## NOTE

ADF High Speed Mode is available with Copy and Scan mode. For more information about ADF High Speed Mode, see the following:

- (Copy) *ADF High Speed Mode copying* on page 80
- (Scan) *ADF High Speed Mode scanning* on page 96

## IMPORTANT

DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

## Using the scanner glass

You can use the scanner glass to fax, copy or scan single pages or pages of a book.

## **Document Sizes Supported**

Length:	Up to 431.8 mm
Width:	Up to 297 mm
Weight:	Up to 2 kg

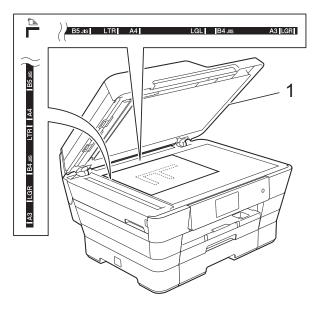
### How to load documents

#### NOTE

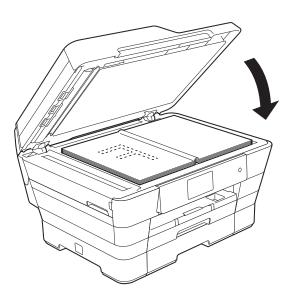
To use the scanner glass, the ADF must be empty.

Lift the document cover.

2 Using the document guidelines on the left and top, place the document **face down** in the upper left corner of the scanner glass.



1 document cover



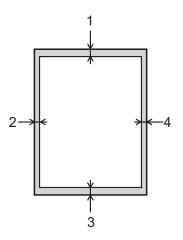
3 Close the document cover.

## IMPORTANT

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

## **Unscannable area**

The scannable area depends on the settings in the application you are using. The figures show the unscannable areas.



Usage	Document	Тор (1)	Left (2)
	Size	Bottom (3)	Right (4)
Fax	A3	3 mm	4.5 mm
	A4		3 mm <sup>1</sup>
	Ledger		3.7 mm
	Letter		4 mm
	Legal		
Сору	All paper		3 mm
Scan	sizes	2 mm	2 mm

<sup>1</sup> The unscannable area is 1 mm when you use the ADF.

4

# Sending a fax

## How to send a fax

The following steps show how to send a fax.

- Do one of the following to load your document:
  - Place the document face up in the ADF. (See Using the ADF on page 45.)
  - Load your document face down on the scanner glass. (See Using the scanner glass on page 46.)

## NOTE

- To send colour faxes with multiple pages, use the ADF.
- If you send a mono fax from the ADF when the memory is full, it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The documents can be up to A3 or Ledger size.
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple-page document.

- Do one of the following:
  - When Fax Preview is set to Off, press (Fax).
  - When Fax Preview is set to on, press



(Fax) and then

💧 (Sending Faxes).

■ The Touchscreen shows:



3 You can change the following fax-sending settings. Press Options. Swipe up or down, or press ▲ or ▼ to scroll through the fax settings. When the setting you want is displayed, press it and choose your new option. When you are finished changing the options, press OK.

### (Basic User's Guide)

For details about changing the following fax-sending settings, see pages 50 to 52.

- Glass Scan Size
- Colour Fax Transmission
- Preview Outgoing Fax
- Transmission Verification Report (Setup)

#### (Advanced User's Guide)

For more advanced fax-sending operations and settings (See Advanced User's Guide: *Sending a fax*.)

- Contrast
- Fax Resolution
- Set New Defaults
- Factory Reset
- 2-sided Fax
- Faxing at the end of a call
- Broadcasting
- Real Time Transmission
- Overseas Mode
- Delayed Fax
- Batch Transmission
- Cancelling Waiting Jobs
- Polled Transmit

4 Enter the fax number.

Using the dial pad



Caller ID history

#### NOTE

- You can preview a fax message before sending it by setting Preview to On. (See How to preview an outgoing fax on page 51.)
- If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server.

(See Software and Network User's Guide.)

5 Press Fax Start.

## Faxing from the ADF

The machine starts scanning the document to be sent.

### Faxing from the scanner glass

- If you choose Mono in the Colour Setting (default setting), the machine starts scanning the first page. Go to step 6.
- If you choose Colour in the Colour Setting, the Touchscreen asks if you want to send a colour fax. Press Yes (Colour fax) to confirm. The machine starts dialling and sending the document.

#### Chapter 4

- 6 When the Touchscreen asks you Next page?, do one of the following:
  - To send a single page, press No.

The machine starts sending the document.

To send more than one page, press Yes and go to step 7.

Place the next page on the scanner glass.

Press OK.

The machine starts scanning the page. (Repeat steps (6) and (7) for each additional page.)

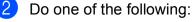
## Stop faxing

To stop faxing, press X.

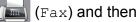
# Setting scanner glass size for faxing

When documents are Letter size, you need to set Scan Size to Letter. If you do not, the side portion of the faxes will be missing.

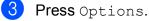
Load your document.



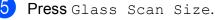
- When Fax Preview is set to Off,
  - press 📠 (Fax).
- When Fax Preview is set to On, press



Sending Faxes).

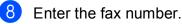


4 Swipe up or down, or press ▲ or ▼ to display Glass Scan Size.



6 Swipe up or down or press ▲ or ▼ to display A4, A3, Letter, Legal or Ledger, and then press the option you want to set.

7 Press OK.



9 Press Fax Start.

#### NOTE

- You can save the setting you use most often by setting it as the default setting. (See Advanced User's Guide: Setting your changes as a new default.)
- This setting is only available for sending documents from the scanner glass.

## Colour fax transmission

Your machine can send a colour fax to machines that support this feature.

Colour faxes cannot be stored in the machine's memory. When you send a colour fax, the machine will send it in real time (even if Real Time TX is set to Off).



Load your document.

- Do one of the following:
  - When Fax Preview is set to Off, press (Fax).
  - When Fax Preview is set to On, press
    - 📠 (Fax) and then
      - (Sending Faxes).
- **3 Press** Options.
- Swipe up or down, or press ▲ or ▼ to display Colour Setting.

**Press** Colour Setting.

**Press** Colour.



Enter the fax number.

Press Fax Start.

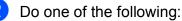
## Cancelling a fax in process

If you want to cancel a fax while the machine is scanning, dialling or sending, press 🗙.

## How to preview an outgoing fax

You can preview a fax message before you send it. You must set Real Time Transmission and Polling RX to Off before you use this feature.

Load your document.



- When Fax Preview is set to Off. press (Fax).
- When Fax Preview is set to On, press

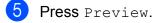
(Sending Faxes).

(Fax) and then



3 Press Options.

Swipe up or down, or press ▲ or ▼ to display Preview.







Enter the fax number using the dial pad or Address Book.



9 Press Fax Start.

The machine starts scanning the document and the outgoing fax appears on the Touchscreen.

When the fax is displayed, press the Touchscreen to perform the following operations.

	Description
Ð	Enlarge the fax.
Reduce the fax.	
🔺 or 🔻	Scroll vertically.
🖪 or 🕨	Scroll horizontally.
Image: Second se	Rotate the fax clockwise.
	Go back to the previous page.
	Go to the next page.

10) Press Start.

#### NOTE

- To send a colour fax, do not use Fax Preview.
- The fax message in the memory will be sent and then erased when you press Start.

51

# Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the sender's name or fax number, the time and date of the transmission, duration of the transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- On: Prints a report after every fax you send.
- On+Image: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- Off: Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if the receiving machine modifies the size of the document you fax. Off is the default setting.
- Off+Image: Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if your fax is successful, but the receiving machine modifies the size of the document you fax. A portion of the fax's first page appears on the report.
- Off2: Prints a report only if your fax is unsuccessful due to a transmission error.
- Off2+Image: Prints a report only if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.
- 1 Press 🎁
  - Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.



Press Fax.

- 5 Swipe up or down, or press ▲ or ▼ to display Report Setting.
- 6 Press Report Setting.
  - **Press** XMIT Report.
- Swipe up or down or press ▲ or ▼ to display On, On+Image, Off, Off+Image, Off2 or Off2+Image and then press the option you want to set.

## 9 Press 🎦.

## NOTE

- If you choose On+Image, Off+Image or Off2+Image the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. The image will not appear on the report when you send a colour fax. (See Advanced User's Guide: *Real Time Transmission*.)
- If your transmission is successful, OK will appear next to RESULT on the Transmission Verification Report. If the transmission is not successful, ERROR will appear next to RESULT.

Receiving a fax

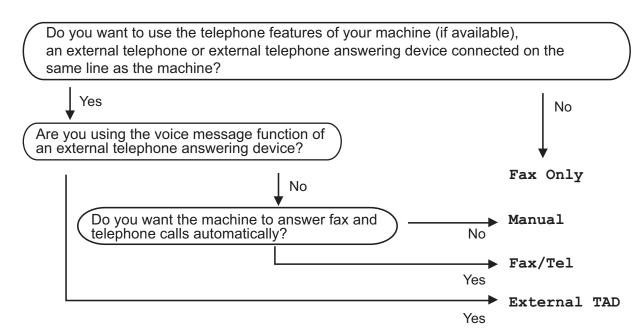
# **Receive Modes**

You must choose a Receive Mode depending on the external devices and telephone services you have on your line.

## **Choose the Receive Mode**

By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode.

For more detailed information on the Receive Modes, see Using Receive Modes on page 55.



To set the Receive Mode follow the instructions:

Press II Settings.
 Press All Settings.
 Swipe up or down, or press ▲ or ▼ to display Fax.
 Press Fax.
 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
 Press Setup Receive.

Swipe up or down, or press ▲ or ▼ to display Receive Mode.

Chapter 5

8 Press Receive Mode.

## NOTE

If the option to change the receive mode is unavailable, make sure the BT Call Sign feature is set to Off. (See Advanced User's Guide: *To enable the machine to work with BT Call Sign (with your external telephone only).*)

9 Press Fax Only, Fax/Tel, External TAD or Manual.



# **Using Receive Modes**

Some Receive Modes answer automatically (Fax Only and Fax/Tel). You may want to change the Ring Delay before using these modes. (See *Ring Delay* on page 56.)

## Fax Only

Fax Only mode will automatically answer every call as a fax call.

## Fax/Tel

Fax/Tel mode helps you manage incoming calls by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T Ring to tell you to pick up the line. The F/T Ring is a fast double-ring made by your machine.

If you use Fax/Tel mode, see *F/T Ring Time* (*Fax/Tel mode only*) on page 56 and *Ring Delay* on page 56.

## Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign feature.

To receive a fax in Manual mode, lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press Fax Start and choose Receive. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(See Fax Detect on page 57.)

## **External TAD**

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

To connect your External TAD, see Connecting an external TAD (telephone answering device) on page 67.

## **Receive Mode settings**

## **Ring Delay**

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 telephones on the same line as the machine, choose the maximum number of rings.

(See Operation from external and extension telephones on page 69 and Fax Detect on page 57.)

- 1 Press 🏢
  - **Press** All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Swipe up or down, or press ▲ or ▼ to display Ring Delay.
- 8 Press Ring Delay.
- 9 Swipe up or down, or press ▲ or ▼ to display the options, and then press the number of times the machine will ring before it answers.

If you choose 0, the machine will answer immediately and the line will not ring at all.



## F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it. However, if it is a voice call then the machine will sound the F/T Ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T Ring, it means that you have a voice caller on the line.

Because the F/T Ring is made by the machine, extension and external telephones will not ring. However, you can still answer the call on any telephone by using a remote code.

(For more information, see *Using remote codes* on page 70.)

- 1 Press
- **2 Press** All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Swipe up or down, or press ▲ or ▼ to display F/T Ring Time.
- 8 Press F/T Ring Time.
- Press how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

1 Press .

## NOTE

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

## Fax Detect

## If Fax Detect is On:

The machine receives a fax call automatically, even if you answer the call. When you see Receiving on the Touchscreen or when you hear "chirps" through the handset you are using, just replace the handset. Your machine will do the rest.

## If Fax Detect is Off:

If you are at the machine and answer a fax call by lifting the handset, press Fax Start, then press Receive to receive the fax.

If you answered at an extension or external telephone, press \* **5 1**. (See *Operation from external and extension telephones* on page 69.)

## NOTE

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the remote activation code
   \* 5 1.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.





- **Press** All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.



- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
  - Swipe up or down, or press ▲ or ▼ to display Fax Detect.
- 8 Press Fax Detect.
- 9 Press On (or Off).

🚺 Press 🏹.

## Fax Preview (Monochrome faxes only)

## How to preview a received fax

You can view received faxes on the

Touchscreen by pressing [main] (Fax) and

then [main] (Received Faxes). When the

machine is in Ready mode, a pop-up message will appear on the Touchscreen to alert you of new faxes.

## **Setting Fax Preview**



- Press Fax Preview.
- 3 Press On (or Off).
- 4 Press Yes.
- 5 The Touchscreen will tell you that any future faxes will not be printed as you receive them. Press Yes.
- 6 Press 🚺.

## NOTE

When Fax Preview is turned on, a backup copy of received faxes will not be printed for Fax Forwarding and PC-Fax Receiving operations, even if you have set Backup Print to On.

## **Using Fax Preview**

When you receive a fax, you will see a pop-up message on the Touchscreen. (For example: New Fax:01 [View])

1 Press View.

The Touchscreen will display the fax list.

### NOTE

- The fax list includes old and new faxes. New faxes are indicated by a blue mark next to the fax.
- · If you want to see a fax that has already

been previewed, press [main] (Fax) and

(Received Faxes).

- 2 Swipe up or down, or press ▲ or ▼ to display the fax number of the fax you want to see.
- 3 Press the fax you want to see.

## NOTE

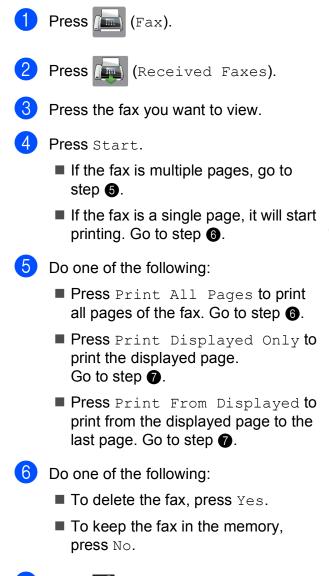
- If your fax is large there may be a delay before it is displayed.
- The Touchscreen will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "xx".

Press the Touchscreen or Touchpanel to perform the following operations.

	Description	
( De la constante da la consta	Enlarge the fax.	
Q	Reduce the fax.	
🔺 or 💌	Scroll vertically.	
I or I	Scroll horizontally.	
	Rotate the fax clockwise.	
	Delete the fax.	
	Press Yes to confirm.	
	Go back to the previous page.	
	Go to the next page.	
Ĵ	Go back to the fax list.	
Start	Print the fax.	
	Do one of the following:	
	Press Print All Pages to print the whole fax message.	
	Press Print Displayed Only to only print the displayed page.	
	Press Print From Displayed to print from the displayed page to the last page.	

4 Press 🏠

#### How to print a fax



7 Press 🎧

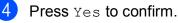
### How to print all faxes in the list

Press 📠 (Fax). Press 📠 (Received Faxes). **Press** Print/Delete. Do one of the following: To print all new faxes, press Print All (New Faxes). To print all old faxes, press Print All(Old Faxes). 5 Press . How to delete all faxes in the list Press 📠 (Fax). 2 Press 📠 (Received Faxes). 3 Press Print/Delete. 4 Do one of the following: To delete all new faxes, press Delete All (New Faxes). To delete all old faxes, press Delete All(Old Faxes). Press Yes to confirm. Press

## **Turning off Fax Preview**

1 Press	
---------	--

- 2 Press Fax Preview.
- **3** Press Off.



- 5 If there are faxes stored in the memory, do one of the following:
  - If you do not want to print the stored faxes, press Continue.
     The machine asks you to confirm the deletion of the stored faxes.

Press Yes to confirm. Your faxes will be deleted.

- If you want to print all the stored faxes, press Print All Faxes Before Delete.
- If you do not wish to turn off Fax Preview, press Cancel.



6

# Using PC-FAX

# **PC-FAX Sending**

You can send a file created in any application on your PC as a standard fax.

## NOTE

The PC-FAX software can only send monochrome fax documents.

## Sending a file as a PC-FAX

Please install MFL-Pro Suite software, connect your machine and PC before using PC-FAX sending.

- Create a file in any application on your PC.
- 2 Click **File**, then **Print**. The **Print** dialog box appears.
- 3 Choose **Brother PC-FAX** as your printer, and then click **Print**. The PC-FAX sending dialog box appears:



- 4 Enter a fax number using any of the following methods:
  - Use the dial pad to enter the number.

#### NOTE

If you select the **Dial Restriction** check box, a confirmation dialog box will appear for you to re-enter the fax number. This feature helps to prevent transmissions to the wrong destination.

Click the Address Book button, and then choose a member or group from the Address Book.

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

5 To include a cover page, click Add Cover Page.

### NOTE

You can also click the cover page icon to create or edit a cover page.

6 Click Start to send the fax.

## NOTE

- If you want to cancel the fax, click Cancel, or press on the Touchpanel.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

6

## PC-FAX Receiving (Windows<sup>®</sup>)

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

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

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC.

Do one of the following:

(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7)

From (Start), select All Programs, Brother, MFC-XXXX, PC-FAX Receiving, and select Receive. (where XXXX is your model name.)

(Windows<sup>®</sup> 8)

Click (Brother Utilities), and then click

the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

If you choose Backup Print: On, the machine will also print the fax.

1	Press
2	Press All Settings.
3	Swipe up or down, or press ▲ or ▼ to display Fax.
4	Press Fax.
5	Swipe up or down, or press ▲ or ▼ to display Setup Receive.
6	<b>Press</b> Setup Receive.
7	Swipe up or down, or press ▲ or ▼ to display Memory Receive.
8	Press Memory Receive.
9	<b>Press</b> PC Fax Receive.
10	The Touchscreen shows the message Run PC-Fax on your computer. Press OK.
1	Press <usb> or the name of the PC you want to receive faxes if you are on a network. Press OK.</usb>
12	If Fax Preview is set to Off, press Backup Print: On or

🔞 Press 🏠.

Backup Print: Off.

#### NOTE

- PC-FAX Receive is not supported by Mac OS.
- Before you can set up PC-FAX Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on.

(See Software and Network User's Guide.)

- 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 PC. (See *Transferring your faxes or Fax Journal report* on page 118.)
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC.
- To change the destination PC, repeat steps 1 to 18.

7

## **Telephone and external devices**

## Voice operations

### Fax/Tel mode

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

If you are at an external telephone, lift the handset of the external telephone, and then press Pickup to answer.

If you are at an extension telephone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the fast 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 \* **5 1**.

### Caller ID (U.K. and Ireland only)

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the Touchscreen shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the Touchscreen, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to fax to, add to Address Book, or delete from the history. (See *Caller ID history* on page 74.)

- The ID Unknown message means the call originated outside your Caller ID service area.
- The ID Withheld message means the caller has intentionally blocked the transmission of their information.

You can print a list of the Caller ID information received by your machine. (See Advanced User's Guide: *How to print a report*.)

#### NOTE

The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

#### Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to On to display the caller's telephone number on the Touchscreen as the telephone rings.

### 1 Press 🎁

- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Miscellaneous.
- 6 Press Miscellaneous.
- 7 Press Caller ID.
- 8 Press On (or Off).



## **Telephone services**

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, answering services, alarm systems or other custom features on one telephone line may create problems with the operation of your machine.

#### NOTE

Caller ID is available for U.K. and Ireland only.

#### Setting the Telephone Line Туре

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

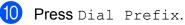
Press

- **Press** All Settings.
- 3 Swipe up or down, or press  $\blacktriangle$  or  $\triangledown$  to display Initial Setup.
- 4 Press Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Phone Line Set.
- 6 Press Phone Line Set.
- Press Normal, PBX or ISDN.
- 8 Do one of the following:
  - If you choose PBX, go to step ④.
  - If you choose ISDN or Normal, go to step **1**2.

9 Press On or Always.

#### NOTE

If you choose On, the machine dials a prefix number before the fax number you dial only when R is pressed. If you choose Always, the machine always automatically dials a prefix number before the fax number.



(i) Enter the prefix number using the keyboard on the Touchscreen. Press OK.

#### NOTE

You can use the numbers 0 to 9, #, \* and !. You cannot use ! with any other numbers or characters.



#### **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 Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when the R on the Touchscreen is pressed.

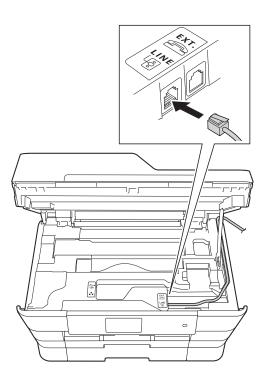
#### NOTE

You can program a press of the R button as part of a number stored in Address Book. When programming the Address Book number, press R first (the Touchscreen shows '!'), then enter the telephone number. If you do this, you do not need to press R each time before you dial using an Address Book. (See *Storing numbers* on page 75.) However, if your Telephone Line Type is not set to PBX on the machine, you cannot use the Address Book number that the R is programmed into.

#### Voice over Internet Protocol (VoIP)

VoIP is a type of phone system that uses an Internet connection instead of a traditional telephone line. Telephone providers frequently bundle VoIP together with Internet and cable services.

Your machine may not work with some VoIP systems. If you want to use your machine to send and receive faxes on a VoIP system, make sure that one end of your telephone cord is connected to the socket labelled **LINE** on your machine. The other end of the telephone cord may be connected to a modem, phone adapter, splitter, or other such device.



#### If you have questions about how to connect your machine to the VoIP system, please contact your VoIP provider.

After you have connected your machine to the VoIP system, check for a dial tone. Lift the external telephone's handset and listen for a dial tone. If there is no dial tone, please contact your VoIP provider.

If you are having problems sending or receiving faxes over a VoIP system, we recommend changing the machine's modem speed to the Basic (for VoIP) setting (see *Telephone line interference / VoIP* on page 139).

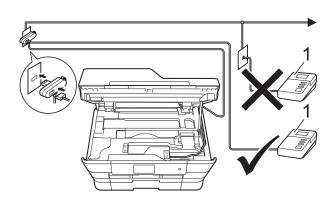
## Connecting an external TAD (telephone answering device)

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 a voice message.

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, shorten the Ring Delay setting on your external TAD.



#### 1 TAD

When the TAD answers a call, the Touchscreen shows Telephone.

#### IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.

### **Connection settings**

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

- 1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.
- 2 Carefully guide the telephone line cord into the cable channel and out the back of the machine.
- 3 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.
- 4 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- 5 Record the outgoing message on your external TAD.
- 6 Set the TAD to answer calls.
- 7 Set the Receive Mode to External TAD. (See Choose the Receive Mode on page 53.)

#### Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message.

- 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.)
  - Limit your speaking to 20 seconds.

#### NOTE

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

### Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi-line system, we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator, we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate correctly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

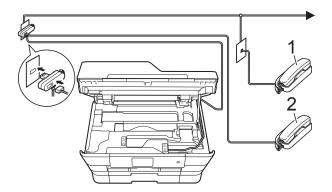
#### NOTE

Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 65.)

# External and extension telephones

## Connecting an external or extension telephone

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



- 1 Extension telephone
- 2 External telephone

#### NOTE

Please make sure you use an external telephone with a cable no more than 3 metres long.

## Operation from external and extension telephones

If you answer a fax call on an extension or an external telephone, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code  $\times$  **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and fast double-rings for you to take over, use the Remote Deactivation Code **# 5 1** to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* on page 56.)

## If you answer a call and no one is on the line:

Assume you are receiving a manual fax.

Press \* **5 1** and wait for the chirp or until the Touchscreen shows 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 57.)

## Using extension telephones (U.K. only)

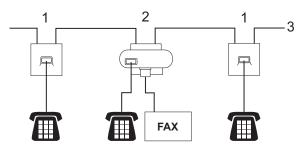
Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this. The most obvious is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, the remote activation code feature 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.

These problems can easily be eliminated, 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). In this configuration the 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."

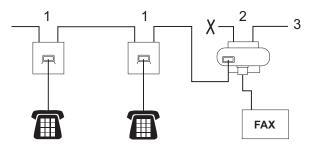
The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in figure 2.

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



- 1 Extension socket
- 2 Master socket
- 3 Incoming line

Recommended connection of extension sockets (Fig. 2.)



- 1 Extension socket
- 2 Master socket
- 3 Incoming line

The fax machine must be plugged into the master socket.

#### NOTE

These telephones are now connected as external devices (See *Connecting an external or extension telephone* on page 68), because they are connected to the fax machine via the T-connector.

#### Using remote codes

#### **Remote Activation Code**

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the Remote Activation Code \* **5 1**. Wait for the chirping sounds and then replace the handset. (See *Fax Detect* on page 57.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing Fax Start and choose Receive.

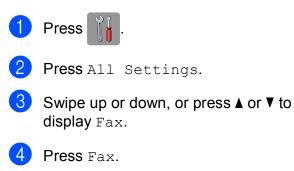
#### **Remote Deactivation Code**

If you receive a voice call and the machine is in Fax/Tel mode, it will start to sound the F/T Ring (fast double-ring) after the initial ring delay. If you pick up the call on an extension telephone, you can turn the F/T Ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing Pickup.

#### Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Remote Activation Code is  $\times$  **5 1**. The preset Remote Deactivation Code is **# 5 1**. If you want to, you can replace them with your own codes.



- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive. 6 Press Setup Receive. Swipe up or down, or press ▲ or ▼ to display Remote Codes. 8 Press Remote Codes. 9 Do one of the following: If you want to change the Remote Activation Code, press Act.Code. Enter the new code, and then press OK. If you want to change the Remote Deactivation Code, press Deact.Code. Enter the new code, and then press OK. If you do not want to change the Codes, go to step ().
  - If you want to turn the Remote Codes Off (or On), press Remote Codes.

Press Off (or On).

## 10 Press 🏠

#### NOTE

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

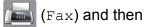
# 8

## **Dialling and storing numbers**

## How to dial

### Manual dialling

- 1 Load your document.
  - Do one of the following:
    - When Fax Preview is set to Off.
      - press mail (Fax).
    - When Fax Preview is set to On, press



- (Sending Faxes).
- 3 Press all of the digits of the fax number.



**Press** Fax Start.

#### **Dialling from the Address** Book

Load your document. Press [Ima] (Fax). Press (Address Book). 4 Do one of the following: Swipe up or down, or press ▲ or ▼ to display the number you want to dial. ■ Press **Q**, and then enter the first letter of the name and press OK. Press the name you want to dial.

If the name has two numbers, go to step 6.

If the name has one number, go to step 6.

#### NOTE

If the LDAP search is available, the result will be shown on the Touchscreen with

(For details, see Software and Network User's Guide.)

- 5 Press the number you want to dial.
- To send a fax, press Apply.
  - Press Fax Start. The machine scans and sends the fax.

#### Fax Redial

If you are sending a fax automatically and the line is busy, the machine will redial up to three times at five minute intervals.

Redial only works if you dialled from the machine.



1 Load your document.



Do one of the following:

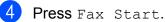
- When Fax Preview is set to Off.
  - press (Fax).
- When Fax Preview is set to On, press



(Fax) and then

(Sending Faxes).

3 Press Redial.



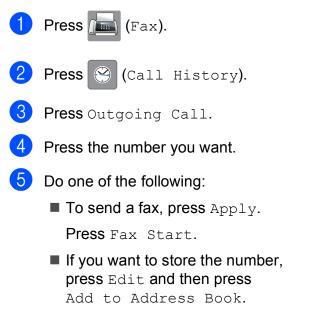
#### NOTE

- In Real Time Transmission the automatic redial feature does not work when you are using the scanner glass.
- Redial will change to Pause when you enter a fax number.

## **Additional Dialling Operations**

### **Outgoing Call history**

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to Address Book, or delete from the history.



(See Advanced User's Guide: Storing Address Book numbers from the Outgoing Call history.)

If you want to delete the number from the Outgoing Call history list, press Edit and then press Delete.

Press Yes to confirm.

Press

8

#### **Caller ID history**

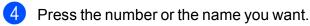
This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (U.K. and Ireland only)* on page 64.)

The numbers, or names if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to Address Book, or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.

#### NOTE

If you are not a Caller ID subscriber, you can still view call dates from the Caller ID history, and delete entries from the list.

- 1 Press 📠 (Fax).
- 2 Press 😁 (Call History).
- **3 Press** Caller ID history.



- 5 Do one of the following:
  - To send a fax, press Apply.

Press Fax Start.

If you want to store the number, press Edit and then press Add to Address Book.

(See Advanced User's Guide: Storing Address Book numbers from the Caller ID history.)

If you want to delete the number from the Caller ID history list, press Edit and then press Delete.

Press Yes to confirm.

Press

#### NOTE

You can print the Caller ID list. (See Advanced User's Guide: *How to print a report*.)

## **Storing numbers**

You can set up your machine to do the following types of easy dialling: Address Book and Groups for broadcasting faxes. When you dial an Address Book number, the Touchscreen shows the number.

#### NOTE

If you lose electrical power, the Address Book numbers that are in the memory will not be lost.

### Storing a pause

When you are storing Address Book numbers, you can insert one or more 3.5 second pauses by pressing Pause on the Touchscreen.

## Storing Address Book numbers

You can store up to 100 Addresses with a name, and each name can have two numbers.



- Press 🔲 (Address Book).
- 3 Press Edit.
- Press Add New Address.
- 5 Press Name.
- 6 Enter the name using the keyboard on the Touchscreen (up to 16 characters). Press OK.

(For help entering letters, see *Entering Text* on page 190.)



Press Address 1.

8 Enter the first fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK.

#### NOTE

- Be sure to include the area code when entering a fax or telephone number.
   Depending on the country, the Caller ID names and history may not be displayed correctly if the area code is not registered with the fax or telephone number.
- If you downloaded the Internet Fax feature:

If you want to store an E-mail address to use with Internet Fax or Scan to E-mail

server, press and enter the E-mail address and press OK. (See Entering Text on page 190.)

- If you want to store a second fax or telephone number, press Address 2.
   Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits).
   Press OK.
- **10** Press OK to confirm.

1 Do one of the following:

- To store another Address Book number, repeat steps 3 to 10.
- To finish storing numbers, press

#### Changing or deleting Address Book names or numbers

You can change or delete an Address Book name or number that has already been stored.

Press (Fax).
 Press (Address Book).
 Press Edit.
 Do one of the following:

 Press Change to edit the names or numbers. Go to step ().
 Press Delete to delete the numbers.

Choose the numbers you want to delete by pressing them to display a red check mark.

Press OK.

Press Yes to confirm. Go to step (9).

- Swipe up or down, or press ▲ or ▼ to display the number you want to change.
- 6 Press the number you want to change.

- 7
- **7** Do one of the following:
  - If you want to change the name, press Name.
     Enter the new name (up to 16 characters) using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 190.)
     Press OK.
  - If you want to change the first fax or telephone number, press
     Address 1.
     Enter the new fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.
     Press OK.
  - If you want to change the second fax or telephone number, press
     Address 2.
     Enter the new fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.
     Press OK.

#### NOTE

How to change the stored name or number:

8 Do one of the following:

■ Press OK to finish.

To change another Address Book number, repeat steps (3) to (3).

To make more changes, return to 7.

🥑 Press 🏹

9

## Making copies

## How to copy

The following steps show the basic copy operation.

- Do one of the following to load your document:
  - Place the document *face up* in the ADF.

(See Using the ADF on page 45.)

Place the document face down on the scanner glass.

(See Using the scanner glass on page 46.)



■ The Touchscreen shows:



- 1 No. of Copies You can enter the number of copies by using the dial pad.
- If you want more than one copy, enter the number (up to 99).

**Press** Mono Start **or** Colour Start.

### Stop copying

To stop copying, press 🗙.

## Copy preset settings

You can copy with a variety of settings that are already set up for you in the machine simply by pressing them.

The following preset settings are available.

- Best Quality
- Normal
- 2-sided(1→2)
- 2-sided(2→2)
- ADF High Speed
- **A**3
- A4 → A3
- 2in1(ID)
- 2in1
- Poster
- Ink Save
- 🔳 Book

#### NOTE

If you change the main option for the selected copy preset setting, the name above the setting icon on the Touchscreen will be changed to Normal.

For example, if you select Best Quality and change the quality option from Best, Normal will appear above the preset icon.

- Load your document.
   Press (Copy).
  - Swipe left or right to display Best Quality, Normal, 2-sided(1→2), 2-sided(2→2), ADF High Speed, A3, A4 → A3, 2in1(ID), 2in1, Poster, Ink Save or Book, and then press the option you want to set.

#### Chapter 9



Enter the number of copies you want.

- 5 Do one of the following:
  - If you want to change more settings, go to step 6.
  - If you do not want to change more settings, go to step ③.
- 6 Press Options.
- 7 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want to change.
- 8 Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option.

Repeat steps **7** and **8** for each setting you want to change.

If you are finished changing the settings, press OK.

#### NOTE

If you want to save the settings as a Shortcut, press Save as Shortcut.

9 Press Mono Start or Colour Start.

## **Copy options**

You can change the following copy settings. Press Copy, and then press Options. Swipe up or down, or press ▲ or ▼ to scroll through the copy settings. When the setting you want is displayed, press it and choose your option. When you have finished changing options, press OK.

#### (Basic User's Guide)

For details about changing the following copy settings, see page 79.

- Paper Type
- Paper Size
- Tray Select
- ADF High Speed Mode

#### (Advanced User's Guide)

For details about changing the following copy settings, see Advanced User's Guide: *Copy options*.

- Quality
- Enlarge/Reduce
- Page Layout
- 2in1(ID)
- Stack/Sort
- Density
- Ink Save Mode
- Thin Paper Copy
- Auto Deskew
- Book Copy
- Watermark Copy
- Remove Background Colour
- 2-sided Copy

#### NOTE

If you want to sort copies, use the ADF.

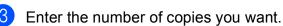
#### **Paper Type**

If you are copying on a special type of paper, set the machine for the type of paper you are using to get the best print quality.



Load your document.

2 Press A (Copy).



- Press Options.
- Swipe up or down, or press ▲ or ▼ to display Paper Type.
- 6 Press Paper Type.
  - Swipe up or down, or press ▲ or ▼ to display Plain Paper, Inkjet Paper, Brother BP71, Other Glossy **Of** Transparency, and then press the option you want to set.
- 8 If you do not want to change additional settings, press OK.
  - Press Mono Start or Colour Start.

#### **Paper Size**

If you are copying on paper other than A4 size, you will need to change the Paper Size setting. You can copy only on A4, A5, A3, Photo ( $10 \times 15$  cm), Letter, Legal or Ledger paper.

- Load your document.
- Press A (Copy).
- Enter the number of copies you want.
- Press Options.
- Swipe up or down, or press ▲ or ▼ to display Paper Size.



- 6 Press Paper Size.
- Swipe up or down, or press ▲ or ▼ to display A4, A5, A3, 10x15cm, Letter, Legal or Ledger, and then press the option you want to set.

#### NOTE

If you are using the manual feed slot, insert only one sheet of paper at a time. (See Loading paper in the manual feed slot on page 35.)



8 If you do not want to change more settings, press OK.

Press Mono Start or Colour Start.

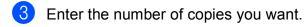
#### **Tray Select**

You can change the tray temporarily for the next copy. To change the default tray setting, see *Tray use in Copy mode* on page 39.



Load your document.

2 Press 🦳 (Copy).



- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Tray Select.
- 6 Press Tray Select.
- Press Tray #1, Tray #2 or Auto Tray Select.
- 8 If you do not want to change additional settings, press OK.
  - 9 Press Mono Start or Colour Start.

## ADF High Speed Mode copying

When copying multi-page A4 or Letter size documents, you can print multiple copies faster by placing the documents **face up**, **long edge first** in the ADF. (See *Using the ADF* on page 45.)

Place your document face up, long side edge first in the ADF.

- 2 Press 🎒 (Copy).
- 3 Press the Options.
- 4 Swipe up or down, or press ▲ or ▼ to display ADF High Speed Mode.
- 5 Press ADF High Speed Mode.
- 6 Press On (or Off).
- Read the information on the Touchscreen, and then confirm it by pressing OK.
- 8 If you do not want to change more settings, press OK.

#### NOTE

Change Paper Size to A4 or Letter to match the paper size of your document.

9 Press Mono Start or Colour Start. The machine scans the document and starts printing.

#### NOTE

Enlarge/Reduce, Page Layout, Auto Deskew and Advanced Settings are not available with ADF High Speed Mode.

# 10 Printing photos from a memory card or USB Flash drive

## PhotoCapture Center™ operations (PHOTO mode)

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media or a USB Flash drive. (See *Print Images* on page 84.)

You can scan documents and save them directly to a memory card or USB Flash drive. (See *How to scan to a memory card or USB Flash drive* on page 85.)

If your machine is connected to a computer, you can use your computer to access a memory card or USB Flash drive that is inserted in the front of the machine.

(See Software and Network User's Guide.)

## Using a memory card or USB Flash drive

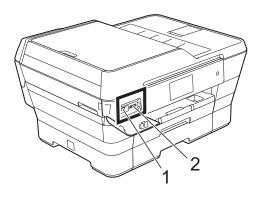
Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick Duo<sup>™</sup>, Memory Stick PRO Duo<sup>™</sup>, SD Memory Card, SDHC Memory Card, SDXC Memory Card, MultiMedia Card, MultiMedia Card plus and a USB Flash drive.

The PhotoCapture Center<sup>™</sup> feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

## **Getting started**

1 Open the media slot cover.

2 Firmly put a memory card or USB Flash drive into the correct slot.



#### 1 USB Flash drive



#### **IMPORTANT**

The USB direct interface supports only a USB Flash drive, a PictBridge-compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

Slot	Compatible memory cards	
Upper slot		Memory Stick Duo™
		Memory Stick PRO Duo™
		Memory Stick Micro™ (M2™) (Adapter required)
Lower slot		SD Memory Card
		SDHC Memory Card
		SDXC Memory Card
		MultiMedia Card
		MultiMedia Card plus
		miniSD (Adapter required)
		miniSDHC (Adapter required)
		microSD (Adapter required)
		microSDHC (Adapter required)
		MultiMedia Card mobile (Adapter required)

#### 2 Memory card slot

#### IMPORTANT

- DO NOT insert a Memory Stick Duo<sup>™</sup> into the lower SD slot, this may cause damage to the machine.
- DO NOT insert more than one media card in the machine at the same time. Doing this may cause damage to the machine.
- DO NOT unplug the power cord or remove the memory card or USB Flash drive from the media drive (slot) or USB direct interface while the machine is reading or writing to the memory card or USB Flash drive. You will lose your data or damage the card.

The machine can only read one device at a time.

## **Print Images**

### **View Photos**

You can preview your photos on the Touchscreen before you print them. If your photos are large files there may be a delay before each photo is displayed.



Open the media slot cover.

2

- Put the memory card or USB Flash drive in the correct slot.
- **3** Press Photo.
- Swipe left or right to display View Photos.
- 5 Press View Photos. Press OK.
- 6 Do one of the following:
  - If you want to choose photos to print or print more than one for an image, go to step 7.
  - If you want to print all photos, press Print All. Press Yes to confirm. Go to step 1.
- 7 Swipe left or right, or press ◀ or ► to display the photo you want to print, and then press it.
- 8 Press + or to select the number of copies you want to print. Press OK.
- 9 Repeat steps ⑦ and ③ until you have chosen all the photos you want to print.
- **10** Press OK.

- Read and confirm the displayed list of options and do one of the following:
  - If you want to change the print settings, press Print Settings. (See Advanced User's Guide: PhotoCapture Center™ print settings.)
  - If you do not want to change any settings, go to step <sup>(2)</sup>.
- 2 Press Start to print.

## PhotoCapture Center™ print settings

You can temporarily change the print settings for the next print.

The machine returns to its default settings after 1 minute.

#### NOTE

You can save the print settings you use most often by setting them as the default. (See Advanced User's Guide: Setting your changes as a new default.)



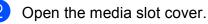
## How to scan to a memory card or USB Flash drive

You can scan monochrome and colour documents to a memory card or USB Flash drive. Monochrome documents will be stored in PDF (\*.PDF) or TIFF (\*.TIF) file formats. Colour documents may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. The factory setting is Colour, 200 dpi and the default format is PDF. The machine creates file names based on the current date. (See Quick Setup Guide.) For example, the fifth image scanned on July 1, 2013 would be named 01071305.PDF. You can change the colour and resolution.

Load your document. If you want to scan a 2-sided document, load your document in the ADF.

#### NOTE

You can scan a 2-sided document up to A3 or Ledger size from the ADF except when using ADF High Speed Mode.



Put the memory card or USB Flash drive in the proper slot.

Press Scan to Media.

#### IMPORTANT

DO NOT take out the memory card or USB Flash drive while the machine is reading or writing to it to avoid damaging the card, USB Flash drive, or the data stored on them.



Press Options.



- Do one of the following:
  - If you loaded a 2-sided document in the ADF, swipe up or down, or press ▲ or V to display 2-sided Scan.

Press 2-sided Scan. Go to step 7.

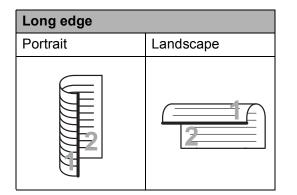
If you want to scan a single-sided document, go to step 8.



Do one of the following:

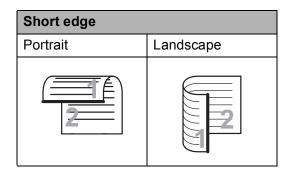
If your document is flipped on the long edge, press

2-sided Scan: Long Edge.



If your document is flipped on the short edge, press

2-sided Scan: Short Edge.



8 Do one of the following:

■ To scan in ADF High Speed Mode, swipe up or down, or press  $\blacktriangle$  or  $\triangledown$  to display ADF High Speed Mode.

Press ADF High Speed Mode and choose On (or Off).

To use ADF High Speed Mode, make sure your document is A4 or Letter and place it long edge first in the ADF.

Press OK.

(For more information about ADF High Speed Mode scanning, see ADF High Speed Mode scanning on page 96.)

To change the scan type, swipe up or down, or press ▲ or ▼ to display Scan Type.

Press Scan Type and choose Colour **Or** Black and White.

To change the resolution, swipe up or down, or press ▲ or ▼ to display Resolution.

Press Resolution and choose 100 dpi,200 dpi,300 dpi, 600 dpi **or** Auto.

- To change the file type, swipe up or down, or press ▲ or ▼ to display File Type. Press File Type and choose PDF, JPEG **or** TIFF.
- To change the scanning size, swipe up or down, or press ▲ or ▼ to display Scan Size.

Press Scan Size and choose A4. A5, A3, 10x15cm, Business Card (90x60mm), Letter, Legal **Or** Ledger.

Printing photos from a memory card or USB Flash drive

■ To scan a long document, swipe up and down, or press ▲ or ▼ to display Scan Long Paper.

Press Scan Long Paper and choose On (or Off).

This function works when the document is placed in the ADF. If the document is placed on the scanner glass, the scan size will be the one you set in Scan Size even when you set Scan Long Paper to On.

If you want to change the file name, swipe up or down, or press ▲ or ▼ to display File Name. Press File Name, and then enter the file name.

You can only change the first 6 characters.

Press OK.

■ To scan multiple documents on the scanner glass, swipe up and down, or press ▲ or ▼ to display Auto Crop.

Press Auto Crop and choose On (or Off).

(For details, see Advanced User's Guide: *Auto Crop*.)

■ To skip blank pages, swipe up or down, or press ▲ or ▼ to display Skip Blank Page. Press Skip Blank Page and then press On (or Off).

#### NOTE

Skip Blank Page is available only when using the ADF.

■ To remove background colour, swipe up or down, or press ▲ or ▼ to display Remove Background Colour.

#### Press

Remove Background Colour and choose Low, Medium, High or Off.

#### NOTE

Remove Background Colour removes the base colour of documents to make the scanned data more recognizable.

To start scanning without changing additional settings, go to step <sup>(9)</sup>.

#### NOTE

- If you chose colour in the scan type setting, you cannot choose TIFF.
- If you chose black & white in the scan type setting, you cannot choose JPEG.
- 9 When you are finished changing settings, press OK.

#### NOTE

If you want to save the settings as a Shortcut, press Save as Shortcut.

**Press** Start.

## **11** How to print from a computer

## **Printing a document**

The machine can receive and print data from your computer. To print from a computer, you must install the printer driver.

(For more information, see Software and Network User's Guide.)

- Install the Brother printer driver from the CD-ROM or Brother website. (See Quick Setup Guide.)
- From your application, choose the Print command.
- 3 Choose the name of your machine in the **Print** dialog box and click **Properties** or **Preferences**, depending on the application you are using.
- Choose the settings you want to change in the Properties dialog box.
   Commonly used settings include:
  - Media Type
  - Print Quality
  - Paper Size
  - Orientation
  - Colour / Greyscale
  - Ink Save Mode
  - Scaling
  - 2-sided / Booklet
- 5 Click **OK**.
- 6 Click **Print** (or **OK** depending on the application you are using) to begin printing.

# **12** How to scan to a computer

## **Before scanning**

To use the machine as a scanner, install a scanner driver. If the machine is on a network, configure it with a TCP/IP address.

- Install the scanner drivers from the CD-ROM. (See Quick Setup Guide: Install MFL-Pro Suite.)
- Configure the machine with a TCP/IP address if network scanning does not work.

(See Software and Network User's Guide.)

Chapter 12

## Scanning a document as a PDF file using ControlCenter4 (Windows<sup>®</sup>)

(For detailed information, see Software and Network User's Guide.)

#### NOTE

- The screens on your PC may vary depending on your model.
- This section is based on using the Advanced Mode of ControlCenter4.

ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often. Using ControlCenter4 eliminates the need to manually launch specific applications.



Load your document. (See How to load documents on page 45.)

(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7) 2

Open ControlCenter4 by clicking 🚱 (Start)/All Programs/Brother/MFC-XXXX (where XXXX is your model name)/ControlCenter4. The ControlCenter4 application will open. (Windows<sup>®</sup> 8)

(Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click SCAN in the left navigation bar, and then click ControlCenter4. The ControlCenter4 application will open.

3 If the ControlCenter4 Mode screen appears, choose the Advanced Mode, and then click OK.

ControlCenter4 Mode	
Welcome to ControlCenter4. ControlCenter4 brings together all the software feature You can choose between the Home Mode or Advanced	
© Home Mode	Advanced Mode
Home Mode offers basic functions such as Photo Print, Scan and PC-Fax with simple easy to use operations.	In addition to the features available in Home Mode, Advance Mode includes the added ability to configure detailed settings and store them. Offering easy operation of pre-configured button settings.
	OK Cancel

Δ Make sure the machine you want to use is selected from the Model drop-down list.

#### 5 Set the scanning configuration.

Click Configuration, and then select Button settings, Scan and File.



The configuration dialog box appears. You can change the default settings.

	File - ControlCenter4
1 ——	File Type         File size           (PDF (*,pdf)         Small         Large
2 ——	CCF (Number) 01252013_xxxx.pdf Show Save As Window
3 ——	Destination Folder           C:  Users\User\Pictures\ControlCenter4\Scan             Image: ControlCenter4\Scan
4 ——	PreScan       Resolution       300 x 300 dpi       Scan Type
5 ——	24bit Colour     Contrast       Document Size     0       Auto     0       ADF High Speed Mode     Continuous Scanning
	2-sided Scanning     O Long-edge binding     Short-edge binding
	Show settings dialog before scan.       Default       Advanced Settings       OK       Cancel

- 1 Choose PDF (\*.pdf) from the File Type drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the (Browse) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

#### 6 Click OK.

7 Click File.



#### 8 Press Scan.

The machine starts the scanning process. The folder where the scanned data is saved will open automatically.

le - ControlCenter4	×
File Type	File size
PDF (*.pdf)	✓ Small Large
File Name	
CCF	(Date) (Number) 01252013_xxxx.pdf
Destination Folder	📝 Insert Date in File Name
C:\Users\User\Pictures\ControlCenter4\Scan	Show Folder
PreScan	
Resolution	Brightness
300 x 300 dpi	▼
Scan Type	0
24bit Colour	Contrast
Document Size	
Auto	
ADF High Speed Mode	Continuous Scanning
2-sided Scanning     O Long-edge binding     Short-edge binding	Auto Crop
Don't show me again.	
Default Advanced Setting	gs Scan Cancel Help

## How to change the machine's SCAN mode settings for PDF scanning

You can change your machine's Scan mode settings using ControlCenter4. (Windows<sup>®</sup>)

(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7)

Open ControlCenter4 by clicking (Start)/All Programs/Brother/MFC-XXXX (where XXXX is your model name)/ControlCenter4. The ControlCenter4 application will open. (Windows<sup>®</sup> 8)

(Brother Utilities), and then click the drop-down list and select your model name Click (if not already selected). Click **SCAN** in the left navigation bar, and then click ControlCenter4. The ControlCenter4 application will open.

2 Make sure the machine you want to use is selected from the **Model** pull-down list.

Click the Device Settings tab.

4 Click Device Scan Settings.

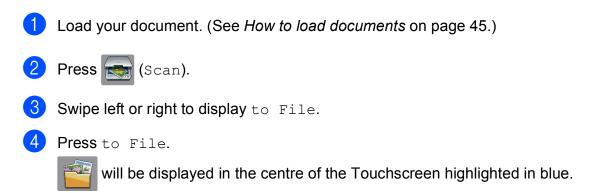


5 Choose the **File** tab. You can change the default settings.

	Device Scan Settings
	Image OCR E-mail File
1	File Type     File size       PDF (*.pdf)
2	File Name     (Date) (Number)       CCF     01252013_XXXX.pdf   Show Save As Window
3 ——	Destination Folder  C:\User\Pictures\ControlCenter4\Scan
4 ——	Resolution 300 x 300 dpi
5	Scan Type    24bit Colour    Document Size
5	Auto
	Auto Crop
	Default Advanced Settings
	OK Cancel Apply Help

- 1 Choose PDF (\*.pdf) from the File Type drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the (Browse) button.
- 4 You can choose a scanning resolution from the Resolution drop-down list.
- 5 You can choose the document size from the Document Size drop-down list.
- 6 Click OK.

#### How to scan a document as a PDF file using the Touchscreen



```
5 Press OK.
    When the machine is connected to a network, press the PC Name.
    Do one of the following:
     If you want to use the default settings, go to step 1.
     If you want to change the default settings, go to step 6.
6 Press Options.
   Press Set with Touch Panel.
    Press On.
8 Choose the settings for 2-sided Scan, ADF High Speed Mode, Scan Type,
    Resolution, File Type, Scan Size, Skip Blank Page and
    Remove Background Colour as required.
9 Press OK.
10 Press Start.
    The machine starts the scanning process.
NOTE
  The following scan modes are available.
   • to OCR
   • to File
   • to Image
   • to Media
   • to E-mail
   • to E-mail Server
   • to FTP
```

- to Network
- WS Scan<sup>1</sup> (Web Services Scan)

<sup>1</sup> Windows<sup>®</sup> users only. (Windows Vista<sup>®</sup> SP2 or later, Windows<sup>®</sup> 7 and Windows<sup>®</sup> 8) (See Software and Network User's Guide.) 12

#### ADF High Speed Mode scanning

When scanning multi-page A4 or Letter size documents, you can scan faster by placing them **face up**, **long edge first** in the ADF. (See *How to load documents* on page 45.)

Place your document face up, long side edge first in the ADF. If you want to scan to a memory card or USB Flash drive, open the media slot cover and put the memory card or USB Flash drive in the correct slot.

- 2 Press 蘝 (Scan).
- **3** Swipe left or right to display to OCR, to File, to Image, to Media, to E-mail, to E-mail Server, to FTP or to Network and press the option you want to use.
- Press OK. When the machine connected to a network, press the PC name.
- 5 Press Options. For to OCR, to File, to Image and to E-mail, press Set with Touch Panel, and then press On.
- 6 Swipe up or down, or press ▲ or ▼ to display ADF High Speed Mode.
- **7 Press** ADF High Speed Mode.
- 8 Press On (or Off).
- 9 Read the information on the Touchscreen, and then confirm it by pressing OK.
- **10** If you do not want to change more settings, press OK.

#### NOTE

Change Scan Size to A4 or Letter to match the size of your document.

The machine starts scanning the document.

#### NOTE

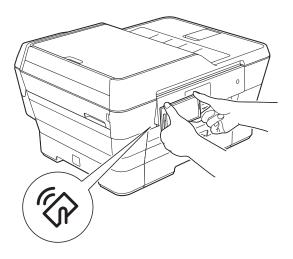
- When scanning to Media, to E-mail Server, to FTP or to Network, the scan speed may be slower than usual if you turn on ADF High Speed Mode and select 2-sided Scan: Long Edge, Black and White, with a Resolution of 300 dpi or 600 dpi. The scan speed will be faster if you select 100 dpi or 200 dpi.
- Auto Crop and Scan Long Paper are not available with ADF High Speed Mode.
- The Scan Size options will be limited to A4 and Letter when using ADF High Speed Mode.

<sup>11</sup> Press Start.

# **13** How to print and scan with NFC (Near Field Communication)

# Printing with NFC (Near Field Communication)

If your Android<sup>™</sup> device supports the NFC function, you can print data (photos, PDF files, text files, web pages and E-mail messages) from your device by touching it to the NFC logo on the lower left of the control panel.

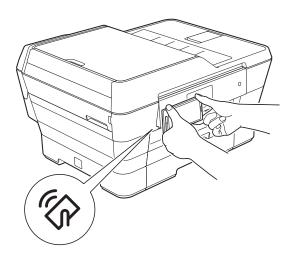


You must download and install Brother iPrint&Scan to your Android™ device to use this function.

(For more information, see Mobile Print/Scan Guide for Brother iPrint&Scan: *For Android*<sup>™</sup> *Devices*.)

## Scanning with NFC (Near Field Communication)

If your Android<sup>™</sup> device supports the NFC function, you can scan photos and documents to your device by touching it to the NFC logo on the lower left of the control panel.



You must download and install Brother iPrint&Scan to your Android<sup>™</sup> device to use this function.

(For more information, see Mobile Print/Scan Guide for Brother iPrint&Scan: *For Android*<sup>™</sup> *Devices*.)

#### NOTE

NFC (Near Field Communication) allows for simplified transactions, data exchange, and wireless connections between two devices that are in close range of each other. 13

A

## **Routine maintenance**

# Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter monitors the level of ink in each of the four cartridges. When the machine detects an ink cartridge is running out of ink, the machine will display a message.

The Touchscreen will show which ink cartridge is low or needs replacing. Be sure to follow the Touchscreen prompts to replace the ink cartridges in the correct order.

Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

## **A** CAUTION

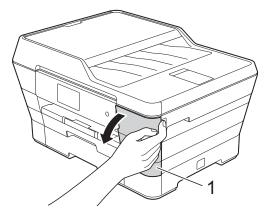
If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

#### IMPORTANT

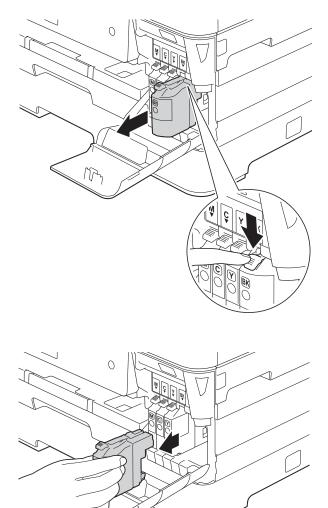
Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with Brother Original ink cartridges. Brother cannot guarantee this optimum performance and reliability if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with ink from other sources. Damage to the product caused by the use of consumables manufactured by third parties may not be covered by the product warranty. Please refer to the terms of the product warranty.

1 Open the ink cartridge cover (1). If one or more of the ink cartridges have reached the end of their life, the Touchscreen shows

B&W 1-sided Print Only**or** Cannot Print.

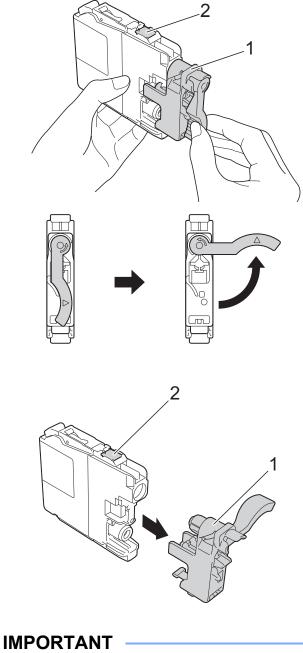


2 Press the lock release lever as shown to release the cartridge indicated on the Touchscreen. Remove the cartridge from the machine.



3 Open the new ink cartridge bag for the colour indicated on the Touchscreen, and then take out the ink cartridge.

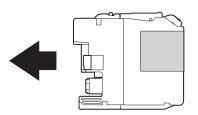
4 Turn the green release lever on the orange protective packing (1) counterclockwise until it releases the vacuum seal. Then remove the orange protective packing as shown.



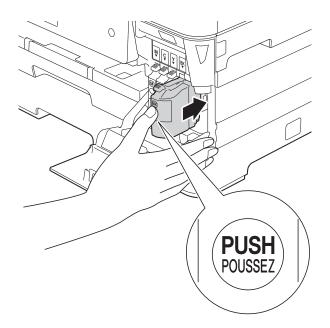
DO NOT touch the area of the cartridge indicated (2); this can prevent the machine from detecting the cartridge.

A

5 Each colour has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



6 Gently push the back of the ink cartridge marked PUSH until the cartridge lever lifts, and then close the ink cartridge cover.



The machine will automatically reset the ink dot counter.

#### NOTE

- If you replaced an ink cartridge, for example Black, the Touchscreen may ask you to verify that it was a brand new one (for example, Did you change
   BK Black). For each new cartridge you installed, press Yes to reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press No.
- If the Touchscreen shows No Ink Cartridge or Cannot Detect after you install the ink cartridge, check that the ink cartridge is a brand new Brother Original cartridge and that it is installed correctly. Remove the ink cartridge and reinstall it slowly and firmly until the cartridge lever lifts.

#### IMPORTANT

- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- DO NOT shake the ink cartridges. If ink gets on your skin or clothing, immediately wash it off with soap or detergent.
- If you mix the colours by installing an ink cartridge in the wrong position, the Touchscreen shows

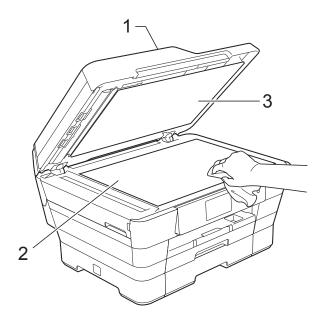
Wrong Ink Colour. Check which ink cartridges are not matched by colour to their ink cartridge positions and move them to their correct positions.

- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge; this can cause the ink to leak out of the cartridge.

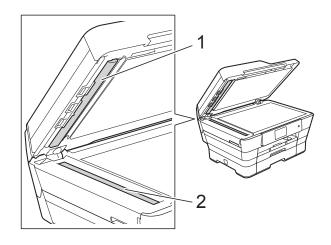
# Cleaning and checking the machine

# Cleaning the scanner glass

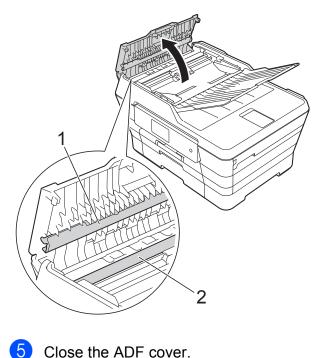
- Unplug the machine from the electrical socket.
- 2 Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



3 In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.



Close the document cover and open the ADF cover.
 Clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



#### NOTE

In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.



When there is a spot of dirt or correction fluid on the glass strip, the printed sample shows a vertical line.



After the glass strip is cleaned, the vertical line is gone.

## Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head if you get a horizontal line in the text or graphics, or blank text on your printed pages. You can clean Black only, three colours at a time

(Yellow/Cyan/Magenta), or all four colours at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

#### IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1 Press

#### NOTE

You can also press

and then Ink.



**Press** Cleaning.

Press Black, Colour or All. The machine cleans the print head. When cleaning is finished, the machine will go back to the Ready mode.

#### NOTE

- If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella<sup>™</sup> ink cartridge for each problem colour. Try cleaning the print head again up to five more times. If the print has not improved contact Brother customer service or your local Brother dealer.
- You can also clean the print head from your PC.

(See Software and Network User's Guide.)

# Checking the print quality

If faded or streaked colours and text appear on your printouts, some of the print head nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

1 Press III.
NOTE
You can also press and then Ink.
2 Press Test Print.
<b>3 Press</b> Print Quality.
4 Press OK.

The machine begins printing the Print Quality Check Sheet.

5 Check the quality of the four colour blocks on the sheet.

6 The Touchscreen asks you if the print quality is OK. Do one of the following:

- If all lines are clear and visible, press Yes to finish the Print Quality check and go to step **()**.
- If you can see missing short lines as shown below, press No.

OK

Poor

7 The Touchscreen asks you if the print quality is OK for black and then the three colours.

Press Yes or No.

8 The Touchscreen asks you if you want to start cleaning. Press OK.

The machine starts cleaning the print head.

9 After the cleaning procedure is finished, press OK.

The machine prints the Print Quality Check Sheet again. Return to step **5**.

# 1 Press 🏠.

If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella<sup>™</sup> replacement ink cartridge for each problem colour. Try cleaning the print head up to five more times. If the print has not improved, contact Brother customer service or your local Brother dealer.

#### IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

#### NOTE

When a print head nozzle is clogged, the printed sample looks like this.



Letter, A4 and Executive



A3, Ledger, Legal, A5, A6, envelopes, Photo ( $10 \times 15$  cm), Photo L ( $89 \times 127$  mm), Photo 2L ( $13 \times 18$  cm) and Index Card ( $127 \times 203$  mm)

After the print head nozzle is cleaned, the horizontal lines are gone.



# Checking the print alignment

If your printed text becomes blurred or images become faded, you may need to adjust the print alignment after transporting the machine.

1 Press			
NOTE -			
You ca	n also press	and th	<b>len</b> Ink.
2 Press	Test Pri	nt.	
3 Press	Alignmen	t.	
Press OK. The machine starts printing the Alignment Check Sheet.			
(A)	(B)	(C)	(D)
1	1	1	1
3	3	3	3
4	5	5	4
6	6	6	6

7

8

9

For the "A" pattern, swipe up or down, or press ▲ or ▼ to display the number of the test print that has the least visible vertical stripes (1-9), and then press it. Press OK.

9

8

9

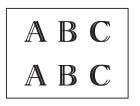
9

Repeat this step for the B, C and D patterns.

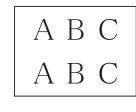
In the example number 6 is the best choice for A, B, C and D.

<sup>5</sup> 

#### NOTE



When the print alignment is not adjusted correctly, text looks blurry like this.



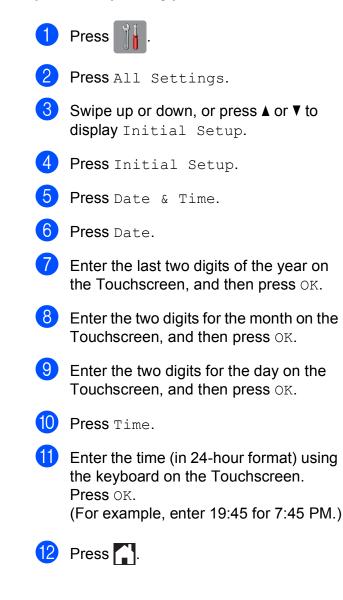
After the print alignment is adjusted correctly, text looks like this.



# Setting the date and time

The Touchscreen displays the date and time. If it is not current, follow these instructions to re-enter it.

You can add the date and time to each fax you send by setting your Station ID.





# Troubleshooting

If you think there is a problem with your machine, check each of the items below first and follow the troubleshooting tips.

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

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

# Identifying your problem

First, check the following.

- The machine's power cord is connected correctly and the machine's power switch is turned on.
- All of the protective parts have been removed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- Touchscreen Messages

(See Error and maintenance messages on page 108.)

If you did not solve your problem with the above checks, identify your problem and then go to the suggested page.

Paper handling and Printing problems:

- Printing Difficulties on page 127
- Print Quality Difficulties on page 129
- Paper Handling Difficulties on page 131
- Printing Received Faxes on page 132

Telephone and Fax problems:

- Telephone Line or Connections on page 132
- Handling Incoming Calls on page 135
- Receiving Faxes on page 133
- Sending Faxes on page 134

Copying problems:

Copying Difficulties on page 136

Scanning problems:

- Scanning Difficulties on page 136
- PhotoCapture Center™ Difficulties on page 136

Software and Network problems:

- Software Difficulties on page 137
- Network Difficulties on page 137
- Difficulties when entering data on page 138

# **Error and maintenance messages**

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown in the table.

You can clear most errors and perform routine maintenance by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

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

Error Message	Cause	Action
B&W 1-sided Print Only Replace ink.	One or more of the colour ink cartridges have reached the end of their life.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 98.)
	-	
	fax, the machine's "handshake" will ask that the fax be sent as monochrome.	

Error Message	Cause	Action
BT Call Sign On (U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See Advanced User's Guide: <i>BT Call Sign (U.K. only</i> ).)
Cannot Detect	You installed a new ink cartridge too quickly and the machine did not detect it. An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly and firmly until the cartridge lever lifts. (See <i>Replacing</i> <i>the ink cartridges</i> on page 98.)
	If you are using non Brother Original ink, the machine may not detect the ink cartridge.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact Brother customer service or your local Brother dealer.
Cannot Detect Ink Volume	If you are using non Brother Original ink, the machine may not detect the ink volume.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact Brother customer service or your local Brother dealer.
Cannot Print Replace ink.	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, monochrome faxes will be stored in the memory. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 98.)
Comm.Error	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Failed	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open.	The scanner cover is not locked in the closed position.	Lift the scanner cover, and then close it again.
		Make sure the telephone line cord and USB cable (if used) have been guided correctly through the cable channel and out the back of the machine.
	The ink cartridge cover is not locked in the closed position.	Firmly close the ink cartridge cover until it locks into place.
Data Remaining in Memory	Print data is left in the machine's memory.	Press X. The machine will cancel the job and clear it from the memory. Try to print again.

Error Message	Cause	Action
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP). (See Telephone line interference / VoIP on page 139.)
Document Jam/too Long	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See <i>Using the ADF</i> on page 45.) (See <i>Document jam</i> on page 119.)
High Temperature	The room temperature is too high.	After lowering the room temperature, allow the machine to cool down to room temperature. Try again later.
Hub is Unusable.	A hub or USB Flash drive with hub has been connected to the USB direct interface.	Hubs, including USB Flash drives with built-in hubs, are not supported. Unplug the device from the USB direct interface.
Image Too Long	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.
Image Too Small	The size of your photo is too small to trim.	Choose a larger image.

Error Message	Cause	Action
Ink Absorber Full	The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans itself upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality, which is resolved by cleaning. The more cleaning the machine requires, the faster these boxes will fill up. <b>NOTE</b> <i>Repairs resulting from the use of</i> <i>non-Brother supplies may not be</i> <i>covered under the stated product</i> <i>warranty.</i>	<ul> <li>The ink absorber box or flushing box will need to be replaced. Contact Brother Customer Service or your local Brother Authorised Service Centre to have your machine serviced.</li> <li>Other reasons for cleaning are: <ol> <li>After a paper jam has been cleared, the machine automatically cleans itself before the next received fax is printed.</li> <li>The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use).</li> <li>The machine automatically cleans itself after ink cartridges of the same colour have been replaced 12 times.</li> </ol> </li> </ul>
Ink Absorber NearFull	The ink absorber box or flushing box is nearly full.	Contact Brother customer service or your local Brother dealer.
Ink Low	One or more of the ink cartridges are near the end of their life. If one of the colour ink cartridges is near the end of its life and someone is sending you a colour fax, your machine's "handshake" will ask that the fax be sent as monochrome. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a monochrome fax.	Order a new ink cartridge. You can continue printing until the Touchscreen shows Cannot Print. (See <i>Replacing the</i> <i>ink cartridges</i> on page 98.)

Error Message	Cause	Action
Low Temperature	The room temperature is too low.	After increasing the room temperature, allow the machine to warm up to room temperature. Try again later.
Media Error	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Remove the memory card from the media drive (slot) of the machine and format it correctly.
		Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by inserting a working memory card.
Media is Full.	The memory card or USB Flash drive you are using already contains 999 files.	Your machine can only save to your memory card or USB Flash drive if it contains less than 999 files. Delete unused files and try again.
	The memory card or USB Flash drive you are using does not have enough free space to scan the documents.	Press X. Delete unused files from your memory card or USB Flash drive to make some free space, and then try again.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature, call your telephone company. (See Caller ID (U.K. and Ireland only) on page 64.)
No File	The memory card or USB Flash drive in the media drive does not contain a .JPG file.	Insert a different memory card or USB Flash drive containing .JPG files into the slot.
No Ink Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly and firmly until the cartridge lever lifts. (See <i>Replacing</i> <i>the ink cartridges</i> on page 98.)

Error Message	Cause	Action
No Paper Fed	The machine is out of paper, or paper	Do one of the following:
No Paper Fed #1 No Paper Fed #2	is not correctly loaded in the paper tray.	Refill the paper in the paper tray, and then press OK on the Touchscreen.
		Remove and reload the paper, then press OK on the Touchscreen. (See Loading paper and other print media on page 22.)
	The paper tray was not fully inserted.	Remove the paper tray and re-install it until it locks into place, and then press OK on the Touchscreen.
	The paper was not inserted in the centre position of the manual feed slot.	Remove the paper and re-insert it in the centre of the manual feed slot, and then press OK on the Touchscreen. (See <i>Loading paper in</i> <i>the manual feed slot</i> on page 35.)
	The Jam Clear Cover is not closed correctly.	Make sure the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 121.)
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 121.
		If this error occurs often during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: <i>Cleaning the paper feed rollers</i> .)
No Response/Busy	The number you dialled has not answered or is busy.	Verify the number and try again.
Out of Fax Memory	The fax memory is full.	Do one of the following:
		<ul> <li>Clear the data from the memory. To gain extra memory, you can turn off Memory Receive. (See Advanced User's Guide: <i>Turning off Memory Receive</i> operations.)</li> </ul>
		Print the faxes that are in the memory. (See Advanced User's Guide: Printing a fax from the memory.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	If a fax-sending or copy operation is in process:
		Press or Quit or Close and wait until the other operations that are in process finish, and then try again.
		Press Send Now to send the pages scanned so far.
		Press Partial Print to copy the pages scanned so far.
		<ul> <li>Clear the data in the memory. To gain extra memory, you can turn off Memory Receive.</li> <li>(See Advanced User's Guide: <i>Turning off Memory Receive operations.</i>)</li> </ul>
		Print the faxes that are in the memory. (See Advanced User's Guide: Printing a fax from the memory.)
Paper Jam [Front]	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 121.
		Make sure the paper guides are set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
		If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 125.)

Error Message	Cause	Action
Paper Jam [Front,Rear]	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 121.
		Make sure the paper guides are set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
		If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 125.)
	More than one sheet of paper was placed in the manual feed slot. — <b>OR</b> —	Do not put more than one sheet of paper in the manual feed slot at any one time. Wait until the Touchscreen shows
	Another sheet of paper was placed in the manual feed slot before the Touchscreen showed Put paper in Manual Feed Slot, and then Press [OK].	Put paper in Manual Feed Slot, and then Press [OK]. before you feed the next sheet of paper in the manual feed slot.
		Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 121.
Paper Jam [Rear]	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 121.
		Make sure the paper guides are set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
		If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 125.)
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
Paper tray not detected	The paper tray is not completely inserted.	Slowly push the paper tray completely into the machine.
	Paper or a foreign object has prevented the paper tray from being inserted properly.	Pull the paper tray out of the machine, and remove the jammed paper or foreign object. Slowly push the paper tray completely into the machine.

Error Message	Cause	Action
Touchscreen Initialisation Failed	The Touchscreen was pressed before the power on initialization was completed.	Make sure that nothing is touching or resting on the Touchscreen, especially when plugging the machine in.
	Debris may be stuck between the lower part of the Touchscreen and its frame.	Insert a piece of stiff paper between the lower part of the Touchscreen and its frame and slide it back and forth to push out the debris.
Unable to Clean XX Unable to Initialize XX Unable to Print XX	The machine has a mechanical problem. — <b>OR</b> — A foreign object, such as a paper clip or a piece of ripped paper, is in the machine.	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes, and then reconnect it. For more information, see Additional paper jam clear operations on page 125. (The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See Transferring your faxes or Fax Journal report on page 118.)
Unable to Scan XX	The machine has a mechanical problem.	Disconnect the machine from the power for several minutes, and then reconnect it. The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. (See <i>Transferring your faxes or Fax</i> <i>Journal report</i> on page 118.)
Unusable Device Disconnect device from front connector & turn machine off & then on	A broken device has been connected to the USB direct interface.	Unplug the device from the USB direct interface, then press () to turn the machine off and then on again.
Unusable Device Please disconnect USB device.	A USB device or USB Flash drive that is not supported has been connected to the USB direct interface. For more information, visit us at <u>http://solutions.brother.com/</u> .	Unplug the device from the USB direct interface. Turn the machine off and then on again.
Wrong Ink Colour	An ink cartridge has been installed in the wrong position.	Check which ink cartridges are not matched by colour to their ink cartridge positions and move them to their correct positions.

Error Message	Cause	Action
Wrong Paper Wrong Paper #1	The paper size setting does not match the size of paper in the tray.	1 Check that the paper size you choose matches the size of paper
Wrong Paper #2	The paper orientation is incorrect for the paper size.	in the tray. (See <i>Paper Size and Type</i>
	You did not set the paper guides in the tray to the indicators for the paper size you are using.	<ul> <li>on page 39.)</li> <li>Make sure you load the paper in the proper orientation, by setting the paper guides to the indicators for your paper size. (See Loading paper and other print media on page 22.)</li> <li>After you have checked the paper size and the paper orientation, press OK on the Touchscreen.</li> </ul>
		If you are printing from your computer, make sure the paper size you choose in the printer driver matches the size of paper in the tray.
		(See Software and Network User's Guide.)
Wrong Tray Setting	The machine's Paper Size and Tray Use settings do not match the size of paper in the tray you are using.	Follow the instructions on the Touchscreen and try to print again.
		Configure the paper size setting for the tray according to the on-screen instructions.

### **Error animations**

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ► to see the next step and ◄ to go back a step.

# Transferring your faxes or Fax Journal report

If the Touchscreen shows:

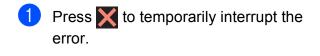
- Unable to Clean XX
- Unable to Initialize XX
- Unable to Print XX
- Unable to Scan XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 118 or *Transferring faxes to your PC* on page 118.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 119.)

# Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See Quick Setup Guide: *Enter personal information (Station ID)*.)



- 2 Press 🏢
- **3 Press** All Settings.
- 4 Swipe up or down, or press ▲ or ▼ to display Service.



Press Service.

- 6
- **Press** Data Transfer.

**Press** Fax Transfer.

- Do one of the following:
  - If the Touchscreen shows No Data, there are no faxes left in the machine's memory.

Press Close, and then press

- Enter the fax number to which faxes will be forwarded.
- 9 Press Fax Start.

#### Transferring faxes to your PC

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

- Press X to temporarily interrupt the error.
- 2 Make sure you have installed MFL-Pro Suite on your PC, and then turn on PC-FAX Receiving on the PC. Do one of the following:

(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7)

From (Start), select All Programs, Brother, MFC-XXXX,

**PC-FAX Receiving**, and select **Receive**. (where XXXX is your model name.)

(Windows<sup>®</sup> 8)

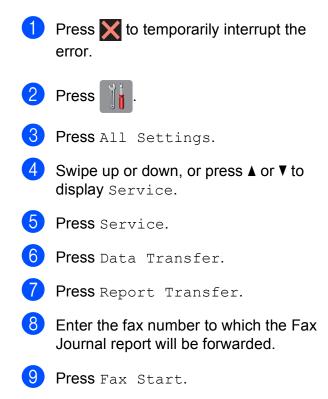
Click (Brother Utilities), and then

click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

- 3 Make sure you have set PC-Fax Receive on the machine. (See *PC-FAX Receiving (Windows®)* on page 62.) If faxes are in the machine's memory when you set up PC-Fax Receive, the Touchscreen will ask if you want to transfer the faxes to your PC.
- 4 Do one of the following:
  - To transfer all faxes to your PC, press Yes. If Fax Preview is set to Off, you will be asked if you want to also turn on the backup print option.
  - To exit and leave the faxes in the memory, press No.
- 5 Press 🏠

# Transferring the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See Quick Setup Guide: *Enter personal information (Station ID)*.)



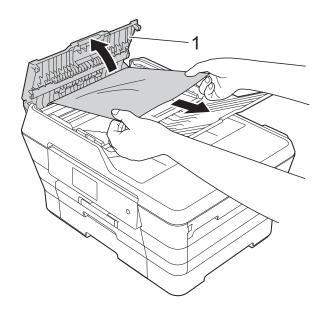
# Document jam

Documents can jam in the ADF unit if they are not inserted or fed correctly, or if they are too long. Follow the steps to clear a document jam.

# Document is jammed in the top of the ADF unit



- Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- Remove the jammed document by pulling it upward.



- 1 ADF cover
- 4 Close the ADF cover.

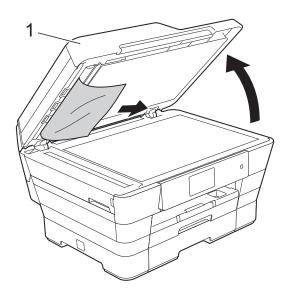


#### IMPORTANT

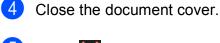
To avoid document jams, close the ADF cover correctly by pushing it gently in the centre.

#### Document is jammed inside the ADF unit

- 1 Take any paper that is not jammed out of the ADF.
- 2 Lift the document cover.
- Oull the jammed document out to the left.



1 document cover



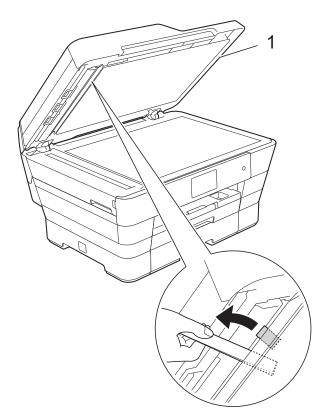
4

5 Press 🗙 .

#### Removing small documents jammed in the ADF



- Lift the document cover.
- 2 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



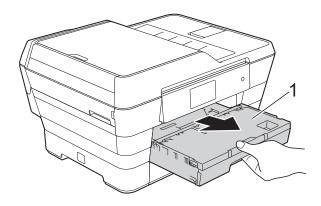
- 1 document cover
- 3 Close the document cover.

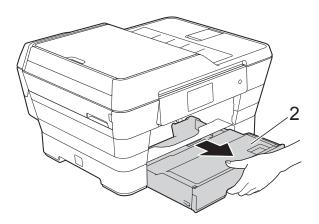


# Printer jam or paper jam

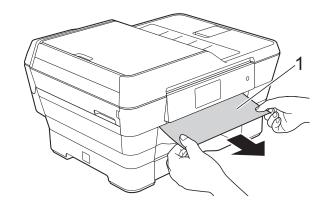
Located and removed the jammed paper by following these steps.

- Unplug the machine from the electrical socket.
- Pull paper tray #1 (1) and then tray
   #2 (2) completely out of the machine.

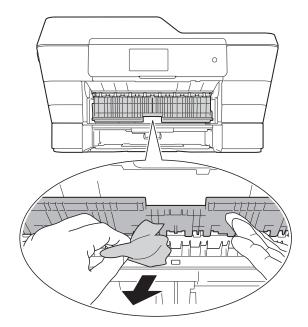




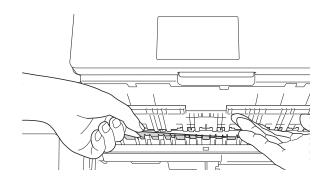
■ If the Touchscreen shows Paper Jam [Rear], go to step . **3** Pull out the jammed paper (1).



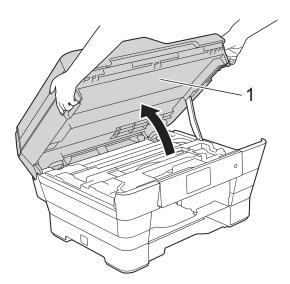
4 Lift the green Jam Clear Flap, and remove the jammed paper.



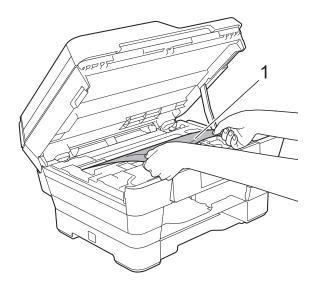
5 Make sure you look carefully inside the machine above and below the green Jam Clear Flap for any pieces of paper.



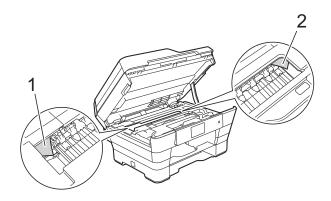
6 Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position.



7 Slowly pull the jammed paper (1) out of the machine.

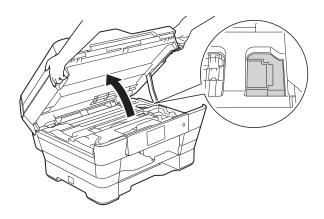


8 Move the print head (if necessary) to reach any paper remaining in this area. Make sure no jammed paper is left in the corners of the machine (1) and (2).



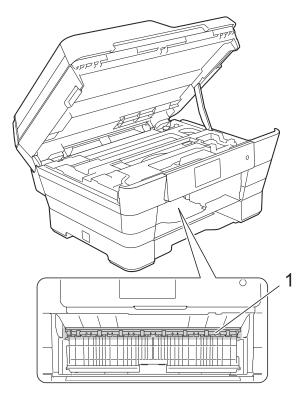
#### IMPORTANT

- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to reach the paper.
- If the print head is in the right corner as shown in the illustration, you cannot move the print head. Re-connect the power cord. Hold down interprint head moves to the centre. Then unplug the machine from the power source and remove the paper.



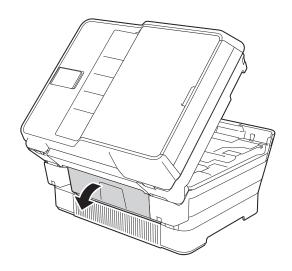
• If ink gets onto your skin, immediately wash with soap and plenty of water.

9 Make sure you look carefully inside (1) for any pieces of paper.

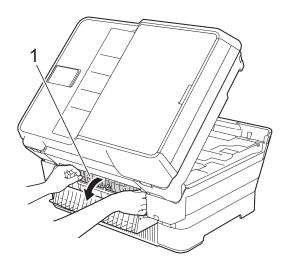


Do one of the following:

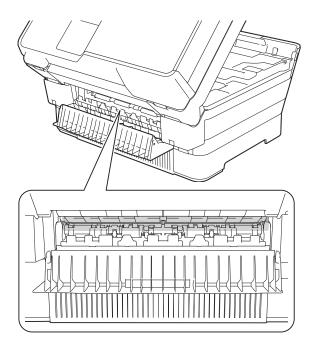
- If the Touchscreen shows Paper Jam [Front], go to step 1.
- If the Touchscreen shows Paper Jam [Front, Rear], go to step 1.
- 10 Open the Jam Clear Cover at the back of the machine.



(1) Open the inside cover (1).

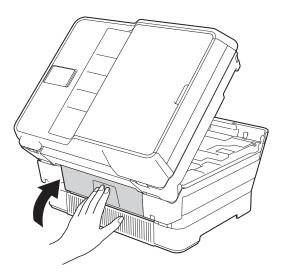


12 Make sure you look carefully inside for any jammed paper. If there is any jammed paper, slowly pull it out of the machine.

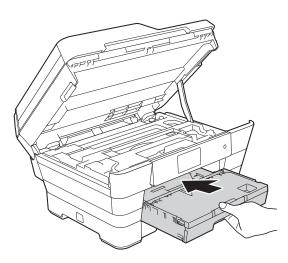


В

13 Close the inside cover and Jam Clear Cover. Make sure the covers are closed completely.

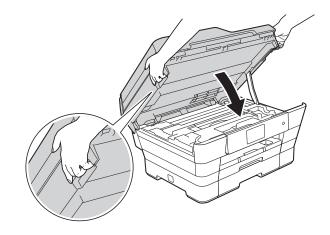


Put the paper tray firmly back in the machine.





**15** Gently close the scanner cover using the finger holds on each side.



# **A** CAUTION

Be careful not to pinch your fingers when you close the scanner cover. Always use the finger holds provided on each side of the scanner cover when opening and closing it.

#### NOTE

Make sure you pull out the paper support until it clicks.

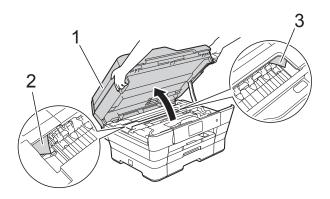
(16) Re-connect the power cord.

#### NOTE

If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 125.)

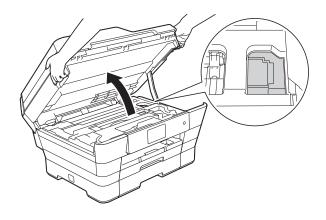
#### Additional paper jam clear operations

Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position. Move the print head (if necessary) to reach any paper remaining in this area. Make sure no jammed paper is left in the corners of the machine (2) and (3).



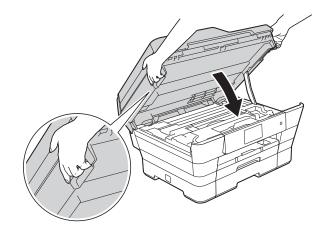
#### NOTE

If the print head is at the right corner as shown in the illustration, hold down X until the print head moves to the centre.



2 Unplug the machine from the electrical socket.

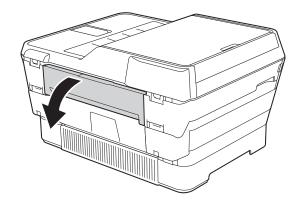
3 Gently close the scanner cover using the finger holds on each side.



# **A** CAUTION

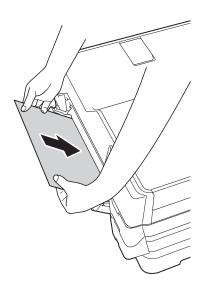
Be careful not to pinch your fingers when you close the scanner cover. Always use the finger holds provided on each side of the scanner cover when opening and closing it.





5 Put only one sheet of A4 or Letter size thick paper, such as glossy paper, in Landscape orientation in the manual feed slot.

Push the paper into the manual feed slot.



#### NOTE

- We recommend you use glossy paper.
- If you don't push the paper far enough into the manual feed slot, the machine will not feed it when you re-connect the power cord.
- 6 Re-connect the power cord. The paper you placed in the manual feed slot will be fed through the machine and ejected.
- Vising both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position. Make sure that a piece of paper is not still jammed inside the machine. Gently close the scanner cover using the finger holds on each side.

# If you are having difficulty with your machine

#### NOTE

- For technical help, you must contact Brother customer support.
- If you think there is a problem with your machine, check the following chart and follow the troubleshooting tips. You can correct most problems by yourself.
- If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

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

#### **Printing Difficulties**

Difficulty	Suggestions
No printout.	Check that the correct printer driver has been installed and chosen.
	Check to see if the Touchscreen is showing an error message. (See <i>Error and maintenance messages</i> on page 108.)
	Make sure that the machine is online.
	(Windows <sup>®</sup> XP and Windows Server <sup>®</sup> 2003) Click <b>Start/Printers and Faxes</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name). If the printer is offline, it will show <b>Use Printer Online</b> . Select this option to enable the printer.
	(Windows Vista <sup>®</sup> and Windows Server <sup>®</sup> 2008)
	Click 🚱/Control Panel/Hardware and Sound/Printers. Right-click
	<b>Brother MFC-XXXX Printer</b> (where XXXX is your model name). If the printer is offline, it will show <b>Use Printer Online</b> . Select this option to enable the printer.
	(Windows <sup>®</sup> 7 and Windows Server <sup>®</sup> 2008 R2)
	Click 🚱 / Devices and Printers. Right-click Brother MFC-XXXX Printer (where
	XXXX is your model name) and choose <b>See what's printing</b> . Click <b>Printer</b> and make sure that <b>Use Printer Offline</b> is cleared.
	(Windows <sup>®</sup> 8 and Windows Server <sup>®</sup> 2012) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings</b> , and then click <b>Control Panel</b> . In the <b>Hardware and Sound</b> (Hardware) group, click <b>View devices and printers</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name) and select <b>See what's printing</b> . If printer driver options appear, select your printer driver. Click <b>Printer</b> in the menu bar and make sure that <b>Use Printer Offline</b> is not selected.
	One or more ink cartridges have reached the end of their life. (See <i>Replacing the ink cartridges</i> on page 98.)

# Printing Difficulties (continued)

Difficulty	Suggestions
No printout. (continued)	The document will not print if the old, unprinted data remains in the printer driver spooler. Open the printer icon, and then delete all the data. Your printer icon can be found in the following way:
	(Windows <sup>®</sup> XP and Windows Server <sup>®</sup> 2003) Click <b>Start/Printers and Faxes</b> .
	(Windows Vista <sup>®</sup> and Windows Server <sup>®</sup> 2008)
	Click 🎨 / Control Panel / Hardware and Sound / Printers.
	(Windows <sup>®</sup> 7 and Windows Server <sup>®</sup> 2008 R2)
	Click 🤭/Devices and Printers/Printers and Faxes.
	(Windows <sup>®</sup> 8 and Windows Server <sup>®</sup> 2012) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings/Control Panel/Hardware and Sound</b> (Hardware) group/ <b>View devices and printers/Printers</b> .
	(Mac OS X v10.6.8) Click <b>System Preferences/Print &amp; Fax</b> .
	(OS X v10.7.x, 10.8.x) Click <b>System Preferences/Print &amp; Scan</b> .
The headers or footers appear when the document displays on the	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this.
screen but they do not show up when it is printed.	(See <i>Unprintable area</i> on page 38.)
Cannot perform "Page Layout" printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver as follows:
	(Windows <sup>®</sup> ) Click <b>Colour Settings</b> on the <b>Advanced</b> tab, and make sure you clear <b>Colour Enhancement</b> .
	(Macintosh) Choose <b>Color Settings</b> , click <b>Advanced Color Settings</b> , and make sure you clear <b>Color Enhancement</b> .
	Turn the Borderless feature off. Borderless printing is slower than normal printing.
	(See Software and Network User's Guide.)
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.
Machine does not print from	Try to reduce the print resolution.
Adobe <sup>®</sup> Illustrator <sup>®</sup> .	(See Software and Network User's Guide.)

### **Print Quality Difficulties**

Difficulty	Suggestions
Poor print quality.	Check the print quality. (See Checking the print quality on page 103.)
	Make sure that the <b>Media Type</b> setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See <i>Paper Size and Type</i> on page 39.)
	(See Software and Network User's Guide.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog:
	The expiration date written on the cartridge package has passed. (Brother Original cartridges stay usable for up to two years if kept in their original packaging.)
	The ink cartridge has been in your machine for over six months.
	The ink cartridge may not have been stored correctly before use.
	Make sure you are using Brother Original Innobella <sup>™</sup> ink. Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with ink from other sources.
	Make sure you are using one of the recommended types of paper. (See Acceptable paper and other print media on page 40.)
	The recommended environment for your machine is between 20 °C to 33 °C.
White horizontal lines appear in text	Clean the print head. (See Cleaning the print head on page 102.)
or graphics.	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 40.)
	To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend
	using (1) to power down the machine. Using (1) allows minimal power to the
	machine ensuring periodic cleanings of the print head occur.
A4, Letter and Executive	
A3, Ledger, Legal, A5, A6, envelopes, Photo ( $10 \times 15$ cm), Photo L ( $89 \times 127$ mm), Photo 2L ( $13 \times 18$ cm) and Index Card ( $127 \times 203$ mm)	

### Print Quality Difficulties (continued)

naintain and/or mend ver to the e 104.)
and/or mend ver to the e 104.)
and/or mend ver to the e 104.)
e 104.)
uidos ara
uides are 2.)
<i>table</i> e ink is
per type. er driver.
(printing
correct.
ig Paper
uide:
Guide:

### Print Quality Difficulties (continued)

Difficulty	Suggestions
The printouts are wrinkled.	(Windows <sup>®</sup> ) In the printer driver <b>Advanced</b> tab, click <b>Colour Settings</b> and clear <b>Bi-Directional Printing</b> .
	(Macintosh) In the printer driver, choose <b>Print Settings</b> , click <b>Advanced</b> , choose <b>Other Print Options</b> and clear <b>Bi-Directional Printing</b> .
	Make sure you are using Brother Original Innobella™ ink.

### Paper Handling Difficulties

Difficulties	Suggestions
The machine does not feed paper.	Make sure the paper tray is pushed in all the way until it clicks into place.
	Make sure the Jam Clear Cover at the back of the machine is closed.
	If the Touchscreen shows the Paper Jam message and you still have a problem, see <i>Error and maintenance messages</i> on page 108.
	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, 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.
	Clean the paper pick-up rollers.
	(See Advanced User's Guide: Cleaning the paper pick-up rollers.)
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
Machine feeds multiple pages.	Do the following:
	(See Loading paper and other print media on page 22.)
	Make sure the paper is loaded correctly in the paper tray.
	Remove all the paper from the tray and fan the stack of paper well, then put it back in the tray.
	Make sure you do not push the paper in too far.
	Make sure the Jam Clear Cover is closed correctly. (See <i>Printer jam or paper jam</i> on page 121.)
	Make sure the Base Pad in the paper tray is not dirty. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
There is a paper jam.	See <i>Printer jam or paper jam</i> on page 121. Make sure the paper guides are set to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper.
Paper jam reoccurs.	If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 125.)

### Paper Handling Difficulties (continued)

Difficulties	Suggestions
The paper jams when you use 2-sided copy or 2-sided print.	Use one of the jam prevention settings, 2-sided 1 or 2-sided 2. For copying (See Advanced User's Guide: 2-sided copying.)
	For printing (See Software and Network User's Guide.)
	If paper jams occur often during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: <i>Cleaning the paper feed rollers</i> .)

# Printing Received Faxes

Difficulty	Suggestions
Condensed print	Usually this is caused by a poor telephone connection. You can check this by
Horizontal streaks	making a test copy; if your copy looks good, you probably had a bad connection with static or interference on the telephone line. Ask the other party to re-send the
Top and bottom sentences are cut off	fax.
Missing lines	
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Left and right margins are cut off or a single page is printed on two 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 Paper Size and Type on page 39.)
	Turn on Auto Reduction. (See Advanced User's Guide: <i>Printing a reduced incoming fax</i> .)
Received colour fax prints only in monochrome.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See <i>Replacing the ink cartridges</i> on page 98.)

# **Telephone Line or Connections**

Difficulty	Suggestions
Dialling does not work.	Check the line cord connections.
(No dial tone)	Change the Tone/Pulse setting.
	(See Quick Setup Guide.)
	If there is no dial tone, connect a known-working telephone and telephone line cord to the socket. Then lift the external telephone's handset and listen for a dial tone. If there is still no dial tone, ask your telephone company to check the line and/or wall socket.
The machine does not answer when called.	Make sure the machine is in the correct Receive Mode for your setup. (See <i>Choose the Receive Mode</i> on page 53.) 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.

### **Receiving Faxes**

Difficulty	Suggestions
Cannot receive a fax.	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket inside the machine. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions. To lower the modem speed and turn off ECM (error correction mode), see <i>Telephone line interference / VoIP</i> on page 139.
	Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Choose the Receive Mode</i> on page 53.)
	If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, select Fax <code>Only</code> mode.
	If your Brother machine shares a line with an external answering machine, select External TAD mode. In External TAD mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.
	If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, select Fax/Tel mode. In Fax/Tel mode, your Brother machine will automatically receive faxes and produce a fast double-ring to alert you to answer voice calls.
	If you do not want your Brother machine to automatically answer incoming faxes, select Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.
	Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the Ring Delay setting:
	If the Receive Mode is set to Fax Only or Fax/Tel, reduce the Ring Delay to 1 ring. (See Ring Delay on page 56.)
	If the Receive Mode is set to External TAD, reduce the number of rings programmed on your answering machine to 2.
	■ If the Receive Mode is set to Manual, DO NOT adjust the Ring Delay setting.
	Have someone send you a test fax:
	If you received the test fax successfully, your machine is operating correctly. Remember to reset your Ring Delay or answering machine setting back to your original setting. If receiving problems recur after resetting the Ring Delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.
	If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.

# **Receiving Faxes (continued)**

Difficulty	Suggestions
Cannot receive a fax. (continued)	If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD (telephone answering device)</i> on page 67.)
	1 Connect the external TAD as shown in the illustration on page 67.
	2 Set your answering machine to answer in one or two rings.
	3 Record the outgoing message on your answering machine.
	Record five seconds of silence at the beginning of your outgoing message.
	Limit your speaking to 20 seconds.
	End your outgoing message with your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or press * 5 1 and Start to send a fax."
	4 Set your answering machine to answer calls.
	5 Set your Brother machine's Receive Mode to External TAD. (See Choose the Receive Mode on page 53.)
	Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Fax Detect</i> on page 57.)
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to <code>Basic(for VoIP)</code> . (See <i>Telephone line interference / VoIP</i> on page 139.)
	If you connect your machine to a PBX or ISDN line, set the menu setting of Telephone Line Type to your telephone line type. (See Setting the Telephone Line Type on page 65.)

# Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket inside the machine.
	Print the Transmission Verification Report and check for an error. (See Advanced User's Guide: <i>Reports</i> .)
	Contact your administrator to check your Secure Function Lock Settings.
	Ask the other party to check that the receiving machine has paper.
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 poor, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 101.)

#### Sending Faxes (continued)

Difficulty	Suggestions		
Transmission Verification Report says RESULT:ERROR.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get RESULT:ERROR on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (See Advanced User's Guide: <i>Turning off</i> <i>Memory Receive operations.</i> ), print fax messages from the machine's memory (See Advanced User's Guide: <i>Printing a fax from the memory.</i> ), or cancel a Delayed Fax or Polling Job. (See <i>Cancelling a fax in process</i> on page 51.) (See Advanced User's Guide: <i>Checking and cancelling waiting jobs.</i> ) If the problem continues, ask the telephone company to check your telephone line.		
	If you often get transmission errors due to possible interference on the telephone line, try changing the machine's Compatibility setting to Basic(for VoIP). (See Telephone line interference / VoIP on page 139.)		
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone line type. (See <i>Setting the Telephone Line Type</i> on page 65.)		
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See <i>Cleaning the scanner glass</i> on page 101.)		

#### Handling Incoming Calls

Difficulty	Suggestions	
The machine "hears" a voice as a 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 fax machine calling	
	and respond with fax-receiving tones. Deactivate the machine by pressing 🔀.	
	Try avoiding this problem by turning Fax Detect to Off. (See <i>Fax Detect</i> on page 57.)	
Sending a fax call to the machine.	If you answered on an extension or external telephone, press your Remote Activation Code (the factory default is <b>* 5 1</b> ). If you answered on an external telephone, press Fax Start, and then press Receive to receive the fax. When your machine answers, hang up.	
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.	
	<b>For example:</b> If you subscribe to Call Waiting or another custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt the faxes. Brother's ECM (Error Correction Mode) 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, we recommend using a separate telephone line with no custom features.	

#### **Copying Difficulties**

Difficulty	Suggestions
Cannot make a copy.	Contact your administrator to check your Secure Function Lock Settings.
Vertical black lines or streaks appear in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip, scanner glass, and the white bar and white plastic above them. (See <i>Cleaning the scanner glass</i> on page 101.)
Poor copy results when using the ADF.	Try using the scanner glass. (See Using the scanner glass on page 46.)
Fit to Page does not work correctly.	Make sure your source document is not skewed. Reposition the document and try again.

#### Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows <sup>®</sup> )	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 12SE, click <b>Scan Settings</b> , <b>Select</b> to choose the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click <b>File</b> , <b>Select Source</b> and choose the Brother TWAIN driver. You can also scan documents using the ICA Scanner Driver.
	(See Software and Network User's Guide.)
OCR does not work.	Try increasing the scanner resolution.
	(Macintosh)
	Presto! PageManager must be downloaded and installed before use. For more information, see <i>Accessing Brother Support (Macintosh)</i> on page 5.
Poor scanning results when using the ADF.	Clean the white bar and the glass strip underneath it. (See <i>Cleaning the scanner glass</i> on page 101.)
Vertical black lines appear in the scanned data.	Try using the scanner glass. (See Using the scanner glass on page 46.)

#### PhotoCapture Center™ Difficulties

Difficulty	Suggestions	
Removable Disk does not work	1 Take out the memory card or USB Flash drive and put it back in again.	
correctly.	2 If you have tried "Eject" from within Windows <sup>®</sup> , take out the memory card or USB Flash drive before you continue.	
	3 If an error message appears when you try to eject the memory card or USB Flash drive, it means the card is being accessed. Wait a while, and then try again.	
	4 If all of the above do not work, turn off your PC and machine, and then turn them on again.	
Cannot access Removable Disk from the computer.	Make sure that you have correctly inserted the memory card or USB Flash drive.	
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (See Advanced User's Guide: <i>Borderless printing</i> and <i>Cropping</i> .)	

#### **Software Difficulties**

Difficulty	Suggestions
Cannot install software or print.	(Windows <sup>®</sup> ) Run the <b>Repair MFL-Pro Suite</b> program on the CD-ROM. This program will repair and reinstall the software.
"Device Busy"	Make sure the machine is not showing an error message on the Touchscreen.

#### **Network Difficulties**

Difficulty	Suggestions
Cannot print over the network.	Make sure that your machine is powered on and is online and in the Ready mode. Print a Network Configuration Report (See Advanced User's Guide: <i>Reports.</i> ) and check the current Network settings printed in this list. 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 for 2 seconds.
	If you are using a wireless connection or are having network problems, see Software and Network User's Guide.
The network scanning feature does not work.	It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:
	In Name: Enter any description, for example Brother NetScan.
	In Port number: Enter 54925.
	In Protocol: UDP is selected.
	Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.
	(Macintosh)
	Select <b>Other</b> from the <b>Model</b> drop-down list in the main screen of ControlCenter2. In the <b>Device Selector</b> window, make sure <b>Network</b> is selected in <b>Connection Type</b> , and then click <b>Browse</b> . Reselect your network machine, and press <b>OK</b> .
The network PC-Fax Receive	(Windows <sup>®</sup> )
feature does not work.	It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:
	In Name: Enter any description, for example Brother PC-FAX Rx.
	In Port number: Enter 54926.
	In Protocol: UDP is selected.
	Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.
The Brother software cannot be	(Windows <sup>®</sup> )
installed.	Allow network access to the following programs if your security software displays an alert message during MFL-Pro Suite installation.
	(Macintosh)
	If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.

#### **Network Difficulties (continued)**

Difficulty	Suggestions
Cannot connect to wireless	Investigate the problem using the WLAN Report.
network.	Press $i$ , All Settings, and then swipe up or down, or press A or $\forall$ to
	display Print Reports. Press Print Reports. Swipe up or down, or press ▲ or ▼ to display WLAN Report, and then press WLAN Report.
	(See Software and Network User's Guide.)

#### Difficulties when entering data

Difficulty	Suggestions
The dial pad does not work when entering numbers or characters.	Use the keyboard on the Touchscreen to enter information.

#### **Dial Tone detection**

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to Detection, you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems when dialling, you should change it back to the No Detection setting.



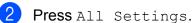
Press All Settings.

- Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- **Press** Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Dial Tone.
- Press Dial Tone.
- Press Detection or No Detection.
- Press

#### **Telephone line** interference / VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line, you can change the compatibility setting which reduces the modem speed to minimise errors.





- Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- **Press** Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Compatibility.



**6 Press** Compatibility.

- Press High, Normal or Basic(for VoIP).
  - Basic(for VoIP) cuts the modem speed to 9,600 bps and turns off colour fax receiving and ECM, except for colour fax-sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to Basic(for VoIP).

- Normal sets the modem speed at 14,400 bps.
- High increases the modem speed to 33,600 bps. (factory default)

8 Press 🚺

#### NOTE

VoIP (Voice over IP) is a type of phone system that uses an Internet connection, rather than a traditional phone line.

## **Machine Information**

#### Checking the serial number

You can see the machine's serial number on the Touchscreen.



- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Machine Info.
- Press Machine Info.
- 5 Press Serial No. Your machine's serial number will appear on the Touchscreen.
- 🌀 Press 🏹.

## Checking the firmware version

You can see the machine's firmware version on the Touchscreen.



- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Machine Info.
- **4 Press** Machine Info.
- **5 Press** Firmware Version.
- 6 Press Main Version. Your machine's firmware version will appear on the Touchscreen.
- 7 Press 🏠.

#### **Reset functions**

The following reset functions are available:

1 Machine Reset

You can reset all the machine's settings that you have changed, such as the date and time, telephone line type and Ring Delay.

2 Network

You can reset the print server back to its default factory settings, such as the password and IP address information.

3 Address Book & Fax

Address Book & Fax resets the following settings:

Address Book

(Address Book and Setup Groups)

Programmed fax jobs in the memory

(Polled Transmit, Delayed Fax and Delayed Batch Transmission)

Station ID

(Name and Number)

- Remote Fax Options
  - (Fax Forwarding)
- Report settings

(Transmission Verification Report, Address Book and Fax Journal)

History

(Caller ID history and Outgoing Call)

- Faxes in memory
- 4 All Settings

You can restore all settings to the factory default.

Brother strongly recommends performing this procedure before handing over or disposing of the machine.

#### NOTE

Unplug the interface cable before you choose Network or All Settings.

#### How to reset the machine



- 3 Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Reset.
- 6 Press Reset.
- Press the option you want to reset.
- 8 Press Yes to confirm.
- 9 Press Yes for 2 seconds to reboot the machine.

Β

## Settings and feature tables

# Using the Settings tables

Your machine's Touchscreen LCD is easy to set up and operate. All you have to do is press the settings and options you want to set as they are displayed on the screen.

We have created step-by-step Settings tables and Feature tables so you can see at-aglance all the available choices for each setting and feature. You can use these tables to quickly choose your preferred settings in the machine.

## **Settings tables**

The Settings tables will help you understand the settings selections that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

#### (Settings)

Level1	Level2	Level3	Options	Descriptions	Page
(Date & Time)	Date	—	—	Sets the date and time on	See ‡.
	Time	_	_	the screen and in the headings of the faxes you send.	
	Auto Daylight	—	On* Off	Automatically changes for Daylight Savings Time.	See ♦.
	Time Zone	_	—	Sets the time zone for your country.	See ‡.
Ink	(See (Ink) on page	188.)	1		
Wi-Fi	TCP/IP	_	-	Lets you configure the TCP/IP protocol.	See +.
	WLAN Assistant	_	—	You can configure your wireless network settings using the Brother CD-ROM.	
	Setup Wizard	—	_	You can manually configure your print server for a wireless network.	See ‡.
	WPS/AOSS	_	_	You can easily configure your wireless network settings using the one-button push method.	
	WPS w/ PIN Code	_	_	You can easily configure your wireless network settings using WPS with a PIN.	See +.
	WLAN Status	_	-	You can see the current wireless network status.	1
	MAC Address	_	-	You can see your machine's MAC address.	
Fax Preview	-	_	On Off*	You can view faxes you receive on the Touchscreen.	58
+ See Software a ‡ See Quick Setu	nd Network User's G	uide.	•	•	•
	-				
See Advanced	User's Guide.				

Level1	Level2	Level3	Options	Descriptions	Page
	Paper Type	—	Plain Paper*	Sets the type of paper in paper tray #1.	39
			Inkjet Paper		
(Tray #1)			Brother BP71		
			Other Glossy		
			Transparency		
	Paper Size	—	A4*	Sets the size of paper in	Ţ
			A5	paper tray #1.	
			A3		
			10x15cm		
			Letter		
			Legal		
			Ledger		
	Paper Size	—	A4*	Sets the size of paper in	39
			A3	paper tray #2.	
(Tray #2)			Letter		
			Legal		
			Ledger		
All Settings	_	_	For details, see <i>All Settings</i> in the following table.	Configures the detailed settings.	_
+ See Software a	nd Network User's G	uide.			
‡ See Quick Setu	p Guide.				
◆ See Advanced	User's Guide.				
The default setting	s are shown in Bold	with an asterisk.			



#### All Settings

_evel1	Level2	Level3	Options	Descriptions	Page
General Setup	Ink	Test Print	Print Quality	Lets you check the print	103
			Alignment	quality or alignment.	104
		Cleaning	Black	Lets you clean the print	102
			Colour	head.	
			All		
		Ink Volume	—	Lets you check the available ink volume.	See ♦.
	Tray Setting	Tray #1	Paper Type (Options)	Sets the type of paper in paper tray #1.	39
			Plain Paper*		
			Inkjet Paper		
			Brother BP71		
			Other Glossy		
			Transparency		
			Paper Size (Options)	Sets the size of paper in paper tray #1.	1
			A4*		
			A5		
			A3		
			10x15cm		
			Letter		
			Legal		
			Ledger		
	Tray #2	Paper Size (Options)	Sets the size of paper in paper tray #2.	n 39	
			A4*		
			A3		
			Letter		
			Legal		
			Ledger		
		Tray Use: Copy	Tray #1	Choose the tray that will	39
			Tray #2	be used for copying.	
			Auto Tray Select*		
		Tray Use: Fax	Tray #1	Choose the tray that will	40
			Tray #2	be used for faxing.	
			Auto Tray Select*		

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	Quiet Mode	_	On	Decrease printing noise.	—
(Continued)			Off*		
	Volume	Ring	Off	Adjusts the ring volume.	See ♦.
			Low		
			Med*		
			High		
		Веер	Off	Adjusts the volume of the	
			Low*	sounds when you press the Touchscreen or	
			Med	Touchpanel.	
			High		
		Speaker	Off	Adjusts the speaker	
			Low	volume.	
			Med*		
			High		
	LCD Settings B	Backlight	Light*	You can adjust the	
			Med	brightness of the Touchscreen backlight.	
			Dark	<b>J</b>	
		Dim Timer	Off	You can set how long the	
			10Secs	Touchscreen backlight stays on after the last	
			20Secs	finger press.	
			30Secs*		
	Set Home Screen	—	Home*	Chooses the screen that	13
			More	is displayed when you	
			Shortcuts 1	press Home () on the Touchpanel.	
			Shortcuts 2		
			Shortcuts 3		
See Advanced L	Jser's Guide.				
The default setting	s are shown in Bold	with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	Sleep Mode	—	1Min	You can choose how long	See ♦.
(Continued)			2Mins	the machine will remain idle before it goes into	
			3Mins	Sleep mode.	
			5Mins*		
			10Mins		
			30Mins		
			60Mins		
	Function Lock	Set Password	—	You can restrict selected	
		Lock Off→On	_	machine operations for up to 10 restricted users and for all other non-authorized Public users.	
Shortcut Settings	Shortcut Name	Edit Shortcut Name	_	You can change the shortcut name.	19
		Delete	—	Deletes the shortcut.	19
See Advanced L	Jser's Guide.			•	
The default setting	s are shown in Bold	with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
Fax	Setup Receive	Receive Mode	Fax Only*	Choose the Receive	53
			Fax/Tel	Mode that best suits your needs.	
			External TAD		
			Manual		
		Ring Delay	0	Sets the number of rings	56
			1	before the machine answers in Fax Only or	
			2*	Fax/Tel mode.	
			3		
			4		
			5		
			6		
			7		
			8		
			(Example for the U.K.)		
		F/T Ring Time	20Secs	Sets the length of the fast	56
			30Secs*	double-ring time in Fax/Tel mode.	
			40Secs		
			70Secs		
		Fax Preview	On	You can view received	58
			Off*	faxes on the Touchscreen.	
		Fax Detect	On*	Receives fax messages	57
			Off	automatically when you answer a call and hear fax	
				tones.	
		Remote Codes	Remote Codes	Allows you to answer all	70
			(Options)	calls at an extension or external telephone and	
			On*	use codes to turn the	
			Off	machine on or off. You can personalize these	
			Act.Code (*51)	codes.	
			Deact.Code (#51)		
See Advance	ed User's Guide.	1	1	1	1
	tings are shown in Bold	with an asterisk			

Level1	Level2	Level3	Options	Descriptions	Page
Fax	Setup Receive	Auto Reduction	On*	Cuts the size of incoming	See ♦.
(Continued)	(Continued)		Off	faxes to fit the paper size.	
<b>`</b>		Memory Receive	<b>Off*</b> Fax Forward Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward Or PC Fax Receive, you can turn on the Backup	
	Report Setting	XMIT Report	On	Print safety feature. Choose the initial setup	52
			On+Image	for the Transmission Verification Report.	
			Off*		
			Off+Image		
			Off2		
			Off2+Image		
		Journal Period	Journal Period	Sets the interval for the	See ♦.
			Time	automatic printing of the Fax Journal.	
			Day	If you have chosen any other option than Off and Every 50 Faxes, you can set the time for the chosen option. If you have chosen Every 7 Days, you can set the day of the week.	
	Print Document	_		Prints incoming faxes stored in the memory.	
	Remote Access	_	*	Set your own code for Remote Retrieval.	

Level1	Level2	Level3	Options	Descriptions	Page
Fax	Dial Restriction	Dial Pad	Enter # Twice	You can set whether to	See ♦.
(Continued)			On	restrict fax transmissions, or require that the user	
			Off*	enters the number twice	
		Address Book	Enter # Twice	in order to prevent transmissions to an	
			On	incorrect address.	
			Off*		
		Shortcuts	Enter # Twice		
			On		
			Off*		
		LDAP Server	Enter # Twice		
			On		
			Off*		
	Remaining Jobs	—	_	Check which jobs are in	
				the memory and cancel chosen jobs.	
	Miscellaneous	BT Call Sign	On	Use with BT Call Sign.	
		(U.K. Only)	Off*		
		Caller ID	On*	View or print a list of the	64
		(U.K. and Ireland only)	Off	last 30 Caller IDs stored in the memory.	
See Advanced	User's Guide.				
The default setting	s are shown in Bold	with an asterisk.			

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network	Wired LAN	TCP/IP	BOOT Method	Auto* Static	Choose the BOOT method	See +.
				RARP	that best suits your needs.	
					your needs.	
				BOOTP		
			IP Address	DHCP	Enter the IP	
			IP Address	[000-255].	address.	
				[000-255].		
				[000-255].		
				[000-255]	Enter the Output	-
			Subnet Mask	[000-255].	Enter the Subnet mask.	
				[000-255].		
				[000-255].		
				[000-255]		-
			Gateway	[000-255].	Enter the Gateway	
				[000-255].	address.	
				[000-255].		
			[000-255]			
			Node Name	BRNXXXXXXXXXXXXX	Enter the Node name.	
			WINS	Auto*	Chooses the	
			Configuration	Static	WINS configuration mode.	
			WINS Server	(Primary) 000.000.000.000	Specifies the IP address of the	
				(Secondary) 000.000.000.000	primary or secondary WINS server.	
			DNS Server	(Primary) 000.000.000.000	Specifies the IP address of the	-
				(Secondary) 000.000.000.000	primary or secondary DNS server.	
			APIPA	On*	Automatically	]
				Off	allocates the IP address from the link-local address range.	

• Please go to the Brother Solutions Center to download Web Connect Guide at http://solutions.brother.com/.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network	Wired LAN	TCP/IP	IPv6	On	Enable or disable	See +
(Continued) (Continued)	(Continued)	(Continued)		Off*	the IPv6 protocol. If you want to use the IPv6 protocol, visit <u>http://solutions.</u> brother.com/ for	
					more information.	
		Ethernet	—	Auto*	Chooses the Ethernet link	
				100B-FD	mode.	
				100B-HD		
				10B-FD		
				10B-HD		
		Wired Status	—	Active 100B-FD	current wired network status.	
				Active 100B-HD		
				Active 10B-FD		
				Active 10B-HD		
				Inactive		
				Wired OFF		
		MAC Address	_	_	You can see your machine's MAC address.	
	WLAN	TCP/IP	BOOT Method	Auto*	Chooses the	
				Static	BOOT method that best suits	
				RARP	your needs.	
				BOOTP		
				DHCP		
			IP Address	[000-255].	Enter the IP	
				[000-255].	address.	
				[000-255].		
				[000-255]		
			Subnet Mask	[000-255].	Enter the Subnet mask.	
				[000-255].	maon.	
				[000-255].		
				[000-255]		

• Please go to the Brother Solutions Center to download Web Connect Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network	WLAN	TCP/IP	Gateway	[000-255].	Enter the	See +.
(Continued)	(Continued)	(Continued)		[000-255].	Gateway address.	
				[000-255].		
				[000-255]		
			Node Name	BRWXXXXXXXXXXXXXX	Enter the Node name.	
			WINS Configuration	Auto* Static	Chooses the WINS configuration mode.	
			WINS Server	(Primary) 000.000.000.000	Specifies the IP address of the	
				(Secondary) 000.000.000.000	primary or secondary WINS server.	
			DNS Server	(Primary) 000.000.000.000	Specifies the IP address of the	
				(Secondary) 000.000.000.000	primary or secondary DNS server.	
			APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
			IPv6	On Off*	Enable or disable IPv6 protocol for a wireless LAN. If you want to use the IPv6 protocol, visit <u>http://solutions.</u> <u>brother.com/</u> for more information.	
		WLAN Assistant	_	_	You can configure your wireless network settings using the Brother CD-ROM.	
		Setup Wizard	—	—	You can manually configure your print server for a wireless network.	
	e and Network Use					
					/solutions.brother.co	
<ul> <li>Please go to</li> </ul>	the Brother Solution	ons Center to dow	nload Web Conne	ect Guide at <u>http://</u>	solutions.brother.co	<u>m/</u> .

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network WLAN (Continued) (Continued)		WPS/AOSS	_	_	You can easily configure your wireless network settings using the one-button push method.	See +.
	WPS w/ PIN Code	_	_	You can easily configure your wireless network settings using WPS with a PIN.		
		WLAN Status	Status	—	You can see the current wireless network status.	
		Signal	_	You can see the current wireless network signal strength.		
			SSID		You can see the current SSID.	
		Comm. Mode	_	You can see the current Communication Mode.		
		MAC Address	_	_	You can see your machine's MAC address.	
	Wi-Fi Direct	Push Button	_	_	You can easily configure your Wi-Fi Direct™ network settings using the one-button push method.	See 🖡.
		PIN Code	_	-	You can easily configure your Wi-Fi Direct™ network settings using WPS with a PIN.	
		Manual	—	_	You can manually configure your Wi-Fi Direct™ network settings.	
		Group Owner	_	On Off*	Sets your machine as the Group Owner.	

♣ Please go to the Brother Solutions Center to download Wi-Fi Direct<sup>™</sup> Guide at <u>http://solutions.brother.com/</u>.

• Please go to the Brother Solutions Center to download Web Connect Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	Wi-Fi Direct (Continued)	Device Information	Device Name	_	You can see the device name of your machine.	See 🜲.
			SSID		Shows SSID of Group Owner. When the machine is not connected, Touchscreen shows Not Connected.	
			IP Address	—	You can see the current IP Address of your machine.	
		Status Information	Status	<pre>G/O Active (**) Client Active Not Connected Off ** = the number of devices</pre>	You can see the current Wi-Fi Direct™ network status.	
			Signal	Strong Medium Weak None	You can see the current Wi-Fi Direct™ network signal strength. When your machine acts as Group Owner, the Touchscreen always shows Strong.	
NFC		I/F Enable	—	On Off*	Enable or Disable the Wi-Fi Direct™ connection.	
	NFC		_	<b>On*</b> Off	Enable or Disable the NFC function. For more information about the NFC function, see How to print and scan with NFC (Near Field Communication) on page 97.	_

♣ Please go to the Brother Solutions Center to download Wi-Fi Direct™ Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

• Please go to the Brother Solutions Center to download Web Connect Guide at http://solutions.brother.com/.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	E-mail/IFAX (Available after IFAX is	Mail Address	_	_	Enter the mail address. (Up to 60 characters)	See +
	downloaded)	Setup Server	SMTP Server	Name (Up to 30 characters)	Enter the SMTP server address.	
			IP Address [000-255]. [000-255]. [000-255]. [000-255]			
		SMTP Port	[00001-65535]	Enter the SMTP port number.		
			Auth. for	None*	Selects the	
			SMTP	SMTP-AUTH	Security method for E-mail	
				POP bef. SMTP	notification.	ļ
		SMTP SSL	SMTP SSL/TLS	None* SSL	Send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.	
				TLS		
			Verify SMTPCert.	On <b>Off</b> *	Verify the SMTP Server Certificate automatically.	
			POP3 Server	Name (Up to 30 characters)	Enter the POP3 server address.	
				IP Address [000-255]. [000-255]. [000-255]. [000-255]		
			POP3 Port	[00001-65535]	Enter the POP3 port number.	
			Mailbox Name	—	Enter the mail box name. (Up to 60 characters)	
			Mailbox Password	_	Enter the password to login to the POP3 server. (Up to 32 characters)	

♣ Please go to the Brother Solutions Center to download Wi-Fi Direct<sup>™</sup> Guide at <u>http://solutions.brother.com/</u>.

• Please go to the Brother Solutions Center to download Web Connect Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

	Level2	Level3	Level4	Options	Descriptions	Page
Network E-mail/IFAX (Continued) (Available after IFAX is downloaded) (Continued)	ter (Continued)	None* SSL TLS	You can send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.	See +.		
		Verify POP3Cert.	On <b>Off</b> *	Verify the POP3 Server Certificate automatically.		
		АРОР	On <b>Off</b> *	Enables or disables APOP.		
	Setup Mail A RX	Auto Polling	Auto Polling (Options) On* Off	Automatically checks the POP3 server for new messages.		
			(When On chosen) Poll Frequency (Options)	Sets the interval for checking for new messages on the POP3 server.	-	
				1Min 3Mins		
				5Mins 10Mins*		
				30Mins 60Mins		
			Header	All Subject+From+To <b>None*</b>	Selects the contents of the mail header to be printed.	
			Delete Error Mail	<b>On*</b> Off	Deletes error mails automatically.	
			Notification	On	Receives notification	

Network (Continued)			Level4	Options	Descriptions	Page
(Continued)	E-mail/IFAX (Available after IFAX is downloaded)	Setup Mail TX	Sender Subject	_	Displays the subject that is attached to the Internet Fax data.	See +.
	(Continued)		Size Limit	On Off*	Limits the size of E-mail documents.	-
			Notification	On <b>Off</b> *	Sends notification messages.	
		Setup Relay	Relay Broadcast	On Off*	Relays a document to another fax machine over the Internet.	
			Relay Domain		Registers the Domain name.	
			Relay Report	On <b>Off</b> *	Prints the Relay Broadcast Report.	
		Manual POP3 Receive	_	_	Accesses the POP3 server and confirms whether an e-mail has been received.	
	Web Connect Settings		Proxy Connection	On Off*	You can change the Web connection	See .
			Address	—	settings.	
			Port	—		
			User Name	—		
			Password	—		
	Network I/F	_	—	Wired LAN*	You can choose the network connection type.	See +.
	Network Reset	_	_	Yes No	Restores all network settings back to the factory default.	



#### All Settings (continued)

	Level2	Level3	Options	Descriptions	Page
Print Reports	XMIT Verify	—	—	Prints these lists and	See ♦.
	Address Book	—	—	reports.	
	Fax Journal	—	—		
	User Settings	—	—		
	Network Configuration	—	—		
	WLAN Report	—	—		
	Caller ID history	—	—		
Machine Info.	Serial No.	—	—	Lets you check the serial number of your machine.	140
	Firmware Version	Main Version	_	Lets you check the firmware version of your machine.	140
Initial Setup	Date & Time	Date	—	Sets the date and time on	105
		Time	—	the screen and in the headings of the faxes you send.	
		Auto Daylight	<b>On*</b> Off	Automatically changes for Daylight Savings Time.	See ♦.
		Time Zone	—	Sets the time zone for your country.	See ‡.
	Station ID	Fax Name	_	Enter your name and fax number to appear on each page you fax.	
	Tone/Pulse	_	Tone*	Choose the dialling mode.	-
			Pulse		
	Dial Tone	_	Detection	Turns Dial Tone Detection	139
			No Detection*	on or off.	
	Phone Line Set	_	Normal*	Choose the telephone	65
			PBX	line type.	
			ISDN		
	Compatibility	_	High*	Adjusts the modem speed	139
	compacibility		Normal	to help resolve	
				transmission problems.	

Level2	Level3	Options	Descriptions	Page
Reset	Machine Reset	Yes No	You can reset all the machine's settings that you have changed, such as the date and time, telephone line type and Ring Delay.	140
Network Address Book & Fax All Settings	Network	Yes No	Resets the print server back to its factory default settings, such as the password and IP address information.	
		Yes No	Deletes all stored Address Book numbers and faxes, restores the Station ID, Address Book List, Transmission Verification Report and Fax Journal back to the factory default settings.	*
	Yes No	Resets all the machine's settings back to the factory default.		
		Reset Machine Reset          Network         Address Book &         Fax	ResetMachine ResetYes NoNetworkYes NoAddress Book & FaxYes NoAll SettingsYes	Reset       Machine Reset       Yes       You can reset all the machine's settings that you have changed, such as the date and time, telephone line type and Ring Delay.         Network       Yes       Resets the print server back to its factory default settings, such as the password and IP address information.         Address Book & Fax       Yes       Deletes all stored Address Book numbers and faxes, restores the Station ID, Address Book List, Transmission Verification Report and Fax Journal back to the factory default settings.         All Settings       Yes       Resets all the machine's settings.

## Feature tables

	ļ
11	

#### Fax (When Fax Preview is Off.)

Level1	Level2	Level3	Options	Descriptions	Page
Address Book	(Search:)	_	_	When LDAP is off, the search will be within the Local Address Book. When LDAP is on, the search will be within the Local Address Book and LDAP Server.	72
		Detail (This will appear only when LDAP is on.)	_	Displays detailed information about the selected address.	See +.
	Edit	_	Add New Address	Stores Address Book numbers, so you can dial by pressing Address Book on the Touchscreen (and Apply, then Fax Start).	75
			Setup Groups	You can set up Group numbers for Broadcasting.	See ♦.
			Change	You can change Address Book numbers.	76
			Delete	You can delete Address Book numbers.	
	—	Apply	—	You can send a fax using the Address Book.	72
Call History	Outgoing Call	Apply	—	You can choose a number	73
		Edit	Add to Address Book	from the Outgoing Call history and then send a fax to it, add it to Address	
			Delete	Book, or delete it.	
	Caller ID	Apply	_	You can choose a number	74
	history	Edit	Add to Address Book Delete	from the Caller ID history and then send a fax to it, add it to Address Book, or delete it.	
+ See Software a	nd Network User's G	uide.		1	
See Advanced	User's Guide.				
		with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
Options	Fax Resolution	—	Standard*	Sets the resolution for	See 🔶
			Fine	outgoing faxes.	
			S.Fine		
			Photo		
	2-sided Fax	_	Off*	You can choose the	
			2-sided Scan:	2-sided fax scan mode.	
			Long Edge		
			2-sided Scan: Short Edge		
	Contrast	—	Auto*	Changes the lightness or	
			Light	darkness of faxes you send.	
			Dark	Schu.	
	Glass Scan Size	—	A4*	Sets the glass scan size	50
			A3	for faxes.	
			Letter		
			Legal		
			Ledger		
	Broadcasting	Add Number	Add Number	You can send the same	See ♦.
	Broadcasting		Add from	fax message to more than one fax number.	366 ♥.
			Address book		
			Search in Address book		
	Preview	_	On	You can preview a fax	51
			Off*	message before you send it.	
	Colour Setting		Mono*	Sets whether faxes are	50
			Colour	sent in monochrome or colour.	
	Delayed Fax	Delayed Fax	On	Sets the time of day in	See ♦.
			Off*	24-hour format that the delayed faxes will be sent.	
		Set Time	_	delayed laxes will be seril.	
	Batch TX	—	On	Combines delayed faxes	İ
			Off*	to the same fax number at the same time of day into one transmission.	
	Real Time TX		On	You can send a fax	
			Off*	without using the memory.	
	Polled TX	—	Standard	Sets up the document on	
			Secure	your machine to be retrieved by another fax	
			Off*	machine.	
	1	1			
+ See Software	e and Network User's G	uide.			

Level1	Level2	Level3	Options	Descriptions	Page
Options	Polling RX	_	Standard	Sets up your machine to	See ♦.
(Continued)			Secure	poll another fax machine.	
			Timer		
			Off*		
	Overseas Mode	_	On	If you are having difficulty	
			Off*	sending faxes overseas, set this to on.	
	Set New Default	_	Yes	You can save your fax	
			No	settings.	
	Factory Reset	—	Yes	You can restore all	
			No	settings back to the factory default.	
Save as Shortcut	—	_	—	Saves the current settings as a shortcut.	1
+ See Software ar	nd Network User's G	uide.	•		
◆ See Advanced L	Jser's Guide.				
The default setting	s are shown in Bold	with an asterisk.			

### Fax (When Fax Preview is On.)

Level1	Level2	Level3	Options	Descriptions	Page
Sending Faxes	(See Fax (When Fa	ax Preview is Off.) o	n page 161.)		
Received Faxes	Print/Delete	Print All(New Faxes)	_	Prints the new received faxes.	60
		Print All(Old Faxes)	_	Prints the old received faxes.	
		Delete All(New Faxes)	_	Deletes the new received faxes.	60
		Delete All(Old Faxes)	_	Deletes the old received faxes.	
Address Book	(See Address Bo	ok in Fax (When Fa	x Preview is Off.) or	n page 161.)	
Call History	(See Call Histo	ry in Fax (When Fa	x Preview is Off.) or	n page 161.)	
The default setting	s are shown in Bold	with an asterisk.			



Level1	Level2	Level3	Options	Descriptions	Page
Best Quality	—	—	_	You can choose the	77
Normal*				desired settings from the preset items.	
2-sided(1→2)					
2-sided(2→2)					
ADF High Speed					
A3					
A4 → A3					
2in1(ID)					
2in1					
Poster					
Ink Save					
Book					
Options	ADF High Speed Mode	_	On Off*	You can copy A4 or Letter documents faster by placing them long side edge first in the ADF.	80
	Quality	_	Normal* Best	Choose the Copy resolution for the next copy.	See ♦.
	Paper Type		Plain Paper*	Choose the paper type that matches the paper in the tray.	79
			Inkjet Paper		
			Brother BP71	the tray.	
			Other Glossy		
			Transparency		
			(When Tray #2 is selected in Tray Select.)		
			Plain Paper		

Level1	Level2	Level3	Options	Descriptions	Page
Options	Paper Size	—	A4*	Choose the paper size	79
(Continued)			A5	that matches the paper in the tray.	
			A3		
			10x15cm		
			Letter		
			Legal		
			Ledger		
			(When Tray #2 is selected in Tray Select.)		
			A4*		
			A3		
			Letter		
			Legal		
			Ledger		
	Tray Select	—	Tray #1	Choose the tray that will	80
			Tray #2	be used for Copy mode.	
			Auto Tray Select*		
See Advanced I	User's Guide.				
The default setting	is are shown in Bold	with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
Options	Enlarge/Reduce	100%*	—	—	See ♦.
(Continued)					
		Enlarge	198% 10x15cm → A4	You can choose the	
			186% 10x15cm → Letter	enlargement ratio for the next copy.	
			141% A4→A3, A5→A4		
		Reduce	97% Letter → A4	You can choose the	
			93% A4 → Letter	reduction ratio for the next copy.	
			83% Legal → A4		_
			69% A3 → A4, A4 → A5		
			47% A4 → 10x15cm		
		Fit to Page	_	Your machine will adjust the size of the next copy to the paper size you set.	
		Custom(25-400%)	_	You can choose the enlargement or reduction ratio for your type of document.	
	Density	_		Adjusts the density of copies.	
	Stack/Sort		Stack*	You can choose to stack or sort multiple copies.	
See Advanc	ed User's Guide.	•	•	•	
The default set	tings are shown in Bold	with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
Options	Page Layout	Off(lin1)*	—	You can make N in 1, 2 in	See ♦.
(Continued)		2inl(Portrait)		1 ID, 1 to 2 or Poster copies.	
		2in1(Landscape)			
		2in1(ID)			
		4inl(Portrait)			
		4in1(Landscape)			
		1to2			
		Poster(2x1)			
		Poster(2x2)			
		Poster(3x3)			
	Layout Format (When you set	(When 2 in 1 is chosen.)	—		
	Ledger or A3, and	Letterx2 → Ledgerx1			
	then choose 2 in 1 or	Ledgerx2 → Ledgerx1			
	Poster 2x2)	A4x2 → A3x1			
		A3x2 → A3x1			
		(When Poster(2x2) is chosen)			
		Letterx1 → Ledgerx4			
		Ledgerx1 → Ledgerx4			
		A4x1 → A3x4			
		A3x1 → A3x4			
	Auto Deskew	—	Auto*	If your scanned copy is	1
			Off	skewed, your machine can correct the data automatically.	

Level1	Level2	Level3	Options	Descriptions	Page
Options	2-sided Copy	Off*	—	You can choose the 2-sided print settings.	See ◆.
(Continued)	Advanced Settings	2-sided→2-sided	—		
		1-sided→2-sided Long Edge Flip	_		
		2-sided→1-sided Long Edge Flip	—		
		1-sided→2-sided Short Edge Flip	—		
		2-sided-1-sided Short Edge Flip	—		
		Advanced	Normal*		
			2-sided 1		
			2-sided 2		
		_	Off*	You can choose various copy settings, such as Watermark Copy Or Remove Background Colour.	
			Ink Save Mode		
			Thin Paper Copy		
			Book Copy		
			Watermark Copy		
			Remove Background Colour		
	Save as Shortcut	-	_	Saves the current settings as a shortcut.	1
See Advanced	d User's Guide.				
The default settir	ngs are shown in Bold	with an asterisk.			

Settings and feature tables



Level1	Level2	Level3	Options1	Descriptions	Page
to OCR (Available after Presto! PageManager is downloaded for Macintosh users. See Accessing Brother Support (Macintosh) on page 5.)	PC Select	Options	(For details, see the <i>Options</i> on page 171.)	Configure the detailed settings.	See +.
		Save as Shortcut		Saves the current settings as a shortcut.	
to File*	PC Select	Options	(For details, see the <i>Options</i> on page 172.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to Image	PC Select	Options	(For details, see the <i>Options</i> on page 172.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to Media (when a memory card or USB Flash drive is inserted)	_	Options	(For details, see the <i>Options</i> on page 173.)	Configure the detailed settings.	85
		Save as Shortcut	—	Saves the current settings as a shortcut.	See ♦.
to E-mail	PC Select	Options	(For details, see the <i>Options</i> on page 172.)	Configure the detailed settings.	See +.
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to E-mail Server (Available after IFAX is	Address Book	_	_	Choose the address of the recipient from the address book.	
downloaded)	Manual	-	_	Manually enter the address of the recipient.	
	ОК	Options	(For details, see the <i>Options</i> on page 175.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
	Detail	_	_	You can view the list of	]

See Advanced User's Guide.

Level1	Level2	Level3	Options1	Descriptions	Page		
to FTP	Profile Name	Options	(For details, see the <i>Options</i> on page 176.)	Configure the detailed settings.	See +.		
		Save as Shortcut	_	Saves the current settings as a shortcut.			
to Network	Profile Name	Options	(For details, see the <i>Options</i> on page 176.)	Configure the detailed settings.			
		Save as Shortcut	_	Saves the current settings as a shortcut.			
WS Scan	_	Scan	PC Select	You can scan data by using the Web Services protocol.			
(Appears when you install a Web Services Scanner, which is displayed in your computer's Windows <sup>®</sup> Explorer.)		Scan for E-mail					
		Scan for Fax					
		Scan for Print					
. ,	l nd Network User's G	l Juide	<u> </u>				
See Advanced User's Guide.							
The default settings are shown in Bold with an asterisk.							

(for to OCR)

Level1	Level2	Options1	Descriptions	Page
Options	2-sided Scan	Off*	You can choose the 2-sided	See +.
		2-sided Scan: Long Edge	scan mode.	
		2-sided Scan: Short Edge		
	Set with Touch Panel	Off(Set with Computer)*	If you want to use the Touchscreen to change the	
		On	machine's settings, choose on.	
	The settings below w Set with Touch H	ill appear when On is sele	ected in	
	ADF High Speed Mode	On Off*	You can scan A4 or Letter documents faster by placing them long side edge first in the ADF.	96
	Scan Type	Colour	You can choose the scan type	See +.
		Black and White*	for your document.	-
	Resolution	100 dpi	You can choose the scan resolution for your document.	
		200 dpi*		
		300 dpi		
		600 dpi		
	File Type	Text*	You can choose the file format	
		HTML	for your document.	
		RTF		
	Scan Size	A4*	You can choose the scan size	
		A5	for your document.	
		А3		
		10x15cm		
		Business Card (90x60mm)		
		Letter		
		Legal		
		Ledger		
	Skip Blank Page	On	When On is selected, blank	
		Off*	pages are skipped.	
+ See Software	and Network User's Guide.			
The default settir	ngs are shown in Bold with a	n asterisk.		

#### (for to File, to Image Or to E-mail)

Level1	Level2	Options1	Descriptions	Page
Options	2-sided Scan	<b>Off*</b> 2-sided Scan:	You can choose the 2-sided scan mode.	See +.
		Long Edge 2-sided Scan: Short Edge		
	Set with Touch Panel	Off(Set with Computer)*	If you want to use the Touchscreen to change the machine's settings, choose On.	
	The settings below will Set with Touch Pa	l appear when On is sele	ected in	-
	ADF High Speed Mode	On Off*	You can scan A4 or Letter documents faster by placing them long side edge first in the ADF.	96
	Scan Type	Colour* Black and White	You can choose the scan type for your document.	See +.
	Resolution	100 dpi 200 dpi*	You can choose the scan resolution for your document.	
		300 dpi 600 dpi		-
	File Type	(If you choose the Colour option in the Scan Type setting)	You can choose the file format for your document.	
		PDF*		
		JPEG		
		(If you choose the Mono option in the Scan Type setting)		
		PDF*		
		TIFF		
	Scan Size	A4*	You can choose the scan size	
		A5	for your document.	
		A3		
		10x15cm		
		Business Card (90x60mm)		
		Letter		
		Legal		
		Ledger		
	Network User's Guide.			
The default settings a	are shown in Bold with an	asterisk.		

Level1	Level2	Options1	Descriptions	Page
Options	Skip Blank Page	On	When On is selected, blank	See +.
(Continued)		Off*	pages are skipped.	
	Remove Background	Off*	Changes the amount of	
	Colour	Low	background colour that is removed.	
		Medium		
		High		
+ See Software and N	letwork User's Guide.			·
The default settings an	e shown in Bold with an	asterisk.		

#### (for to Media)

Level1	Level2	Options1	Descriptions	Page
Options	ADF High Speed Mode	On Off*	You can scan A4 or Letter documents faster by placing them long side edge first in the ADF.	96
	2-sided Scan	Off* 2-sided Scan: Long Edge 2-sided Scan: Short Edge	You can choose the 2-sided scan mode.	85
	Scan Type	Colour* Black and White	You can choose the scan type for your document.	
	Resolution	100 dpi <b>200 dpi*</b> 300 dpi 600 dpi Auto	You can choose the scan resolution for your document.	*
	File Type	(If you choose the Colour option in the Scan Type setting) PDF* JPEG (If you choose the Mono option in the Scan Type setting) PDF*	You can choose the file format for your document.	
		TIFF		
◆ See Advanced Use	r's Guide.			
The default settings an	e shown in Bold with an	asterisk.		

Level1	Level2	Options1	Descriptions	Page
Options	Scan Size	A4*	You can choose the scan size	85
(Continued)		A5	for your document.	
		A3		
		10x15cm		
		Business Card (90x60mm)		
		Letter		
		Legal		
		Ledger		
	Scan Long Paper	On	You can scan a long document	
		Off*	using the ADF.	
	File Name	—	You can rename the file.	
	Auto Crop	On	Scan multiple documents placed on the scanner glass to a memory card or USB Flash drive one at a time. When On is selected, blank	85
		Off*		See ♦.
	Skip Blank Page	On		85
		Off*	pages are skipped.	
	Remove Background	Off*	Change the amount of	85
	Colour	Low	background colour that is removed.	
		Medium		
		High		
	Set New Default	Yes	You can save your scan	See ♦.
		No	settings as the default settings.	
	Factory Reset	Yes	You can restore all settings to	]
		No	the original factory default settings.	
See Advanced	User's Guide.			
The default setting	gs are shown in Bold with an	asterisk.		

(for to E-mail Server)

#### NOTE -

It is available after IFAX is downloaded.

Level1	Level2	Options1	Descriptions	Page
Options	ADF High Speed Mode	On Off*	You can scan A4 or Letter documents faster by placing them long side edge first in the ADF.	96
	2-sided Scan	Off*	You can choose the 2-sided	See +.
		2-sided Scan: Long Edge	scan mode.	
		2-sided Scan: Short Edge		
	Scan Type	Colour*	You can choose the scan type	1
		Black and White	for your document.	
	Resolution	100 dpi	You can choose the scan	1
		200 dpi*	resolution for your document.	
		300 dpi		
		600 dpi		
		Auto		
	File Type	(If you choose the Colour option in the Scan Type setting)	You can choose the file format for your document.	
		PDF*		
		JPEG		
		(If you choose the Mono option in the Scan Type setting)		
		PDF*		
		TIFF		
	Scan Size	A4*	You can choose the scan size	1
		А5	for your document.	
		АЗ		
		10x15cm		
		Business Card (90x60mm)		
		Letter		
		Legal		
		Ledger		
+ See Software	and Network User's Guide.			
he default settir	ngs are shown in Bold with ar	n asterisk.		

Level1	Level2	Options1	Descriptions	Page
Options	Scan Long Paper	On	You can scan a long document	See +.
(Continued)		Off*	using the ADF.	
	Set New Default	Yes	You can save your scan	1
		No	settings as the default settings.	-
	Factory Reset	Yes	You can restore all settings to	
		No	the original factory default settings.	
+ See Software and N	letwork User's Guide.	1		1
The default settings an	e shown in Bold with an	asterisk.		

## (for to FTP or to Network)

Level1	Level2	Options1	Descriptions	Page
Options	ADF High Speed Mode	On Off*	You can scan A4 or Letter documents faster by placing them long side edge first in the ADF.	96
	2-sided Scan	<b>Off*</b> 2-sided Scan: Long Edge 2-sided Scan: Short Edge	You can choose the 2-sided scan mode.	See +.
	Scan Type	Colour* Black and White	You can choose the scan type for your document.	
	Resolution	100 dpi <b>200 dpi*</b> 300 dpi 600 dpi Auto	You can choose the scan resolution for your document.	
	File Type	(If you choose the Colour option in the Scan Type setting) PDF* JPEG (If you choose the Mono option in the Scan Type setting) PDF* TIFF	You can choose the file format for your document.	
+ See Software and N	Network User's Guide.			•
The default settings a	e shown in Bold with an	asterisk.		

Level1	Level2	Options1	Descriptions	Page
Options	Scan Size	A4*	You can choose the scan size	See +.
(Continued)		A5	for your document.	
		A3		
		10x15cm		
		Business Card (90x60mm)		
		Letter		
		Legal		
		Ledger		
	Scan Long Paper	On	You can scan a long document	
		Off*	using the ADF.	
	File Name	BRNXXXXXXXXXXXXX	Choose preset file names. If	
		Estimate	you choose Manual, you can name the file as you like.	
		Report		
		Order sheet		
		Contract sheet		
		Check		
		Receipt		
		<manual></manual>		
	Skip Blank Page	On	When On is selected, blank	
		Off*	pages are skipped.	
	Remove Background	Off*	Change the amount of background colour that is	
	Colour	Low	background colour that is removed.	
		Medium		
		High		
	User Name	—	Enter the user name.	
+ See Software and	Network User's Guide.			
The default settings a	re shown in Bold with an	asterisk.		



# Photo (More screen)

S P U View Photos* O	Print Index Sheet Print Photos Jsing Index No. DK Print All Enhance	Print Settings Print Settings Print Settings —	For details, see the <i>Print Settings</i> on page 182. For details, see the <i>Print Settings</i> on page 180. For details, see the <i>Print Settings</i> on page 180. —	You can print a thumbnail page. You can print photos by choosing the index numbers. You can adjust your photos with the options. You can print all photos in	See ◆. 84
U N View Photos* O P	Jsing Index No. DK Print All		the <i>Print Settings</i> on page 180. For details, see the <i>Print Settings</i>	choosing the index numbers. You can adjust your photos with the options.	84
P	Print All	Print Settings —	the Print Settings	photos with the options.	84
		_	_	You can print all photos in	
Enhance Photos E	Inhance			your memory card or USB Flash drive.	
		Auto Correct	Print Settings	You can adjust your	See 🔶
		Enhance Skin	(For details, see the <i>Print Settings</i>	photos with these settings.	
		Enhance Scenery			
		Remove Red-Eye			
		Night Scene			
		Fill Light			
		Whiteboard			
		Monochrome			
		Sepia			
		Auto Correct & Remove Red-Eye			
c	Crop	Print Settings	For details, see the <i>Print Settings</i> on page 180.	You can crop your photo and print a part of the image.	
	Inhance and	Auto Correct	Print Settings	You can adjust and crop	
c	Crop	Enhance Skin	(For details, see the <i>Print Settings</i>	your photos with these settings.	
		Enhance Scenery	on page 180.)		
		Remove Red-Eye			
		Night Scene			
		Fill Light			
		Whiteboard			
		Monochrome			
		Sepia			
		Auto Correct & Remove Red-Eye			

Level1	Level2	Level3	Options	Descriptions	Page
ID Photo Print	ID Photo Size	25x36mm	Print Settings	You can print ID photos for your resume, passport	See ♦.
		35x45mm	(For more information, see	and so on.	
		36x51mm	the Print Settings		
		45x45mm	on page 183.)		
		45x55mm			
		35x48mm			
		50x70mm (2x2.75inch)			
		2x2inch			
Slide Show	Show Each	3Secs*	_	Sets the time each photo	
	Photo for	10Secs		in the Slide Show is shown before the machine switches to the next photo.	
		30Secs			
		1Min			
		5Mins			
	Effect	Off*	_	Sets the effect that is used when the machine switches to the next photo in the Slide Show.	
		Slide In			
		Fade In			
		Zoom In			
	Start			The machine starts a Slide Show of your photos.	
				You can choose a photo during the Slide Show and change the print settings. (For details, see the <i>Print Settings</i> on page 180.)	
See Advanced L	l Iser's Guide	<u> </u>	1		1
		with an actorial			
The deladit setting	s are shown in Bold	พาแก สาา สรเยกรห์.			

#### Print Settings

#### (for View Photos, Print Photos Using Index No., Enhance Photos Or Slide Show)

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality	Normal	—	—	Choose the print quality.	See ♦.
(Not available for DPOF printing.)	Photo*				
Paper Type	Plain Paper	—	—	Choose the paper type.	
	Inkjet Paper				
	Brother BP71				
	Other Glossy*				
Paper Size	10x15cm*	—	—	Choose the paper size.	
	13x18cm				
	A4				
	A3				
	Letter				
	Ledger				
(When Letter or	8x10cm	—	—	Choose the print size if	1
A4 is chosen)	9x13cm			you are using Letter or A4 size paper.	
Print Size	10x15cm				
	13x18cm				
	15x20cm				
	Max. Size*				
Auto Correct	On	_	_	The machine decides the	1
(Does not appear when DPOF Print is chosen.) (View Photos and Slide Show only)	Off*			appropriate effect for your photo.	
Brightness	_	—	—	Adjusts the brightness.	I
(Does not appear when Enhance or Enhance and Crop is chosen.)					
See Advanced L	Jser's Guide	<u> </u>	<u> </u>		
	s are shown in Bold	with an astoriak			

Option1	Option2	Option3	Option4	Descriptions	Page
Contrast	- +	_	_	Adjusts the contrast.	See ♦.
(Does not appear when Enhance or Enhance and Crop is chosen.)	-2 -1 -1 -1 +1 +1				
Colour Enhance	+2 On	White Balance		Adjusts the hue of the	
(Does not appear when Enhance or Enhance and Crop is chosen.)	Off*		- + -2 -1 0 +1 +2	white areas.	
		Sharpness	- + -2 -1 0 +1 +2	Enhances the detail of the image.	
		Colour Density	- + -2 -1 -1 +1 +2	Adjusts the total amount of colour in the image.	
Cropping	<b>On*</b> Off	_		Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	
Borderless	<b>On*</b> Off	_	—	Expands the printable area to fit the edges of the paper.	
Date Print (Not available for DPOF printing.)	On Off*	_	_	Prints the date on your photo.	
Set New Default	Yes No	_	_	Saves your print settings as the default settings.	
◆ See Advanced L	Jser's Guide.	1	1	1	1
	s are shown in Bold	with an asterisk			

Option1	Option2	Option3	Option4	Descriptions	Page
Factory Reset	Yes No	_	_	Restores all the settings back to the factory default.	See ♦.
See Advanced U	Jser's Guide.				
The default setting	s are shown in Bold	with an asterisk.			

#### Print Settings

#### (for Print Index Sheet)

Level1	Level2	Level3	Options	Descriptions	Page			
Paper Type	Plain Paper*	—	—	Choose the paper type.	See ♦.			
	Inkjet Paper							
	Brother BP71							
	Other Glossy							
Paper Size	Letter	—	—	Choose the paper size.				
	A4*							
See Advanced U	♦ See Advanced User's Guide.							
The default setting	s are shown in Bold	with an asterisk.						

#### Print Settings

#### (for ID Photo Print)

Level1	Level2	Level3	Options	Descriptions	Page
Print Quality	Normal	—	—	Choose the print quality.	See ♦.
	Photo*				
Paper Type	Plain Paper	—	—	Choose the paper type.	
	Inkjet Paper				
	Brother BP71				
	Other Glossy*				
Paper Size	10x15cm*	—	—	Choose the paper size.	
	13x18cm				
	A4				
	Letter				
Photo Enhance	Off*	—	—	You can adjust your	
	Auto Correct			photos with these settings.	
	Remove Red-Eye				
	Auto Correct &				
	Remove Red-Eye				



## Web (More screen)

Level1	Level2	Level3	Options	Descriptions	Page
Web	Apps	—	—	Lets you connect the	See .
	SkyDrive <sup>®</sup>	—	—	Brother machine to an Internet service.	
	Box	—	—	Web services may have	
	Google Drive™——been added and names may have changed by the	been added and/or service			
		—	—	names may have been changed by the provider	
		since this document was			
	Facebook	—	—	published.	
	Picasa Web Albums™				
F	Flickr <sup>®</sup>	—	—		
Please go to	the Brother Solutions	Center to downloa	ad Web Connect G	Guide at http://solutions.brother.co	<u>m/</u> .
The default setti	ings are shown in Bol	d with an asterisk.			

С



# A3 Copy Shortcuts (More screen)

Level1	Level2	Option1	Option2	Descriptions	Page
A3 2in1	Options	Quality	Normal*	Choose the Copy	See ♦.
A3*			Best	resolution for the next copy.	
A4 → A3		Paper Type	Plain Paper	Displays the available paper type.	
A3 → A4			A3*		-
A4 + Note(L)		Paper Size		Sets the size of paper in the paper tray.	
A4 + Note(P)			Ledger		
A4 + Grid			(When A3 → A4 is chosen)		
A4 + Blank			A4*		
A4 Centre					
			Letter		-
		Tray Select	Auto Tray Select	Automatically chooses the tray that contains the most suitable paper.	
		Density	-2 -1 -1 +1 +1 +2	Adjusts the density of copies.	
		Auto Deskew	Auto* Off	If your scanned copy is skewed, your machine can correct the data automatically.	

Settings and feature tables

## + (Shortcuts)

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut	Сору	Normal	Move to Copy	You can choose your	14
		Best Quality	Options Screen.	desired settings from the preset items.	
		ADF High Speed		preset tierns.	
		A3			
		2-sided(1→2)			
		2-sided(2→2)			
		A4 → A3			
		2in1(ID)			
		2in1			
		Poster	-		
		Ink Save			
		Book	1		

С

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut	Fax	Fax Resolution	Standard*	Sets the resolution for	15
(Continued)	(Options)		Fine	outgoing faxes.	
			S.Fine		
			Photo		
		2-sided Fax	Off*	You can choose the	
			2-sided Scan: Long Edge	2-sided fax scan mode.	
			2-sided Scan: Short Edge		
		Contrast	Auto*	Changes the lightness or	
			Light	darkness of faxes you send.	
			Dark		
		Glass Scan Size	<b>A4*</b> A3	Adjusts the scan area of the scanner glass to the	
			Letter	size of the document.	
			Legal		
			Ledger		
		Broadcasting	Add Number	You can send the same fax message to more than one fax number.	
			(Options)		
			Add Number		
			Add from Address book		
			Search in Address book		
		Preview	On	You can preview a fax	1
			Off*	message before you send it.	
		Colour Setting	<b>Mono*</b> Colour	Sets whether faxes are sent in monochrome or colour.	
		Real Time TX	On Off*	You can send a fax without using the memory.	
		Overseas Mode	On Off*	If you are having difficulty sending faxes overseas, set this to on.	
The default setting	s are shown in Bold	with an asterisk.	L	1	r

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut (Continued)	Scan	to File	PC Select	You can scan a monochrome or a colour document into your computer.	16
		to OCR	PC Select	You can have your text document converted to an editable text file.	
		to Image	PC Select	You can scan a colour picture into your graphics application.	
		to Media (Options)	ADF High Speed Mode	You can scan documents into a memory card or	
			2-sided Scan	USB Flash drive.	
			Scan Type		
			Resolution		
			File Type		
			Scan Size		
			Scan Long Paper		
			File Name		
			Auto Crop		
			Skip Blank Page		
			Remove Background Colour		
		to E-mail	PC Select	You can scan a monochrome or a colour document into your E-mail application.	
		to E-mail Server	ADF High Speed Mode	You can scan a monochrome or a colour	
		(Options)	2-sided Scan	document into your E-mail Server.	
			Scan Type		
			Resolution		
			File Type		
			Scan Size		
			Scan Long Paper		
		to Network	Profile Name	You can send scanned data to a CIFS server on your local network or on the Internet.	
		to FTP	Profile Name	You can send scanned data via FTP.	1

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut	Web	SkyDrive <sup>®</sup>	—	Lets you connect the	18
(Continued)		Box	—	<ul> <li>Brother machine to an Internet service.</li> </ul>	
		Google Drive™	—	Web services may have	
		Evernote®	—	been added and/or	
		Dropbox	—	service names may have been changed by the	
		Facebook	—	provider since this	
		Picasa Web Albums™	—	document was published.	
		Flickr <sup>®</sup>	—		
This list appears when each	Edit Shortcut Name	—	-	You can change the shortcut name.	19
Shortcut name is pressed for 2 seconds.	Delete	—	_	Deletes the shortcut.	19
The default setting	s are shown in Bold	with an asterisk.			

## (Ink)

Level1	Level2	Level3	Options	Descriptions	Page
	Test Print	—	Print Quality	Lets you check the print	103
(Ink)			Alignment	quality or alignment.	104
	Cleaning	—	Black	Lets you clean the print	102
			Colour	head.	
			All		
	Ink Volume	—	_	Lets you check the available ink volume.	See ♦.
◆ See Advanced	User's Guide.	1	L	L	1
The default setting	is are shown in Bold	with an asterisk.			

### wiFi (Wi-Fi Setup)

#### NOTE -

After the Wi-Fi<sup>®</sup> is set up, you cannot change the settings from your Home screen. Change any settings for the Wi-Fi connection in the Settings screen.

Level1	Level2	Level3	Options	Descriptions	Page
WiFi (Wi-Fi Setup)	Setup Wizard	—	-	You can manually configure your print server for a wireless network.	See ‡.
	Setup with PC	_	-	You can configure the Wi-Fi settings using a PC.	
	WPS/AOSS	_	-	You can easily configure your wireless network settings using the one-button push method.	
	WPS w/ PIN Code		-	You can easily configure your wireless network settings using WPS with a PIN.	See +.
+ See Software	and Network User's G	uide.			
‡ See Quick Se	tup Guide.				
The default setti	ngs are shown in Bold	with an asteris	k.		

#### When using memory cards or a USB Flash drive in the correct slot

Level1	Level2	Level3	Options	Descriptions	Page
Photo	(See Photo (More screen) on page 178.)				
Scan to Media	(See to Media on page 169.)				
Web	(See Web (More screen) on page 183.)				
DPOF	—	_	—	Displays the DPOF See setting screen.	
◆ See Advanced User's Guide.					
The default setting	s are shown in Bold	with an asterisk.			

С

## **Entering Text**

When you need to enter text into the machine the keyboard will appear on the Touchscreen. Press 1 @ to cycle between letters, numbers and special characters.



#### NOTE

To change between lowercase or uppercase, press

## **Inserting spaces**

To enter a space, press Space. Or, you can press ▶ to move the cursor.

#### NOTE

The characters that are available may differ depending on your country.

## **Making corrections**

If you entered an incorrect character and want to change it, press ◀ to move the cursor to highlight the incorrect character, and then press . Enter the correct character. You can also use the cursor to go back and insert letters.

To erase all the characters, press 💽 repeatedly.

**Specifications** 

## General

#### NOTE

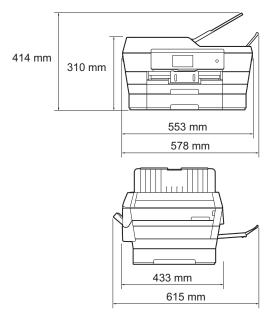
This chapter provides a summary of the machine's specifications. For additional specifications visit <u>http://www.brother.com/</u>.

Printer Type	Inkjet		
Print Head	Mono:	Piezo with 420 nozzles $\times$ 1	
	Colour:	Piezo with 420 nozzles $\times$ 3	
Memory Capacity	256 MB		
LCD (Liquid Crystal Display)	3.7 in. (93.4 mm) TFT Colour Touchscreen LCD <sup>1</sup> and Touchpanel		
Power Source	AC 220 to 240V 50/	60Hz	
Power Consumption <sup>2</sup>	Copying Mode:	Approx. 29 W <sup>3</sup>	
	Ready Mode:	Approx. 5.5 W <sup>4</sup>	
	Sleep Mode:	Approx. 1.5 W <sup>4</sup>	
	Off:	Approx. 0.04 W <sup>4 5</sup>	

<sup>1</sup> Measured diagonally.

- <sup>2</sup> Measured when the machine is connected to the USB interface. Power consumption varies slightly depending on the usage environment or part wear.
- <sup>3</sup> When using ADF, single-sided printing and scanning, resolution: standard / document: ISO/IEC 24712 printed pattern.
- <sup>4</sup> Measured according to IEC 62301 Edition 2.0.
- <sup>5</sup> Even when the machine is turned off, it will automatically turn itself on periodically for print head maintenance, and then turn itself off.

#### Dimension



Weight Noise Level	16.7 kg <b>Sound Pressure</b>				
	Operating:	LpAm = 50 dB(A) (Maximum) <sup>1</sup>			
	Sound Power <sup>23</sup>				
	Copying <sup>4</sup> :	Lwad = 6.33 B(A) (Mono)			
		Lwad = 6.25 B(A) (Colour)			
	Ready:	Lwad = 3.01 B(A) (Mono/Colour)			
Temperature	Operating:	10 to 35 °C			
	Best Print Quality:	20 to 33 °C			
Humidity	Operating:	20 to 80% (without condensation)			
	Best Print Quality:	20 to 80% (without condensation)			
ADF (automatic	Up to 35 pages				
document feeder)	Paper: 80 g/m <sup>2</sup> A4 or Letter size				
Document Size	ADF Width: 148 mm to 297 mm				
	ADF Length: 148 mm to 431.8 mm				
	Scanner Glass Widtl	h: Max. 297 mm			
	Scanner Glass Length: Max. 431.8 mm				

<sup>1</sup> Noise depends on printing conditions.

- <sup>2</sup> In accordance with ISO9296
- <sup>3</sup> Office equipment with LwAd>6.30 B(A) is not suitable for use in room where people require high levels of concentration. Such equipment should be placed in separate rooms because of noise emissions.
- <sup>4</sup> Copy speed: 14 cpm (Mono) / 11 cpm (Colour) These copy speeds were measured in the manner of 3.5.1 of RAL-UZ171.

D

## **Print media**

Ρ	aper Input	Paper Tray #1
		Paper type:
		Plain paper, inkjet paper (coated paper), glossy paper <sup>1</sup> and transparency <sup>1 2</sup>
		■ Paper size <sup>3</sup> :
		(Landscape)
		A4, Letter, Executive
		(Portrait)
		A3, Ledger, Legal, Folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 $\times$ 15 cm), Photo L (89 $\times$ 127 mm), Photo 2L (13 $\times$ 18 cm) and Index card (127 $\times$ 203 mm)
		Width: 89 mm - 297 mm
		Length: 127 mm - 431.8 mm
		For more details, see Paper weight and thickness on page 44.
		Maximum paper tray capacity:
		Approx. 250 sheets of 80 g/m <sup>2</sup> plain paper
		Paper Tray #2
		Paper type:
		Plain Paper
		Paper size:
		(Landscape)
		A4, Letter
		(Portrait)
		A3, Ledger, Legal
		Width: 210 mm - 297 mm
		Length: 279.4 mm - 431.8 mm
		For more details, see <i>Paper weight and thickness</i> on page 44.
		Maximum paper tray capacity:
		Approx. 250 sheets of 80 g/m <sup>2</sup> plain paper
1	For glossy paper or machine to avoid si	transparencies, remove printed pages from the output paper tray immediately after they exit the mudging.
2	Use only transpare	ncy paper recommended for inkjet printing.

- <sup>2</sup> Use only transparency paper recommended for inkjet printing.
- <sup>3</sup> See *Paper type and size for each operation* on page 42.

Paper Input	Manual Feed Slot
(Continued)	Paper type:
	Plain paper, inkjet paper (coated paper), glossy paper <sup>1</sup> , transparency <sup>1 2</sup> and Envelopes
	■ Paper size <sup>3</sup> :
	(Landscape)
	A4, Letter, Executive
	(Portrait)
	A3, Ledger, Legal, Folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 $\times$ 15 cm), Photo L (89 $\times$ 127 mm), Photo 2L (13 $\times$ 18 cm) and Index card (127 $\times$ 203 mm)
	Width: 89 mm - 297 mm
	Length: 127 mm - 431.8 mm
	For more details, see Paper weight and thickness on page 44.
	Maximum paper tray capacity:
	1 sheet of special print media
Paper Output	Up to 50 sheets of 80 g/m <sup>2</sup> plain paper (face up print delivery to the output paper tray) <sup>1</sup>

- <sup>1</sup> For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.
- <sup>2</sup> Use only transparency paper recommended for inkjet printing.
- <sup>3</sup> See Paper type and size for each operation on page 42.

## Fax

Compatibility	ITU-T Super Group 3
Modem Speed	Automatic Fallback
	33,600 bps
Scanning Width	288 mm (A3)
(Single-sided document)	
Scanning Width and Length	Width: 288 mm (A3) (ADF)
(2-sided document)	Length: 414 mm (A3) (ADF)
Printing Width	291 mm (A3)
Greyscale	Monochrome: 8 bit (256 levels)
	Colour: 24 bit (8 bit per colour/ 256 levels)
Resolution	Standard
	203 × 98 dpi (Mono)
	$203 \times 196 \text{ dpi}$ (Colour)
	Fine
	203  imes 196 dpi (Mono/Colour)
	Superfine
	203 × 392 dpi (Mono)
	Photo
	203 × 196 dpi (Mono)
Address Book	100 names $\times$ 2 numbers or E-mail addresses <sup>1</sup>
Groups	Up to 6
Broadcasting	250 (200 Address Book/50 Manual Dial)
Automatic Redial	3 times at 5 minute intervals
Memory Transmission	Up to 200 <sup>2</sup> pages
Out of Paper Reception	Up to 200 <sup>2</sup> pages

<sup>1</sup> E-mail addresses are available after IFAX is downloaded.

<sup>2</sup> "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.

## Сору

Colour/Monochrome Copy Width Multiple Copies

Enlarge/Reduce

Resolution

2-sided

Yes/Yes

291 mm <sup>1</sup>

Stacks/Sorts up to 99 pages

25% to 400% (in increments of 1%)

Prints up to  $1200 \times 2400 \text{ dpi}$ 

Yes

Paper type:

Plain paper

Paper size:

A4, Letter, Ledger, A3, Legal, A5

<sup>1</sup> When copying on A3 size paper.

## PhotoCapture Center™

Compatible Media <sup>1</sup>	Memory Stick Duo <sup>TM</sup> (16 MB - 128 MB) Memory Stick PRO Duo <sup>TM</sup> (256 MB - 32 GB) Memory Stick Micro <sup>TM</sup> (M2 <sup>TM</sup> ) with Adapter (256 MB - 32 GB) MultiMedia Card (32 MB - 2 GB) MultiMedia Card plus (128 MB - 4 GB) MultiMedia Card mobile with Adapter (64 MB - 1 GB) SD Memory Card (16 MB - 2 GB) miniSD with Adapter (16 MB - 2 GB) microSD with Adapter (16 MB - 2 GB) SDHC Memory Card (4 GB - 32 GB) miniSDHC with Adapter (4 GB - 32 GB) microSDHC with Adapter (4 GB - 32 GB) SDXC Memory Card (48 GB - 128 GB) USB Flash drive <sup>2</sup>
Resolution	Up to 1200 × 4800 dpi
<b>File Extension</b> (Media Format) (Image Format)	DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1) Photo Print: JPEG <sup>3</sup> , AVI <sup>4</sup> , MOV <sup>4</sup>
	Scan to Media: JPEG, PDF (Colour)
	TIFF, PDF (Monochrome)
Number of Files	Up to 999 files (Folders inside memory cards or USB Flash drives are also counted as files.)
Folder	Files can be stored up to 4 folder levels deep on the memory card or USB Flash drive.
Borderless	A4, Letter, Ledger, A3, Photo (10 $\times$ 15 cm), Photo 2L (13 $\times$ 18 cm) $^5$

<sup>1</sup> Memory cards, adapters and USB Flash drives are not included.

<sup>2</sup> USB 2.0 Standard USB Mass Storage standard up to 64 GB Support format: FAT12/FAT16/FAT32/exFAT

<sup>3</sup> Progressive JPEG format is not supported.

<sup>4</sup> Motion JPEG only

<sup>5</sup> See Paper type and size for each operation on page 42.

## PictBridge

Compatibility

Interface

Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001.

Visit <u>http://www.cipa.jp/pictbridge/</u> for more information.

USB direct interface

## Scanner

Colour/Monochrome	Yes/Yes
TWAIN Compliant	Yes
	(Windows <sup>®</sup> XP <sup>1</sup> /Windows Vista <sup>®</sup> /Windows <sup>®</sup> 7/Windows <sup>®</sup> 8)
	(Mac OS X v10.6.8, 10.7.x, 10.8.x)
WIA Compliant	Yes
	(Windows <sup>®</sup> XP <sup>1</sup> /Windows Vista <sup>®</sup> /Windows <sup>®</sup> 7/Windows <sup>®</sup> 8)
ICA Compliant	Yes (Mac OS X v10.6.8, 10.7.x, 10.8.x)
Colour Depth	48 bit colour Processing (Input)
	24 bit colour Processing (Output) / 256 levels per colour
Greyscale	16 bit colour Processing (Input)
	8 bit colour Processing (Output) / 256 levels
Resolution	Up to 19200 $\times$ 19200 dpi (interpolated) $^2$
	Up to 2400 $ imes$ 2400 dpi (optical) (Scanner Glass)
	Up to 2400 $ imes$ 1200 dpi (optical) (ADF)
Scanning Width and Length	Width: Up to 293 mm
(Single-sided document)	Length: Up to 427.8 mm
Scanning Width and Length	Width: Up to 293 mm (ADF)
(2-sided document)	Length: Up to 427.8 mm (ADF)

<sup>1</sup> Windows<sup>®</sup> XP in this User's Guide includes Windows<sup>®</sup> XP Home Edition, Windows<sup>®</sup> XP Professional, and Windows<sup>®</sup> XP Professional x64 Edition.

<sup>2</sup> Maximum  $1200 \times 1200$  dpi scanning when using the WIA Driver for Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>, Windows<sup>®</sup> 7 and Windows<sup>®</sup> 8 (resolution up to  $19200 \times 19200$  dpi can be selected by using the Brother scanner utility).

## **Printer**

Resolution

Printing Width <sup>3</sup>

Borderless <sup>2</sup>

2-sided

Up to  $1200 \times 6000$  dpi

291 mm [297 mm (borderless)<sup>1</sup>]

A4, Letter, Ledger, A3, A6, Photo 10  $\times$  15 cm, Photo L 89  $\times$  127 mm, Photo 2L 13  $\times$  18 cm, Index Card (127  $\times$  203 mm)

Paper type:

Plain paper

Paper size: A4, Letter, A3, Ledger, Legal, Folio, A5, Executive

#### Print Speed <sup>4</sup>

- <sup>1</sup> When the Borderless feature is set to On.
- <sup>2</sup> See *Paper type and size for each operation* on page 42.
- <sup>3</sup> When printing on A3 size paper.
- <sup>4</sup> For detailed specifications visit <u>http://www.brother.com/</u>.

## Interfaces

USB <sup>12</sup>	A USB 2.0 interface cable that is no longer than 5 m.
LAN cable <sup>3</sup>	Ethernet UTP cable category 5 or greater.
Wireless LAN	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)
	IEEE 802.11g/n (Wi-Fi Direct™)
NFC	Yes

- <sup>1</sup> Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.
- <sup>2</sup> Third party USB ports are not supported.
- <sup>3</sup> See *Network* on page 202. See Software and Network User's Guide.

## Network

#### NOTE

For more information about the Network specifications, see Software and Network User's Guide.

You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows<sup>®</sup> only), Remote Setup, and to access photos from PhotoCapture Center<sup>™ 1</sup>. Also included is the Brother BRAdmin Light <sup>2</sup> Network Management software.

Wireless Network Security	SSID (32 characters), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)		
Wireless Setup	AOSS™	Yes	
Support Utility	WPS	Yes	

<sup>1</sup> See *Computer requirements* on page 203.

<sup>2</sup> (Windows<sup>®</sup>) If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from <u>http://solutions.brother.com/</u>. (Macintosh) The latest Brother BRAdmin Light is available as a download from http://solutions.brother.com/.

Specifications

## **Computer requirements**

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS							
		PC Interfac		ce		Hard Disk Space to install	
Computer Platform & Operating System Version		USB <sup>2</sup>	10/100 Base-TX (Ethernet)	Wireless 802.11b/g/n	Processor	For Drivers	For Applications (including Drivers)
Windows <sup>®</sup> Operating System	Windows <sup>®</sup> XP Home <sup>1 4</sup> Windows <sup>®</sup> XP Professional <sup>1 4</sup>	Printing PC Fax <sup>3</sup> Scanning			32bit (x86) or 64bit (x64) processor	150 MB	1 GB
	Windows Vista <sup>® 1 4</sup>	Removab (USB or N		5		500 MB	1.3 GB
	Windows <sup>®</sup> 7 <sup>1 4</sup> Windows <sup>®</sup> 8 <sup>1 4</sup>	-	(USB or Memory card) <sup>5</sup> Network Media Access (LAN) <sup>5</sup>			650 MB	
	Windows Server <sup>®</sup> 2003	N/A	Printing			50 MB	N/A
	Windows Server <sup>®</sup> 2003 R2						
	Windows Server <sup>®</sup> 2008						
	Windows Server <sup>®</sup> 2008 R2				64bit (x64) processor		
	Windows Server <sup>®</sup> 2012						
Macintosh	Mac OS X v10.6.8	Printing			Intel <sup>®</sup>	80 MB	550 MB
Operating System	OS X v10.7.x	PC Fax (S	Send) <sup>3</sup>		Processor		
	OS X v10.8.x	Scanning					
		(USB or N	Removable Disk (USB or Memory card) <sup>5</sup>				
		Network I	Network Media Access (LAN) <sup>5</sup>				
Conditions:							
$^1$ For WIA, 1200 $\times$ 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 $\times$ 19200 dpi.			For the latest driver updates, visit us at <u>http://solutions.brother.com/</u> .				
<sup>2</sup> Third party USB ports are not supported.				s, brand and pi			
<ul> <li><sup>3</sup> PC Fax supports black and white only.</li> <li><sup>4</sup> Paper Dert M 12SE supports Windows<sup>®</sup> XD Hame (SP3 or</li> </ul>							
greater), XP Professional (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows							
	Vista <sup>®</sup> (SP2 or greater), Windows <sup>®</sup> 7 and Windows <sup>®</sup> 8.						
<sup>5</sup> Removable disk and Network Media Access are functions of PhotoCapture Center™.							

D

## **Consumable items**

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. With all following ink cartridges you can print the specified number of pages.
Replacement Consumables	<super black="" high="" yield=""> LC12EBK <super high="" yellow="" yield=""> LC12EY <super cyan="" high="" yield=""> LC12EC <super high="" magenta="" yield=""> LC12EM</super></super></super></super>
	Black - Approximately 2,400 pages <sup>1</sup>
	Yellow, Cyan and Magenta - Approximately 1,200 pages <sup>1</sup>
	<sup>1</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 24711.
	For more information about the replacement consumables, visit us at <a href="http://www.brother.com/pageyield/">http://www.brother.com/pageyield/</a> .

#### What is Innobella™?

Innobella<sup>™</sup> is a range of genuine consumables offered by Brother. The name "Innobella<sup>™</sup>" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

When you print photo images, Brother recommends Innobella<sup>™</sup> glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella<sup>™</sup> Ink and paper.



# E Index

## Α

Address Book	
changing	76
deleting	76
Group dial	
changing	76
setting up	75
using	72
ADF (automatic document feeder)	45
Answering machine (TAD)	67
connecting	67
Apple Macintosh	
See Software and Network User's G	uide.
Automatic	
fax receive	53
Fax Detect	57

## В

Brother	
CreativeCenter	5

## С

64
74
74
74
74
102
101
67
68
204
6
uide.
79
79
77
14
39
46

Custom telephone features on a single	
line	5

## D

Dialling	
a pause	75
Address Book	72
Caller ID history	74
manual	72
Outgoing Call	73
Document	
loading	45, 46

¢

## E

Envelopes27, 29, 3	35, 42, 44
Error messages on Touchscreen	
B&W 1-sided Print Only	
Cannot Detect	
Cannot Print	109
Comm. Error	109
Cover is Open	109
Data Remaining in Memory	109
Document Jam/too Long	
Ink Absorber Full	
Ink Absorber NearFull	111
Ink Low	111
No Ink Cartridge	112
No Paper Fed	113
Out of Fax Memory	113
Out of Memory	
Paper Jam	
Unable to Clean	
Unable to Initialize	116
Unable to Print	116
Unable to Scan	116
Wrong Paper	117
Wrong Tray Setting	117
Extension telephone, using	69, 70
External telephone, connecting	68

## F

FAX (PC-FAX)
Windows <sup>®</sup>
sending61
Fax codes
changing70
Remote Activation Code
Remote Deactivation Code 69, 70
using70
Fax Detect
Fax, from PC
See Software and Network User's Guide.
Fax, stand-alone
receiving53
difficulties
F/T Ring Time, setting56
Fax Detect
Fax Preview
from extension telephone
into PC62
Ring Delay, setting56
telephone line interference / VoIP 139
tray use40
sending
change scanner glass size50
colour fax
difficulties
Fax Preview51
Shortcuts
telephone line interference / VoIP 139
Transmission Verification Report52
Fax/Tel mode
answering at extension
telephones
Remote Activation Code
Remote Deactivation Code
Ring Delay
G
<u> </u>

Greyscale		195,	199
-----------	--	------	-----

## H

Help	
Features tables16	51
Settings tables14	13
Touchscreen messages14	12

## 

Ink cartridges	
ink dot counter	98
replacing	98
Innobella™20	)4

### J

Jacks	
EXT	
External telephone	
Jams	
document	119
paper	121

LCD (Liquid C	Crystal Display)	6, 142
Brightness		

## Μ

Macintosh See Software and Network User's Guide.
Maintenance, routine
replacing ink cartridges
Manual
dialling72
receive
Manual feed slot
Multi-line connections (PBX)68

## Ν

Network Printing
See Software and Network User's Guide.
Scanning
See Software and Network User's Guide.
NFC (Near Field Communication)97
printing97
scanning97
Nuance™ PaperPort™ 12SE
See Software and Network User's Guide.
Also see Help in the PaperPort™ 12SE
application.

## 0

Outgoing Call	
Add to Address Book	73
Delete	73
Send a fax	73

## Ρ

Paper	40, 193, 194
capacity	43
loading	22, 27, 30
loading envelopes	27
loading Photo and Photo L p	aper27
printable area	
size of document	45
type	
Photo and Photo L paper	
PhotoCapture Center	, ,
from PC	
See Software and Network	User's Guide.
MultiMedia Card	
Preview photos	
Scan to Media	•
change file name	
SD Memory Card	
SDHC Memory Card	
SDXC Memory Card	
specifications	
Presets for copying	
Presto! PageManager	
See Software and Network L	Jser's Guide.
Also see Help in the Presto!	
application.	
Print	
difficulties	
paper jams	
printable area	
resolution	
specifications	
Printing	
See Software and Network L	Jser's Guide.

## R

Ready screen	13
Receive Mode	
External TAD	53
Fax Only	53
Fax/Tel	
Manual	53
Redial/Pause	
Remote Setup	
See Software and Network Use	er's Guide.
Resolution	
сору	196
fax	
print	
scan	
Ring Delay, setting	

## S

Scanning	
See Software and N	etwork User's Guide.
Serial Number	
how to find	.See inside front cover
Shortcuts	
•	
-	
-	
Sockets	
EXT	
	e 68
•	Tables 142
	10

## Т

TAD (telephone answering device),	
external	53, 67
connecting	
Receive Mode	53
recording OGM	68
Telephone line	
connections	67
difficulties	132
interference / VoIP	139
multi-line (PBX)	68
type	65
Text, entering	190
Transferring your faxes or	
Fax Journal report	118
Transparencies40, 41, 43, 44, 19	93, 194
Tray Select	80
Troubleshooting	
document jam	119
error messages on Touchscreen	108
if you are having difficulty	
copying	
document jam	119
entering data	
incoming calls	135
Network	137
paper handling	
PhotoCapture Center™	
print quality	
printing	
printing received faxes	132
receiving faxes	133
scanning	136
software	137
telephone line or connections	132
maintenance messages on	
Touchscreen	
paper jam	121

## U

Unscannable area	47

### V

Volume,	setting
---------	---------

beeper	20
ring	20
speaker	21

### W

Web Shortcuts	 14,	18
Windows <sup>®</sup>		

See Software and Network User's Guide. Wireless Network

See Quick Setup Guide and Software and Network User's Guide.



#### Visit us on the World Wide Web http://www.brother.com/

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.



www.brotherearth.com